

Name			
Service Point	Direction	Client No.	

NECESSARY DOCUMENTATION
CONFIRMING

To be marked with an (X) by the Commercial Department, according to the necessary documents for each case:

- Letter of guarantee request.
- Copy of the Certificate of Commercial Registry issued within the last 6 months.
- Copy of ID of the partners/shareholders and guarantors/guarantors/representatives.
- Accounts for the last 3 years (Balance Sheet, Income Statement, Model 1 of the Business Tax and respective DARs, Final Balance Sheet for the last 3 years, last available Balance Sheet for the current year and Audit Report, if applicable) or Business Plan and/or Feasibility Studies or Operating Map, for Investment Projects.
- Companies without organised accounts (monthly invoicing map for the last 6 months). Negative Certificate (Ministry of Finance and Social Security).
- Business Portfolio/Projects awarded.
- Approval from the Court of Auditors (obligatory for credits or guarantees based on public contracts under the Public Procurement Law).

Note: In the case of projects with social and environmental impacts, additional documentation may be requested from the Client, under the terms of the Environmental and Social Management System Policy (SMSS)

SIGNATURES

Client _____	Date _____
Manager _____	Date _____

Note: This Checklist should be signed in duplicate (one for the Client, signed and stamped, and another to be introduced into the BPM, also signed and date-stamped).