FINANCING CENTER · SUBMISSION PACK CHECKLIST

Project Finance Submission Pack

Non-recourse or limited-recourse senior debt in an SPV structure.

Use this checklist to assemble the documentation typically required for this financing channel. Global B2B Group is supplier-neutral and lender-neutral; individual lenders and jurisdictions may add, waive, or reword items. Track completion in the leftmost column.

Sponsor & Corporate

☐ Certificate of incorporation and articles
Latest certified copy of the sponsor and any project company (SPV).

☐ Corporate structure chart with UBO
Ultimate beneficial ownership to natural persons above 10–25% threshold.

☐ Board resolution authorising the project
Resolution approving the transaction and equity commitment.

☐ KYC & sanctions screening pack
Directors, shareholders, key management: passport, address proof, PEP and sanctions screening.

☐ Audited financial statements (3 years)
Signed statements, auditor's report, management letters.

☐ Management CVs
Project director, engineering lead, commercial and finance leads.

Project & Technical

☐ Feasibility study / basic engineering
FEL-2 minimum for <$20M CAPEX, FEL-3 preferred for larger projects.

☐ Site control evidence
Title deed, long lease, or option with clear tenure through construction and operations.

☐ Utilities availability letters
Power, water, gas, telecoms — capacity, connection date, tariff.

☐ Executed EPC or supply contract
Or the current RFQ package if procurement is in flight.

- ☐ Level-3 project schedule
  Baseline schedule with critical path, key milestones and float.

Financial Model & Economics

- ☐ Lender-ready financial model (Excel)
  Separated inputs, calculations, outputs; no hard-coded numbers inside formulas.
- ☐ Sources & uses of funds
  Reconciliation of equity, senior debt, ECA cover, grants, mezzanine.
- ☐ DSCR schedule across tenor
  Minimum and average DSCR; sensitivity at –10% revenue, +10% CAPEX, +200bps rate.
- ☐ Revenue evidence
  Off-take agreements, PPA, tolling contract, or defensible market study.
- ☐ Working capital plan
  Peak cash requirement and financing plan for the operating cycle.

Project Finance Specifics

- ☐ SPV formation documents
  Constitutional documents, shareholder agreement, capitalisation table.
- ☐ Complete contract suite
  EPC, O&M;, off-take, supply, fuel/feedstock, connection, permits, insurance.
- ☐ Independent engineer / market advisor reports
  Technical due diligence, market study, insurance advisor report.
- ☐ Financial model audit letter
  Independent model audit or clear scope for the lender's model auditor.
- ☐ Security package overview
  Share pledge, account pledges, assignment of contracts, mortgage, direct agreements.
- ☐ Reserve accounts plan
  DSRA, MMRA, ring-fenced accounts and cash waterfall description.

ESG, Permits & Legal

- ☐ Environmental & Social Impact Assessment (ESIA)
  Aligned to IFC Performance Standards, Equator Principles, or the lender's own framework.

- ☐ Environmental & Social Action Plan (ESAP)

  Dated corrective actions and monitoring indicators.
- ☐ Permit register

  All required permits with regulator, status, expected date, expiry.
- ☐ Community consultation record

  Stakeholder engagement plan, meeting minutes, grievance mechanism.
- ☐ Legal opinion on enforceability

  Governing law, dispute resolution seat, cross-border enforceability.

Risk, Insurance & Governance

- ☐ Risk register (top 25)

  Likelihood, impact, owner and mitigation for each material risk.
- ☐ Insurance schedule

  CAR/EAR, ALOP, marine cargo, operational property, business interruption, third-party, D&O.;
- ☐ Performance security scheme

  Advance payment guarantee, performance bond (~10%), warranty bond.
- ☐ Procurement policy & governance

  Written policy, evaluation matrix, Q&A; log, integrity declarations.