

# CHECKLIST

For Transactions of \$10,000,000 or Less  
(Exclusive of Exposure Fee/Premium Amount)

## Required Documents TO BE SUBMITTED WITH THE APPLICATION

Lender/Applicant:

PSOR (name/country):

Is document  
Included w/  
application?  
(yes or no) EXIM  
use only

Commitment Fee Letter (Guarantee Application Only)

Annex A (Guarantee Application Only)

Lender's Mandate

Export Contract &/or OEM/Supplier Invoice or Purchase Order

Ancillary Service Fees (if applicable)

Anti-lobbying Statement

Used Equipment Questionnaire (if applicable)

Credit Agency Report on PSOR

Dated within six months from date of application.

Credit Agency Report

On each exporter and each supplier - each dated within six months from date of application.

At least one Creditor Bank Reference on PSOR

Dated within 6 months from date of application.

Supplier Reference (2) on PSOR

Dated within 6 months from date of application.

Financial Statements

Last three fiscal year end financial statements and latest interim statements on the PSOR.  
Interim statements are needed if the latest fiscal statement is more than six month old.

Lender's Credit Memorandum & Financial Analysis

With financial spreads on PSOR.

Origination Source Details & Participant Contact Information

Included in Lender Credit Memorandum.

Due Diligence

Know your customer information included in Lender Credit Memorandum.

Name, Address, Amount and Details

On the service provided by local cost provider (if Local Cost support is requested).

If Special Coverage Requested

(ie. Pre export payment) please address in Lender Credit Memorandum.

Information Included in Lender Credit Memorandum

On purpose of the proposed export (relevant financial details, rational and benefit to PSOR).

Preliminary Export Certificate

Includes Covenants.

Additionality Documentation - Why EXIM is Needed

Included in Lender Credit Memorandum.

If any of the above documents are not included, the applicant has provided a reason(s) why it was not included and why EXIM should proceed with the application without required document(s). Such reasons should be included as an attachment to this Checklist.

*This medium-term checklist is meant to provide guidance to an applicant on what documents are needed to consider a medium term application to be technically complete. A technically complete application is one where each item on the checklist is marked "yes".*

*The medium-term checklist must be included with the application with responses to each of the requested items. It is meant for those transactions of \$10,000,000 or less. For transactions over \$10,000,000, please consult with EXIM before submitting your application.*

*EXIM may consider processing an application even if it is not technically complete. A decision to proceed with a technically incomplete application will be based on our evaluation of credit factors relevant to the application. The applicant will be advised of status during this substantive review.*

*EXIM may ask the applicant for additional information if such information is necessary to achieve a substantively complete application and render a final decision.*

*A transaction is substantively complete if EXIM has determined that all relevant questions pertaining to the application have been addressed and enable us to render a decision to approve or deny the application.*

*An application which is either technically or substantively incomplete may be withdrawn or declined if information is not submitted to deem them complete.*

*This is a descriptive summary to be used only as a guide to assist an applicant in submitting a complete application.*