

## **GUIDELINES FOR THE COMPLETION OF THE TABLE OF INFORMATION ON THE APPLICANT AND THE BUSINESS PROJECT**

### ***1. Information on the applicant***

- 1.1. **Full name of the legal entity.** Please specify the full name of the legal entity according to its incorporation documents.
- 1.2. **Abbreviated name of the legal entity.** Please specify the abbreviated name of the legal entity according to its incorporation documents.
- 1.3. **Address (registered office) of the legal entity.** Please specify the address of the legal entity according to its incorporation documents (constituent instruments or other documents).
- 1.4. **Actual address of the legal entity (if other than its registered office).** Please specify the actual address of the legal entity if it differs from the address specified in section 1.3.
- 1.5. **Details of the applicant.** Please specify the details of the applicant assigned by the competent authorities of the state of incorporation.
- 1.6. **Contact details of the applicant.** Please specify the company's telephone and fax numbers, email addresses (specify the contact details of the head office and other offices dealing with the implementation of the business project).
- 1.7. **Incorporation documents of the legal entity.** Please list the incorporation documents of the legal entity to be presented by the legal entity together with the application. Copies of these documents certified by the applicant are to be attached to the application.
- 1.8. **Licenses (authorizations), conformity certificates, other similar documents.** Please list the available licenses (authorizations) for the applicant to do industry-specific business,<sup>1</sup> conformity certificates, other similar documents, including those required for the implementation of the business project. Copies of these documents certified by the applicant are to be attached to the application.
- 1.9. **Written guarantee of the patent purity of engineering solutions.** Please list the documents that contain a written guarantee of the patent purity of engineering solutions if such solutions are intended for the business project. Copies of these documents certified by the applicant are to be attached to the application.
- 1.10. **Structure of the authorized capital.** Please provide information on the structure of the authorized capital of the applicant company.
- 1.11. **Persons authorized to act on behalf of the applicant.** Please provide information on individuals authorized to represent the applicant company.
- 1.12. **Company's senior executives.** Please provide information on the senior executives of the applicant company (education, experience, achievements).
- 1.13. **Description of the company.** Please provide information on the founders, management structure, establishment history, principal divisions (production units), branch and representative offices, and their location.
- 1.14. **Description of the company's industry-specific business.** Please provide information on the

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<sup>1</sup> The notion of "industry-specific business" is described in the Program for the Development of Business in the Field of Space Communications in the Member Countries of the Organization

principal areas of the company's industry-specific business, offered products and services.

- 1.15. **Completed projects and main partners.** Please provide information on projects completed by the applicant company in the field of industry-specific business and information on the applicant's main partners.
- 1.16. **Letters of recommendation from partners.** Please list the letters of recommendation and opinions of the applicant company's partners, if any (would be an asset). Copies of the letters certified by the applicant are to be attached to the application.
- 1.17. **Litigation and administrative proceedings.** Please provide proof that there is no litigation and there are no administrative proceedings initiated against the applicant company and that there are no restrictions imposed by competent government authorities.
- 1.18. **Written representation.** Please confirm that neither the applicant company nor its affiliated parties nor employees nor intermediaries pay, offer to pay or allow any cash or values to be paid or provided directly or indirectly to any persons in order to exert influence upon acts or decisions of such persons for the purpose of gaining undue advantages or for other undue purposes.
- 1.19. **Information on ultimate beneficiaries and affiliated parties.** Please specify the applicant company's ultimate beneficiaries and affiliated parties as well as parent and subsidiary companies, including companies related through the managers of the applicant company.
- 1.20. **Documents certifying the authority of individuals listed in sections 1.11 and 1.21.** Please list the documents that certify the authority of persons authorized to act on behalf of the applicant company and individuals responsible for the implementation of the business project. Copies of these documents certified by the applicant are to be attached to the application.
- 1.21. **Contact details of individuals responsible for the business project.** Please specify details for prompt communication (telephone and fax numbers, email addresses, etc) with contact persons of the applicant company responsible for the implementation of the business project.

