**ANEXO 1:**

**FICHA TÉCNICA SERVICIO DE RECAUDACIÓN**

1. **DATOS DE LA ENTIDAD**

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| --- | --- |
| Razón social /  Apellidos y Nombres |  |
| Nombre Comercial |  |
| RUC/DNI |  |

|  |  |  |
| --- | --- | --- |
|  | Contacto 1 | Contacto 2 |
| Nombre |  |  |
| Correo electrónico |  |  |
| Teléfono / Celular |  |  |

**RUBRO (marcar y/o llenar el que corresponda)**

|  |  |  |
| --- | --- | --- |
|  | Educación | Jardines, Colegios, Universidades, Institutos, Academias |
|  | Asociaciones | De Vivienda, Colegios de Profesionales, Comerciantes, Clubes |
|  | Instituciones | Municipalidades, financieras, de Créditos, Ahorros |
|  | Otros |  |

**INFORMACIÓN REFERENCIAL**

|  |  |
| --- | --- |
| N° de usuarios y/o depositantes |  |

|  |  |
| --- | --- |
| Monto promedio de recibo/cuota/depósito |  |

|  |  |
| --- | --- |
| Principales lugares de recaudación |  |

1. **CARACTERISTICAS DEL CONVENIO**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cuenta afiliada  (abono de cobros y cargo de comisiones) | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nombre habilitado: figurará en los canales de recaudación  (máximo 30 caracteres) | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Conceptos a cobrar/depositar | Tipo de Concepto | Monto (referencial) | Período de Cobro (desde… hasta…) |
|  |  |  |
|  |  |  |
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| --- | --- | --- | --- | --- |
| Canales o medios de recaudación |  | Red de Agencias |  | Canales Electrónicos |
|  | Agentes Corresponsales |  | Débito Automático |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Moneda |  | Soles |  | Dólares |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Frecuencia de cobros/depósitos |  | Mensual |  | Diario |
|  | Quincenal |  | Otro: |

|  |  |  |
| --- | --- | --- |
| Tipo de cobros/depósitos |  | Monto Fijo (en todos los canales) |
|  | Pagos Parciales (solo en Red de agencias) |

**PENALIDADES (a solicitud de entidad, opcional), marcar una de las opciones y completar**

|  |  |  |
| --- | --- | --- |
|  | Fija | ( ) Importe por cuota/pago depósito: \_\_\_\_\_\_\_\_\_\_\_\_\_  ( ) Importe diario: \_\_\_\_\_\_\_  Si desea manejar límites del monto por Penalidad:  Monto Mínimo: \_\_\_\_\_\_\_\_\_\_\_\_\_ Monto Máximo: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
|  | Variable | Interés simple diario: \_\_\_\_.\_\_\_\_\_\_\_ %  Si desea manejar límites del monto por Penalidad:  Monto Mínimo: \_\_\_\_\_\_\_\_\_\_\_\_\_ Monto Máximo: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**DESCUENTO POR PAGO ADELANTADO (a solicitud de entidad, opcional), completar**

|  |  |
| --- | --- |
| Aplicación de descuento | Hasta el \_\_\_\_\_\_\_\_\_\_\_ de cada mes |

|  |  |
| --- | --- |
| Monto fijo a descontar |  |

1. **COMISIONES POR EL SERVICIO DE RECAUDACION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Entidad  (a) | Usuario  (b) | Total Comisiones  (a + b) |
| Red de Agencias |  |  |  |
| Agentes Corresponsales |  |  |  |
| Canales electrónicos (\*) |  |  |  |
| Débito Automático |  |  |  |

(\*) Incluye: operaciones por internet, cajeros automáticos, aplicaciones móviles.

1. **INFORMACIÓN PARA LA ENTIDAD (envío electrónico del detalle de pagos)**

|  |  |
| --- | --- |
| Correo electrónico |  |

Firmado en \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ del \_\_\_\_\_\_.

**LA CAJA**

|  |  |
| --- | --- |
| Firma y Sello de Representante Legal 1 | Firma y Sello de Representante Legal 2 |

**AGENCIA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Firma y Sello de Ejecutivo / Jefe de Plataforma |

**LA ENTIDAD**

|  |  |
| --- | --- |
| Firma de Representante Legal 1 | Firma de Representante Legal 2 |
| Nombre | Nombre |
| N° DNI | N° DNI |
| Cargo | Cargo |

|  |
| --- |
| Nombre/Razón Social |
| RUC |
| Domicilio |
| Poderes inscritos en Partida Electrónica N° del Registro de Personas Jurídicas de |