

*Approved by
Management Board Resolution
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Chairman of the Management Board-
CEO
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**AMERIABANK CJSC LIST OF DOCUMENTS AND INFORMATION FOR PROVISION OF SERVICES IN
UNIFIED SYSTEM OF SECURITIES REGISTRATION AND SETTLEMENT¹**

1. Execution/renewal of agreement on maintenance of register of holders (nominal owners) of registered securities (hereinafter "Maintenance of Register")

Information to be provided by client (Issuer) in the form of separate documents

- ✓ State registration document
- ✓ Charter or any other founding document
- ✓ Certificate of tax identification number (TIN); for non-resident issuers a similar proof of tax ID is required (if any)
- ✓ Proof of the authorities of the head of executive body
- ✓ Proof of the identity of the head of executive body²
- ✓ Documents on restriction of rights to securities or their copies (if any)
- ✓ Decision on issue of the securities that are in the process of placement, including the description of the securities, procedure and terms of placement if the issuer is still in the process of placement or the final outcome has not yet been recorded

For resident issuers also

- ✓ Information (if not available in the articles of incorporation) on shareholders and members owning 10% or more of voting shares of the company, such information provided by the authorized body (registrar or another registering authority), including copies of identity documents². The information specified in this clause is not required for publicly traded companies who provide evidence of listing on a regulated exchange.
- ✓ Copy of the beneficial owners' identity documents²

For non-resident issuers also: documents and information to be submitted by non-resident legal entities in accordance with the List of Documents and Information¹ Required for Opening a Bank Account, Making a Deposit, Receiving a Card or Renting a Safe Deposit Box in Ameriabank CJSC (hereinafter "List of Documents Required for Bank Account Opening").

Documents to be executed based on approved forms of the Bank

- ✓ Application for execution of register maintenance agreement which considered also a documents acceptance act

¹ List of Documents and Information Required for Opening a Bank Account, Making a Deposit, Receiving a Card or Renting a Safe Deposit Box in Ameriabank CJSC (11RBD/12CIB LI 72-01-01), adopted by the Bank's Management Board Decision # 02/03/15 as of February 04, 2015. Link: <https://ameriabank.am/useful-links>

- ✓ International Securities Identification Number (ISIN) or Securities Identification Number (SIN) application subject to the Rules of the Central Depository on Assigning International Securities Identification Numbers
- ✓ List of the registered holders of securities or their nominees (including the restrictions of rights over the securities) in electronic and paper form prepared based on the results of placement finalized and recorded as of document submission date (**is not required in case of agreement renewal**).
- ✓ Client information form and communication instruction (**required for first-time clients**)
- ✓ Beneficial owner information form (**required for non-resident Issuer only**)

2. Registration of corporate actions

2.1. Corporate actions due to conversion of the securities

Information to be provided by client in the form of separate documents

- ✓ Issuer's decision on corporate actions, the order and terms of securities conversion (to be included in or enclosed with such decision)
- ✓ Issuer's decision on issue (placement) of the securities where a placement is performed for conversion of the securities
- ✓ Document describing procedure and terms and conditions of buyback of fractional stock issued due to consolidation
- ✓ Document certifying state registration of the corporate action
- ✓ Amendments to the charter

Documents to be executed based on approved forms of the Bank

- ✓ Securities Conversion Order
- ✓ International Securities Identification Number (ISIN) or Securities Identification Number (SIN) application subject to the Rules of the Central Depository on Assigning International Securities Identification Numbers

2.2. Corporate actions related to reorganization

Information to be provided by client in the form of separate documents

- ✓ Issuer's decision on reorganization, the document certifying the results of reorganization as well as the order and terms of reorganization and securities conversion (to be included in or enclosed with such decision)
- ✓ Consolidation or merger agreement underlying the reorganization
- ✓ Document on state registration of the termination of the company ceasing to exist due to corporate action
- ✓ Document certifying the amendment to the charter and state registration of the company continuing to exist after and/or established due to reorganization

