# [Completion Guidelines for a Legal Entity's Details Form (Form](#_top) [АА001](#_top))

| **Field** | **M/O** | **Comments** |
| --- | --- | --- |
| *Depository Code* | **-** | The field must be omitted if the Legal Entity's Details Form is submitted by the Client for the purpose of opening its first securities account with the Depository, or for the purpose of registration, with the Depository, of a Details Form of a Sub-account Operator that is not a Client of the Depository. |
|  | **M** | Mandatory field if an additional Details Form is submitted, including when more than one owner securities account or more than one nominee securities account is applied to be opened with the Depository. In this case, in the **first line** of the field, provide the depository code assigned by the Depository at the time of opening the first securities account (or the depository code of the Client's head office) *(12 characters, only Arabic numerals and/or Latin letters)*  The **second line** is to be completed by the Depository. In the second line of the field, the Depository specifies the code of the additional Details Form (Details Form of a Client's branch in case of registration of a Client's branch, etc.), as assigned by the Depository *(12 characters, only Arabic numerals and/or Latin letters).* |
|  | **M** | Mandatory field if any changes are being made to the Legal Entity's Details Form earlier registered with the Depository. In this case, in the first line of the field, provide the code of the Legal Entity's Details Form being changed. |
| ***Legal Entity's General Details*** | | |
| *Full corporate name in Russian* | **M** | Provide the full corporate name of the legal entity (Client / Operator / Client's branch (collectively, "legal entity")) in accordance with the legal entity's constitutional documents*(max. 254 characters).* If the full corporate name consists of a greater number of characters, the legal form being part of the name shall be indicated in short. |
| *Short corporate name in Russian* | **M** | Provide the legal entity's short corporate name as per the constitutional documents. If the legal entity's constitutional documents do not contain its short name, specify the legal entity's legal form in short and corporate name (*max. 120 characters*). |
| *Full corporate name in a foreign language* | **O** | Provide the legal entity's full corporate name in a foreign language as per the constitutional documents, in Latin alphabet (max. 254 characters). If the full corporate name consists of a greater number of characters, the legal form being part of the name shall be indicated in short. |
| **M** | Mandatory field for Russian Non-resident legal entities.  The name shall be specified in Latin alphabet. |
| *Short corporate name in a foreign language* | **O** | Provide the legal entity's short corporate name in a foreign language as per the constitutional documents, in Latin alphabet (max. 120 characters). |
| *Legal form* | **O** | Provide the legal entity's legal form as per the constitutional documents (as per the Reference Book). |
| *Legal entity type* | **M** | Provide the legal entity type as per the Depository's classification:  00 – Not established; 01 – Credit institutions; 02 – Non-profit organizations; 03 – Insurance and investment companies; 05 – Governmental authorities, public or municipal entities; 06 – Other; 07 – Russian Non-residents; 08 – Trustees.  For the purpose of registration of an additional Details Form (including for a Client's branch), use '00'. |
| *Servicing office* | **M** | Specify the legal entity's servicing office as follows: Е – Ekaterinburg, G – Nizhny Novgorod, М – Moscow, N – Novosibirsk, P – St. Petersburg, R – Rostov-on-Don, S – Samara, V - Vladivostok (for the purposes of giving instructions or receiving statements in hard copy). |
| *Country* | **M** | Specify the code *(2 characters)* of the country of incorporation as per the Reference Book. Example: RU |
| *Region* | **M** | Specify the code *(4 characters)* and name of the region as per the Reference Book.  For Russian Non-resident legal entities: '9999 – not determined' |
| *OKPO Code* | **M** | Specify the OKPO code *(8 characters)* assigned to the Russian Resident legal entity. Individual entrepreneurs must specify their ten-character OKPO code. |
| **O** | *To be omitted by Russian Non-resident legal entities if they do not have an OKPO code.* |
| *OKVED Code* | **M** | Specify the OKVED code assigned to the Russian Resident legal entity *(max. 8 characters (including dots), e.g.,* **67.13.51***)*.  If there is no OKVED code, use dash ('-'). |
| **O** | *Optional field for Russian Non-resident legal entities.* |
| *Taxpayer identification number (INN)* | **M** | Provide the legal entity's taxpayer identification number *(for Russian Residents - 10 characters)*. For the purpose of registration of a Client's branch, it is possible to specify the taxpayer identification number of the Client's head office. |
| **O** | *To be omitted if the Russian Non-resident legal entity does not have a taxpayer identification number.* |
| *Taxpayer registration reason code (KPP)* | **O** | Provide the legal entity's Taxpayer Registration Reason Code (KPP, 9 characters). The field is mandatory if the field "Taxpayer identification number (INN)" is completed. |
| *Foreign company code (KIO)* | **O** | Provide the legal entity's foreign company code (KIO). To be completed by Russian Non-resident legal entities (if they have a KIO code). |
| *BIC* | **C** | Provide the legal entity's BIC (Bank Identifier Code). BIC shall be specified without using blank spaces *(8 or 11 characters).*  Mandatory field if the legal entity has a BIC.  In any statements to be issued by the Depository to a Client, in which an eight-character BIC is used, the Depository may put 'XXX' in positions 9, 10 and 11. Example: NADCRUMMХХХ.  In a legal entity's additional Details Form, it shall not be allowed to use the same BIC as specified in the legal entity's Details Form submitted to the Depository earlier. If no other BIC is available, this field in the legal entity's additional Details Form must be omitted. |
