

 **Promagroleasing OJSC**

FORM of

 a member of a financial transaction

(for legal entities – non- resident of the Republic of Belarus)

*Information is indicated on the date of filing of the present form. All fields of the form are obligatory, without infill – Company has the right to refuse in the consideration of purchasing machinery and equipment in leasing (of guarantee, pledge))*

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| --- | --- | --- |
| 1.
 | Full name in Russian |   |
| Abbreviated name in Russian |  |
|  Full name in English ( if there is) |   |
| 1.
 | Information about a state registration: |
| registration number |   |
| a state registration date |   |
| a name of the registering authority |   |
| a registration address |   |
| 1.
 | Legal address | Actual | Postal |
| postal   index |   |   |   |
| region / district |   |   |   |
| city ​​/ town |   |   |   |
| village council |   |   |   |
| house |   |   |   |
| building / building |   |   |   |
| room / office |   |   |   |
|   [[1]](#footnote-1)actual and legal addresses are the samepostal and legal addresses are the same |
| 1.
 | Taxpayer Identification Number (TIN) |   |
| 1.
 | Amount of authorized capital: |   |
| 1.
 | The composition of the founders and the share of their participation in the capital of the enterprise

|  |  |  |
| --- | --- | --- |
| founder (shareholder, member)(full name, TIN, registration address are indicated for legal entities;for individuals[[2]](#footnote-2) - full name, citizenship, passport number, when and by whom issued, an identification number, date and place of birth, registration address) | a countryregistration | share in authorized capital, % |
|   |   |   |
|   |   |   |
|   |   |   |

 |
| 1.
 | Information on whether the founders (participants) of the organization with a share in the authorized capital of more than 25 percent, owners or beneficial owners are founders (participants) of other organizations with a share in the authorized capital of more than 25 percent owners or other organizations:

|  |  |  |
| --- | --- | --- |
| Name of founder (member) or full beneficial owner’s name of an organization | share in authorized capital of other organization, % | Information about organizations |
| Name of an organization | Location of an organization (legal address) | TIN (for resident of the Republic of Belarus) and/or other identification number (for non-resident) |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- |
| 1.
 | Key persons who, in accordance with the established procedure, have been granted the right to act on behalf of the organization: |
| Head:

|  |  |
| --- | --- |
| Position |   |
| full name |  |
| experience | Total experience | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years |
| In branch | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years  |
| In the position | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years  |
| date of signing the existing contract \_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_contract term to \_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_ |
| date and place of birth | "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |
| citizenship |   |
| an identification number |   |
| passport data | Series \_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of issue \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_ issued by: |
| registration address |   |
| residential address (if it differs from registration) |  no differ from the registration address   |
| combining the position in other legal entities |   |
| contact number | official (\_ \_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            mobile (\_ \_\_\_) \_\_\_\_\_\_\_ / (\_\_\_\_) \_\_\_\_\_\_\_\_\_ |
| E-mail  |  |

 |
| The management function has been transferred to another legal entity (managing organization) or to an individual entrepreneur*.* [[3]](#footnote-3) **No  Yes**                                                                                                                (if yes, fill in the table)

|  |  |
| --- | --- |
| Name of an organization ( in full) / individual entrepreneur (in full) |   |
| Registration number, date of registration, name of the registering authority |   |
| Taxpayer Identification Number (TIN) |   |
| Location of an organization (legal address) /residential place (registration) of an individual entrepreneur |    |
| Identity document (number, date of issue, name of the issuing authority) (for individual entrepreneurs) |   |
| Citizenship. Date and place of birth (for individual entrepreneurs) |   |
| Information about the beneficiary (for individual entrepreneurs) |   |
| Founders with a share of more than 10% (only for organizations) |   |
| Type of activities (code) (only for organizations) |   |
| Country of governance bodies (only for organizations) |   |
| position and full name of a head of organization  |   |
| contact number | (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | Chief Accountant                                                                                    *there is not* *there is*                                                                                                  (if there is, fill in the table)

|  |  |
| --- | --- |
| full name |   |
| experience | Total experience | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ years |
| In branch | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ years  |
| In the position | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ years |
| date and place of birth | "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |
| citizenship |   |
| residential address and/or registration address |  |
| an identification number |   |
| passport data | Series \_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of issue \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_ issued by: |
| contact number | official (\_ \_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            codemobile (\_ \_\_\_) \_\_\_\_\_\_\_\_ / (\_\_\_\_) \_\_\_\_\_\_\_\_\_ |
| E-mail  |  |

