

BASIC INFORMATION GUIDELINES FOR AN OPERATIONAL PROPOSAL

1. **General Description of a greenfield project (“Project”) or a corporate development program (CDP).**
2. **Information on the Borrower and/or Project Sponsors and/or guarantors**
 - Legal name, address, date and place of incorporation, business’s legal form.
 - Ownership structure. The data on the ownership structure should be comprehensive and include names and CVs of physical persons who are beneficial owners¹ of the Borrower and/or Project Sponsors and/or guarantors.
 - Names and CVs of members of supervisory board and key managers of the Borrower and/or Project Sponsors and/or guarantors.
 - List of any significant shareholders², beneficial owners, members of the supervisory board and key managers of the Borrower and/or Project Sponsors that are or have been Politically Exposed Persons (PEPs)³ or immediate family members⁴, or close associates⁵ of a PEP, and of any company clearly related to a PEP.
 - Does the Borrower, its parent, or any of its subsidiaries or persons exercising control over its affairs, such as CEO, reside, have activities in, trade with or have links to countries appearing on any UN or any other relevant sanctions and similar list issued by entities of global influence, such as EU and OFAC?

3. Products and Services

¹ The physical person(s) ultimately owning or controlling, directly or indirectly the company

² the twenty holders, if any, of the largest shareholding or partnership interests

³ Politically Exposed Persons mean: a) heads of state or of government, b) ministers and deputy or assistant ministers or general secretaries of ministries, c) members of parliaments, d) senior politicians, e) members of supreme courts, of constitutional courts or of other high-level judicial bodies whose decisions are not subject to further appeal, except in exceptional circumstances, f) members of courts of auditors or of the boards of central banks, g) ambassadors, chargés d'affaires and high-ranking officers in the armed forces, h) members of the administrative, management or supervisory bodies of State-owned enterprises, and i) important political party officials.

⁴ The immediate family members of a PEP shall include (a) the spouse; (b) any partner considered by national law as equivalent to the spouse; (c) the children and their spouses or partners; (d) the parents.

⁵ Close associates of a PEP shall include (a) any natural person who is known to have joint beneficial ownership of legal entities or legal arrangements, or any other close business relations, with the individual holding important public position, (b) any natural person who has participation or affiliation with a legal entity or legal arrangement which is known to have been set up for the benefit de facto of the individual holding important public position.

- A description of products and/or services production and distribution of which will constitute the major commercial activity of the Borrower, including their use and application.
- A description of the production process and technologies to be used by the Borrower to manufacture the products or provide services. Specify whether the production processes, equipment and technologies are tested and proven or represent innovations.

4. Raw Materials

- Provide information on the raw materials and other production inputs (electricity, heating, and telecommunications) that will be used by the Borrower as well as on their availability.
- Include a description of transport logistics issues such as availability of transportation network, proximity and accessibility to transport infrastructure which is essential for an uninterrupted supply of raw materials and other production inputs to the Borrower's production site.
- Analysis of costs related to production of products and/or provision of services and major factors that will influence the dynamics of costs during the life of the Project.

5. Marketing Plan

- Detailed research of the market on which the Borrower will be operating.
- Definition of the market for the Borrower's products or services and the market opportunities for the envisaged Project or the expansion of existing capacities of the Borrower.
- Competition from the existing major players (both domestic producers and imports) and analysis of future competitive pressures that might present themselves during the life of the Project.
- Marketing strategy based on the analysis of any existing market opportunities, actual or potential competitive advantages of the Borrower, and other factors. Please indicate whether distribution of products or services will include sales to related parties of the Borrower and/or the Sponsor and provide relevant details.
- Sales forecast of the Borrower.

6. Estimate of Total Costs of the Project or CDP.

- Detailed estimate of all capital expenditures, related soft costs (Value Added Tax as well as other taxes, if relevant, to be paid in connection of procurement of goods and services related to the capital expenditures, import duties, costs of licenses, permits, consulting and legal fees, soil investigation, etc.) and investments in the working capital related to the Project or CDP.
- If available at the time of submitting the proposal, information on suppliers of goods and services (general contractor,

suppliers of equipment, etc.). Information on the procedures applied in the process of selecting and awarding contracts to the general contractor and suppliers of equipment. Information on any of the suppliers or contractors, which are related parties of the Borrower and/or Project Sponsors.

7. Implementation Schedule and major Milestones of the Project or CDP

8. Financing Plan

- Information on sources of financing of Total Costs of the Project or CDP (equity of Project Sponsors, external debt financing, cash from operations of the Borrower, other).

9. Financial Projections

- Excel simulated balance sheet, income statement and cash from statement (cash flow statement prepared by the indirect method) of the Borrower for the period covering the life of the Project or during the suggested maturity of BSTDB's loan.
- Description and substantiation of all assumptions used in the financial projections.

10. Historical Financial Statements

- IFRS or US GAAP audited financial statements of the Borrower and/or Project Sponsors for at least 2 last years.

11. Contact Details of representative of the Borrower or Project Sponsors authorized conduct business with BSTDB.