

Requirements for Legal Customers

Complete and sign the required forms or documents provided by the Branch associated with the product or service

Certification of Legal Standing (issue less than 3 months prior)

- Indicate that the "person with a full power or attorney or legal representative" acts without sum limit and may delegate its power or mandate without losing their powers. May indicate share holdings.
For legal persons domiciled abroad, submit equivalent documents duly formalized before the consulate or with apostille and in Spanish.*

Certification issued by a Notary Public

- Prepared after seeing the shareholder books with a period of less than three months, listing the names of the shareholders, identification number and percent of holdings for those who own 10% or more of the shares, or else, the majority shareholder. In addition all legal persons who own 10% or more of the shares (directly or indirectly) must submit the Shareholder Form containing personal information.
Legal persons domiciled abroad, must submit equivalent original documents duly formalized before the consulate or with apostille and in Spanish.*

Company's Articles of Incorporation or Business Study Issued by the Corporate Registry:

- If the company has changed its name, it must submit an original and a copy of the minutes stipulating to the name change.

*If the name of the company is different from that of the Costa Rican company ("Sociedad Anonima"), request other requirements that may apply in this case.

- Document to verify the company's corporate address and business address: (Recent utility bill in your name, rental agreement containing the street address, municipal receipts, among others). **

** Ask what kind of document may be submitted.

Financial Information:

- Compulsory Affidavit on Income Tax Return for the latest fiscal year. If the legal person is exempt from this requirement, submit evidence to support it. You may attach the following documents to the Income Tax Return: audited or internal financial statements for the latest fiscal year (with a 6 month or earlier cutoff date), in the latter case it must be duly certified by the accountant and legal representative; certifications based on accounting books, certification of income from a C.P.A. issued no later than 3 months prior, service contract, invoices, I.P.A., if income is less than US\$ 2,000 or the equivalent in colones, among others.

For Legal Representatives with access to the account:

- Submit original and a copy of the identification document. Photocopy of the identification card for nationals, copy of the pages of the passport that contain information or stamps for non-resident aliens or a copy of identification documents accepted by the General Immigration and Alien Administration and Diplomatic identification documents issued by the Ministry of Foreign Affairs (non-resident legal representatives must submit second current identification).

For Account Signors

Submit original current identification document:

- Photocopy of the identification card for nationals, copy of the pages of the passport that contain information or stamps for non-resident aliens or a copy of identification documents accepted by the General Immigration and Alien Administration and Diplomatic identification documents issued by the Ministry of Foreign Affairs (non-resident legal representatives must submit a second current identification). All physical persons must submit a second current identification.

Address:

- Fill out and sign sworn statement of place of residence submitted at the branch, Public utility bills can also be accepted for this requisite.
- If the branch office requests it, submit two letters of reference (bank, personal or business) addressed to Scotiabank de Costa Rica.