**Intake Form**

**PFX is handling scores of projects at any one time**. This form saves you, us, our investors, underwriters and others involved in your transaction a great deal of time. We cannot move forward without it. **Please invest the time to complete it fully.**

**Introduction**

The Project Finance structure is unlike any other (M&A, Mezz, VC etc) in that funding is not dependent on *your* assets or balance sheet, but on the track record and financial stability of *whoever is going to buy* the output from your built project. This could be the grid your Power Purchase Agreement (PPA) is with, or the Management and Operating Agreement (MOA) for your hospitality, healthcare, infrastructure or other project.

****This is why the information required by investors in project finance transactions is so specific. Also, project financings can be equal in value to IPO’s, and investors expect the same structure and attention to detail on submissions as goes into preparing any IPO prospectus. Completing this form will ensure that you will have gone as far as possible towards meeting these requirements and reducing time-wasting and frustration to an absolute minimum.

Through this Intake Form and our Listings Worksheet we provide as much assistance as possible for you to prepare your project to the required ‘submission ready’ standards. Please, at no stage, use the term ‘shovel ready’ in your application. Only the investor, their third-party advisors and underwriters can decide when your project has reached that stage.

When completed, this form will tell us what stage you are at with your submission and how much additional work, if necessary, will be required before you can be added to the PFX listings and connected with an investor. Our registered investors expect submissions to be 100% ready for their analysts to review.

Once reviewed and processed (which may include a call with you) this form will be forwarded to whichever of our 20 PFX Regional Managers (RM) around the world is most qualified to handle your project. This will depend on location, market sector, deal size and other factors to ensure you get the RM most appropriate to your project. Our RM’s have a combined 300+ years of experience in the project finance market.

**PLEASE COMPLETE THIS FORM CAREFULLY AND FULLY**

**Before moving forward please read the definition of Project Finance below**

**Project Finance is defined as investment predicated on the track record and financial stability of whoever is *contracted* *to buy* the output from the built project and not those of the project principals or their company. These same track record and financial stability criteria apply to all the project’s contractors and other counterparties.**

In cases where no contracted buyer can be shown but a feasibility study clearly demonstrates the viability of the project (in that there is absolute/underwrite-able assurance that any loan will be repaid) it needs to be credible and backed with sound and qualified research. Also, a project may qualify if the applicants can show a track record of success in operating the built project. This usually applies to hospitality, energy and similar sectors where specialist operating knowledge is required.

FOR **MINING** AND OTHER **IN-GROUND ASSET** PROJECTS PLEASE SEE GREENPANEL BELOW UNDER

**9. PROJECT PLAN (PP)/FULL DECK**

Does your project meet the ‘project finance’ criteria as defined above? Yes [ ] No [ ]

If you answered ‘No’ we regret your opportunity does not qualify for listing on PFX.

If ‘Yes’ please complete the following Intake Form (use N/A where appropriate):

[**INTERMEDIARIES/PROFESSIONAL ADVISORS**](http://www.projectfinanceexchange.com/intermediaries)

* **If you are a seasoned and experienced project finance advisor/intermediary**, please consider joining us as a Regional Manager (RM).
* **If you are a professional advisor, such as business/corporate finance consultant, accountant, lawyer etc** with clients who occasionally need project finance raising support, you can use our Direct Intake Service (DIS).
* Please visit our ‘[**Work With Us’**](http://www.projectfinanceexchange.com/intermediaries) zone for further information on both options.

**PROJECT PRINCIPALS**: Please continue to complete and submit this form.

|  |  |
| --- | --- |
| **This Q&A is provided to the PFX investor you agree to engage with and provided to your investor when engaged.** |  |
| **Question:** | **Answers (please use n/a where appropriate):** |
| Name of company |  |
| Legal status (i.e. Limited, S.A., Inc.) |  |
| Applicant’s main contact |  |
| Position in company |  |
| Country of registration |  |
| Company/tax or other registration number |  |
| Company main address |  |
| Telephone |  |
| Email |  |
| Website |  |
| Authorised Capital in Local Currency |  |
| Paid up Capital in Local Currency |  |
| Jurisdiction of company registration |  |
| Director/Shareholders |  |
| Director/Shareholder/% |  |
| Director/Shareholder/% |  |
| Director/Shareholder/% |  |
| Date company established |  |
| Location where company was registered |  |
| What is the project total cost (USD, GBP or EUR)? |  |
| Where is the project located (country, state/province) |  |
| How much capital are you looking to raise? |  |
| How much have you already invested? |  |
| Can you show documentation to prove expenditure so far? |  |
| Are you prepared to invest further? |  |
| Has anybody else invested? |  |
| When did this project commence? |  |
| Have you previously applied for financing for this project?  |  |
| To whom have you applied? |  |
| What was the result of the application? |  |
| **Company Auditor/Accountant:** |  |
| Contact Name & Position |  |
| Contact PhoneContact e-mail |  |
| **Company Attorney/Counsel/Solicitor:** |  |
| Contact Name & Position |  |
| Contact PhoneContact e-mail |  |

