

**Legal documents to be submitted to contract Internet Services by the Customer according to its categorization:**

**A) Customer Categorization: Agencies of the Central State Administration and for the People's Power, Political and Mass Organizations, State-Owned Companies, Private Companies with 100% Cuban Capital, Agricultural and Non-Agricultural Cooperatives.**

1. Agreement, Public Deed or Entity Incorporation Resolution (updated).
2. Resolution, Agreement or Deed authorizing the person who will sign the Contract to represent the entity.
3. Document issued by the National Statistics and Information Office (hereinafter referred to as ONEI, for its acronym in Spanish).
4. Banking License Certification (according to the service requested) issued by the Central Bank of Cuba.
5. Letter signed by the Head of the Body or Agency, approving its Internet connection (only if Internet is required).
6. Network License from the Ministry of Communications (for dedicated/leased line service or Multipop switched account only).

Falling this, Certification in Original issued by the entity's legal advisor, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1; 2 and 3.

**B) Customer Categorization: International Economic Associations (IEAs).**

1. Public Deed or Company Incorporation Resolution. (It can be substituted with certification or License issued by Commercial Registration Office and temporarily by the Chamber of Commerce).
2. Minutes from the Company's Shareholders Meeting or the Board of Directors where the Company's representative is appointed, or Appointment Resolution for its representative, or other document authorizing the person who executes the Contract.
3. Personal documents for the person signing the contract (Identity Card. Permanent Resident Card or Passport).
4. Banking License Certification (according to the service requested) issued by the Central Bank of Cuba.
5. Document issued by the ONEI.
6. Letter signed by the Head of the Body or Agency, proving his/her approval regarding the service request (for Internet service only)
7. Network License from the Ministry of Communications (for dedicated/leased line service or Multipop switched account only).
8. Deposit Insurance Fund for each switched service to contract.

Falling this, Certification in Original issued by the entity's legal advisor, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1; 2 and 3.

**C) Customer Categorization: Branches or Foreign Company Representations in Cuba and 100% Foreign Capital Companies.**

1. Incorporation deed and its article of association.
2. Certification issued by the Board of Directors or equivalent body listing names for the person or persons authorized to open and operate bank accounts.
3. Certification or License issued by Commercial Registration Office (temporarily by the Chamber of Commerce).
4. Annex of said License where the Entity's legal representative is appointed, or a Notarial Deed proving the appointment.
5. Personal documents for the person signing the contract (Identity Card. Permanent Resident Card or Passport).
6. Contract with the Real State Company or Deed of the property where the service will be installed.
7. Document issued by the ONEI.
8. Banking License Certification issued by the Central Bank of Cuba.
9. Network License from the Ministry of Communications (for dedicated/leased line service or Multipop switched account only).
10. Deposit Insurance Fund for each switched service to contract.
11. Certification issued by the employing agency authorized to operate in the Republic of Cuba, in cases where the contract signatory on behalf of the foreign entity is a Cuban citizen, proving that this person is contracted by the entity in question and has this power in his/her work content of the contracted position.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1; 2; 3; 4 and 7.

**D) Customer Categorization: Foreign body corporate, registered in Cuba, in the form of free zone operator, registered in the Official Registry of Free Zone Operators and Licensees under the National Free Zone Office of the Republic of Cuba:**

1. Incorporation deed and its article of association.
2. Certification issued by the Board of Directors or equivalent body listing names for the person or persons authorized to open and operate bank accounts.

3. Endorsement or bank reference with which it carries out its main operations abroad.
4. Resolution issued by the Ministry of Foreign Investment and Economic Collaboration, authorizing the Operators or Licensees to settle into the Free Trade Zones.
5. Registration Certificate in the Official Registry of Free Zone Operators and Licensees under the National Office of Free Zones of the Republic.
6. Banking License Certification issued by the Central Bank of Cuba.
7. Document issued by the ONEI.
8. Personal documents for the person signing the contract (Identity Card. Permanent Resident Card or Passport)
9. Network License from the Ministry of Communications (for dedicated/leased line service or Multipop switched account only).
10. Deposit Insurance Fund for each switched service to contract.
11. Certification issued by the employing agency authorized to operate in the Republic of Cuba, in cases where the contract signatory on behalf of the foreign entity is a Cuban citizen, proving that this person is contracted by the entity in question and has this power in his/her work content of the contracted position.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1; 2; 3; 4; 5 and 6.

**E) Customer Categorization: Foreign body corporates, registered in Cuba, in the form of Representative Offices for Banking or Financial Institutions**

1. Incorporation deed and its article of association.
2. Certification issued by the Board of Directors or equivalent body listing names for the person or persons authorized to open and operate bank accounts.
3. Registration Certificate in the General Registration Office for Banks and Financial Institutions under the Central Bank of Cuba.
4. Banking License Certification issued by the Central Bank of Cuba.
5. Personal documents of the person signing the contract (Identity Card. Permanent Resident Card or Passport)
6. Network License from the Ministry of Communications (for dedicated/leased line service or Multipop switched account only).
7. Deposit Insurance Fund for each switched service to contract.
8. Contract with the Real State Company or Deed of the property where the service will be installed.

9. Certification issued by the employing agency authorized to operate in the Republic of Cuba, in cases where the contract signatory on behalf of the foreign entity is a Cuban citizen, proving that this person is contracted by the entity in question and has this power in his/her work content of the contracted position.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1; 2; 3; 4 and 6.

