

Name			
Service Point	Direction	Client No.	

**NECESSARY DOCUMENTATION**
**FACTORING**

To be marked with an X by the Commercial Department, according to the necessary documents for

- 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 covered by the Public Procurement Law). Completed Data
- Collection Form.
- Overdue invoices.
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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).