**On all questions below please insert ‘x’ between [ and ] – ie: [x] -where appropriate**

1. **Closing/Completion Fees**

Most lenders require legal, survey and other professional/counterparty fees to be paid for by the client prior to closing. In many instances these can be added to the loan but no lender will cover these for you as this would create unsustainable risk across the many transactions they handle at any one time.

These closing/completion fees (**Note: NOT** advance fees) can range anywhere between $10,000 and $250,000 depending on the nature, location, structure and many other considerations for your project, but your investor will be able to give you a more detailed assessment once they know more about your project. They may ask for evidence (Proof of Funds – POF) of ability to pay prior to producing their conditional terms sheet where any costs will be fully detailed. **No PFX registered investor will ask for any fees prior to issuing a conditional terms sheet, or their equivalent, in which such fees will be clearly presented.**

Will you be happy to provide Proof of Funds to your investor Yes [ ] No [ ]

1. **What market sector(s) is your project in (‘x’ all that apply)?**

Agri [ ]; Airports [ ]; Aviation [ ]; Bio-Fuels [ ]; Bridges [ ]; Care Homes [ ]; Clinics/Hospitals [ ]; Commercial RE [ ]; Dams [ ]; Fisheries/Fish Farming [ ]; Healthcare []: Hotels/Resorts [ ]; Hospitality []; Hydro-Electricity [ ]; Infrastructure [ ]; In-Ground Assets [ ]; Leisure/Recreation [ ]; Media [ ]; Nuclear Energy [ ]; Oil & Gas [ ]; Ports [ ]; Potable Water [ ]; Power Distribution [ ]; Renewable Energy [ ]; Residential RE [ ]; Road/Rail [ ]; Satellites (Commercial) [ ];

Senior Living [ ]; Shipping/Marine [ ]; Social Infrastructure [ ]; Social/Affordable Housing [ ]; Solar Farms [ ]; Spaceports [ ]; Technology, Media & Telecommunications (TMT) [ ]; Trams [ ]; Transport/Distribution/Warehousing [ ]; Tunnels [ ]; Utility (gas, water, sewage etc) [ ]; Waste Recycling [ ]; Waste-to-Energy [ ]; Waste-to-Fuel [ ]; Wave/Tidal Energy [ ]; Windfarms [ ];

1. **Off-take agreement.**

Does your project have a finalised off-take agreement (signed or unsigned) in the form of an Operations & Management Agreement (OMA), Power Purchase Agreement (PPA) or similar with an entity that can demonstrate track record and financial stability? Yes [ ] No [ ]

If ‘No’ is your off-take agreement currently being developed? Yes [ ] n/a [ ] No [ ]

If you do not have an off-take agreement and you are going to operate the project

yourself can you show financial stability and track record? Yes [ ] No [ ]

If you are still developing your off-take agreement/PPA please describe below what stage you are at:

If your project is reliant on a feasibility, footfall or ‘willing to pay’ study which provides assurance that any loan will be repaid? Please provide the name and website of the company which produced it:

1. **Engineering Procurement and Construction (EPC) Contractor Agreement.**

Does your project have a finalised (signed or unsigned) contract with an EPC contractor who can demonstrate financial stability and track record Yes [ ] No [ ]

If ‘No’ please describe here what stage your EPC contract is at:

1. **Specialist contractors**

If you are using specialist contractors (hotels, hospitals, energy etc) as well as a main EPC are your contracts finalised and signed or ready to sign? Yes [ ] n/a [ ] No [ ]

Are you sure that your specialist contractors will be able to demonstrate financial stability and track record to the investor’s satisfaction? Yes [ ] n/a [ ] No [ ]

1. **Agreements and Contracts**

Can you provide headline details of your agreements/contracts with all other contractors and counterparties involved in your project? Yes [ ] n/a [ ] No [ ]