Documents to be executed based on approved forms of the Bank

- ✓ Securities Conversion Order
- ✓ International Securities Identification Number (ISIN) or Securities Identification Number (SIN) application subject to the Rules of the Central Depository on Assigning International Securities Identification Numbers

2.3. Corporate actions due to acquisition/buyout of shares

Information to be provided by client in the form of separate documents

- ✓ Issuer's decision on a corporate action

Documents to be executed based on approved forms of the Bank

- ✓ Securities Transfer Order (FOP or DVP)

2.4. Corporate actions due to redemption or annulment of securities

Information to be provided by client in the form of separate documents

- ✓ Issuer's decision on a corporate action
- ✓ Document certifying state registration of the corporate action where the results of such action are subject to state registration at the given stage
- ✓ Amendment to the charter where the charter is subject to amendment due to corporate action

Documents to be executed based on approved forms of the Bank

- ✓ Securities redemption/annulment order
- ✓ International Securities Identification Number (ISIN) or Securities Identification Number (SIN) application subject to the Rules of the Central Depository on Assigning International Securities Identification Numbers

3. Registration of securities placement operations

3.1. OTC (Over-the-Counter) placement

Information to be provided by client in the form of separate documents

- ✓ Issuer's decision on issue (placement) of securities, the procedure and terms of issue and placement (to be included in or enclosed with the decision)
- ✓ Issuer's decision on approval of the outcome of placement if such approval is required by the legislation for the given class of securities
- ✓ Document certifying state registration of the outcome of placement where outcome of placement is subject to state registration
- ✓ Amendment to the charter where the charter is subject to amendment due to placement

Documents to be executed based on approved forms of the Bank

- ✓ Securities placement order
- ✓ International Securities Identification Number (ISIN) or Securities Identification Number (SIN) application subject to the Rules of the Central Depository on Assigning International Securities Identification Numbers

3.2. Placement of securities on regulated markets

Information to be provided by client in the form of separate documents

- ✓ Issuer's decision on issue (placement) of securities, the procedure and terms of issue and placement (to be included in or enclosed with the decision)
- ✓ Armenia Securities Exchange OJSC, copy of the decision on placement of the securities

Documents to be executed based on approved forms of the Bank

- ✓ Securities placement order
- ✓ International Securities Identification Number (ISIN) or Securities Identification Number (SIN) application subject to the Rules of the Central Depository on Assigning International Securities Identification Numbers

4. Termination of register maintenance agreement

Information to be provided by client in the form of separate documents

- ✓ Application to the head of the executive body of the Central Depository for termination of register maintenance agreement
- ✓ Document certifying state registration of the change in the Issuer's company where termination of register maintenance agreement is based on the state registration of the respective change
- ✓ Documentary proof of the fulfillment of the liabilities in the system (if any) if the Bank has not obtained such information

5. Opening of securities account for holder of securities, where the holder is a physical entity or individual entrepreneur

Information to be provided by client in the form of separate documents

- ✓ Identity document²
- ✓ Personal public service number/PPSN³
- ✓ For non-resident individuals any other document expressly identifying the person's social/public number (if any)
- ✓ For individual entrepreneurs - an extract from the unified state register

For non-residents also

- ✓ Utility payment receipt, reference from the place of residence or some other equivalent document containing the registration/actual residence address of the individual
- ✓ Additional information⁵ as stated in the list of documents and information to be submitted by non-resident legal entities in accordance with the **List of Documents Required for Bank Account Opening**ⁱⁱ

Documents to be executed based on approved forms of the Bank

- ✓ Securities account opening order
- ✓ Client information form and communication instruction (required for first-time clients)

5.1. Opening securities account for testator

Information to be provided by client in the form of separate documents

- ✓ Certificate of right of inheritance or copy of the respective court decision as well as, where necessary, copies of the documents which served as a basis for recognition of inheritance
- ✓ Ownership certificate (if any)
- ✓ Personal identification document of heir²