| *Russian bank identification code* | **M** | Provide the legal entity's Russian bank identification code *(9 characters;* *the 3rd and 4th characters must be the same as the 3rd and 4th characters of the code specified in the field "Region").*  Mandatory field for legal entities that are credit institutions. |
| **O** | To be omitted by legal entities that are not credit institutions. |
| **Information Regarding the Entry Made in the Unified State Register of Legal Entities (the "Register")** | | |
| *Principal State Registration Number (OGRN)* | **M** | Provide the Principal State Registration Number (OGRN) assigned to the legal entity (*13 characters).* |
| **O** | *Optional field for Russian Non-resident legal entities.* |
| *Date of the entry made in the Register* | **M** | Using the DD.MM.YYYY format, specify:   * for legal entities registered ***before 1 July 2002*** - the date of OGRN assignment; * for legal entities registered ***after 1 July 2002*** - the registration date. |
| **O** | *Optional field for Russian Non-resident legal entities if the field "Principal State Registration Number (OGRN)" is not completed.* |
| *Registration authority* | **M** | Provide the name of the registration authority. Mandatory field for Russian Resident clients of a Clearing Participant. |
| **Information Regarding the Legal Entity's Registration** | | |
| *Registration number* | **M** | The following is to be specified:   * by Russian Resident legal entities registered ***before 1 July 2002* -** the legal entity's state registration number; * by Russian Resident legal entities registered ***after 1 July 2002*** *-* the Principal State Registration Number (OGRN) assigned to the legal entity at the time of its incorporation; * by Russian Non-resident legal entities **-**the legal entity's registration number |
| *State registration date* | **M** | Provide the legal entity's registration date in the DD.MM.YYYY format.  Legal entities registered ***after 1 July 2002***shall specify the date when the entry confirming the incorporation of the legal entity was made in the Unified State Register of Legal Entities.  Legal entities registered ***before 1 July 2002*** shall specify the registration date falling before 1 July 2002, which was entered in the Unified State Register of Legal Entities. |
| *Registration authority* | **M** | Provide the name of the registration authority that registered the legal entity upon its incorporation (max. 120 characters). |
| ***Principal Place of Business*** | | |
| *Postal code* | **O** | Provide the postal code. |
| *Address* | **M** | For Russian Resident legal entities, provide the address of the legal entity's registered office as per the Unified State Register of Legal Entities, including the full name of the locality (city/town/etc.) and street (avenue/side street/square/etc.), as well as the hose/building number and office/room number (max. 120 characters).  For Russian Non-resident legal entities, provide the address of the legal entity's registered office as per the legal entity's certificate of incorporation or constitutional documents, including the full name of the locality (city/town/etc.) and street (avenue/side street/square/etc.), as well as the house/building number and office/room number (max. 120 characters). |
| ***Mailing address*** | | |
| *Postal code* | **O** | Provide the postal code. |
| *Address* | **M** | Provide the postal code, full name of the locality (city/town/etc.) and street (avenue/side street/square/etc.), as well as the house/building number and office/room number (legal entity's mailing address) *(max. 120 characters)*. |
| *Telephone* | **M** | Provide the legal entity's telephone number, including the international/area code. |
| *Fax* | **O** | Provide the legal entity's fax number, including the international/area code. |
| *E-mail* | **M** | Provide the legal entity's e-mail address (max. 60 characters). The field is mandatory. |
| ***Legal Entity's Bank Account Details*** | | |
| ***For payments in Russian Roubles:***  *Beneficiary's account* | **M** | Provide the number of the beneficiary's account (20 characters). This field may not be used to provide the correspondent account number. If the beneficiary is a credit institution, and the payment is to be remitted to its correspondent account, put 20 zeros in this field. |
| *Beneficiary* | **M** | Provide the beneficiary's name which has to be specified in the 'Beneficiary' field in the payment instruction *(max. 160 characters)*. |
| *Beneficiary's INN (Taxpayer Identification Number)* | **M** | Provide the beneficiary's Taxpayer Identification Number (INN) which has to be specified in the 'Taxpayer Identification Number (INN)' field in the payment instruction *(for Russian Residents, max. 10 characters)*.  If the Russian Non-resident legal entity does not have a Taxpayer Identification Number, put ten zeros. |
| *Beneficiary's Taxpayer Registration Reason Code (KPP)* | **O** | Provide the beneficiary's Taxpayer Registration Reason Code (KPP) which has to be specified in the 'Taxpayer Registration Reason Code (KPP)' field in the payment instruction *(strictly 9 characters)*. |
| *Bank's name* | **M** | Provide the full name of the bank with which the beneficiary's account is held *(max. 70 characters)*. |
| *Bank's city* | **M** | Provide the city of the bank with which the beneficiary's account is held *(max. 30 characters)*. |
| *Bank's correspondent account* | **M** | Provide the number of the correspondent account of the bank with which the beneficiary's account is held. |
| *Russian bank identification code* | **M** | Provide the Russian bank identification code of the bank with which the beneficiary's account is held *(9 characters)*. |
| *Details to be added under 'Purpose of Payment' in a payment instruction* | **O** | Provide the details to be added in the 'Purpose of Payment' field in the payment instruction, without which the payment cannot be properly remitted to the Client *(max. 70 characters)*. |
| *Additional details* | **O** | Provide additional details (max. 254 characters). |