

Complete and sign all required forms or documents, as provided at the branch and that are associated with the given product or service.

Present an original and valid identity document:

For nationals, a copy of an official identification card. For non-resident foreigners, a copy of the passport sheets that contain any information or stamps; or a copy of the identification documents accepted by the General Directorate of Migration and Immigration; or Diplomatic Identification documents issued by the Ministry of Foreign Affairs. Additionally, **a second form of current identification** will also be required.

Proof of residence:

Complete and sign the sworn declaration of address form, which is provided at the bank branch. Utility bills are also accepted to fulfill this requirement.

Salaried or pensioned individuals:

Proof of employment (a maximum 3 months from the reported period) / pension certification.

For people with independent income:

You may present any of the following documents: audited or internal financial statements from the last fiscal period (the cut-off date cannot be more than 6 months); if the latter case, these must be duly endorsed by the accountant and legal representative. Certifications may be based on accounting books, a C.P.A. income certification (maximum 3 months from issuance), service contract, invoices, or C.P.I., if income is less than USD \$2,000 or its equivalent in colones. For other accepted forms of certification, inquire with your executive or branch of preference.

Upon request by the branch, present two letters of reference (bank, personal or commercial), addressed to Scotiabank de Costa Rica.

Non-resident clients, please inquire about additional requirements.