

**APPLICANT :** .....

**PROJECT/PURPOSE OF FINANCING :** .....

**AMOUNT REQUESTED :** .....

List of information to be provided by the applicant, where applicable.

<b>Standard Checklist of Required Information INFRA / MARITIME / OIL &amp; GAS / TECHNOLOGY</b>		<b>(√) or Pending or N/A</b>
<b>1.</b>	<b>Statutory / Company Documents:</b>	
1.1	Background of Applicant / Project Sponsor including the following info, where applicable: (a) Brief history (b) Commencement of business (c) Principal activities (d) Number of employees (e) List of completed & current projects (for property developer) (f) Lists of existing fleet (for ship-owning company) (g) List of existing plant, machinery & equipment including present facilities, conditions, capacities, utilization rate (for tech companies)	
1.2	Organizational Chart	
1.3	List of Directors and their profiles/credential – (Applicant, Corporate Shareholder & Corporate Guarantor)	
1.4	List of key Management/Technical personnel and their profiles/credential – (Applicant, Corporate Shareholder & Corporate Guarantor)	
1.5	Shareholders’ Profiles	
1.6	Group Company Structure	
1.7	Memorandum & Articles of Association – (Applicant, Corporate Shareholder & Corporate Guarantor)	
1.8	Constitution, Certificate of Incorporation, Return for Allotment of Shares/Form 24, Notification of Changes in Registered Address/Form 44, Notification of Changes on Directors, Manager & Secretary/Form 49 under the Companies Act 1965/2016 – (Applicant, Corporate Shareholder & Corporate Guarantor)	

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	1.9	Photocopy of NRIC of directors of the Applicant, Corporate Shareholder & Corporate Guarantor	
	1.10	Audited Financial Statements for the 3 years – (Applicant, Corporate Shareholder & Corporate Guarantor)	
	1.11	Latest Management Accounts – (Applicant, Corporate Shareholder & Corporate Guarantor)	
	1.12	Latest 6 months current account statement – (Applicant, Corporate Shareholder & Corporate Guarantor)	
<b>2.</b>	<b>Project Information Memorandum:</b>		
	2.1	Project Summary/description including the following info, where applicable: (a) Prospectus & sales data (b) Proposed Plant / Factory – including location, land area & built-up area, land title status, development components (for infra project) (c) Proposed M&E – including list of M&E, quantity, unit & total costs, suppliers, brand, market, capacity, QA/AC procedures, other technical specs (for technology project) (d) Technology acquired & assessment report (e) Details of Raw Materials – including types, quantity requirements, prices, lead time for procurement, lists of suppliers, recycling methods etc. (for manufacturing / technology project only) (f) Vessel's utilisation & crew manning requirements (for vessel financing)	
	2.2	Project Organization Chart	
	2.3	Project Cost: (a) Detailed breakdown of development costs (b) Source of funding / financing structure, source of equity contribution. (c) Schedule of Areas (d) Elemental Cost Analysis in BCIC format (e) Priced Bills of Quantities (in MS Excel) (f) Comparative quotations / Tender Analysis Report	
	2.4	Softcopy and hard copy of projected cash flows / financial model with underlying assumptions.	
	2.5	Latest Interim Progress Payment Certificate and supporting documents	

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2.6	Project Timeline: (a) Project Implementation Schedule (b) Proposed Resources (Material, Manpower and Machineries) (c) Proposed Physical and Financial S-Curve (d) List of Works with Major Quantities (e) Productivity Sheet / Planning Sheet	
2.7	Contractor's Work Program (for infra) / Shipbuilding Gantt chart (for vessel)	
2.8	Latest Project or Contractor's Progress Reports	
2.9	Project Market Study / Feasibility Study Report – inclusive of comparison of similar product, industry, demand & supply etc.	
2.10	Technical Analysis – inclusive of comparison of similar technological durable/project/cost comparison, comparison of method of appointing contractor either way of EPCC or otherwise	
2.11	Project technical info (where applicable): (a) Plant Specifications & Drawings (b) Layout Plans including Site and Location Plans (c) Soil investigation report / Hydrographic Survey / River & Bay Draft (for shipyard, port, jetty or other equivalent maritime project) (d) Facilities – Present & Proposed (including list of major facilities and M&E, Design Production Output/capacities, Record of existing facilities output/utilization rate)	
2.12	Valuation Reports (Landed property / Machinery & Equipment / Secondhand Vessel)	
2.13	Details and status of the land acquisition and copy of Land Title.	
2.14	Company profiles of the following parties, where applicable: (a) C&S / M&E / EPC / O&M Contractor(s) – including list of current and completed projects (b) Consultant(s) (c) Technology provider (d) Feedstock / Raw Material / M&E Supplier (e) Project offtaker / major buyer(s) (f) Shipbuilder / Shipyard – including shipyard infrastructure/facilities, layout plan, production capacity, track records, profiles & qualifications of technical & operation team, and methods of vessel construction & launching (g) Ship Management company (h) Designer / Naval Architect (i) Any other relevant party(ies)	