**F) Customer Categorization: Foreign body corporates, registered in Cuba, in the form of: Foreign social, professional, religious and fraternal associations.**

1. Documentation supporting their legal existence in the country of incorporation.
2. Certification issued by the Cuban governing body in the activity they perform.
3. Registration Certificate in the National Registry of Associations and Foundations under the Ministry of Justice.
4. Personal documents of the person signing the contract (Identity Card. Permanent Resident Card or Passport)
5. Contract with the Real State Company or Deed of the property where the service will be installed.
6. Network License from the Ministry of Communications (for dedicated/leased line service or Multipop switched account only).
7. Deposit Insurance Fund for each switched service to contract.
8. Certification issued by the employing agency authorized to operate in the Republic of Cuba, in cases where the contract signatory on behalf of the foreign entity is a Cuban citizen, proving that this person is contracted by the entity in question and has this power in his/her work content of the contracted position.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1; 2 and 3.

**G) Customer Categorization: Foreign body corporates, registered in Cuba, in the form of: Embassies, Consular and Diplomatic Representations, Diplomatic Personnel and Representations of International Organizations.**

1. Documentation supporting their legal existence in the country of incorporation.
2. Registration Certificate in the Registration Office under the Ministry of Foreign Affairs.
3. Contract with the Real State Company or Deed of the property where the service will be installed.

4. Personal documents of the accredited person (Officer Card issued by the Ministry of Foreign Affairs of Cuba).
5. Network License from the Ministry of Communications (for dedicated/leased line service or Multipop switched account only for consulates or embassies only).
6. Deposit Insurance Fund for each switched service to contract.
7. Certification issued by the employing agency authorized to operate in the Republic of Cuba, in cases where the contract signatory on behalf of the foreign entity is a Cuban citizen, proving that this person is contracted by the entity in question and has this power in his/her work content of the contracted position.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1 and 2.

#### **H) Customer Categorization: Press Agencies, Foreign Correspondents and Foreign Tour Operators**

1. Endorsement of the International Press Center (CPI, for its acronym in Spanish) under the Ministry of Foreign Affairs explicitly stating whether Internet navigation services or mail services only are provided.
2. Personal document certifying the media or the person as a Permanent Foreign Correspondent (International Press Center card duly updated).
3. Contract with the Real State Company or Deed of the property where the service will be installed.
4. Certification issued by the employing agency authorized to operate in the Republic of Cuba, in cases where the contract signatory on behalf of the foreign entity is a Cuban citizen, proving that this person is contracted by the entity in question and has this power in his/her work content of the contracted position.
5. Deposit Insurance Fund for each switched service to contract.

#### **I) Customer Categorization: Non-Governmental Organizations (NGOs).**

1. Incorporation deed for the NGO.
2. ENDORSEMENT issued by the Ministry to which it belongs, signed by the Minister or Vice-Minister in charge, explicitly stating whether Internet navigation services or mail services only are provided.
3. Personal documents of the person who will sign the contract (Identity Card, Permanent Resident Card or Passport).
4. Deposit Insurance Fund for each switched service to contract.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1.

## **J) Customer Categorization: Religious Institutions**

1. Registration Certificate in the National Association and Foundation Registration Office under the Ministry of Justice.
2. Personal documents of the person signing the contract (Identity Card. Permanent Resident Card or Passport)
3. Contract with the Real State Company or Deed of the property where the service will be installed.
4. Network License issued by the Ministry of Communications (for dedicated/leased line service or Multipop switched account only).
5. Deposit Insurance Fund for each switched service to contract.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1.

## **K) Customer Categorization: Agencias de Viaje Extranjeras, registradas en Cuba, representadas por agencias de viaje nacionales mediante contrato de representación.**

1. Incorporation deed and its article of association.
2. Certification issued by the Board of Directors or equivalent body listing names for the person or persons authorized to open and operate bank accounts.
3. Certification or License issued by Commercial Registration Office (temporarily by the Chamber of Commerce).
4. Annex of said License where the Entity's legal representative is appointed, or a Notarial Deed proving the appointment.
5. Personal documents of the person signing the contract (Identity Card. Permanent Resident Card or Passport)
6. Contract with the Real State Company or Deed of the property where the service will be installed.
7. Document issued by the ONEI.
8. Banking License Certification issued by the Central Bank of Cuba.
9. Network License from the Ministry of Communications (only for dedicated/leased line service or Multipop switched account).
10. Deposit Insurance Fund for each switched service to contract.
11. Certification issued by the employing agency authorized to operate in the Republic of Cuba, in cases where the contract signatory on behalf of the foreign entity is a Cuban citizen, proving that this person is contracted by the entity in question and has this power in his/her work content of the contracted position.

Falling this, Certification in Original issued by the entity's legal advisor or certification made before a notary public, as established in the General Guidelines for Economic Contracting, for the documents indicated in numerals 1; 2; 3; 4 and 7.

*ETECSA's Contract shall be signed with the Cuban Agency representing it, unless the Foreign Agency submits a letter in origin from the highest authority for the National Travel Agency, whereby such entity undertakes to surrogate itself instead of the Foreign Travel Agency, in the event that the latter fails to comply with its payment obligations.*