

**to Decision No. 12-N
of the Board of the Central Bank
of the Republic of Armenia dated 26 January 2026**

**PROCEDURE FOR MAKING AND KEEPING (ARCHIVING) REGISTRATIONS OR
RECORDS OF TRANSACTIONS CONCLUDED WITH CRYPTO-ASSETS AND THE
REQUIREMENTS FOR THEIR CONTENT, AS WELL AS THE PROCEDURE FOR
SUBMITTING THEM TO THE CENTRAL BANK**

SECTION 1. GENERAL PROVISIONS

CHAPTER 1. SUBJECT MATTER OF REGULATION

1. This Procedure establishes, with respect to persons included in the List established under part 2.1 of Article 94 of the Law “On Crypto-Assets” (hereinafter referred to as the “Law”) (hereinafter referred to as a “Person Included in the List”), the requirements for the procedure for making and keeping (archiving) registrations or records of transactions concluded with crypto-assets with, or on the account of, its customer (including transactions carried out through automated self-service devices), the content, conditions and time limits thereof, as well as the procedure for submitting such registrations or records to the Central Bank.
2. This Procedure applies to the following services provided by Persons Included in the List:
 - 1) operation of a crypto-asset trading platform;
 - 2) purchase and sale of crypto-assets for its own account;
 - 3) purchase and sale of crypto-assets on the customer's account;
 - 4) reception and transmission of orders for the execution of crypto-asset transactions;
 - 5) placement of crypto-assets;
 - 6) portfolio management of crypto-assets;
 - 7) transfer of crypto-assets;

- 8) issuance of asset-referenced tokens.

SECTION 2. PROCEDURE FOR REGISTERING AND KEEPING CRYPTO-ASSET TRANSACTIONS

CHAPTER 2. REGISTRATIONS REGARDING THE CUSTOMER

3. A Person Included in the List shall register, at a minimum, the following regarding the customer:
 - 1) In the case of a customer who is a natural person: the information required for identifying the customer under part 3 of Article 6.1 of the Law “On Non-Cash Transactions”, the customer's residency, and the identification number assigned to the customer by the Person Included in the List;
 - 2) In the case of a legal person: the information required under sub-point 1 of this point, regarding the representative of the legal person, as well as the Taxpayer Identification Number (TIN) of the legal person (in the case of a foreign legal person, the tax identification number issued by the country of its residency), and its location.
4. The information registered regarding the customer and a copy of the customer's identity document shall be kept by the Person Included in the List for at least five years.

CHAPTER 3. REGISTRATIONS REGARDING THE TRANSACTION

5. A Person Included in the List shall register, at a minimum, the following regarding the transaction:
 - 1) the identification number assigned to the customer;
 - 2) the date of conclusion of the transaction;
 - 3) the time of conclusion of the transaction;
 - 4) the type of crypto-asset service within the framework of which the transaction was carried out;
 - 5) the type of transaction: purchase, sale, purchase and sale, exchange, transfer or derivative;

- 6) the name of the crypto-asset (in the case of exchange, the names of the crypto-assets acquired and sold);
 - 7) the price of the crypto-asset (in the case of exchange, the exchange rate);
 - 8) the total quantity of the crypto-asset (in the case of exchange, the quantities of the crypto-assets acquired and sold);
 - 9) the total volume of the transaction;
 - 10) the ISO code of the currency of the transaction;
 - 11) the manner of execution of the transaction: cash or non-cash;
 - 12) the identification number of the transaction (the transaction hash or another number used for identifying the transaction, which is automatically generated on the distributed ledger and makes it possible to identify the specific transaction. In the absence of a transaction hash or another identification number of the distributed ledger, the identification number assigned to that transaction in the internal registers of transactions maintained by the Person Included in the List shall be indicated, which must be unique (non-repeating) for each transaction);
 - 13) where applicable, the addresses opened on the distributed ledger by the parties (including the Person Included in the List) used for the final settlement of the transaction, as well as crypto-asset accounts opened outside the distributed ledger and the name of the organization opening the account;
 - 14) if the transaction was carried out on a trading platform, the name of the trading platform shall also be indicated.
6. Registrations of the information required under this Procedure shall be made in such a manner as to enable the Person Included in the List to complete and submit the Report established under Chapter 6 of this Procedure.
 7. Information registered regarding transactions pursuant to point 5 of this Procedure shall be kept by the Person Included in the List for at least five years.

