
Project finance

Documentation check list

In order to be able to review project finance applications, we need the following information:

1. Brief description of every **project sponsor**:
 - Company history, establishment date, legal form, ownership, subsidiaries, core activities, total assets
 - Data on sponsor's experience in the host country and in the project's industry
 - Explanation of how the project relates to the sponsor's strategic direction/goals
2. Annual reports of the past three years for every project sponsor; additional requirements in the case of project finance for activities in existing plants: detailed structured data for the past three years and budgets for the next five years on revenues (including a breakdown of export versus domestic foreign currency revenues, if any, for non-convertible currencies; revenue mix by customer, country, and product) and expenses (in detail; in the case of non-convertible currencies these may be grouped separately)
3. Summary of the project concerned, including name, location, purpose, organisational form, ownership, equity, security structure, status of licenses/approvals, local partners, marketing and distribution, financing
4. Brief characterisation of the role of the **host country**. For projects with currencies that are not completely freely convertible: description of the measures to avoid **transfer risk** (e.g. escrow account)
5. Schematic representation of the **contract structure** and the significant existing or intended contractual relationships and **security**
6. **List of references** of the general contractor and/or most important **suppliers** as far as known; list of references of comparable projects to document the proven **technological feasibility** and the experience in the host country and continent
7. Information on **operator**/management company: company history, ownership, core activities, list of references, documentation of relevant experience in industry and host country
8. Independent **feasibility study** reporting on the project's economic and financial viability and political and environmental acceptability; information on the level of expertise of the experts used (in terms of subject area and geographic region; e.g. list of references)
9. **Environmental and social impact assessment** (ESIA); in line with local and international standards
10. The following information, if not already included in the feasibility study or in the environmental and social impact assessment:
 - a. Technical description, flow sheet, layout
 - b. Detailed derivation of estimated **operating costs** (price and quantity details)
 - c. **Procurement situation** for raw materials and supplies, including corresponding contract documents

- d. Description of the **management**, training of staff, staff costs and qualifications
- e. Report on **environmental and social aspects**
- f. Discussion of the amounts and appropriateness of the **investment value** and the risks regarding **time and cost overruns**
- g. **Timetable** for construction and commissioning, milestones
- h. **Market information** on the project's products/services, including the price and volume trends for the past 5 to 10 years; competitive situation, current and future supply and demand situation; forecast, identification and geographic location of main customers; marketing and logistics strategy; description of the planned marketing activities and marketing agreements/off-take agreements (e.g. take-or-pay agreements)
- i. **Detailed project costs**, broken down by main categories of the key construction and commissioning cost items, interest over construction period, financing of working capital
- j. Projected **procurement of funds**, including source, amount, currency, time of input
- k. **Cash flow projection** over the repayment term of the requested export-credit-insured loan (including sensitivity analysis: a realistic base scenario, an optimistic and a pessimistic scenario); explanation of how any cash deficits will be covered
- l. Derivation and assumptions of the **cash flow projection**, including basis for sales quantity and prices, operating and administrative expenses, depreciation, amortisation and impairment losses, taxes, inflation, exchange rate movements.

Description of your project

1. **Project name**
Location / country
2. **Subject of the project**
3. **Production capacity**
4. **Contact person**
5. **Project memorandum**
Date, author
6. **Feasibility study**
Date, author
7. **Environmental and social impact assessment (ESIA)**
Date, author
Financial adviser
Name, address
8. **Consulting engineer**
Name, address
9. **Supplier(s)**
10. **Total project value** (EUR '000)
11. **Austrian portion of the total project value** (EUR '000)

12. **Foreign portion of the total project value incl. local costs for the Austrian goods or services to be delivered (%)**
13. **Requested amount of cover (EUR '000)**
Type of guarantee
14. **Securities offered**
15. **Operator**
Name
Ownership
Brief description of owner(s)
Capital
Qualifications
16. **Management**
Company, name of manager
Qualifications / references
17. **Marketing of products**
Company
Qualifications
Quantities, prices, contract terms
18. **Details on equity**
Source
Time and form of contribution
Amount
19. **Use of funds/financing requirements (EUR '000)**
 - Project development
 - Deliveries of goods
 - Performance of services
 - Construction, land development
 - Assembly
 - Interest on building finance, financing costs
 - Taxes
 - Reserve
 - Working capital

Total

20. **Procurement of funds/amount**, source¹ (EUR '000)

- Equity (see item 17)
- Shareholder loans
- Local financing
- Market financing
- International financial institutions (e.g. IFC, EBRD, ADB)
- State-supported export loans
 thereof OeKB

Total

¹ Capital contributions in kind or in non-convertible currency should be shown separately or marked.