

MED ENGLISH SCHOOL MEDES S.A.S.

Guayaquil, 7 de julio de 2020

Señor
Anibal Manuel Mendoza Arteaga
Ciudad.-

De mi consideración:

Informo a usted que, conforme a la Cláusula séptima del documento constitutivo de la sociedad por acciones simplificada denominada **MED ENGLISH SCHOOL MEDES S.A.S.**, suscrito en esta fecha, designado como **GERENTE GENERAL** de la referida sociedad, por un período de cinco años.

En el ejercicio de sus funciones le corresponderá la Representación Legal, Judicial y Extra-judicial de la compañía de forma individual y las demás responsabilidades estipuladas por la Ley y el Estatuto Social de la Compañía.

Atentamente,

f. 
Anibal Manuel Mendoza Arteaga
Secretario Ad-doc

Acepto el cargo de **GERENTE GENERAL** de la sociedad por acciones simplificada denominada **MED ENGLISH SCHOOL MEDES S.A.S** para el cual he sido elegido, siendo mi nacionalidad ecuatoriana, y mi domicilio el cantón Quevedo.

Ciudad de Guayaquil, 7 de julio de 2020

f. 
Anibal Manuel Mendoza Arteaga
C.C. 170720418-4



N° TRAMITE: 43927-004-1-20 15/07/20 2.
DOCUMENTO: Nombramento

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by appropriate documentation and receipts.

3. Regular audits should be conducted to verify the accuracy of the records and identify any discrepancies.

4. The second part of the document outlines the procedures for handling incoming payments and deposits.

5. All payments received should be promptly recorded and deposited into the designated bank account.

6. It is important to maintain a clear and organized system for tracking all financial activities.

7. The third part of the document details the process for issuing invoices and bills to customers.

8. Invoices should be generated accurately and sent to the customer in a timely manner.

9. The final part of the document provides a summary of the key points and emphasizes the need for consistency.

10. Adhering to these guidelines will help ensure the integrity and accuracy of the financial records.

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Guayaquil, 7 de julio de 2020

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Ciudad de Guayaquil, 7 de julio de 2020

f. 

Anibal Manuel Mendoza Arteaga
C.C. 1707204184

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by appropriate documentation and receipts.

3. Regular audits should be conducted to verify the accuracy of the records and to identify any discrepancies.

4. The second part of the document outlines the procedures for handling and storing financial records.

5. All records should be stored in a secure and accessible location, and should be backed up regularly.

6. It is also important to establish a clear policy regarding the retention and disposal of financial records.

7. The final part of the document provides a summary of the key points and offers recommendations for further action.

8. It is hoped that these guidelines will help to ensure the integrity and accuracy of your financial records.

9. Please contact the accounting department if you have any questions or need further assistance.

10. Thank you for your attention to this matter.

11. Sincerely,
[Signature]

12. [Name]
[Title]