

Name			
Service Point		Direction	Client No.

NECESSARY DOCUMENTATION
PROPERTY LEASING

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.
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 (compulsory for credits or guarantees based on public contracts under the Public Procurement Law). Valuation of Assets Given
- ☐ as Collateral.
- ☐ Copy of the Land Registry.
- ☐

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).