Documents to be executed based on approved forms of the Bank

- ✓ Securities account opening order submitted by the heir

6. Opening of Securities Account for legal entity Owner of securities or Issuer

Information to be provided by client in the form of separate documents

- ✓ State registration document
- ✓ Charter or any other founding document
- ✓ Certificate of tax identification number (TIN); for non-resident legal entities a similar proof of tax ID is required (if any)

ⁱⁱ List of Documents and Information Required for Opening a Bank Account, Making a Deposit, Receiving a Card or Renting a Safe Deposit Box in Ameriabank CJSC (11RBD/12CIB LI 72-01-01), adopted by the Bank's Management Board Decision # 02/03/15 as of February 04, 2015. Link: <https://ameriabank.am/useful-links>

- ✓ Proof of the authorities of the head of executive body
- ✓ Proof of the identity of the head of executive body²

For resident legal entities also:

- ✓ Information (if not available in the articles of incorporation) on shareholders and members owning 10% and more voting shares of the company, such information provided by the authorized body (registrar or another registering authority), including copies of identity documents². The information specified in this clause is not required for publicly traded companies who provide evidence of listing on a regulated exchange.
- ✓ Copy of the beneficial owners' identity documents²

For non-resident legal entities also documents and information to be submitted by the Client in accordance with the **List of Documents Required for Bank Account Opening** ⁱⁱⁱ

Documents to be executed based on approved forms of the Bank

- ✓ Securities account opening order
- ✓ Client information form and communication instruction (required for first-time clients)
- ✓ Beneficial owner information form (**required for non-resident legal entities only**)

7. Securities account closing

Documents to be executed based on approved forms of the Bank

- ✓ Securities account closing order

8. Registration of pledge of the securities

8.1. If requested by the pledgor:

Information to be provided by client in the form of separate documents

- ✓ Proof of pledge of the securities
- ✓ Pledgee's written consent if the security interest has been pledged or the pledgee of securities has changed

Documents to be executed based on approved forms of the Bank

- ✓ Securities pledge order

8.2. If the pledgee applies for pledge of the security interest or change of the pledgee of the securities

Documents to be executed based on approved forms of the Bank

- ✓ Securities pledge order

9. Release of securities from pledge

9.1. If requested by the pledgor:

Information to be provided by client in the form of separate documents

- ✓ Written consent of the pledgee for release of securities from pledge

ⁱⁱⁱ List of Documents and Information Required for Opening a Bank Account, Making a Deposit, Receiving a Card or Renting a Safe Deposit Box in Ameriabank CJSC (11RBD/12CIB LI 72-01-01), adopted by the Bank's Management Board Decision # 02/03/15 as of February 04, 2015. Link: <https://ameriabank.am/useful-links>

Documents to be executed based on approved forms of the Bank

- ✓ Order for release of securities from pledge

9.2. If requested by the pledgee:

Documents to be executed based on approved forms of the Bank

- ✓ Order for release of securities from pledge

10. Temporary restriction or lifting of restriction of the right to vote at general meetings of shareholders for pledged securities

Information to be provided by client in the form of separate documents

- ✓ Consent of the pledgee for restriction/lifting of restriction of voting right

Documents to be executed based on approved forms of the Bank

- ✓ Securities pledge order or order for release of securities from pledge submitted by the pledgor

11. Transfer of securities

Information to be provided by client in the form of separate documents

In case of sale of pledged securities in out-of-court procedure:

- ✓ Agreement or covenant containing provision on out-of-court sale of pledged securities
- ✓ Notice given to the pledgor pursuant to the Civil Code of Armenia and proof of its receipt
- ✓ Other documents required pursuant to the Civil Code of Armenia

In case of registration of right of inheritance

- ✓ Certificate of right of inheritance or copy of the respective court decision as well as, where necessary, copies of the documents which served as a basis for recognition of inheritance
- ✓ Ownership certificate (if any)
- ✓ Personal identification document of heir²