1. **Feedstock**

Where appropriate (waste-to-energy, energy/oil storage etc) do you have contracts from credible counterparties assuring you that supplies to your project (feedstock) will be maintained over the duration of the loan term? Yes [ ] n/a [ ] No [ ]

1. **Land**

Does your project require land to be built on Yes [ ] No [ ]

*If ‘No’ please ignore all further questions in this section and go to (9) below*

Do you own the land? Yes [ ] No [ ]

Have you optioned the land? Yes [ ] No [ ]

Do you have a lease on the land? Yes [ ] No [ ]

Has the landowner agreed to sell or lease the land to you on funding? Yes [ ] No [ ]

Are there any access issues on the land? Yes [ ] No [ ]

Are there geo-surveys on the land? Yes [ ] No [ ]

If none of the above apply, please explain here the status of the land you intend to use:

1. **PROJECT PLAN (PP)/FULL DECK**

Does your project plan/full deck contain all of the following information?:

**Your company or SPV corporate information.** Yes [ ] No [ ]

**Key personnel covering**

1. technical/product knowledge, Yes [ ] No [ ]
2. financial control Yes [ ] No [ ]
3. sales/marketing/relationships.  Yes [ ] No [ ]

**Feasibility study.** Yes [ ] n/a [ ] No [ ]

**MINING/IN-GROUND ASSETS**

JORC/NI 43-101 or similar less than 12 months old Yes [ ] No [ ]

An Attestation Letter from a registered law firm on their letterhead

with their BAR (or equivalent) registration number attesting that you

have full mining rights to the asset Yes [ ] No [ ]

SKR with acceptable depository (investor prefers Brinks)

Minimum funding requirement of $150,000,000 Yes [ ] No [ ]

**Please complete the rest of this form as appropriate.**

**Permits and Permissions**

The following list, which is by no means definitive, covers different project sectors including energy and RE and will not apply to all projects nor to all countries. Also, it is important to understand that, even within countries, different states and provinces may well have their own permitting requirements.

Full copies should then all be included in the relevant Annex/Dropbox folder (see below).

Approval certificate Yes [ ] n/a [ ] No [ ]

Construction inspection schedule/notification Yes [ ] n/a [ ] No [ ]

Change of use permit Yes [ ] n/a [ ] No [ ]

Demolition permit Access and wayleaves for construction and operation Yes [ ] n/a [ ] No [ ]

Aeronautics permit (for projects being built near to airports) Yes [ ] n/a [ ] No [ ]

Approvals from utility providers Yes [ ] n/a [ ] No [ ]

Builders or construction company license Yes [ ] n/a [ ] No [ ]

Building Act compliance certificate Yes [ ] n/a [ ] No [ ]

Building and construction permit Yes [ ] n/a [ ] No [ ]

Certificate of Compliance (Design) Yes [ ] n/a [ ] No [ ]

Contractors operating and compliance certificates Yes [ ] n/a [ ] No [ ]

Development permit Yes [ ] n/a [ ] No [ ]

Engineering and/or Architect License Yes [ ] n/a [ ] No [ ]

Environmental Impact Assessment Yes [ ] n/a [ ] No [ ]

Environmental Protection Certificate (for removal or use of hazmat) Yes [ ] n/a [ ] No [ ]

Environmental surveys and permits Yes [ ] n/a [ ] No [ ]

General Contractor License Yes [ ] n/a [ ] No [ ]

Grid access and connectivity Yes [ ] n/a [ ] No [ ]

Hazardous waste disposal approval Yes [ ] n/a [ ] No [ ]

Health, fire and safety surveys and permissions Yes [ ] n/a [ ] No [ ]

Land clearance licence Yes [ ] n/a [ ] No [ ]

Noise assessment Yes [ ] n/a [ ] No [ ]

Notice of Commencement of Works Yes [ ] n/a [ ] No [ ]

Permit for civil works Yes [ ] n/a [ ] No [ ]

Planning Permission or Consent Yes [ ] n/a [ ] No [ ]

Project start-up permission Yes [ ] n/a [ ] No [ ]

Reflection approval (solar farms) Yes [ ] n/a [ ] No [ ]

Socio-economic impact assessment/permit Yes [ ] n/a [ ] No [ ]

Town planning certificate Yes [ ] n/a [ ] No [ ]

Traffic effects study Yes [ ] n/a [ ] No [ ]

Tree felling permit Yes [ ] n/a [ ] No [ ]

Utility access and connection permissions Yes [ ] n/a [ ] No [ ]