 The accounting management function has been transferred to another organization or individual entrepreneur. **No** **Yes** (if yes, fill in the table)

|  |  |
| --- | --- |
| Name of organization ( in full) / individual entrepreneur (in full) |   |
| registration number, date of registration, name of the registering authority |   |
| Taxpayer Identification Number (TIN) |   |
| contact number | (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail  |  |

 |
| 1.
 | Information about representatives (Persons who have a general power of attorney) (if available): |  |
| 10.  | Information on whether the managers, the chief accountant of the organization and (or) other authorized officials who are given the right to act on behalf of the organization in accordance with the established procedure, are the founders (participants) of other organizations with a share in the authorized capital of more than 25 percent or the owners of other organizations ( specify information about these organizations).

|  |  |  |
| --- | --- | --- |
| Name of founder (member) or full beneficial owner’s name of an organization | share in authorized capital of other organization, % | Information about organizations |
| Name of an organization | Location of an organization (legal address) | TIN (for resident of the Republic of Belarus) and/or other identification number (for non-resident) |
|  |  |  |  |  |
|  |  |  |  |  |

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| 1.
 | Information about Beneficiary [[4]](#footnote-4) owners , persons who have the right to instruct for the organization or otherwise have the opportunity to determine its actions (for individuals residents of the Republic of Belarus - full name, date of birth, residential address and/or registration address, identification number. Passport number, when and issued by; for individuals - non-residents of the Republic of Belarus - passport number, by whom and when issued). It is filled out on the basis of paragraph 6 (founders with a share of 10% or more sign):- if the founder is an individual - it is duplicated in this paragraph;- if the founder is an organization - its founders, in turn, are disclosed among individuals who are at the end of the chain from the organizations-owners (for example, legal entity (LE)1 , share ← LE 2, share ← LE3, share ← individual, share).If it is impossible to establish the beneficial owner in this paragraph, information about the person performing the functions of the sole executive body of the client organization, or the person heading its collegial executive body, is filled in with this item. |   |
| 12 | Is any of the beneficial owners of your organization a foreign public official, an official of a public international organization, a person holding a position included in the list of state posts of the Republic of Belarus determined by the President of the Republic of Belarus\*, a member of the family of such a person or a person close to him? **No** **Yes**\* List of persons who belong to foreign public officials, officials of public international organizations, persons holding a position included in the list of state posts of the Republic of Belarus determined by the President of the Republic of Belarus, is located in the Internet: <http://kgk.gov.by/ruspisok_pdl/>  |
| 13.      | The structure of the management bodies, full name, identification number of the person who heads the collegial executive body *(according to the organization's charter).* |
| Name of the governing body:( tick [[5]](#footnote-5)organization body (ies) | Full name, position and identification number of the person who heads the collegial executive body |
|  | General Meeting of Shareholders |  |
|  | Supervisory Board / Board of Directors |  |
|   | Management/Directorate |  |
|  | Sole executive body (for example, CEO) |  |
|  | Auditor or Audit Commission |  |
|   | Other management body (please specify) |  |
| 14.      | Is the company a subsidiary, a branch, a representative? |  **No** **Yes** **,** if yes, then indicate the parent company (name of the organization, TIN, registration number, registration date, a name of the registering authority, location/ registration address, full name of a Head, full name of a Chief Accountant, founders who have more than 10%) |
| 15.      | Does the organization belong to the holding? | **No**   **Yes,** if yes, indicate the name holding, a management company of the holding (full name, TIN), member-organizations of the holding (full name, TIN). |
| 16.      | Does the organization belong to the group of companies? | **No**   **Yes,** if yes, indicate group members (full name, TIN). |
| 17.      | Information about branches, representative, subsidiaries (including abroad): | **there is not**  **there is,** if there is - then specify (full name, relationship type, TIN, location/ registration address, activity type) |
| 18.      | Information about organizations that are able directly and (or) indirectly (through other organizations) to determine the decisions of your organization or to influence their adoption about your organization, as well as organizations whose decision-making depends on your organization. | **there is** **not** **there is** **,** if there is - then specify information about it (full name, influence type (total share property or another type of dependent organization), TIN, location/ registration address) |
| 19. | Information about a general partnership contract under conditions of which your organization carries out joint activity with other organization | **there is** **not** **there is** **,** if there is - then specify contract payee (a number, conclusion date, duration of the contract, goal), information about organization with which the contract is concluded. |
| 20.  | Contact phone numbers: |
| Responsible Employee for interaction with OJSC Promagroleasing | Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mobile | Phone |
| Website address (if available) |  |
| 21.  | E-mail, telephone, fax to inform the legal entity about the results of consideration of the package of documents | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 22. | Data on the average numberemployees on the last reporting date | As of \_\_\_ . \_\_\_\_. 20\_\_is - \_\_\_\_\_\_\_\_\_\_ |
| 23. | Information about opened accounts in banks: |
| Name | Bank code | Account number | Address of the bank | Account currency |
|   |   |   |   |   |
|   |   |   |   |   |
| 24. | Information about the property owned by the company:

