Fecha de revisión: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Empresa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Información general** | |  |  |
|  |  | SI | NO |
| 1 | Formulario de solicitud de registro e inscripción de empresa nacional |  |  |
|  | Lleno |  |  |
|  | Firmado |  |  |
|  | Sellado |  |  |
|  | Fechado |  |  |
|  | Observaciones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
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| **2. Información de la empresa** | |  |  |
|  |  | SI | NO |
| 1 | Testimonio de Escritura Pública de Constitución |  |  |
|  | Cotejo de escritura original |  |  |
|  | Inscrita en el Registro de la Propiedad Inmueble y Mercantil |  |  |
|  | Lugar de domicilio de la empresa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | Observaciones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  | SI | NO |
|  | Ha realizado cambios en la escritura |  |  |
|  | Tipo de cambio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
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|  |  | SI | NO |
| 2 | Nómina del personal profesional colegiado y técnico |  |  |
|  | Profesión u oficio del personal profesional y técnico |  |  |
|  | Nacionalidad del personal profesional y técnico |  |  |
|  | Cargo que desempeña en la empresa |  |  |
|  | Hoja de vida del personal profesional |  |  |
|  | Solvencia original y vigente del personal profesional |  |  |
|  | Observaciones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
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|  |  | SI | NO |
| 3 | Nómina de socios |  |  |
|  | Calidad del socio |  |  |
|  | Participación social |  |  |
|  | Nacionalidad |  |  |
|  |  |  |  |
| 4 | Constancia de no inscripción | SI | NO |
|  | en el CICH |  |  |
|  | en el CAH |  |  |
|  | en el CIMEQH |  |  |
|  | en el CINAH |  |  |

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| **3. Representante(s)** | |  |  |  |  |  |  |  |  |
|  |  | CICH | | CAH | | CIMEQH | | CINAH | |
|  |  | SI | NO | SI | NO | SI | NO | SI | NO |
| 1 | Credencial del representante |  |  |  |  |  |  |  |  |
|  | Firmada por la gerencia |  |  |  |  |  |  |  |  |
|  | Sellada por la gerencia |  |  |  |  |  |  |  |  |
|  | Observaciones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  |
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|  |  | CICH | | CAH | | CIMEQH | | CINAH | |
|  |  | SI | NO | SI | NO | SI | NO | SI | NO |
| 2 | Nota de aceptación del representante |  |  |  |  |  |  |  |  |
|  | Firmada por el colegiado |  |  |  |  |  |  |  |  |
|  | Sellada por el colegiado |  |  |  |  |  |  |  |  |
|  | Hoja de vida |  |  |  |  |  |  |  |  |
|  | Solvencia original vigente |  |  |  |  |  |  |  |  |
|  | Declaración jurada del representante ante los Colegios de no ser empleado público y de no contar con más de dos representaciones ante los mismos |  |  |  |  |  |  |  |  |
|  | Observaciones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  |
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| **4. Anexos** | |  |  |
|  |  | SI | NO |
| 1 | Registro Tributario Nacional (RTN) de la empresa |  |  |
| 2 | Registro Tributario Nacional (RTN) del representante legal |  |  |
| 3 | Constancia de la Procuraduría General de la República (PGR) de la empresa |  |  |
| 4 | Solvencia municipal de la empresa |  |  |
| 5 | Permiso de operación de la empresa |  |  |
| 6 | Solvencia de la Dirección Ejecutiva de Ingresos (DEI) de la empresa |  |  |
| 7 | Constancia de inicio de operaciones de la Empresa |  |  |
| 8 | Croquis de ubicación de la empresa |  |  |
| 9 | Fotocopia de recibo de cobro público reciente de la empresa |  |  |

Observaciones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Revisó: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_