

## BASIC DOCUMENTS AND FINANCIAL INFORMATION NEEDED

**Established**

**To be Established**

1. **Loan Application**, fully completed with an initial (non-refundable) fee of \_\_\_\_\_ for processing the application. Make check or money order payable to the Economic Development Bank for Puerto Rico (EDBPR).
2. **Business Plan**: Must submit at least (i) Business history. (Apply only to business in operation) (ii) Resume/Curriculum Vitae of the company's owners and principal officers (iii) Income Statement and Balance Sheet projections with the assumptions for at least 3 years of operations. Please include total project cost, sources and uses of funds, and pro forma financial statements with assumptions assuming the completion of the project for 2 years.
3. **Financial Statements**
- A. **In the case of corporations**, applicants must submit audited financial statements for the last three years certified by a Certified Public Accountant (CPA). In addition submit non-audited interim financial statements dated no more than 120 days from the filling date of the application.
- B. **In the case of corporations with affiliates companies and/or subsidiaries**, in addition to (3A), submit certified financial statements of the affiliates or subsidiaries with no more than 120 days from the filing of the application.
- C. **In the case of individual owners or society and the gross sales exceed \$200,000**, applicants must submit financial statements for the last three years and interim financial statements dated no more than 120 days from the filling date of the application.
- D. **Business owners and shareholders**, must submit personal financial statements with no more than 120 days from the filling date of the application.
4. **Endorsement from governmental agencies, if apply**: P.R. Industrial \*Development Company, Commerce Development Administration, Department of the Family, Puerto Rico Tourism Company, Solid Waste Management as well as any other agency the EDB deems necessary.
5. **Others (\*)**:

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Bank Officer**

\_\_\_\_\_  
**Interview Date**

\* *The EDB reserves the right to ask for additional documents during the analysis of the loan application.*