



Finished products for RECOPE's Ordinary Activities

PROCEDURE

The company interested in being part of the Registry of Suppliers of finished products for the Ordinary Activities of RECOPE should visit the RECOPE website <https://www.recope.go.cr/contrataciones/importacion-de-hidrocarburos/> and select the respective registration request form.

Complete the required information and attach the requested documents in the form.

Submit the completed form to the email address indicated on the website, corresponding to an official from the Supply Department.

RECOPE reviews the received information and approves or disapproves the inclusion of the company in the suppliers' registry. The decision is communicated to the requesting company.

GENERAL INFORMATION

Department: Supply Department, RECOPE S.A.

Address: San José, Goicoechea, San Francisco, 108th Street, route 32, km 0, Hernán Garrón Building.

P.O. Box: 4351-000 San José

Hours: Monday to Friday from 7:00 am to 3:00 pm

Contact Person 1:

Name: Hazel Brenes Chaves

Email: hazel.brenes@recope.go.cr

Phone: (506) 2284-2700 Ext. 4642

Contact Person 2:

Name: Elizabeth Ramírez

Email: elizabeth.ramirez@recope.go.cr

REQUIREMENTS

- Completed registration form, along with the following attachments:
- Company's incorporation document.
- Description of the business activity, specifically related to the marketing of hydrocarbons. Include relevant company details such as: product type, annual production volume, number of refineries and their capacity, annual sales volume,



regions served, number of employees, terminal and office locations, and other relevant information.

- Name and qualifications of the company's president or legal representative.
- Place and date of the company's incorporation (attach supporting document).
- If it is a subsidiary, indicate the organizational structure in relation to the parent company and clarify whether it is a total or partial subsidiary. The parent company must certify its responsibility for the subsidiary. Specify the levels of negotiation allowed for the subsidiary.
- If there are representatives, advisors, legal representatives, agents, advisors, intermediaries, or branch offices (permanent or occasional) in Costa Rica or the region for Costa Rica's attention, provide their names, locations, and qualifications.
- Company's website.
- Audited financial statements for at least the last two fiscal periods if the company is publicly traded or customarily publishes its financial statements.
- Commercial references: If the company is interested in supplying its products to RECOPE, provide the names, addresses, and phone numbers of at least three customers who can provide commercial references. If the company is interested in purchasing products from RECOPE, provide the names, addresses, and phone numbers of at least three suppliers who can provide commercial references.
- Banking references: Provide written references from at least two banks with which the company has conducted transactions in the last two years (on bank letterhead with contact information).
- Submit an official document indicating the person who will be the official communication channel between the company and RECOPE.

Resolution Period: 30 business days (from the submission of the complete form to the notification of inclusion or non-inclusion in the registry)

Processing Fee: Free of charge

Validity: 1 year

NOTES:

After one year from the company's inclusion in the suppliers' registry, the company must inform RECOPE if it has undergone any changes or if it maintains the conditions in place at the time of its inclusion in the registry.