

Name			
Service Point	Direction	Client No.	

NECESSARY DOCUMENTATION
BANK GUARANTEES FOR TENDERS

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). Portfolio
- of works/Projects.
- Specifications.
- Minutes of the Loan and Guarantee Contract in favour of the Bank. Court of Auditors'
- approval.
- Contract Works 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).