

List of documents to be presented in the pre-analysis phase of the Factoring Request:

Updated Constitutive Deed / the last Constitutive deed, together with the Certification of the Delegated Judge and the related Statement made at the Trade Registry, if applicable;
Full Ascertaining Certificate, up to date and valid, from the Trade Registry, or the approval to obtain an excerpt from the Trade Registry, if applicable;
Decision of the General Meeting / the decision of the sole associate to contract such facility, to establish the guarantees and to empower its representatives to sign the related contracts (for the SAs, proof of their registration with the Trade Register is needed, for publication in the Official Gazette) but at this stage it is optional;
Factoring request, including annexes 1, 2, 3a and 3b filled-in;
For each proposed debtor
Commercial contract / framework agreement / framework agreement / order;
The list of receivables by proposed debtor for the last 12 months (compared to the month of Factoring Request submission), dated and signed, showing the average time of collection (invoice number / invoice value / invoice date / contractual payment term / value received) - as appropriate;
3 invoices similar to those expected to be submitted for financing (-20%), already paid in the commercial relationship with the proposed debtor, including any evidence of their collection;
Schedule of account 411, in history, over the past 12 months (compared to the month of Factoring Request submission).

List of documents to be presented in the analysis phase of the Factoring Request:

Decision of the General Meeting / the decision of the sole associate to contract such facility, to establish the guarantees and to empower its representatives to sign the related contracts (for the SAs, proof of their registration with the Trade Register is needed, for publication in the Official Gazette), if not already submitted in the pre-analysis phase;
Fiscal attestation / declaration of responsibility on behalf of the persons empowered to contract the company's credit / the administrator, from which it appears that the company has no debts to the state budget;
Evidence of the registered office, i.e. the documents attesting the use of the location representing the registered office (eg. commodate/bailment deed, property deed or rental contracts etc.), documents filed with the O.N.R.C.
Factoring Request, with all annexes filled-in;
Balance sheet with annexes and related verification balance (n-2);
Balance sheet with annexes and related verification balance (n-1);
Verification balance at ¹
Verification balance at ²

¹ The most recent final / closed verification balance.

² Verification balance for the same period of the preceding year.

A complete set of documents related to a delivery of goods / services / execution of works, within each contractual document submitted for factoring (invoice, accompanying notice, transport document, situation of works etc., as the case may be);

Insurance contract / insurance policy by assigned debtor, in the case of non-regression / non-recourse factoring.