

Name _____

Service Point _____ Address _____ Customer No. _____

NECESSARY DOCUMENTATION
ESCROW LOAN ACCOUNT

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

- Letter of application for credit.
- 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.
- Negative Certificate (Ministry of Finance and Social Security), Business
- Portfolio/Projects awarded.
- Approval from the Court of Auditors (compulsory for credits or guarantees based on public contracts under the Public Procurement Law). Valuation of Assets Given as
- Collateral.
- Minutes of the loan contract and provision of guarantees in favour of the Bank.
- INAPEM Certificate, for Micro, Small and Medium Enterprises.
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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).