**AUTORIZACIÓN DE ACCESO A LA INFORMACIÓN Y DATOS**

**Fecha:** **\_\_\_\_\_\_**/**\_\_\_\_\_\_**/**\_\_\_\_\_\_**

**Nº\_\_\_\_\_\_\_\_\_201\_\_\_\_\_\_\_\_**

*(Favor leer las instrucciones abajo)*

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| **1. Información del cliente (persona física ó apoderado):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Primer Apellido | | | | | | | | | | | | | | | Segundo Apellido | | | | | | | | | | | | | | | | Nombre | | | | | | | | | | | | | | |
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| Cédula | | | | | | | | | | | | | | | | | | | | | | Teléfono | | | | | | | | Celular | | | | | | | | Fax | | | | | | | |
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| Correo electrónico | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dirección exacta: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2. Información de la persona jurídica:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Razón Social | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Cédula Jurídica | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3. Información de la persona autorizada:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Primer Apellido | | | | | | | | | | | | | | | Segundo Apellido | | | | | | | | | | | | | | | | Nombre | | | | | | | | | | | | | | |
| Cédula | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Firma del cliente (apoderado)** | | | | | | | | | | | | | | | | **Firma del autorizado** | | | | | | | | | | | | | | | | **Plataforma de servicios** | | | | | | | | | | | | | |

**NOTAS:**

1. La información consignada en este formulario será utilizada por parte de la Municipalidad para efectuar las comunicaciones oficiales que se requieran.
2. Con la presentación de este formulario se autoriza a la Municipalidad a efectuar la búsqueda de información adicional del cliente para los efectos que se consideren pertinentes.
3. Con la presentación de este formulario se autoriza a la Municipalidad para transferir la información en él consignada, sin que ello implique vulnerar los principios y derechos reconocidos en la Ley de Protección de la Persona Frente al Tratamiento de sus Datos Personales.

**INSTRUCCIONES PARA LLENAR EL FORMULARIO**

1. Lea detenidamente el formulario.
2. Utilice una letra clara y legible.
3. Llene los espacios dentro de las cuadriculas con letra tipo imprenta, una letra por casilla, separando siempre con un espacio entre palabras, cuando se requiera, ya sea en los nombres de las personas físicas o jurídicas. Ejemplo:

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| Primer Apellido | | | | | | | | | | | | | | | Segundo Apellido | | | | | | | | | | | | | | | Nombre | | | | | | | | | | | | | | |

1. Los datos del propietario, representante legal, dirección, teléfono, fax y correo electrónico deben de ser claros y precisos.
2. Si tiene alguna otra consulta respecto al llenado del formulario pregunte al plataformista, el mismo le brindará la información necesaria.

**REQUISITOS**

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| **N°** | **Requisito** | **Fundamento Legal** |
| 1 | Fotocopia de la cédula de identidad del propietario. | Artículo 95 Ley 3504, Ley Orgánica del Tribunal Supremo de Elecciones y del Registro Civil. |
| 2 | Fotocopia de la cédula de identidad del autorizado. | Artículo 95 Ley 3504, Ley Orgánica del Tribunal Supremo de Elecciones y del Registro Civil. |
| 3 | Personería Jurídica con menos de tres meses de emitida (**en caso de personas jurídicas**). | Artículo 36 del Código Civil y artículo 18 del Código de Comercio. |