|  |  |  |
| --- | --- | --- |
| quantity | Total area, square m | The residual value at the last reporting date, US dollars |
|   |   |   |

 |
| 25. | The history of the organization, market position (information about reorganizations, changes in the nature of the activity): |   |
| 26.  | Information about permanent counterparties (the largest):

|  |  |
| --- | --- |
| Suppliers (full name, TIN, registration country) | Buyers (full name, TIN, registration country) |
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |

 |
| 27. | The main activities, their share in the total volume:

|  |  |  |
| --- | --- | --- |
| An activity type (name in accordance with national classifier) | The share of the main activity type in the total volume of production (works, services) minus taxes and fees, calculated from the revenue, % | Code for national classifier |
|  |  |  |
|  |  |  |
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|  |  |  |
| **TOTAL:** | **100%** | **-** |

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| 28. |  legal entities with the share of settlements in the amount of revenue from sales of products, goods, works, services of your organization 50 % or more.

|  |  |  |
| --- | --- | --- |
| Full name, TIN | The share of settlements in the amount of revenue from sales of products, goods, works, services at the reporting date,%\* | Details (if necessary) |
|  |  |  |
|  |  |  |

\* This indicator is calculated as the ratio of the amount of cash receipts, including advances received, as well as settlements within the non-cash form of the end of the commitment and resources, which are transferred by buyers bypassing the current (settlement) bank account of the supplier in repayment of debt to third parties, for the period equal to 4 quarters preceding the reporting date, to revenue volume from sales of products, goods, works, services (with VAT) on the period. For example, the calculation is made in the November, i.e., as of the last reporting date on October 31 of the current year, then the share of settlements in revenue will be:(A4 q (t-1) + A3q (t)/ R4 q (t-1) + R3q (t)), where**A4 q (t-1)** - the amount of cash receipts, including advances received, as well as settlements within the non-cash form of the end of the commitment and resources, which are transferred by buyers bypassing the current (settlement) bank account of the supplier in repayment of debt to third parties for the 4th quarter of the year preceding the current;**A3q (t) -** the amount of cash receipts, including advances received, as well as settlements within the non-cash form of the end of the commitment and resources, which are transferred by buyers bypassing the current (settlement) bank account of the supplier in repayment of debt to third parties for three quarter of current year;**R4 q (t-1) –** the revenue from sales of products, goods, works, services (with VAT) for the 4th quarter of the year preceding the current;**R3q (t) -** the revenue from sales of products, goods, works, services (with VAT) for three quarter of current year. |
| 29.  | Information about your organization obligation, ensuring the fulfillment of other legal entities’ obligations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name of legal entity, TIN | Name of secured obligation | Obligation size | Date of security provision – date of obligations completion | Full name and SWIFT of the bank, which has ensuring | A method of ensure fulfillment ofobligations(guarantee, pledge) |
| In the currency of | as a percentage of the balance sheet value of the assets of the legal entity - guarantor for the last reporting date |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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| 30. | Information about legal entities, which have debt on loans to your organization.

