

## **LIST OF DOCUMENTS SUBMITTED TO THE BANK**

### **1. Initial documents necessary to confirm the legal status of the Borrower and get a loan:**

#### **If the Borrower is an individual entrepreneur:**

- Application for the loan (the form approved by the Bank);
- A notarized copy of identity card of the Borrower (1 copy);
- Document of military service or exemption /deferment of military service for men aged 18- 26;
- A notarized copy of the Borrower's Tax Certificate (1 copy);
- Business Plan (2 copies);
- Other documents.

#### **If the Borrower is a legal person:**

- Application for the loan (the form approved by the Bank);
- A notarized copy of the Certificate of state registration of the legal person (1 copy);
- A notarized copy of the Charter of the legal entity (1 copy);
- A notarized copy of the Borrower's Tax Certificate (1 copy);
- A copy of the ID card of the Director of the legal entity;
- A copy of the document (decision, order) on the appointment of the Director of a legal entity; in case of need a copy of the power of attorney to the third party;
- Extract from the Minutes of the meeting of the Supreme management body of the legal entity of the decision to get a loan (if necessary);
- A notarized copy of the Certificate of the State Statistics Committee (1 copy) (If necessary one more copy);
- Business Plan (2 copies.);
- Other documents.

### **2. Documents confirming business activity:**

- A copy of the document confirming the right to own property;
- Copies of the contracts confirming business activity of the Borrower (for rent, joint ventures, etc.);
- Copies of the documents on the ownership of equipment, machinery and real estate used in the Borrower's business;
- Copies of documents permitting to carry out some type of business (patents, licenses, etc.);
- Documents for land use on which the enterprise operates (If the land is owned by the Borrower);
- Notarized copies of documents confirming the ownership of the land and technical documents on the land (1 copy);

If the land is state or municipal property -Notarized copies of the lease of land agreement , and if necessary State registration of land use right in the manner prescribed by the Law, a notarized

copy of the relevant extract issued by the territorial administration of the State Real Estate Register Service (SRERS) under the State Committee of property (1 copy);

- Notarized copies of technical documentation on the land (1 copy);
- Notarized copies of documents on allocation of the land and the right of its further use (Resolution of the Cabinet of Ministers of the Republic of Azerbaijan, decisions and orders of local executives, decision of municipal bodies) (2 copies);>

**If the land is owned by a close relative of the Borrower:**

- A notarized copy of the birth certificate of the Borrower (1 copy);
- A notarized copy of ID of the owner of the land (1 copy);
- Notarized copies of documents confirming the ownership of the land, and technical documents on the ground (1 copy).

**If a plot of land leased by the Borrower from another person:**

- Notarized copies of ID of the lesser and the lessee (1 copy);
- Notarized copies of documents confirming the ownership of the land and technical documents on the land (1 copy);
- Notarized copies of the lease of land and if necessary state registration of land use right in the manner prescribed by the Law, a notarized copy of the relevant extract issued by the territorial administration of the SRERS (1 copy);
- Other documents.

**3. Financial documents**

**If the Borrower is an individual entrepreneur:**

- A copy of the Certificate of registration in the state bodies and tax declaration for the last 2 quarters;
- Statement of additional income;
- Other documents.

**If the Borrower is a legal entity:**

- A copy of the certificate of registration in the state bodies and tax declaration for the last 2 quarters;
- Statement of additional income;
- Extract from the accounts for the previous 12 months (by month)
- Other documents.

**4. Documents of collateral**

- A copy of the document confirming the right to own property (1 copy);
- Certificate of residence of the Borrower's family members (form 2)
- Notarized consent of spouse (s) and other registered co-owners of the residential place of pledging real estate as collateral / notarized consent of the spouse (s) of pledging the vehicle as collateral;
- Other documents.

**5. Other documents if necessary, may be required by the Bank:**

- Reference issued by the State Social Protection Fund of Azerbaijan and the Ministry of Taxes of Azerbaijan Republic on payments on social insurance and income tax for the last 6 months;
- Statement of additional income of the Borrower and his/her family;
- Reference of registration office on the marital status of the Borrower;
- Other documents.