



IT Capital

Customer's name \_\_\_\_\_

Application Number: \_\_\_\_\_

Date this document is delivered to the customer: (DD/MM/YYYY)

### Documentation needed for the Factoring, Contract Advance (CA) for Corporates, PEMEX & CFE Suppliers and Exporters.

FACTORING & CA > 1 MDP		FACTORING & CA > 10 MDP		RENOVATION	
Company	Natural person with business activities	Company	Natural person with business activities	Company	Natural Person with business activities

#### Documentation Required

<b>1 National and International factoring , PEMEX, CFE and industrial. Reasearch payment (when the qualiaction has been made)</b> ( BNC Reasearch)					
<b>2 National and international factoring application, PEMEX, CFE and government.</b> (Documents singed by the client, guarantors, joint obligors and mortgage guarantees)					
<b>3 Enterprise basic information format (IT Capital institutional format)</b> (Documents singed by the client , legal representative or natural person with business activities)					
<b>4 Invoices of clients or suppliers &amp; Aging Report Fill Format (IT Capital format).</b>					
<b>5 Company and legal representative's special credit bureau report</b> (Original and singed by the main shareholders that have up to 51% of the shares)					
<b>6 Commercial references, 5 from suppliers and 5 from clients</b> <b>Financial information</b>					
<b>7 Financial statements from the last two tax years</b> (the financial statements will include: general balance sheet, profit and loss statement and Analytical relations singed by the accountant and the legal representative)					
<b>8 Partial financial statements from the current year</b> (no older than 60 days) (The financial statements will include: general balance sheet, profit and loss statement and Analytical relations singed by the accountant and the legal representative)					
<b>9 Annual Tax Return (from the last two tax years)</b>					
<b>10 Bank account statements ( from the last 6 months)</b>					
<b>11 Financial projections of the financial product duration and budgets</b>					
<b>11.1 List of the legal entity and legal representative's assets</b> <b>(for properties include the address and the RPPC)</b>					
<b>11.1 Pipeline of New and executed contracts and/or letters of intent of new projects</b>					
<b>Legal Information</b>					
<b>12 The company's first constitution act</b> (copy with the legal information and the public registry of property and commerce or RPPC) (In case of collaterals in favor of third parties or guarantees , it must be contemplated in the act)					
<b>13 Constitution register and legal documents</b> (Copy of the last capital increase or decrease, name changes Or corporate purpose, change of associates; with the RPPC information)					
<b>14 Ratification letter form who accreditaed no changes in the company's title or the proxy statements.</b>					
<b>15 Legal Representative's statement</b> (Copy of proxy that stipulates the faculty of singing with the RPPC information).					
<b>16 RFC card with the R1 in SHCP registration format</b> (Copy of the fiscal decree identification)					
<b>17 Proof of residency fiscal and physical</b> (Copy of electricity, telephon or `` Predial`` bill, no older than 90 days)					
<b>18 Legal representative and its spouse's official ID and CURP</b> (Photocopy of the official ID from both sides, valid, with photo and signature). (ID and/or Passport) (In the case of a legal entity, a copy of the attorney in fact and associates` ID)					
<b>19 Marriage certificate</b> (only if married) ( If Married under the legal partnership or marital regim it is required that if the spouse is a guarantor or applicant to process a BNC consultation)					
<b>20 The company's resume, brochure and organization chart</b>					
<b>21 International Factoring reference format (IT capital)</b>					
<b>22 Liabilities aging report format (IT Capital)</b>					
<b>23 New or executed contracts reference format (IT Capital)</b>					

The spaces highlighted in yellow will be used to process the qualification with in five working days  
The rest of the documents will be requested to complement the application file when the operation is approved.