Transfer of securities based on a purchase and sale (donation) transaction

- ✓ Purchase and sale (donation) agreement No agreement is required in case of donation where the transfer is confirmed by the recipient
- ✓ Statement of the transferring physical entity about single status or a notarized document certifying the consent of the spouse (such document is not required where the spouse signs the securities transfer order)
- ✓ Decision of the respective authorized body of the transferring legal entity or any other similar document
- ✓ Substantiation (document) on exercising of the priority right where this requirement is applicable according to the RA legislation and/or the Issuer's charter

Documents to be executed based on approved forms of the Bank (*depending on the type transfer*)

- ✓ Stock transfer order for free delivery of securities
- ✓ Securities Transfer Order (FOP or DVP)
- ✓ Securities portfolio transfer order
- ✓ Fund's share placement/subscription application or fund's share redemption/annulment application to be submitted in cases prescribed by the Rules of the Depositary on Provision of the Services for Administration of the Shares issued by Investment Funds

12. Provision of information from operational system

Documents to be executed based on approved forms of the Bank

- ✓ Issuer's request for information or account holder's request for information

13. Editing data in operational system^{iv}

13.1. In case of Issuer

Information to be provided by client in the form of separate documents

- ✓ Document certifying state registration of change of data where such change is subject to state registration
- ✓ Amendment to the charter where the charter is subject to amendment due to change of data
- ✓ Power of attorney and identity document² of the authorized person where an authorized person is appointed or where there are changes in the power of attorney or in authorized person's data
- ✓ Supporting documents, certifying the changes related to the Issuer or the Issuer's register (or required for eliminating the inaccuracies and omissions) subject to mandatory reporting to the Bank according to the Depositary Rules and Terms.^v

Documents to be executed based on approved forms of the Bank (*depending on the data to be changed*)

- ✓ Application on change of legal entity's (individual entrepreneur's) data and/or communication instruction
- ✓ International Securities Identification Number (ISIN) or Securities Identification Number (SIN) application subject to the Rules of the Central Depository on Assigning International Securities Identification Numbers This clause is applicable in case of changes in the application

13.2. In case of owner or pledgee

Information to be provided by client in the form of separate documents

- ✓ Identity document²/state registration document where the changes were made in such document
- ✓ Amendment to the charter where the charter is subject to amendment due to change of data
- ✓ Power of attorney and identity document² of the authorized person where an authorized person is appointed or where there are changes in the power of attorney or in authorized person's data

Documents to be executed based on approved forms of the Bank (*depending on the data to be changed*)

- ✓ Application on change of physical entity's/legal entity's (individual entrepreneur's) data and/or communication instruction

14. Disclosure of information on the official website of the depository

Information to be provided by client in the form of separate documents

- ✓ Application, which should contain the firm name, TIN or other information related to state registration, location and postal address of the issuer, description and date of operation (if applicable)
- ✓ The following information for disclosures related to registration of securities, including additional issues

^{iv} For modification of data in the system, apart from the documents specified in this chapter, it is necessary to submit also the documents required pursuant to the respective chapter of this document for execution of a register maintenance agreement or securities custody agreement with respect to the amended data

^v Terms of Provision of Services in the Unified System of Securities Registries Maintenance and Settlement Through the Mediation of Ameriabank CJSC (13FOD RL 72-20) adopted by the Bank's Management Board decision # 02/13/16 as of April 06, 2016. Link: <https://ameriabank.am/useful-links>

- a. ISIN or SIN
- b. Type (class) of registered securities
- c. Par value (if any) and currency of securities
- d. Quantity of securities
- ✓ The following information for disclosures related to par value of securities
 - a. ISIN or SIN
 - b. Previous and current par value
- ✓ The following information for disclosures related to conversion of securities
 - a. ISIN or SIN of securities to be converted
 - b. ISIN or SIN of target securities, if available in the system
 - c. Name of issuer of the target securities specified in sub-clause b, if different from the issuer of source securities
 - d. Conversion ratio
- ✓ The following information for disclosures related to cancellation of securities
 - a. ISIN or SIN of securities to be canceled
 - b. Quantity of securities to be canceled

