

List of documents necessary for remote identification

A person wishing to become a Client of the Bank remotely shall initially submit the following documents:

- **Individuals – documents specified in section 2;**
- **Legal entities and Legal Arrangements – documents specified in sections 2 and 3 (as relevant to legal form).**

1. The Client/Client's Representative shall upload documents to the User Cabinet in accordance with the following requirements:

- 1.1. Documents may be filled out electronically or by hand, in clearly legible handwriting, using one pen ink hue (blue), without corrections;
- 1.2. Documents may not be filled out partially by hand and partially in electronic form.

2. All persons shall submit the following documents:

- 2.1. Application;
- 2.2. Agreement on provision of the Bank's services;
- 2.3. Client Questionnaire;
- 2.4. Basic information on state-guaranteed deposit protections;
- 2.5. W-8BEN or W-9 form if, in accordance with the Client Questionnaire, the Client has U.S. taxpayer status;
- 2.6. Licence or special permit (if the Client's line of business requires one).
- 2.7. Special conditions, if the Client is granted special pricing.

3. Legal entities and Legal Arrangements shall also submit the following documents (as relevant to legal form):

Residents:

	Individual merchant (IK)
1.	Key data provided in Register of Enterprises databases (firm name, registration number registered office, merchant)
	Legal entity (persons entered into registers maintained by the Republic of Latvia Register of Enterprises), e.g.:
	Joint-stock company (AS), limited liability company (SIA), European company (SE), cooperative company (KB) partnership (KS), full partnership (PS), individual enterprise (including farms, fisheries and rural craft companies), association, trade union, religious organisation (parish, religious organisation (church) or diocese), court of arbitration, insolvent merchant etc.
1.	Key company data provided in Register of Enterprises databases (firm name, registration number registered office, authorised signatories, proxy).
2.	Articles of association.
3.	Register of shareholders down to all individuals holding at least 25% of the company's equity. Attached if information differs from key company data provided by the Register of Enterprises.

4.	Document confirming representation rights. Attached if information differs from key company data provided by the Register of Enterprises. Suitable options: Register of Enterprises decision to register members of the board, Register of Enterprises reference on the signatory rights of members of the board, or transcript from a court judgment announcing insolvency proceedings and appointing an administrator, if the representative is an administrator of insolvency proceedings.
5.	Beneficial Owner Disclosure. <ul style="list-style-type: none"> ▪ The Beneficial Owner Disclosure shall be signed by the Client's Representative and by the Beneficial Owner. ▪ If information on the Beneficial Owner is available from www.ur.gov.lv/www.lursoft.lv, the Beneficial Owner Disclosure may also be signed solely by the Client's Representative.
6.	Copy of Beneficial Owner's Identification Document if the Beneficial Owner is any of the following: <ul style="list-style-type: none"> - Republic of Latvia Non-resident; - a person whose (Beneficial Owner) information is not available on www.ur.gov.lv/www.lursoft.lv; - a person who is not a direct or indirect shareholder of the Client (e.g. chairperson of the board of an association). <ul style="list-style-type: none"> ▪ The copy of the document shall be signed by the Beneficial Owner.

Non-residents:

	Republic of Latvia branch of a foreign merchant
1.	Key company data provided in Register of Enterprises databases (firm name, registration number registered office, authorised signatories, proxy).
2.	Articles of association or equivalent document of the foreign merchant.
3.	Register of shareholders of the foreign merchant, down to all individuals holding at least 25% of the company's equity.
4.	Document confirming representation rights. Attached if information differs from key company data provided by the Register of Enterprises. Suitable options: Register of Enterprises decision to register a branch representative, Register of Enterprises reference on the signatory rights of a branch representative.
5.	Beneficial Owner Disclosure. <ul style="list-style-type: none"> ▪ The Beneficial Owner Disclosure shall be signed by the Client's Representative and by the Beneficial Owner.
6.	Copy of Beneficial Owner's Identification Document: <ul style="list-style-type: none"> ▪ The copy of the document shall be signed by the Beneficial Owner.

	Foreign merchant* , e.g.: Private company limited by shares (LTD) or Limited liability company (LLC), Joint-stock company (JSC), Limited liability partnership (LLP), Branch of Overseas Company, Extra-provincial corporation, individual merchant registered in a foreign country etc.
1.	Certificate of incorporation or equivalent document confirming registration of the merchant.
2.	Certificate of good standing or equivalent document confirming the merchant's status with the register (issued no more than 1 year prior, containing data on a submitted annual report, no debt, in active business).
3.	Memorandum and articles of association – the merchant's articles of association and deed or incorporation (or equivalent).
4.	Share certificate or shareholders list – some list or certificate of shareholding in the merchant, down to all individuals holding at least 25% of the company's equity.
5.	Trust declaration, Trust agreement, Operating agreement or other document confirming the Beneficial Owner's legal link to the Client.
6.	Additional information on the nominal owners and officials of the Client if they are legal entities – e.g. an Incumbency certificate or equivalent, issued by a foreign register of companies (issued no more than 1 year prior).
7.	Document confirming representation rights. Suitable options:

	Incumbency certificate (issued no more than 1 year prior), or equivalent, issued by a foreign register of companies; Minutes of first meeting, resolution or other document specified in the merchant's articles of association for appointing a signatory, or minutes of the founding meeting etc.
8.	Beneficial Owner Disclosure. <ul style="list-style-type: none"> ▪ The Beneficial Owner Disclosure shall be signed by the Client's Representative and by the Beneficial Owner.
9.	Copy of Beneficial Owner's Identification Document: <ul style="list-style-type: none"> ▪ The copy of the document shall be signed by the Beneficial Owner.
*If the Client is a registered office or branch registered in a foreign country, e.g. a Branch of Overseas Company, Extra-provincial corporation etc., the documents mentioned in rows 1, 2 and 4 of this table should also be provided on its parent company.	