



## Supplier Registration for RECOPE's Independent Inspection Service

### PROCEDURE

- The company interested in becoming part of the Supplier Registry for RECOPE's Independent Inspection Service should visit the RECOPE website ([www.recope.go.cr/importacion-dehidrocarburos/](http://www.recope.go.cr/importacion-dehidrocarburos/)) 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](mailto:hazel.brenes@recope.go.cr)

Phone: (506) 2284-2700 Ext. 4642

#### Contact Person 2:

Name: Elizabeth Ramírez

Email: [elizabeth.ramirez@recope.go.cr](mailto:elizabeth.ramirez@recope.go.cr)



Below is the list of documents that interested independent inspection companies must submit:

1-Letter requesting inclusion in the Registry, including:

For independent inspection services in a specific country or port:

- Description of the business activity, serviced ports, locations of stations and offices, number and type of personnel at the stations, if it has a laboratory.
- Name and qualifications of the manager of each station.
- Place and date of establishment of the office in that country or port, attach supporting document (legal personality, copy of legal ID)
- Company's organizational chart
- Resumes of inspectors, general manager, operations manager, assistants, and general operational personnel.
- Copies of certifications, accreditations, and insurance coverage.
- Annual volume of work in cargo inspections for the specific country or port.

For independent inspection services in a region:

- Description of the business activity, serviced ports in the requested region, locations of stations and offices.
- Place and date of establishment of the company (headquarters). Supporting document (legal personality, copy of legal ID)
- Copies of certifications, accreditations, and insurance coverage.
- Annual volume of work in cargo inspections for that region.

2-Commercial references:

Provide the names, addresses, email addresses, and phone numbers of at least five customers who can provide commercial references.

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.