



“Food Export Trade” LLC

“Production and Export Company “Food Export Trade”
Limited Liability Company

Dear Partners, in order to pass the traditional due diligence of the Counterparty, you must provide the following documents:

1. Transaction/agreement request
2. Scanned documents for request



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To the General Director of the “Food Export Trade” LLC
Ovsepyan K.A.

TRANSACTION REQUEST

The present Transaction/agreement request (specify transaction terms _____)
with the “Food Export Trade” LLC has been formed and prepared by:

Name of the potential Partner ¹	
INN (Taxpayer Identification Number)	
Address for correspondence/ place of business	
Separate subdivision data²	
Name ³	
KPP (Tax Registration Reason Code)	
Address	
Banking details	
Settlement account	
Bank	
BIC	
Correspondent account	
Contact info	
E-mail	
Tel.	
Web-site ⁴	
Legal entity head data	
Full name	
Position	
Source of authority ⁵	
Term limit ⁶	
Chief accountant data⁷	
Full name	
Signature	
Contract signatory data (if the contract is signed by attorney-in-fact)⁸	
Full name	

¹ Indicate the full name of the legal entity (abbreviated name in brackets (if any) or full name (Surname Name Patronymic).

² Fill in only if a separate subdivision takes part in the contract execution.

³ Fill in only for branches and representative offices, as entered in the Unified State Register of Legal Entities and defined in the Charter.

⁴ Indicate, a link to the official site, if available.

⁵ Specify the details of the constituent document, as well as the documents according to which the head of the organization was appointed.

⁶ Specify in the format since ____ through ____ -

⁷ Fill in if a chief accountant is included on the staff.

⁸ Also specify data on the head of the branch/representative office.



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Position (if any)	
Source of authority ⁹	
Term limit	

As of the date of signing this Request _____¹⁰ is a payer of value added tax (VAT) at a rate of ¹¹% / is not a payer of VAT due to the request _____¹².

We hereby confirm that _____¹³:

1. has all the necessary and sufficient resources to fulfill contractual obligations, including, but not limited to: qualified personnel, necessary transport, storage facilities, fixed assets, equipment, valid contracts with subcontractors;

2. is engaged in legitimate financial and economic activities, exercises due diligence when choosing counterparties, is not involved in any dubious (circuit) supply "chains" with obvious traceability of tax deduction right abuse, timely submits reliable reports to the tax authorities, pays taxes to the budget in a timely manner, including VAT (if applicable), and reflects the data of financial and economic relations with the "Food Export Trade" LLC in the accounting and tax reporting in full.

3. has no blockages on its settlement accounts;

4. has no tax liabilities or payable fees.

We hereby confirm the accuracy of the data reported, as well as the fact that:

- in relation to _____¹⁴ none of the procedures provided by the legislation on insolvency (bankruptcy) is performed;
- the organization is not involved in the liquidation process, and that its executive bodies do not include disqualified persons¹⁵.

We assume all risks for providing knowingly false information, untimely provision of information about changes in the aforementioned data, as well as other information and documents stipulated by obligations with the "Food Export Trade" LLC.

Filling out date " ____ " _____ 20 ____

- Signature _____

Full name _____

⁹ Specify in the format since ____ through ____ -

¹⁰ Specify the name of a potential Partner.

¹¹ Specify the VAT rate.

¹² Specify the applicable taxation system, for example, OSNO (GTS), STS, ESHN (SAT) etc.

¹³ Specify a counterparty name.

¹⁴ Specify a counterparty name.

¹⁵ Delete if a potential Partner is not a legal entity.



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LIST OF DOCUMENTS REQUESTED FROM A POTENTIAL PARTNER FOR TRANSACTION CONCLUSION

Ladies and gentlemen!

