



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, and 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

(in addition to those handed on Phase I)

- ┆ Form SC 6088 (Tax report past five (5) years)***
- ┆ Form SC 6096 (No Debt Report (Hacienda's Department)***
- ┆ Form SC 2942 (Certification filing payroll tax on sales and use (IVU)
- ┆ Form SC 2927 (Certification filing debt of the tax on sales and use (IVU)
- ┆ Form SC 2918 (Certificate of Merchant Registration)
- ┆ Certificate of Good Standing (Department of State) ***
- ┆ PR Department of Labor Certificates (Driver Insurance, Unemployment insurance and Incapacity Insurance)***
- ┆ 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)
- ┆ Insurance Policy
- ┆ Bond or Deposit
- ┆ ASUME (individual or legal entity, as applicable)
- ┆ CRIM Negative Debt Certification (All concepts: movable or immovable)
- ┆ Government Ethics Law
- ┆ FAA Instructor Certification
- ┆ Certification and registration of aircraft themselves

Note: If Company holds the certificate of the Single Registry of Bidders, it is not necessary to provide the specified documents (*)**

Official Use:

- ┆ Credit Approval (one year validity)