CHAPTER 4. TRANSACTION RECORD DOCUMENT

8. When carrying out transactions, a Person Included in the List shall provide the customer with a transaction record document for each transaction carried out, whereby:
 - 1) the transaction record document shall include, at a minimum:

- a. the name, place of business and taxpayer identification number of the Person Included in the List;
 - b. the first name, last name (name) of the customer;
 - c. the information established under point 5 of this Procedure, except for sub-points 1 and 4 of point 5 of this Procedure;
 - d. where applicable, the signature of the customer (representative of the legal person);
 - e. where applicable, the signature of the employee of the Person Included in the List (hereinafter referred to as the "Employee").
- 2) one copy of the transaction record document shall be kept by the Person Included in the List, in paper or electronic form, for a period of five years;
 - 3) where a transaction record document is provided that does not comply with the requirements of sub-point 1 of this point, the transaction record document shall be deemed not to have been provided.

CHAPTER 5. CONDITIONS FOR AUDIO-VIDEO RECORDING OF TRANSACTIONS

- 9. The customer service area of a Person Included in the List shall be equipped with a video and audio recording system, and, in the case of automated self-service devices, at least a video recording system, that ensures and actually carries out continuous video and audio recording of the location where cash transactions are carried out, throughout the entire working day.
- 10. The video and audio recordings shall be of proper quality, such that the customer's face, the transfer of funds, where applicable the counting of funds by the Employee, and the delivery of the transaction record document to the customer, are visible.
- 11. The audio-video recordings shall indicate the date and time of the recording. The date and time of the transaction registered pursuant to sub-points 2 and 3 of point 5 of this Procedure shall correspond to the date and moment of the transaction recorded in the audio-video recordings.
- 12. Video and audio recorded materials shall be kept by the Person Included in the List for at least six months.
- 13. In the event of a malfunction of the video and audio recording systems established under point 9 of this Procedure, or a power outage, the Person Included in the List

shall be obliged to immediately suspend its operations until the systems are restarted, notifying the Central Bank thereof.

**SECTION 3. PROCEDURE FOR SUBMITTING TO THE CENTRAL BANK THE
REGISTRATIONS OR RECORDS REGARDING TRANSACTIONS CONCLUDED
WITH CRYPTO-ASSETS**

**CHAPTER 6. FORMS, PROCEDURE AND TIME LIMITS FOR
SUBMITTING TO THE CENTRAL BANK INFORMATION ON THE
REGISTRATIONS OR RECORDS REGARDING TRANSACTIONS
CONCLUDED WITH CRYPTO-ASSETS**

14. A Person Included in the List shall submit to the Central Bank, on a monthly basis, a report on the information registered (recorded) pursuant to this Procedure (hereinafter referred to as the “Report”).
15. The Report shall include, for the reporting month:
 - 1) information on the conclusion, within the framework of services provided by the Person Included in the List, of contracts for the purchase, sale (including within the framework of crypto-asset placement and asset-referenced token issuance services), purchase and sale, derivative financial transactions, exchange, transfer, and reception and transmission of orders (hereinafter also referred to as “conclusion of transactions”) with crypto-assets, irrespective of the final settlement or maturity date of the given transaction;
 - 2) the addresses of Persons Included in the List on the distributed ledger, as well as crypto-asset accounts opened outside the distributed ledger and the name of the organization opening the account.
16. In the case of derivative financial transactions, the Report shall not be submitted for settlement transactions.
17. The Report consists of three tables.
18. The Report shall be completed in the forms established by Annex 1, Table 1, Table 2 and Table 3 of this Procedure, and in accordance with the completion instructions established by Chapter 7 of this Procedure.
19. Table 1 of the Report shall include information regarding all transactions established under sub-point 1 of point 15 of this Procedure, except for transfer transactions, which shall be included in Table 2. Tables 3.1 and 3.2 of Table 3 of the Report shall include information, as of the end of the reporting month, regarding the addresses opened on the distributed ledger and crypto-asset accounts opened outside the

distributed ledger belonging to the Person Included in the List. Where a Person Included in the List generates multiple addresses for crypto-asset transactions, and such addresses are used only once or by a single customer for receiving crypto-assets and forwarding them to the primary addresses, only the primary addresses shall be submitted.

20. Table 1 and Table 2 of the Report shall be completed transaction by transaction, in a single line, except for the crypto-asset trading platform operation service, in which case the aforementioned tables shall be completed in two lines, with a separate line for each customer that is a party to the transaction.
21. Within the framework of the crypto-asset portfolio management service, the Report shall also include:
 - 1) transactions between customers who have concluded a crypto-asset portfolio management contract with the Person Included in the List; and
 - 2) transactions between customers and the Person Included in the List.
22. The electronic version of the Report must be readable in electronic format, there must be no completely empty rows between two completed rows, and it must be free of software or other technical defects. This requirement shall not apply where the software or other technical defect in the electronic version of the Report exists in the files provided by the Central Bank.
23. When completing the Report, information shall be presented without quotation marks.
24. All figures to be entered in the Report shall be rounded to 5 digits after the decimal point.
25. The information contained in the Report submitted to the Central Bank by Persons Included in the List must be reliable and complete.
26. The Report shall be submitted on a monthly basis, no later than (and including) the seventh business day of the month following the reporting month.
27. In cases where the last day of the time limit for submitting the Report is a business day for the Person Included in the List, but a non-business day for the Central Bank, the last day for submitting the Report shall be deemed to be the first business day following the non-business day for the Central Bank.
28. A corrected Report established under this Procedure, submitted after the time limits established by this Procedure, shall be submitted in the manner established by this Procedure for the submission of the Report. Where several corrected Reports are

submitted for the same reporting period, the last corrected Report submitted shall be deemed authoritative.

