

Registration Requirements for National and Foreign Companies: National or Foreign Civil Organizations or Foundations

Applicant: _____

Legal Representative for the Registration process (Attorney): _____

**** The file must be presented with each page numbered and inside a folder, in the following order:**

N°	Requirements	S/C	N/C	N/A
1	Payment receipt for current income (form TGR-1) line 12121-L200.00 (www.sefin.gob.hn)			
2	Download Registration Form from the web page www.honducopras.gob.hn			
3	Letter of attorney/Power of attorney with the corresponding legal basis			
4	Affidavit signed by the company's legal representative (CEO, President, Director or General Manager)			
5	Company's statement, signed by the legal representative			
6	Certified copy of the document that entitles the faculties for the legal representative			
7	Certified copy of the Company's Legal Representative Identity Card			
8	Certified copy of the company's National Tax Registration number			
9	Corporate structure certification signed by the company's legal representative			
10	Certified copy of the company's act of constitution and its amendments			
11	Audited Financial statements for the last three years (separated by year), signed by the company's legal representative, signed and stamped by a licensed accountant)			
12	Certified copy for reception certificates or references from the owners of the buildings or constructions made for the last five years, with location, amounts and characteristics indication (If applying for building contractors area)			
13	Documentary proof for the services or assets supply executed for the last five years, with the amount, public or private character indication. (If applying for assets and services area)			
14	Documentary proof for the main consulting services performed by the company, for the last five years, with time, place, amounts and beneficiaries indication. (If applying for consulting services area)			
15	Executives and technicians employees information, with CV's, making references to the main responsible of the construction Works. (If applying for building contractors and/or consulting services areas)			
16	Registration at the corresponding professional association, if needed. (CICH, CIMEQH, CAH, etc.)			
17	Certified registration copy at URSAC (Unidad Regional de Seguimiento de las Asociaciones Civiles-Civil Organizations Regulation Office), if the applicant is a Civil Organization			
18	Certified copy for the Civil Organization's Board of Directors inscription document, issued by URSAC, if the applicant is a Civil Organization			
19	If the applicant is a foreign company, it should present the certified document issued by the government in which the company is authorized to do business in Honduras and the corresponding registration.			
20	Map indicating the exact company's or civil organization location			
21	Interior and exterior photographs for the company or civil organization office			
<p>Important: Certified signature of the company's legal representative (by Authentication Certificate-Certificado de Autenticidad) in the following documents:</p> <ul style="list-style-type: none"> ▪ Letter of Attorney ▪ Affidavit (pg. 3 in Registration Form) ▪ Company's statement (pg. 4 in Registration Form) ▪ Corporate structure certification (pg. 9 in Registration Form) <p>Certified copies of the following documents:</p> <ul style="list-style-type: none"> ▪ Company's Act of Constitution and its amendments ▪ Company's Legal Representative Identity Card ▪ National Tax Registration number ▪ Certificates or references from the owners of the buildings or constructions built by the company ▪ Bills or documentary proof for the assets sold by the company ▪ Documentary proof for the main consulting services performed by the company ▪ <u>Everything presented as a copy must be certified by Authentication Certificate</u> 				