

Please complete and sign any required forms and documents associated with the product or service, as provided at the branch office.

## **Present an Original and Valid ID Document:**

- Nationals and Foreigners with Dimex / DIDI: Legible copy of both sides of a current identity document.
- Non-Resident foreigners: Legible copy of a valid and legible passport, including all information that contains general data and stamps. In addition, provide a second form of identification, such as: an identity document from your country of origin, driver's license, social security card, or work permit, among others.

## **Salaried Workers/Pensioned Retirees:**

- Proof of Salary: 3 months maximum issuance
- Proof of Employment (Orden Patronal): 3 months maximum issuance
- Salary Study, Issued by the CCSS: 3 months maximum issuance
- Pension Certificate

## **For Clients with an Independent Income:**

- Financial statements from the last or most recent fiscal term, signed by both the Legal Representative and the Accountant (must include the statement of financial position, statement of changes in equity, statement of comprehensive income, statement of cash flows and the notes to the financial statements. These must be comparative with at least one period).
- Copy of a services contract as signed by the parties (must be certified by a Notary Public for private contracts).
- Certifications, as prepared by a CPA with a maximum 6 months of issue.
- Certifying statements, as prepared by an Independent Public Accountant, for incomes less than an average US\$5,000 per month. 6 months maximum issuance.
- According to the client's profile, if they have another document that justifies the income received, these must be validated by a Bank representative.