15. Freezing or unfreezing of securities or securities accounts

Information to be provided by client in the form of separate documents

- ✓ Court judgment, if the securities are to be unfrozen to perform an action in pursuance of court judgment

Documents to be executed based on approved forms of the Bank

- ✓ Securities (securities account) freeze (unfreeze) order

16. Additional services

Information to be provided by client in the form of separate documents

- ✓ Application for signing a respective service agreement plus documents necessary and required by applicable laws for provision of that service
- ✓ Documents containing provisions on restriction of securities rights or exercise of priority right, required by the applicable laws of Armenia (including charter, agreement, covenant, resolution of general meeting, etc.). Where there is no separate procedure defined by the issuer for exercise of priority right, request on application of the relevant provisions of the laws and regulations of Armenia to the exercise of priority right and its supervision. This clause is applicable only when requesting application of control over purchase of Securities and other restrictions.

16.1. Payment/redemption of coupon bonds, payment of dividends

Documents to be executed based on approved forms of the Bank

- ✓ Coupon bonds payment/redemption and dividends payment order

17. Bookkeeping of and registration of operations with treasury bonds

17.1. Trade, repo or reverse repo, exchange of treasury bonds

Information to be provided by client in the form of separate documents

- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank (*depending on the type transfer*)

- ✓ Depo order <S521 for the sell side or <S520 for the buy side or securities transfer order (FOP or DVP)
- ✓ Depo order (<S522) for the sell side or order for free delivery of securities

17.2. Pledge of treasury bonds without counter-transfer of funds

Information to be provided by client in the form of separate documents

- ✓ Pledge agreement,
- ✓ documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order (<S542) for pledgor client or application (order) for pledging of securities

17.3. Pledge of treasury bonds with counter-transfer of funds

Information to be provided by client in the form of separate documents

- ✓ Pledge agreement,
- ✓ documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order <S540 for pledgor client or <S541 for pledgee client or application (order) for pledging of securities

17.4. Release from pledge of treasury bonds with counter-transfer of funds

Information to be provided by client in the form of separate documents

- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order (<S544 for pledgor client, <S543 for pledgee client) or application (order) for release of securities from pledge

17.5. Release from pledge of treasury bonds without counter-transfer of funds

Information to be provided by client in the form of separate documents

- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order (<S545) for pledgee client or application (order) for release of securities from pledge

17.6. Renouncing the collateral by the pledgor

Information to be provided by client in the form of separate documents

- ✓ Covenant between the pledgor and pledgee, if the pledge agreement does not provide for this operation
- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order (<S 546) for pledgee client

17.7. Satisfaction of the pledgee's claims out of the proceeds from sale of pledged treasury bonds

Information to be provided by client in the form of separate documents

- ✓ Covenant between the pledgor and pledgee, if the pledge agreement does not provide for this operation
- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo orders appropriate for the given operation to be submitted by the pledgor

17.8. Replacement of collateral

Information to be provided by client in the form of separate documents

- ✓ Covenant between the pledgor and pledgee, unless otherwise provided for by applicable law or pledge agreement, to be submitted by the Pledgor
- ✓ Amended pledge agreement, to be submitted by the pledgor
- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order (ՀՏ547, ՀՏ548) for pledgor client and pledgee client

17.9. Replacement of pledgor

Information to be provided by client in the form of separate documents

- ✓ Covenant between the pledgee and new pledgor, certified by the provider(s) of custody services of the parties
- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order (ՀՏ549) to be submitted by the pledgor client or new pledgor (successor to the previous pledgor)

17.10. Replacement of pledgor

Information to be provided by client in the form of separate documents

- ✓ Consent of the pledgor, certified by the provider of custody services of the pledgor, if required by applicable laws and pledge agreement
- ✓ Cession agreement pursuant to the legislation of Armenia
- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Documents to be executed based on approved forms of the Bank

- ✓ Depo order (ՀՏ550) to be submitted by the pledgee client or new pledgee (successor to the previous pledgee)

