

Approved by  
Resolution N 73/03-22.04.21  
of the Executive Board of ARMECONOMBANK OJSC  
Dated 22 April 2021  
Chairman of the Executive Board  
..... A. Khachatryan

Publication date: “16” “October” 2020  
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For more information -[www.aeb.am](http://www.aeb.am),  
Tel: (37410)8686, (37410)51-09-10 (9104) - Information Desk

Information bulletin on the functions of Service Offices of RA State Authorities implemented by  
the operator ARMECONOMBANK OJSC

## Yerevan 2021

- 1.1.6 The decision of the competent body on state registration of right over a property, with the exception of agricultural lands, ownership or construction of a plot of land, as well as on the provision of a real estate address, if
  - 1.1.6.1 the address of the real estate submitted to the registration isn't mentioned in the legal documents or the mentioned address does not include "intra-dwelling geographical objects" or "the next number of the real estate" requisites
  - 1.1.6.2 Application for state registration of division or merger of real estate units.
- 1.2. In case of state registration of right based on alienation (purchase and sale, donation, exchange, transfer) of real estate unit or a part thereof (except unconstructed state or community property) or disposal of a share (shares) against the real estate unit
  - 1.2.1 Application
  - 1.2.2 Identification document
  - 1.2.3 Agreement on alienation
  - 1.2.4 In case of alienation of a part of a property- measurement documents and the resolution on the provision of an address (with the exception of agricultural plots)
  - 1.2.5 in case the property does not have an address –the decision on the provision of an address (with the exception of agricultural plots)
  - 1.2.6 in case of a plot registered as a property /ownership/ - Receipt of payment of the cadastral value
- 1.3. In case of state registration of right based on alienation unconstructed state or community lands:
  - 1.3.1 Application
  - 1.3.2 Identification document
  - 1.3.3 Agreement on alienation
  - 1.3.4 Documents on the alienation of a property given by RA local self-government bodies
- 1.4. In case of state registration of rights, except ownership right, over a real estate
  - 1.4.1 Application
  - 1.4.2 Identification document
  - 1.4.3 Agreement on the acquisition of the right
- 1.5. In case of state registration of origination, modification or termination of the right of ownership to the property,
  - 1.5.1 Application
  - 1.5.2 Identification document
  - 1.5.3 Judicial acts in legal force
  - 1.5.4 In case of origination, modification or termination of the right of ownership to the property:

- 1.5.4.1 in case of origination of the right of ownership to the property- a plan approved by the court, measurement documents, and the decision on the provision of an address ( with the exception of agricultural lands),
- 1.5.4.2 in case the property does not have an address –the decision on the provision of an address (with the exception of agricultural plots)
- 1.5.4.3 in case of a plot registered as a property /ownership/ - Receipt of payment of the cadastral value
- 1.6. In case of state registration of termination of the right of ownership to the property (except the cases based on the judicial acts )
  - 1.6.1 Application
  - 1.6.2 Identification document
  - 1.6.3 Documents certifying the termination of the right
- 1.7. In case of state registration of termination of the right of ownership to the property based on the judicial act:
  - 1.7.1 Application
  - 1.7.2 Identification document
  - 1.7.3 Judicial acts in legal force
- 1.8. In case of state registration of the restrictions of the right to the property
  - 1.8.1 Application
  - 1.8.2 Identification document
  - 1.8.3 Documents confirming the restrictions of the right
- 1.9. In the cases of provision of a joint reference on a real estate unit, a reference on the registered rights over a real estate unit, a reference on the registered restrictions to a real estate unit and provision on other information:
  - 1.9.1 Application
  - 1.9.2 Identification document
- 1.10. The physical entities, legal entities, private entrepreneurs can enjoy the service.

Services rendered by Civil Status Acts Registration Agency and bodies regarding which the operator identifies the applicant, charges state duty, accepts, transfers and delivers the documents.		
<b>N</b>	<b>The type of rendered services</b>	<b>Fee subject to payment</b>
1	Provision of a reference on family status	<b>AMD 1500</b>

1. To get a reference on a family status, the RA citizens registered in State Register of Population of the Republic of Armenia and have /had/ permanent place of residence in Armenia, foreign citizens and stateless persons, the citizens of the Republic of Armenia, who are record-registered in the State Register of Population of the Republic of Armenia

but do not have (did not have) permanent residence in the Republic of Armenia (hereinafter “The Applicant”), the person regarding whom the reference should be given, or the latter’s authorized person can apply to the Bank submitting the below mentioned documents:

- 1.1. An application which is filled in and signed electronically at the Bank through unified electronic system of Civil Status Acts Registration (hereinafter “electronic system”)
- 1.2. Identification document (in case of an authorized entity – the latter’s ID)
- 1.3. In case of an authorized entity – the copy of the Applicant’s ID, a simple written power of attorney given by the Applicant and written declaration, signed by the applicant, affirming the absence of circumstances that are an obstacle for the marriage of the applicant and a written notice (Appendix 1) on being warned about liability envisaged for providing false information to the authorities registering civil status acts,
- 1.4. A certificate on marriage, divorce, death given by CARS (if any)
- 1.5. To get acquainted with the terms of the rendered services, visit [https://www.moj.am/services/civil\\_registry/item/592](https://www.moj.am/services/civil_registry/item/592)

N	The type of rendered services	Fee subject to payment
1	Apostille certification of documents	AMD 1500

- 3.5. Announcement on real beneficiaries
- 3.6. If in the members of the founders of a legal entity founded through the establishment there is a RA legal entity, the decision of the management authorized body of the founding legal person and information on the founding legal person- name of the legal person and state registration number. The information stated in this paragraph isn’t submitted if the founder is a state or a community.
- 3.7. If the founder of the legal person created through the establishment is a foreign legal person a statement given by the commercial register of the given country, or other equivalent document verifying the legal status of the foreign legal person and his/her founding documents (or relevant statements) certified and translated into Armenian.
- 3.8. If the founder of the legal person created through the establishment is a foreign legal person- the copy of the passport of the given person or the copy of other identification document certified and translated into Armenian.
- 3.9. To get acquainted with the terms of the services, visit the link- <https://e-register.am/am/docs/49>

**ATTENTION!**

1. Based on various circumstances additional documents may be required.

2. The services are provided by all the branches of ARMECONOMBANK OJSC with the exception of “ARTSAKH” branch.
3. To get acquainted with other information bulletins of the service, visit <https://aeb.am/hy/sakagner/>
4. To get acquainted with the list of ARMECONOMBANK OJSC branches and working hours, visit <https://aeb.am/hy/940>
5. You are eligible to communicate with financial institution by the means of communication you prefer – through postal services or electronically. the receipt of information electronically is the most convenient. it is available round-the-clock (24/7), free of the risk of loss of paper information and ensures the confidentiality.
6. Armeconombank OJSC is considered an operator for the provision of the mentioned services, thus to enjoy the services, it is required to:
  - 6.1. apply to the Bank with the complete package of the aforementioned documents
  - 6.2. carry out the acceptance of the applications, required documents and commission fees through the servicing employee
  - 6.3. visit the Bank within the set terms, to receive the oral or written response of the appropriate structures to the application submitted in accordance with paragraph 6.2.
  - 6.4. for the provision of the aforementioned services the Bank is deemed to be an operator (intermediary) and is not liable for the suspension or denial of the responses to the mentioned applications.

THE BANK IS SUPERVISED BY THE CENTRAL BANK OF ARMENIA.