

Name	_____		
Service Point	_____	Direction	_____
		Client No.	_____

NECESSARY DOCUMENTATION
BANK GUARANTEES OF PROPER PERFORMANCE

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.
- Negative Certificate (Ministry of Finance and Social Security). Contract
underlying the Guarantee.
- Portfolio of works/projects.
- Approval from the Court of Auditors (compulsory for credits or guarantees based on public contracts governed by the Public Procurement Law). Valuation of
- Assets Given as Collateral.
- Act of Loan and Guarantee Contract in favour of the Bank. Building Work
- Contract.
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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).