

**LIST OF SUPPORTING DOCUMENTS
FOR APPLICATION FOR FINANCING
(total amount outstanding over USD 300,000.00)**

1. 1. 1. General company information		
1.1.	<input type="checkbox"/>	Filled-in customer application form, signed by the Managing Director and bearing the seal of the company.
1.2.	<input type="checkbox"/>	Filled-in questionnaire, signed by the Managing Director and bearing the seal of the company, in accordance with Paragraph 9 of the Law of Ukraine "On Prevention and Counteracting to the Legalization (Laundering) of the Proceeds from Crime and Terrorism Financing".
2. Statutory documents		
2.1.	<input type="checkbox"/>	Notarized copy of the Company Statute with all additions and amendments.
2.1.1.	<input type="checkbox"/>	Managing Director's statement on company headed paper, certifying that the version of the Statute submitted on . . . is current as of today, and that no changes had been introduced to the Statute.
2.2.	<input type="checkbox"/>	Original or notarized copy of Transcript from the Unified State Register of Legal Entities and Physical Entities-Entrepreneurs.
2.3.	<input type="checkbox"/>	Notarized Certificate issued by the State Statistics Committee of Ukraine, confirming that the company's details have been registered in the EDRPOU.
2.4.	<input type="checkbox"/>	Tax registration certificate (Form 4-OPP), signed by the Managing Director and bearing the company seal.
2.5.	<input type="checkbox"/>	VAT registration certificate, signed by the Managing Director and bearing the company seal.
2.6.	<input type="checkbox"/>	Transcript of the Minutes of the General Meeting of Members (Shareholders) for the election of the Managing Director, signed by the Managing Director and bearing the company seal.
2.7.		Copy of the resolution for the election of Head of Accounts, signed by the Managing Director and bearing the company seal.
2.8.	<input type="checkbox"/>	Copies of passports (including the registered address page) and Individual Identification Number Certificates of the Managing Director, Head of Accounts and any persons authorized to handle the company's accounts and assets (signed by the holders of the respective documents).
2.9.	<input type="checkbox"/>	Copy of the company bank account card, samples of signatures and the company seal, certified by the seal of the bank.
2.10	<input type="checkbox"/>	Transcript from the register of shareholders (for joint-stock companies only) or the list of founders with an indication of each founder's share in the authorized capital.
3. Statutory documents		
3.1.	<input type="checkbox"/>	Account statements* for the last two years (forms 1-5) with the following supporting documents:
	<input type="checkbox"/>	- Auditor's report (if available; mandatory for joint-stock companies)
	<input type="checkbox"/>	- Breakdown of pages 440, 450, 500 (name of credit lenders, amount, start date, duration and security for the loan)
	<input type="checkbox"/>	- Reasons for any losses, and a schedule of repayment of any arrears.
	<input type="checkbox"/>	Account statements* for the last three accounting periods (forms 1,2) with the following supporting documents <u>current as of the date last reported</u> :
	<input type="checkbox"/>	- Breakdown of pages 440, 450, 500 (names of credit lenders, amount, start date, duration and security for the loan)
	<input type="checkbox"/>	- Breakdown of debtors/creditors (name, amount owed, purpose of the loan, any arrears)
	<input type="checkbox"/>	- breakdown of fixed assets
	<input type="checkbox"/>	- Reasons for any losses, and a schedule of repayment of any arrears.
3.2.		Business plan for the current and next year with the following details: major clients, scope of contract(s), contract amount(s), currency, duration of contract(s), object of the contract, amount(s) paid by client, expected profit.
3.3.		Certificate issued by the State Tax Service of Ukraine confirming the absence of arrears on mandatory taxes and charges**

¹ EDRPOU (ЄДРПОУ) code is an identification number in the Ukrainian National Register of Businesses and Organizations (Єдиний Державний Реєстр Підприємств та Організацій України) (translator)

² MFO (МФО) code is and equivalent of a bank branch code (translator)

3.4.	<input type="checkbox"/>	<p>Certificates issued by the bank(s) with the following details:</p> <ul style="list-style-type: none"> ▪ Balance and transaction history for all current accounts for the last 12 months; ▪ Credit history, outstanding balances on loans, current or overdue arrears for loan repayments and interest.
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* Account statements must be certified by the statistics authority and bear the company seal and the authorised signature of the authorized person.

** In case of any overdue repayments please provide the amount outstanding, reasons for the arrears and expected schedule of amortization. If the arrears specified above have been repaid, please provide a copy of the payment order.