Zoning permit (for architectural design) Yes [ ] n/a [ ] No [ ]

**Other project participants**

**Architects**

For any project involving an element of RE which could be hospitals, hotels/resorts, airports, social housing and similar you are going to have an architect involved. Can you present them and their credentials in your PP? Yes [ ] n/a [ ] No [ ]

**Project manager**

On some projects you will be using a project manager outside of your EPC. This usually happens where the project has a degree of specialism such as in airports, renewable energy, healthcare and other sectors. They will work alongside your EPC and they can be contracted to or by the EPC. Can you present full details of your project manager? Yes [ ] n/a [ ] No [ ]

**Specialist capital equipment**

Specialist capital equipment such as in renewable or O&G energy, hydro-electricity, wind turbines etc may be a key component of your project. While they may be sub-contracted to your EPC it is essential that their credentials are made known to the investor. Is this information available? Yes [ ] n/a [ ] No [ ]

**Financials**

Can you provide full, detailed and final financials? Yes [ ] No [ ]

If ‘No’ please summarise here at what stage your financial forecasts are at:

**7. Full Deck**

For PFX you will need to assemble your entire collection of supporting documentation on Dropbox or other fileshare service or data-room. All projects are different and the following example is by no means set in stone. However, it will apply to most circumstances:

* **FOLDER: INTAKE DOCUMENTS**
* Company registration and other corporate documentation Yes [ ] No [ ]
* Executive Summary Yes [ ] No [ ]
* Full Project Plan (PP) Yes [ ] No [ ]
* Past three years balance sheets (if available) Yes [ ] n/a [ ] No [ ]
* **FOLDER: Annex 1: Permits and Permissions**
* Copies of ALL Permits and Permissions etc as listed in your PP Yes [ ] No [ ]
* **FOLDER: Annex 2: EPC and other contractor agreements**
* Full EPC Contract (signed or ready to sign) Yes [ ] No [ ]
* Full specialist contractor agreements (signed or read to sign) Yes [ ] No [ ]
* Company brochures and/or website links for all contractors Yes [ ] No [ ]
* **FOLDER: Annex 3: PPA/Off-take, signed or ready to sign**
* Complete PPA or other off-take agreement Yes [ ] No [ ]
* Other off-take or further revenue generating agreements Yes [ ] No [ ]

OR

* **FOLDER: Annex 3: Operations & Management Agreement (OMA), signed or ready to sign**
* Hospitality/Healthcare or other specialist OMA Yes [ ] No [ ]
* Further revenue generating agreements Yes [ ] No [ ]
* **FOLDER: Annex 4: Key Personnel**
* Full CV’s for project principals: Yes [ ] No [ ]
* Full CV’s for project leaders from EPC or other contractors Yes [ ] No [ ]
* Full CV’s of any contracted project managers Yes [ ] No [ ]
* **FOLDER: Annex 5: Feasibility study where required (hotels, airports and similar)**
* Full and complete feasibility study where required Yes [ ] n/a [ ] No [ ]
* **FOLDER: Annex 6: Land/Site**
* Google Earth image of site Yes [ ] n/a [ ] No [ ]
* Land ownership, option, lease or other assigning document Yes [ ] n/a [ ] No [ ]
* Geo-surveys Yes [ ] n/a [ ] No [ ]
* Access agreements and details Yes [ ] n/a [ ] No [ ]
* All other land-related documentation Yes [ ] n/a [ ] No [ ]
* **FOLDER: Annex 7: Financials (Project master .xls plus those from providers in Annex 2 if appropriate)**
* Full project financials (provide as .xls) Yes [ ] No [ ]
* Financials and timelines provided by EPC and other contractors Yes [ ] n/a [ ] No [ ]

**Once completed please return this form to:**

**submissions@projectfinanceexchange.com**

All the above requested information will also be required by the underwriters to your project. Once this Intake Form has been reviewed an assessment will be made as to whether or not PFX or its appointed RM wish to invest their time in bringing your project up to submission ready standard, if necessary, or charge for their time.

If they consider a fee is necessary (not always) they will come to a fee agreement with you. No intermediary, not even PFX, will spend time on your project, even if they are 100% sure that they can secure financing for you, if you can walk off with all their work and present it to someone else.

We strongly recommend that, if necessary, you secure specialised support in producing your full project plan and supporting documentation to ‘submission ready’ standards. This will ensure you have the smoothest path to a listing on PFX, and a successful project financing.

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