FINANCING CENTER · SUBMISSION PACK CHECKLIST

Trade Finance Submission Pack

Letters of credit, standby LCs, bank guarantees and forfaiting for equipment imports.

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.

Trade Finance Specifics

- ☐ Commercial contract or PO

  Signed supply contract including Incoterms 2020, delivery, quality and payment terms.

- ☐ Draft LC or SBLC text

  UCP 600 / ISP 98 compliant text agreed with counter-party and confirming bank.

- ☐ Proforma invoice and packing list

  With HS codes, origin, weight, dimensions, currency.

- ☐ Shipping and logistics plan

  Nominated carrier, ports, expected loading and delivery dates.

- ☐ Import licence and duty calculation

  Applicable licences, customs classification, and estimated duties/taxes.

- ☐ Marine cargo insurance

  Institute Cargo Clauses (A) certificate with lender named as loss payee where applicable.

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.

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