**All submitted documents must bear the company seal
and the authorised signature**

Depending on the nature of the financial service requested, the credit assessor may require additional information or documents.

CLIENT (GUARANTOR) A

03022 Kyiv, 34 Vasylykivska str., phone no. (044) 495-60-33, 495-60-34
EDRPOU number 35431993 VAT Registration Certificate 100074337
App. No. 26066002108100-24 DNO Bank Ukraine MFO 200520

Full name of client (guarantor)	
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1. General information about the client (guarantor)

Company details:

Short name of company:	
Country of registration:	
EDRPOU number:	
Taxpayer's Identification Number:	
Date of issue of the Certificate of State Registration:	
Number and series of the Certificate of State Registration:	
State registration authority	
Name of the tax authority the company is registered with:	
VAT Registration Certificate number:	
Registered address:	
Trading address:	
Telephone number including dialing code:	
Fax number including dialing code:	
Email:	
Website:	

Company Management:

Position:	
Full name:	
Date of birth:	
Passport series and number:	
Issuing authority and location:	
Individual Identification Code:	
Acts under the provisions of... (number and issue date of the order or record) <i>[of appointment as Managing Director – translator]</i>	

Head of Accounts:

Full name:	
Passport details:	

Company accounts in acquiring banks (please specify type and currency):

Bank		MFO		Acc. no.:	
				Currency	
Bank		MFO		Acc. no.:	
				Currency	
Bank		MFO		Acc. no.:	
				Currency	
Bank		MFO		Acc. no.:	
				Currency	

2. Details of business activities

Number of in-house employees: **persons. Total number of employees:** **persons.**

Line of business:

Construction
Mining
Light industry
Mechanical engineering
Metallurgy
Agriculture
Service industry
Transport
Food industry
Chemicals
Other

Main lines of business (up to three):

Line of business	Share of total turnover (%)

Location of business activity (town, region, other)

Is the company part of a holding/group of companies? (officially or unofficially) ☐ Yes ☐ No
If YES, please describe the structure of the holding/group

Your main clients are: ☐ private ☐ state-owned ☐ parent or subsidiary companies

Current contracts with main customers/clients:

Full name of customer	Subject of agreement	Total amount (thousands) and currency of agreement	Amount paid by customer	Amount of expected profit up to year end.	Date of contract	Duration of contract

Seasonal fluctuation in the main line of business (if any – please specify)	Seasonal fluctuation of profit (if any – please specify)

Additional lines of business

Competition level in the goods/services market in your main line of business:

<input type="checkbox"/>	Very strong	<input type="checkbox"/>	Strong	<input type="checkbox"/>	Weak	<input type="checkbox"/>	Virtually non-existent
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Main competitors

Main suppliers (contractors)

3. Funds and assets of the company as of the date last reported

Actual profit from work and services as of the end of last year: UAH.

Profit (loss): UAH.

If a loss is shown for the date last reported / end of last year, please provide an explanation of reasons and the amortization schedule.

Share of profit from the export of goods/services (percentage of the total):

Does the company have unrecoverable debt? (yes, no – if yes, please specify the name of debtor(s) and amount(s) owed)

Advance payments received: UAH.

Advance payments made: UAH.

Fixed assets (machinery, equipment and specialist tools):

Name of asset	Quantity	Year of manufacture	Initial value	Residual value	Mortgage (if any)

Arbitration claims or court claims against the company (if any – please specify the name of plaintiff, amount and subject of claim):

Credit agreements (loan agreements, lease agreements) entered into in the last 2 years:

Name of lender	Type of agreement (credit, leasing, loan, other – please specify)	№, Date of contract	Amount and currency of the agreement	Amount outstanding to date	Full repayment date stated in the agreement	Actual full repayment date	% Interest rate (% APR for credit agreements, increase in the annual cost for lease agreements)	Security type

Is the company acting as guarantor for other entities' liabilities? (if it is, please provide details)

4. Prospects of growth (this section is not mandatory for guarantors)

Prospects of market growth for the company's main line of business:

☐ Rapid ☐ Stable ☐ Seasonal / varied ☐ Specialist market

Purpose of purchasing equipment:

☐ Fleet renewal ☐ Expanding the range of services in the current sector ☐ Starting up a project in a new sector

Description of project / object for which the equipment is purchased, location and expected frequency of use

If starting a new project, do you have a business plan? _____ What is the pay-off period? _____ (months)

How do you plan to develop your business in the next three years?

