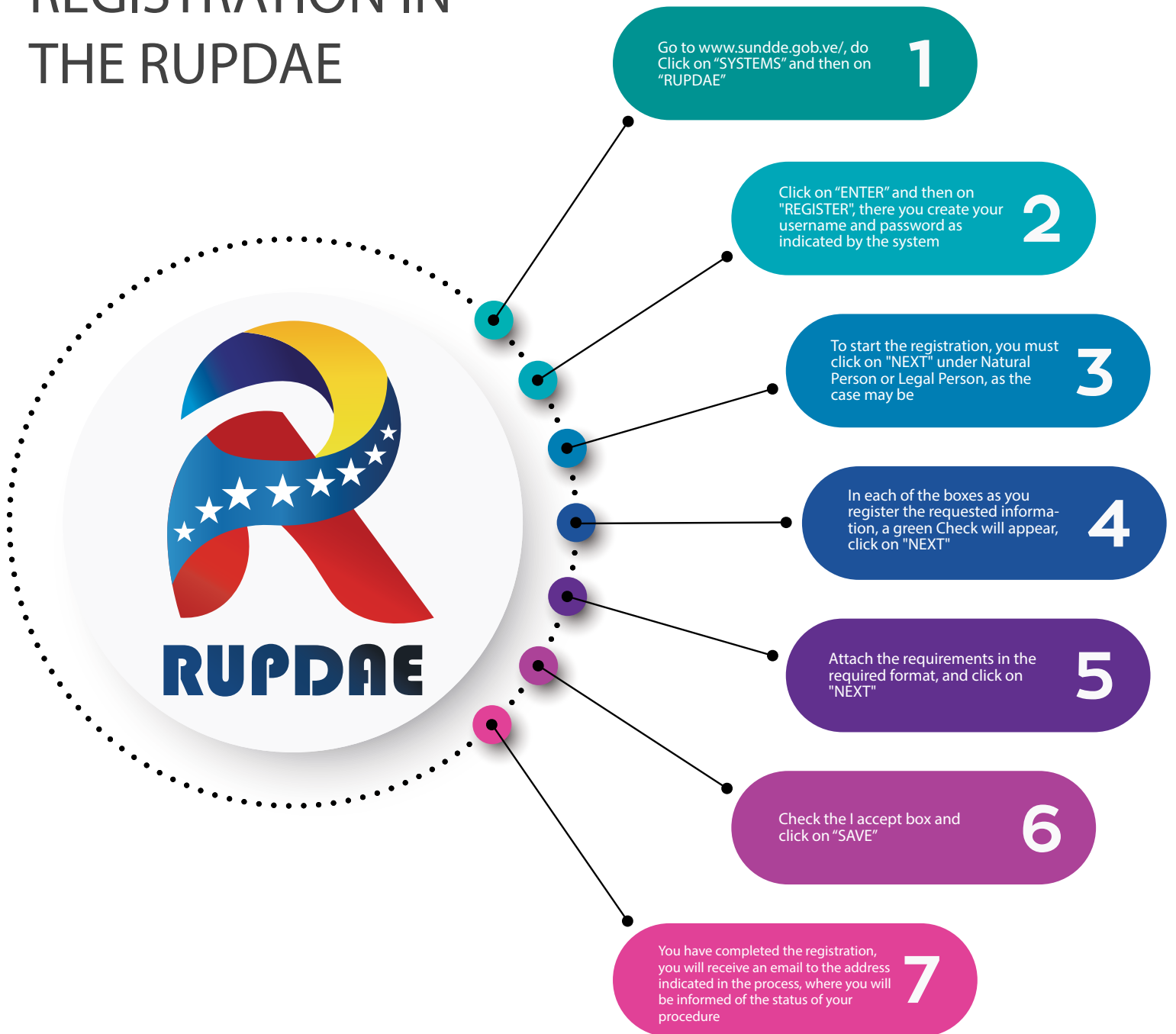


# STEPS FOR REGISTRATION IN THE RUPDAE



## IMPORTANT CONSIDERATIONS

- A. The file size must be a minimum of 2 Mb and a maximum of 30 Mb.
- B. Use Google Chrome as default browser.
- C. Scan all requirements and convert them to PDF format.
- D. WRITE THE RECORD IN CAPITAL LETTERS AT ALL TIMES.
- E. DO NOT USE SPECIAL CHARACTERS.
- F. Where tuition appears, if the citizen is not a university professional, write "NOT APPLICABLE".
- G. It is recommended not to use any type of nomenclature at the time of registration, (eg n/a, S/P, N/P, etc.)
- H. Create a digital folder, identified with the RIF number of the company. (Ex. J000000000)
- I. Attach all PDF files in the folder.
- J. Compress the folder in .RAR extension format.
- K. DO NOT LEAVE EMPTY SPACES, use zero (00) and complete in the case of not having a local telephone number, enter the cell phone number.
- L. Check the size of the .RAR file as indicated in literal "a" of this section, if it is less than 2mb, duplicate the information as many times as necessary until reaching the minimum allowed. In case it is exceeded, reduce the resolution of the scanner.

COLLECTIONS FOR REGISTRATION IN THE RUPDAE SYSTEM	LEGAL	NATURAL
Commercial Registry	X	X
RIF in force	X	X
Identity card and RIF (current) of the majority shareholder, commissioner and legal representative	X	
Last ISLR statement	X	X
Patent of Industry and Commerce	X	X
In case of franchise (optional letter)	X	X
Letter of endorsement issued by: Communal Council, or Communes, ZODI or some popular power organization that certifies the commercial activity		X
Certification of knowledge, leisure and/or profession (simple copy of the title).		X