## ***2. Financial information***

- 2.1. **Financial reports for the last three years.** Please provide information on the applicant company's financial reports available for the last three years. Copies of these reports certified by the applicant are to be attached to the application, including:
  - 2.1.1 The book-keeping balance sheet and the profit and loss account of the company in US dollars according to IFRS for the last three years. If the functional (national) currency is other than the presentation currency (US dollars), please provide transformation explanations.
  - 2.1.2 A general analysis of the company's risks for the period of financing.
  - 2.1.3 A financial plan and a cash flow plan of the applicant company for the period of financing:
    - current sales revenues should be entered based on potential accrual. The impact of receivables and received advance payments should be taken account of in changes in the current assets (receivables);
    - current costs should also be entered based on potential accrual. The impact of payment patterns (advance payments, deferments) should be taken account of in changes in the current assets (payables);
    - amortization should be calculated according to tax rules;
    - current assets include cash (cash on hand + bank accounts) + receivables

(including advances paid out) + reserves – payables (including advances received);

- projected inflation should be taken account of and specified according to forecasts of competent government authorities;
- currency exchange rates and the corresponding currency translation differences should be taken account of in the financial plan and forecast of all cash flows according to the projected exchange rate of the top five international banks;
- investments are funds invested in current and noncurrent assets: fixed assets, their complete overhaul, intangible assets;
- borrowings (loans, credit and interest thereon);
- all taxes except profit tax are added to the cost or operating costs.

2.1.4. List of key managers financially responsible for the business project.

Please specify the particulars of the attached documents in the table.

- 2.2. **Opinions of independent auditors for the last three years.** Please provide information showing that the company has shown positive financial results in the last three years as confirmed by the opinions of independent auditors. Copies of these opinions certified by the independent auditors are to be attached to the application. The particulars of the attached documents are to be specified in the table.
- 2.3. **Credit history.** Please provide proof that the applicant company has a stable and positive credit history. Copy of the credit history certified by an independent auditor is to be attached to the application. The particulars of the attached document are to be specified in the table.

### ***3. Information on the business project***

- 3.1. **Description of the business project.** Please specify the title of the document describing the project (purpose, tasks, milestones, significance of the project, etc) and the format of the medium for its presentation. A hard or soft copy of the description of the business project is to be attached to the application.
- 3.2. **Business project implementation plan.** Please specify the title of the document containing a calendar plan of the business project implementation and the format of the medium for its presentation. A hard or soft copy of the business project implementation plan is to be attached to the application.
- 3.3. **Commercial, technical, and financial grounds and calculations.** Please specify the titles of the documents containing commercial, technical, and financial grounds and calculations of the business plan confirming the business project's commercial and technical efficiency as well as its payback within the timeframe defined in the business plan, and the format of the medium for their presentation. Hard or soft copies of these documents are to be attached to the application.
- 3.4. **Analysis of the industry market.** Please specify the title of the document containing an analysis of the market where products or services of the business project will be offered (market segmentation, target users, market size and evolution, major players, competitors, etc) and the format of the medium for its presentation. A hard or soft copy of the analysis of the industry market is to be attached to the application.
- 3.5. **Marketing plan.** Please specify the title of the document containing a description of the marketing plan, SWOT analysis, evaluation of competitive advantages, and the format of the medium for its presentation. A hard or soft copy of the marketing plan is to be attached to the

application.

- 3.6. **Business project management.** Please specify the title of the document containing a description of the business project management (management procedure, organizational structure, plans of employment and personnel training, etc) and the format of the medium for its presentation. A hard or soft copy of the business project management description is to be attached to the application.
- 3.7. **Financial plan.** Please specify the title of the document containing the financial plan of the business project (cash flow of the project, general financial indicators, payback period, profit, etc) and the format of the medium for its presentation. A hard or soft copy of the financial plan is to be attached to the application.
- 3.8. **Other sources of funding the business project.** Please list other sources used (planned to be used) to fund the business project, including the applicant company's own funds, bank or sponsor loans, etc.
- 3.9. **Conclusion.** Please specify the title of the document containing the concluding part (concluding chapter) of the business project (conclusion concerning its expediency, period of completion and payback of investments) and the format of the medium for its presentation. A hard or soft copy of the conclusion is to be attached to the application.

#### ***4. Information on notification***

- 4.1. **Confirmation of the notification of the Member of the Organization concerned.**<sup>2</sup> Please provide information that the Member of the Organization concerned was informed of the intention of the applicant company to take part in the *Program for the Development of Business in the Field of Space Communications in the Member Countries of the Organization*. A copy of the notice with proof of delivery certified by the applicant is to be attached to the application.
- 4.2. **Written recommendation of the Member of the Organization concerned and/or other authority.** Please provide information on the written recommendation of the Member of the Organization concerned and/or national telecommunications administration or other competent government authority, if any (would be an asset). A copy of the written recommendation certified by the applicant is to be attached to the application.

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<sup>2</sup> A list of Member Countries of the Organization is available at the Organization's official website ([www.intersputnik.com](http://www.intersputnik.com))