|  |  |  |
| --- | --- | --- |
| Full name, TIN | Size, obligation currency as of the date of filling the present form |  |
| currency | in the currency of | as a percentage of the balance sheet value of the assets of loaners - guarantor for the last reporting date | Date of security provision – date of obligations completion |
|  |  |  |  |  |
|  |  |  |  |  |
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| 31. | Information about the facts of founders’ criminal prosecution | **No  Yes** |
| 32. | Information about the fact of conducting in relation to the organization of the procedure of economic insolvency (bankruptcy). |  **No** **Yes, the company is in bankruptcy**  |
| 33. | Contract type to be concluded | Financial Leasing AgreementPledge agreementSurety AgreementForeign trade agreementIf otherwise, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 34. | Accounting for business transactions *(choose one option):*the organization keeps a book of income and expenses of organizations and individual entrepreneurs;the organization maintains accounting and reporting in the general procedure;Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The undersigned confirm that all the above information and data are genuine, consistent with the real facts, give Promagroleasing OJSC the right to receive advice and checks on the data and information stated in this questionnaire and in other documents submitted by the lessee in the relevant tax, financial, law enforcement and other institutions.

The undersigned confirm that they know under the legislation of the Republic of Belarus responsible for the provision of false documents and information about the circumstances, which are important at the conclusion of the leasing contract.

The undersigned confirm that they are aware of the fact that Promagroleasing OJSC has the right to refuse to enter into a lease agreement when providing false information, incl .in the form..

The undersigned confirm that they are aware that obtaining a positive rating is not a guarantee for concluding a contract.

Upon conclusion of the contract, we undertake to notify Promagroleasing OJSC in writing of any changes to this questionnaire no later than 3 business days from the date of such changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   *(title of the* *head of the* *position* *)* *(full name) (signature)*                      m .

Chief Accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(* *Name)* *(Signed)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  " |    |  " |    |  2020 |

Date of application

Employee accepted and verified the form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  " |    |  " |    |  2020 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(* *Name)* *(Signed)*                                                          *Date of adoption*

1. To put a mark in the box - you need to hover the cursor on it and double-click the left mouse button to display the "Flag options", then in the parameter "default state" set the value "set". [↑](#footnote-ref-1)
2. Individuals with 10 % of share can be united in a group with indicating a total share in authorized capital. [↑](#footnote-ref-2)
3. To put a mark in the box - you need to hover the cursor on it and double-click the left mouse button to display the "Flag options", then in the parameter "default state" set the value "set". [↑](#footnote-ref-3)
4. In accordance with the Law of the Republic of Belarus on June 30, 2014 N 165-З “On measures to prevent the legalization of proceeds from crime, financing of terrorist activities and financing the proliferation of weapons of mass destruction” - the beneficial owner is an individual who owns the property client, or owns at least 10 percent of the shares (shares in the authorized capital, shares) of the client-organization, or directly or indirectly (through third parties) ultimately has the right or opportunity influence its decisions or otherwise control its actions. [↑](#footnote-ref-4)
5. To put a mark in the box - you need to hover the cursor on it and double-click the left mouse button to display the "Flag options", then set the value "set". [↑](#footnote-ref-5)