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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
|  |  | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_