

FINANCING CENTER · SUBMISSION PACK CHECKLIST

Vendor / OEM Finance Pack

Financing arranged or supported by an equipment vendor's captive or bank programme.

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.

Vendor Finance Specifics

☐ Equipment quotation and specification

Vendor quote with model, options, standards compliance and delivery term.

☐ Vendor finance term sheet

Indicative rate, tenor, structure (loan / lease / hire purchase), residual value.

☐ Buyer usage profile

Expected utilisation, revenue per unit, and end-of-term intent.

☐ Residual value / buy-back assumptions

Any manufacturer buy-back guarantee or residual value insurance.

☐ Service and maintenance contract

Bundled OEM service scope and pricing over the finance tenor.

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.

Educational template only. Not legal, tax or financial advice. Confirm requirements with your lender, ECA, or DFI, and adapt terminology and evidence to your jurisdiction. See our editorial & neutrality policy at globalb2bgroup.com/financing-center/editorial-policy.