29. The Report shall be submitted to the Central Bank at the address provided by the Central Bank, in accordance with the protected sample form (file) sent by the Central Bank.
30. In addition to the Report established under this Chapter, a Person Included in the List shall submit to the Central Bank, in the form required by the Central Bank, other information, documents and audio-video recordings registered and kept regarding transactions, within 5 business days, unless another time limit for submission has been established by the Central Bank.

CHAPTER 7. INSTRUCTIONS FOR COMPLETING THE REPORT

31. The columns of Table 1 and Table 2 of Annex 1 of this Procedure to the Report shall be completed in accordance with the following rules (for each service, where applicable):
 - 1) **“Date of Conclusion of the Transaction”** column shall indicate the date, month and year of conclusion of the transaction, in the format 09/02/2026;
 - 2) **“Time of Conclusion of the Transaction”** column shall indicate the time of conclusion of the transaction, in the format hour:minute (13:50); where the transaction is concluded on a foreign market, the time of conclusion shall be indicated in local (Republic of Armenia) time;
 - 3) **“Type of Crypto-Asset Service”** column shall indicate “platform operation”, “purchase and sale of crypto-assets for own account”, “purchase and sale of crypto-assets on customer's account”, “reception and transmission of orders”, “placement”, “portfolio management” or “transfer service”, “issuance of asset-referenced tokens”;
 - 4) **“Type of Transaction”** column shall indicate “purchase” (in the case of the purchase of a crypto-asset for its own account or the customer's account, as well as in the case of the purchase of a crypto-asset within the framework of crypto-asset portfolio management, reception and transmission of orders, or platform operation services (from the perspective of the customer acquiring the crypto-

- asset)) or “sale” (in the case of the sale of a crypto-asset for its own account or the customer's account, as well as in the case of the sale of a crypto-asset within the framework of crypto-asset portfolio management, reception and transmission of orders, platform operation (from the perspective of the customer selling the crypto-asset), asset-referenced token issuance or placement services), “transfer” or “derivative”;
- 5) **“Name of the Crypto-Asset”, “Name of the Crypto-Asset Acquired” or “Name of the Crypto-Asset Sold”** column shall indicate the abbreviation of the crypto-asset in circulation on the market (BTC, ETH, SOL, etc.); in the absence of an abbreviation, the full name of the crypto-asset;
 - 6) **“Total Quantity of the Crypto-Asset”, “Total Quantity of the Crypto-Asset Acquired” or “Total Quantity of the Crypto-Asset Sold”** column shall indicate the total quantity of the crypto-asset that is the object of the transaction within the framework of the service provided by the Person Included in the List, and, in the case of crypto-asset exchange, the total quantity of the crypto-assets acquired or sold;
 - 7) **“Total Volume of the Transaction”** column shall indicate the product of the unit price and quantity of the crypto-asset that is the object of the transaction. This column shall be completed in thousands, in the currency (Armenian dram, US dollar, etc.) in which the value of the crypto-asset that is the object of the transaction is expressed; this column shall not be completed for crypto-asset transfer and exchange transactions;
 - 8) **“ISO Code of the Currency”** column shall indicate the ISO code of the currency in which the transaction is completed; this column shall not be completed for crypto-asset transfer and exchange transactions;
 - 9) **“Cash/Non-Cash”** column shall indicate “cash” or “non-cash”, depending on whether the crypto-asset service was provided to the customer in cash or non-cash form; this column shall not be completed where, in providing the service, the Person Included in the List has not received funds;
 - 10) **“Identification Number of the Transaction”** column shall indicate the transaction hash or another number used for identifying the transaction, which is automatically generated on the distributed ledger and makes it possible to identify the specific transaction; in the absence of a transaction hash or another identification number of the distributed ledger, this column shall indicate the identification number assigned to that transaction in the internal registers of

transactions maintained by the Person Included in the List, which must be unique (non-repeating) for each transaction,

- 11) **“Identification Number of the Customer”** column shall indicate the identification number assigned to the customer by the Person Included in the List;
- 12) **“Residency of the Customer”** column shall indicate “resident” or “non-resident”.