



**BASIC DOCUMENTS AND FINANCIAL INFORMATION REQUIRED  
FOR LOAN APPLICATION – EXISTING BUSINESS  
(Business that has been in operation for a year or more)**

- The Financing Application must be submitted through our electronic platform [www.bde.pr.gov](http://www.bde.pr.gov) in the Online Services section, along with a non-refundable initial payment of \$50.00 to process the application.

**Documents to be submitted in PDF format:**

**Business Plan:**

- Project description with breakdown of the use of funds, total cost, contribution and amount to be financed
- Detailed description of the operation, including a summary of the professional background of business principals and key employees

**Financial Information:**

- Financial statements or Income Tax Returns covering the last 3 years of operations
- Interim financial statements, if more than 180 days have elapsed since the end of the fiscal year.
- Personal financial statement of the owners or shareholders whose participation is 20% or more, dated no more than 90 days prior to the filing of the application.
- If the applicant has affiliated or subsidiary companies, they must submit the latest year-end financial statement of each of these corporations and interim statements, if more than 180 days have elapsed since the end of the fiscal year.
- Financial projections for 3 years from the end of last year and these assumptions:
  - Income and Expense Statement
  - Balance Sheet
- Evidence of contribution to the project (cancelled checks, paid invoices or bank statements certifying available funds). For the purposes of the financing to be requested, the contribution made and evidenced for the last twelve months will be considered.
- The last 6 bank statements of the business operating/s account/s.

## BUSINESS DEVELOPMENT DEPARTMENT

### Basic Documents and Financial Information Required for Loan Application- New Business

#### **Other documents in PDF format (if applicable):**

- Copy of Merchant Registration
- Municipal Patent
- Identification of owners, shareholders or spouses.
- Copy of the deed of the property to be offered as collateral for the requested financing.
- Copy of the contract(s) to be offered as a guarantee.
- Quotation of equipment or inventory to be acquired.
- Estimated cost of improvements.
- Evidence of filing a building permit consultation
- Copy of the lease agreement in case of operating in leased facilities.
- Real estate agreement, contract or letter of intent.
- Business acquisition agreement, contract or letter of intent.
- Explanatory letter about delays in the credit report.
- Prenuptial or postnuptial agreements.
- Evidence of approved Decrees, Tax Credits or Incentives.
- Aging report of Accounts Receivable, Payable and Inventory, if applicable.

#### **Corporation**

- Certificate of Incorporation issued by the Departamento de Estado (Department of State).
- Corporate resolution authorizing the transaction.
- Articles of Incorporation.
- Good Standing.
- "Operating Agreement" (LLC)

#### **Certifications (to be submitted at closing, if financing is approved)**

- Departamento de Hacienda (Puerto Rico Department of Treasury)
  - Certification of income tax return filing for the last 5 years
  - Certification of SUT ("IVU") returns filing
  - Certification of No Debt or Current Payment Plan
- Departamento del Trabajo y Recursos Humanos (Department of Labor and Human Resources)
- Administración para el Sustento de Menores (Child Support Administration) (individual or corporate, as applicable)
- Centro de Recaudaciones de Ingresos Municipales (Municipal Revenue Collection Center):

