



**BASIC DOCUMENTS AND FINANCIAL INFORMATION REQUIRED
FOR LOAN APPLICATION – NEW BUSINESS**

(Business that has not started operations or has less than one year of established)

- The Financing Application must be submitted through our electronic platform 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

1. Business Plan
2. Project description with detailed use of funds breakdown, total cost, contribution, and amount to be financed.
3. Financial projections for 3 years and their assumptions:
 - Income and Expense Statement
 - Balance Sheet (Pro-Forma)
4. 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.
5. If the applicant has affiliated or subsidiary companies, they must submit the last year-end financial statement and interim statements of each of these corporations, if more than 180 days have elapsed since the close of the fiscal year.
6. Evidence of contribution to the project (cancelled checks, paid invoices or bank statements certifying available funds). For purposes of the requested financing, the contribution made and evidenced for the twelve months will be considered.

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.