List of documents requested from counterparties / Legal entity

1. Application for a transaction/agreement conclusion request (in the prescribed form), signed by an authorized person of a potential Partner;
2. A copy of the legal entity State registration certificate (registration sheet of the Unified State Register of Legal Entities).
3. Tax Authority Registration Certificate at the domicile within the Russian Federation;
4. A copy of the Charter (latest edition) with all changes or a copy of the Memorandum of Association (latest edition) with all changes;
5. A copy of the document confirming the powers of the legal entity head - a Decision/Protocol, as well as a copy of the single executive body appointment order;
6. A copy of the chief accountant appointment order;
7. A copy of the license to carry out relevant activities (if the activity is subject to licensing), Extract from the register of SRO members;
8. Copies of other certificates and permits (if any, when applicable);
9. A copy of the order and power of attorney for the right to sign primary documents, invoices on behalf of the head and chief accountant.
10. A copy of the document confirming the registration address, actual location address (certificate of ownership, lease/sublease agreement);
11. A copy of the letter from the copyright holder granting the trademark use right (if applicable);
12. A copy of the balance sheet for the last reporting period with a tax authority acceptance mark (in case of submission directly to the tax authority) or a copy of the input control protocol confirming the returns submission (in case of electronic reporting) or a copy of the mail schedule of enclosures (in case of sending returns by mail);
13. A copy of the VAT tax return for the last reporting period with tax authority acceptance mark (in case of submission directly to the tax authority) or a copy of the input control protocol confirming the returns submission (in case of electronic reporting) or a copy of the mail schedule of enclosures (in case of sending returns by mail);
14. A copy of the income tax return for the last reporting period with tax authority acceptance mark (in case of submission directly to the tax authority) or a copy of the input control protocol confirming the returns submission (in case of electronic reporting) or a copy of the mail schedule of enclosures (in case of sending returns by mail);



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15. A copy of the passport of the person in the sole executive body position (two-page spread with full name and two-page spread with registration);
16. Legal entity personal data processing and notification consent confirmation form - for legal entities; in relation to all individuals, which data is submitted in the prescribed form;
17. Tax clearance certificate of the Federal Tax Service of the Russian Federation as in effect on the date of the contract conclusion (on the fulfillment of the obligation to pay taxes, fees, penalties, fines, interest), obtained no earlier than 1 month before the contract conclusion;
18. Section 1, subsections 1.1-1.2 of the insurance premium calculation form, Classifier of Tax Documentation Code 1151111.

List of documents requested from counterparties/Individual Entrepreneur

1. Transaction / agreement conclusion request (in the prescribed form), signed by an authorized person of the potential Partner;
2. A copy of the Individual Entrepreneur's State registration certificate (Unified State Register of Individual Entrepreneurs registration sheet).
3. Tax Authority Registration Certificate at the domicile within the Russian Federation;
4. A copy of an individual entrepreneur's passport (two-page spread with full name and two-page spread with registration);
5. A copy of the license to carry out relevant activities (if the activity is subject to licensing), Extract from the register of SRO members;
6. Copies of other certificates and permits if any (when applicable);
7. A copy of the VAT tax return for the last reporting period with tax authority acceptance mark (in case of submission directly to the tax authority) or a copy of the input control protocol confirming the returns submission (in case of electronic reporting) or a copy of the mail schedule of enclosures (in case of sending returns by mail);
8. Individual's personal data processing consent confirmation form - for individuals, filled out in the prescribed form;
9. Tax clearance certificate of the Federal Tax Service of the Russian Federation as in effect on the date of the contract conclusion (on the fulfillment of the obligation to pay taxes, fees, penalties, fines, interest);
10. For counterparties of contractors (works) - the availability of production facilities (trial balance fixed assets) and the availability of production facilities (production premises lease contract, documents confirming the ownership of production premises), production premises lease contract at the actual location address.
11. Section 1, subsections 1.1-1.2 of the insurance premium calculation form, Classifier of Tax Documentation Code 1151111.



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If a counterparty applies a different taxation regime and is exempt from the obligation to pay VAT, income tax and submitting tax returns for VAT and income tax, the following documents /instead of documents specified in paragraph 6 are provided:

- a) Information letter (in any form) on an application by a counterparty of special tax regime on the date of the contract conclusion;
- b) A copy of the STS tax return for the last reporting period with tax authority acceptance mark (in case of submission directly to the tax authority) or a copy of the input control protocol confirming the tax returns submission (in case of electronic reporting) or a copy of the mail schedule of enclosures (in case of sending tax returns by mail);

Additionally, for SEC only:

1. Register of the cooperative members and associated cooperative members (if any) as of the current date, indicating the full name or full name of the cooperative member;
2. An extract on membership in the inspection union of agricultural co-operatives (including an extract from the Unified State Register of Legal Entities in relation to the inspection union), as well as membership of the relevant inspection union in the SRO.

Additionally, only for the chapter K (F) X:

1. A copy of the agreement on the agricultural holding foundation with copies of documents confirming the relationship of the agricultural holding founding citizens.

By providing the aforementioned documents, a potential Partner undertakes to ensure and provide the personal data processing, use and storage consent from individuals named in the requested documents in accordance with applicable law (according to the “Food Export Trade” LLC form).