

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

Certificate of incorporation (maximum 3 months from issuance):

This must indicate that the broadly empowered attorney-in-fact or legal representative may act without limit of sum, and that s/he can delegate this power or mandate without losing the same. May indicate shareholders.

For legal entities domiciled abroad, this requirement extends to any equivalent documents, which must be in Spanish and duly consularized or apostilled.*

Certification issued by a notary public*:

This certification must be drafted in view of the shareholders' book, with a term not to exceed three months in which the name of the shareholders, identification number, and participation percentages are detailed for any shareholders who own more than 10% share or failing that, the majority shareholder. Additionally, any natural persons who own 10% or more of capital stock (directly or indirectly), are required to complete the Shareholder Form and provide their personal information.

For legal entities domiciled abroad, this requirement extends to any equivalent documents, which must be in Spanish and duly consularized or apostilled.

Memorandum of association or commercial study on the company, issued by the commercial registry*:

In the event that the company has modified its name, it must additionally present both the original and a copy of the minutes during which said change was made.

****If the legal entity type is anything other than Sociedad Anónima, consult the branch or its executive regarding what requirements may apply.***

Document to verify the company domicile and business address for the company:

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.

Financial information:

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, ask your executive or branch of preference.

For legal representatives with access to the account:

- ***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.

Note: Non-resident legal representatives are required to present a **second form of identification.**

For account signatories:

- ***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.

Note: Non-resident clients are required to present a **second form of identification**. All individuals are also required to present a **second form of identification**.

- ***Address:***

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.

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