17.11. Bookkeeping and registration of operations with treasury bonds on the basis of a court decision

Information to be provided by client in the form of separate documents

- ✓ Court rulings and/or resolutions of the Service for Compulsory Execution of Judicial Acts
- ✓ Documentary proof of rights, where and if required by applicable bylaws regulating circulation of treasury bonds

Notes

1. General Provisions

- 1.1 The terms used in this document have the same meaning as ascribed to them in the Terms and Conditions of Provision of Services in the Unified System of Securities Registry Maintenance and Settlements through mediation of Ameriabank CJSC^{vi}.
- 1.2 Where necessary, the Bank may request additional documents and information.
- 1.3 Document certifying authorities and personal identification document² of the person acting based on power of attorney
- 1.4 The customer is required to fill in the respective FATCA forms as required under the Foreign Account Tax Compliance Act (FATCA), introduced by the US Congress on March 18, 2010, if the customer's details match the description of a US Person.
- 1.5 Upon the Bank consent the documents that are required to be filed in person, may be submitted in another way if it is expressly evident that the document is authentic and its contents is preserved.
- 1.6 Original counterparts of the documents (or their copies if required so) or their duly certified copies should be submitted in person. All documents submitted by non-resident legal entities, whether original or copies, should be duly certified. "Duly certified" here means:
 - 1.6.1 Having apostille or attested by the authorized body of the given foreign state; or, for CIS countries and Georgia, notarized, or
 - 1.6.2 Attested by Republic of Armenia diplomatic mission or consulate to the foreign state
- 1.7 All documents in a foreign language must be accompanied by a notarized translation. No translation is required if the document is submitted in Russian or English.
- 1.8 No need to re-submit the documents if they have been previously filed by the client and are still valid and effective
- 1.9 If the Bank may obtain the required document or information from any limited-access or public source that in the Bank's opinion is trustworthy, the Bank may waive the requirement to provide such information or document.

2. Identity document means:

- a) for Republic of Armenia citizens: passport (including biometrica passport), identity card, military ID card for those who are on compulsory military service; temporary identity document or temporary certificate issued by the Republic of Armenia police under the Republic of Armenia Government; for minors under 16: passport, birth certificate
- b) for asylum seekers: asylum seeker's ID
- c) for officially recognized refugees and persons granted political asylum: convention travel document
- d) for foreign citizens: passport or an internationally recognized travel document issued by a foreign state or an international organization; documents certifying lawful residence in Armenia, such as permanent residence card, temporary residence card, special passport of the Republic of Armenia
- e) for stateless persons: travel document issued by a foreign state; residence certificate for stateless persons permanently resident in Armenia; documents certifying legal residence in Armenia, such as permanent residence card, temporary residence card, special passport of the Republic of Armenia
- f) for refugees granted temporary protection: identity document of the temporarily protected person (certificate of temporary asylum)

^{vi} Terms of Provision of Services in the Unified System of Securities Registries Maintenance and Settlement Through the Mediation of Ameriabank CJSC (13FOD RL 72-20) adopted by the Bank's Management Board decision # 02/13/16 as of April 06, 2016. Link: <https://ameriabank.am/useful-links>

3. Personal public service number is recorded in the identity card (for Republic of Armenia citizens), residence card (for foreign citizens), identity documents of stateless persons resident in the Republic of Armenia and refugees, and the respective statements issued by the Republic of Armenia police. The former social security card number is also considered a personal public service number.

If you do not have a personal public service number you should provide a statement on absence of the same, issued by the Armenian police.

4. The sample seal is imprinted on the Bank form in the presence of the Bank employee.

Seal requirement is not mandatory unless:

- 4.1. availability and application of a seal is required for the entity under the applicable jurisdiction (for non-residents), and
- 4.2. such entity is required to have a seal and verify documents with a seal under its articles of incorporation, charter or internal regulations

In case the entity doesn't have a seal, a declaration on the absence of seal is signed in accordance with the requirements of internal regulations of the Bank.

5. The documents listed in sub-section "Additional Information" are not mandatory (unless the Bank specifically requests to provide them) but are significant for the Bank while conducting the client's due diligence.