5. Full name and position of employee

“This is to certify that the information stated in the form above (“Client (guarantor) application form”), as well as in the other documents submitted by us to Caterpillar Financial Ukraine TOV is not commercially sensitive and may, at the discretion of Caterpillar Financial Ukraine TOV, be passed on for consideration to the following institutions and organizations: Open Joint-Stock Company “Universalna Insurance Company”, Private Joint-Stock Company “UTSK” (“Ukrainian Transport Insurance Company”), Public Joint-Stock Company “QBE Ukraine”, Caterpillar official dealer in Ukraine, as well as companies affiliated with Caterpillar Financial Ukraine TOV, without any limitations.”

I, _____,
(full name and position of employee that filled in the application form)

hereby certify that all the information provided by me is correct. _____

Signature

“ _____ ” _____ 201 .

Signature of the Managing Director
Locus sigilli

Who should we contact if we have questions regarding the information / documents submitted?

Full name	Telephone number:
Position:	Email:

A Caterpillar Financial Ukraine TOV credit analyst may contact you with additional questions about the information you provided

Dear Sir or Madam,

In accordance with Paragraph 9 of the Law of Ukraine “On Prevention and Counteracting Legalization (Laundering) of the Proceeds of Crime and Terrorist Financing” we request that you submit the following up-to-date information about your business, signed and sealed as required:

1. Full name:

2. Location:

3. I attach a transcript from the Unified State Register of Legal Entities and Physical Entities-Entrepreneurs (for non-residents – a certified copy of a transcript from a commercial, banking or court register, or a notarized certificate confirming the registration of the legal entity, issued by an authorized overseas institution).

4. Taxpayer's Identification Number issued by the Unified State Register of Enterprises and Organizations of Ukraine (for residents):

5. Bank account number and bank details

6. Details of company management and its structure:

7. Identification details of persons authorized to handle the company's accounts and assets.

8. Details of major shareholders* of the legal entity:

* major shareholders are direct or indirect owners of 10% or more of the statutory capital (statutory fund), 10% or more shares or votes in the legal entity, or any persons that are able to influence its decision-making process directly or indirectly.

9. Details of controllers** of the legal entity:

**A controller is a person that has control of the legal entity, e.g. an individual that owns 50% or more of the statutory capital or votes in the legal entity (on their own or together with their immediate family), or is able to exercise substantial influence over the management or activities of the legal entity.

10. Postal address, telephone/fax:

11. Economic sector and type of business:

12. As a legal entity with an obligation to publish its annual statement of account*** and of my own free will I enclose the information about my current financial status, namely, account statements for the last year in the standard format, or specify where and when this information was published (please indicate “enclosed” or specify where and when it was published if you do, otherwise please indicate “no”).

If your company does not have an obligation to publish its statements of account as described above, and your financial information is open to the public, we still advise you to enclose your last year’s statement of account in the standard format (please indicate “enclosed” if you agree or “no” if you believe your financial information to be confidential):

*** Open Joint-Stock companies, issuers of bonds, banks, trust institutions, currency and stock exchanges, investment companies, credit unions, non-governmental pension funds, insurance companies and other financial institutions, issuers of bonds, collective investment schemes, etc.

13. This legal entity is considered to be associated**** with a public figure***** or a person acting on their behalf (if yes, it is advisable to specify the nature of the relationship between the legal entity and the public figure, if not, please indicate “no”) and of my own free I will submit the official documents that show the sources of funding (please specify the names and details of the documents):

****If a public figure or a member of their immediate family owns or controls a substantial share of the legal entity, this legal entity is considered to be associated with a public figure.

*****Public Individuals who are, or used to, occupy high-profile positions in other countries (namely, heads of state, heads of government, ministers and deputy ministers, members of the parliament, judges of the Supreme Court, Constitutional Court or other senior members of judicial bodies the decisions of which cannot be appealed against (or can only be appealed against in exceptional circumstances), members of auditor's courts and boards of directors of central banks, ambassadors extraordinary and plenipotentiary, charges d’affaires and high-ranking military officers, members of governing, administrative or inspection bodies of strategically important state-owned companies.

14. Sector and type (type of service required by the client – one-off, regular etc.) of prospective business relationships:

- As proof of identity of the legal entity please enclose original documents, notarized or certified by their respective issuers, in support of Sections 1–9 (in Sections 2–9 please provide names of documents).
- The information required for assessing the client (sections 11–13) is optional and should only be filled in if open to the public.
- If the information stated in this questionnaire changes, or if the supporting documents expire, I agree to submit the updated questionnaire within the next ten days (unless my service agreement has expired), and to submit a new filled-in questionnaire upon every request.

Position (authority)

Signature, seal

Full name

/ Date /