**PROCEDURE FOR OPENING AN ESCROW ACCOUNT**

 **AT JSC "OSCHADBANK"**

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| **Step 1.** Contact the Bank regarding the need to open an escrow account | The client's authorized representative shall contact an employee of JSC Oschadbank using the following contacts:

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| --- | --- | --- | --- |
| **Surname and name of the manager** | **Phone for contacts** | **Mail address** | **E-mail** |
| Cherkas Andriy | +38(093)719-59-98 | 12-G Hospitalna st. Kyiv, 01001 | CherkasAV@oschadbank.ua |
| Haponova Svitlana | +38(067)209-61-70 +38(044)247-85-91 | 12-G Hospitalna st. Kyiv, 01001 | HaponovaSV@oschadbank.ua |
| Koropotnytska Olena | +38(0372) 58-61-63+38(050) 337 33 77 | 244 Heroiv Maidanu Str., Chernivtsi, 58013 | KoropotnytskaOY@oschadbank.ua  |

And he receives a list and templates of documents required to open an account. |
| **Step 2.** Preparing a set of documents | Upon receipt of the document templates, the client sends drafts of the documents for preliminary approval to a bank employee. |
| **Step 3.** Submitting the set of documents to a bank branch | After the preliminary approval of the documents, the client submits the completed documents to the Bank and undergoes identification and verification of the client's authorized representative. |
| **Step 4.** Opening an escrow account | After opening an escrow account, JSC Oschadbank sends a certificate of account opening to the non-resident by e-mail, and the original is sent by post. |

***Important information*:** **All documents must be filled out in Ukrainian and English (if required by the form of the document); identification and verification of the client's authorized representative (non-resident) must be carried out in person, video identification is not provided.**