



Required Documents for Renovations and /or New Contracts

Phase I: Credit Evaluation

- Completed PRPA Credit Evaluation Application (two pages)
- Authorization Form
- Certification of Compliance with Government Entities (Procedure 8)
- Client information
- Letter of Intent/Business Proposal for New Business or Renovation (as applicable)
- Incorporation Certificate (PR Department of State)
- Good Standing (PR Department of State)
- Corporate Resolution (include seal if it exists)
- Negative Debt Certification (PR State Insurance Fund Corporation)
- Commercial Reference Letters (2 suppliers and 1 from a local bank)
- Tax Return Forms of the last three (3) years **(ONLY FOR INDIVIDUALS AND/OR NEW CORPORATIONS)**
- Financial Statements of the last three (3) years. These Statements must include the following information: Balance Sheet, Income Statement, Cash Flow, Notes to the Financial Statements.
- Three (3) year sales projections **(ONLY FOR NEW COMMERCIAL CLIENTS)**
- Three (3) year P&L projections **(ONLY FOR NEW COMMERCIAL CLIENTS)**
- Three (3) year Cash Flow projections **(ONLY FOR NEW COMMERCIAL CLIENTS)**

Official Use:

- Project Application
- Exhibit
- Electric Power Consumption Estimate (if applicable)
- Water Consumption Estimate (if applicable)

Phase II: Contract Drafting

Documents to be submitted by customer (in addition to those handed on Phase I)

- Form SC 6088 (Informe de planillas últimos cinco (5) años)***
- Form SC 6096 (Informe no deuda con el Departamento de Hacienda)***
- Form SC 2942 (Certificación Radicación Planilla Impuesto sobre Ventas y Uso (IVU))
- Form SC 2927 (Certificación Radicación Deuda del Impuesto sobre Ventas y Uso (IVU))
- Form SC 2918 (Certificado del Registro Comerciante Vigente)
- PR Department of Labor Certificates (Seguro Choferil, Seguro por Desempleo y Seguro por Incapacidad)***
- Corporate By Laws
- Notarized Sworn Statement (Law 458)
- Certificate of Existence or Certification to conduct Business in Puerto Rico (Applicable only to foreign companies, in this case, also an Affidavit if there is no obligation to file in Puerto Rico)

Note: If Company holds the certificate of the “Registro Único de Licitadores”, it is not necessary to provide the specified documents (*)**

Para Uso Oficial:

- Credit Approval (one year validity)

Documents to be handed in on the day of contract sign:

- Insurance Policy
- Bond or Deposit
- ASUME (individual or legal entity, as applicable)
- CRIM Negative Debt Certification (All concepts: movable or immovable)
- Government Ethics Law