

## Completion instructions for Client interview-questionnaire

### Completion instructions for *Client interview-questionnaire (for legal entities)* (to be completed by residents and non-residents of the Republic of Latvia).

No.	Section	Column	Required/Optional	Notes
1.	<b>The Client</b>	<i>Full company name</i>	<u>Required</u>	Full company name, which is identical to that indicated in the registration document.
		<i>Legal address</i>	<u>Required</u>	Address, which is indicated in the registration certificate or other registration document.
		<i>Address (if different from Legal address)</i>	<u>Required</u>	Address, where the company is actually located and which can be used by the Bank to send information to the company.
		<i>Registration number (if available); Country and date of registration</i>	<u>Required</u>	Date indicated in the registration certificate or other registration document.
2.	<b>The Client's authorized person/-s (persons with signatory powers)</b>	<i>Name, surname</i>	<u>Required</u>	Name, surname of the private individual entitled to sign documents on behalf of the Client.
		<i>Position</i>	<u>Optional</u>	To be completed, if the authorized person is an employee of the Client's company.
		<i>Term of validity of the power of attorney</i>	<u>Required</u>	Term of validity of the power of attorney held by the authorized person.
		<i>Personal code/date of birth</i>	<u>Required</u>	<u>For residents of the Republic of Latvia</u> – personal code. <u>For non-residents of the Republic of Latvia</u> – date of birth (DDMMYYYY). If the Client holds a residents permit in the Republic of Latvia, it must be indicated in the column "Notes".
		<i>Passport/Other identification document, series, No.</i>	<u>Required</u>	<u>For residents of the Republic of Latvia</u> – passport series and number. <u>For non-residents of the Republic of Latvia</u> – series (if applicable) and number of identification document, which is acknowledged as the general identification document in the issuing country.
		<i>Country the identification document has been issued</i>	<u>Required</u>	The country, in which the respective identification document has been issued.
		<i>Expiry date of identification document</i>	<u>Required</u>	The date, on which the document has been issued, as well as the date until which the document is valid (if indicated so in the document).
3.	<b>Contact information</b>	<i>Name, surname of the contact person</i>	<u>Required</u>	The person the Bank can contact in case any questions arise.
		<i>Phone No., fax No., e-mail</i>	<u>Required</u>	<u>One of the mentioned</u> means of communication must be indicated, via which the Bank can contact the Client (the contact person) when needed.
		<i>www</i>	<u>Optional</u>	
4.	<b>Company information</b>	<i>Country of principal entrepreneurial activity</i>	<u>Required</u>	The country or countries, in which the company performs its entrepreneurial activity.
		<i>Number of employees at the company</i>	<u>Required</u>	Number of employees at the company. If the company is in the forming phase, mark "No".

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		<i>The origin source of funds used in the operating activity of the company</i>	<u>Required</u>	The source from where the Customer received the funds in order to start his business (e.g.: a loan was received from a bank or a private loan was received from a company, or the accumulated profit for the year 1997 was used). If the Customer received a loan from a bank or a private loan from another company, the name and the contact information of the respective company must be indicated here.
		<i>Main business partners (company names)</i>	<u>Required</u>	The main business partners (companies) the Client cooperates with. If the company does not have any business partners yet, mark "No".
		<i>If the company has accounts with other banks, please, specify where</i>	<u>Required</u>	The Client may mark one or several options, as well as indicate another option in the column "Other", if the Client's answer does not correspond to any of the options.
		<i>Type of the company's principal activity</i>	<u>Required</u>	The Client must mark one or several spheres of activity. If the company is engaged in several spheres of activity, the company may indicate the actual main type of the principal activity, to which operations on the account will be directly related. If the Client has marked a sphere of activity referenced by "*", the respective product or service must be specified.
5.	<i>Purpose of account opening</i>		<u>Required</u>	The purpose of account opening. The Client may mark one or several options, as well as indicate another purpose in the column "Other", if the Client's answer does not correspond to any of the options.
6.	<i>What kind of services do you plan to use with the Bank?</i>		<u>Required</u>	The Bank's financial services, which the Client plans to use. The Client may mark one or several options, as well as indicate another service in the column "Other", if the Client plans to use financial services of the Bank not included in the list.
7.	<b>Information about operations</b>	<i>Payments (incl. purchases made by payment cards)</i>	<u>Required</u>	<p>The following items must be indicated approximately:</p> <ul style="list-style-type: none"> <li>- <u>The main currencies</u>, in which the Client plans to make transfers;</li> <li>- <u>Planned maximum monthly number of operations</u> (for each currency individually);</li> <li>- <u>Planned maximum volume of one operation</u> (for each currency individually);</li> <li>- <u>Planned maximum monthly turnover</u> (for each currency individually).</li> </ul> <p>If the Client plans to make purchases by means of payment cards, it has to be taken into consideration when indicating the number and volume of operations.</p>

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		<i>Cash operations (incl. operations with payment cards)</i>	<u>Required</u>	<p>The Client must specify:</p> <ul style="list-style-type: none"> <li>- <u>The main currencies</u>, in which the Client plans to make transfers;</li> <li>- <u>Planned maximum monthly number of operations</u> (for each currency individually);</li> <li>- <u>Planned maximum volume of one operation</u> (for each currency individually);</li> <li>- <u>Planned maximum monthly turnover</u> (for each currency individually).</li> </ul> <p>If the Client plans to withdraw cash by means of payment cards, it has to be taken into consideration when indicating the number and volume of operations.</p>
8.		<i>Is your entrepreneurial activity characterized by irregular (seasonal) nature?</i>	<u>Required</u>	The Client marks either "Yes" or "No". If the Client marks "Yes", the months, in which the turnover is likely to increase, must be indicated.
9.		<i>Please, indicate the main countries your company cooperates with</i>	<u>Required</u>	<b>All</b> countries, with which the Client intends to cooperate. For example, if the Client marks "Russia and CIS countries", the countries, with which the Client cooperates must be specified. The Client may mark one or several options, as well as indicate other countries in the column "Other", if the Client plans to cooperate with a country not included in the list.
10.	<b>Signatures</b>	<i>The Client</i>	<u>Required</u>	<p>The questionnaire must be signed by the person having signatory powers at the company or the person entitled to sign account opening documents.</p> <p>The date and place of completion of the questionnaire <b>must</b> be indicated.</p>
		<i>The Bank's representative</i>	<u>Required</u>	The questionnaire is signed by the Bank's employee or representative, who interviews the Client.