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	2.15 Resume, profiles or credential of the key personnel of: (a) Main contractor (b) Consultants (c) Any other relevant party(ies)	
<b>3.</b>	<b>Project Documents and Relevant Agreements:</b>	
	3.1 Letter of Awards/Intent	
	3.2 Document/letter/confirmation from Gov. of Malaysia i.e. Letter of Awards/Letter of Intent/ waiver of stamp duty/guarantee of payment. Etc.	
	3.3 Shareholders / Joint Venture Agreements	
	3.4 Concession / Privatisation / Development Agreement and contract documents	
	3.5 Project's construction or purchase agreement(s), where applicable: (a) Construction agreement and contract documents (Civil / M&E / EPCC) (b) Sale & Purchase agreement (for Land or Property) (c) Shipbuilding Contract including mode of payment (for construction of new vessel) (d) Memorandum of Agreement including mode of payment and Pre-purchase Survey Report (for purchase of secondhand vessel) (e) Tenancy Agreement (f) Machinery & Equipment Purchase Agreement (g) Raw Materials Supply Agreement	
	3.6 Technical specifications (where applicable): (a) Construction drawings (b) Approved Drawings for construction/shipyard/marine related, (c) copy of bill of quantities / tender summary report (d) Full specs / particulars of Proposed Vessel with Class-approved General Arrangement Drawings, Q88, major equipment and Maker's List (for vessel financing only) (e) Latest Class survey report (for vessel financing only) (f) Machinery & Equipment quotations (for technology sector)	
	3.7 Consultants' appointment letters	
	3.8 Project Management Consultancy Agreement / Technical Management Agreement	
	3.9 Operations & Maintenance Agreement / Operator's Agreement	

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	3.10 Off take Agreement / Charter Party Agreement / Buyback Agreement	
	3.11 Sales Contract / Purchase Agreement	
	3.12 Copies of the relevant approvals/licenses: (a) Licenses (b) EPU/3PU/MoTOUR/MOF/BNM/MITI, etc. or its supporting letters. (c) Development Order (or its equivalent) (d) Building Plan (or its equivalent) (e) Environmental Impact Assessment ("EIA") Report / Environmental Management Plan ("EMP") / DOE Approval (f) Traffic Impact Assessment ("TIA") (g) JKR / LLM / Port Authority Approval (h) Majlis Perbandaran / Dewan Approval (i) Certificate of Completion and Compliance ("CCC") (j) certificates of fitness for occupation ("CF") (k) Other Relevant Approvals	
	3.13 Report by third parties, e.g. Government/ National Policy, reports issued by independent forum.	
<b>4.</b>	<b>Other Information:</b>	
	4.1 Details of Existing Bank Financing/Borrowings (incorporating name of financial institution, facilities, salient terms, securities and latest balance outstanding)	
	4.2 Copies of Letter of Offer and variation to the Letter of Offers in relation to the above existing bank financing/borrowings	
	4.3 Trade debtors and creditors ageing list	
	4.4 Latest 6 month statements for all financing/hire purchase/lease accounts	
	4.5 Bank Guarantees format	
<b>5.</b>	<b>Declaration Forms to be filled-up/signed by:</b> - Each director of Applicant - Each director of Corporate Shareholder - Each director of Corporate Guarantor - Each individual shareholder - Each individual guarantor	
	5.1 Declaration / Authorisation Form (required as per Credit Reporting Agency Act)	

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<b>6.</b>	<b>Others</b>		
	6.1	Formal application letter from the Applicant on the request for financing facility, incorporating the amount requested and purpose of financing	
	6.2	Any other documents to support the application	

**Note:**

*The requested documents/information is not exhaustive and BPMB may request for additional information from time to time should the need arise.*