



Provided for information purposes only. This form is for completion only after the conference call between the project principals and PFX after we have received and reviewed the Stage 2 Intake form.

Introduction

This Listings Worksheet is being provided to you after we have discussed your project in depth, particularly the information you provided to us on your Stage 2 Intake Form.

The copy/content and information you provide on this form will be c/p'd into you PFX analyst's listings dashboard. The Elevator Pitch (EP), will appear on our Pipeline, published on our site. The EP does not contain any identifying information whatsoever.



No-one will know who your company or its principals are. Only the nature, value and some key information as in any EP. Only PFX registered investors have access to the further information provided by you through this form.

These listings are picked up across the wider investor community, which generates new investor registrations. It is quite likely that the investor you are going to be introduced to came to PFX through being interested in an EP on our listings.

You cannot list your deal until you have all this supporting information and documentation requested through this Listings worksheet available for the investor to view. Our intake and listings process is stringent, because that is what our investors expect of us.

It is likely that you will see additional guidance notes in red in many of the fields as a result of our meeting following your Stage 2 Intake Form.

1. ELEVATOR PITCH (EP)

Project title

↓ CREATE PROJECT TITLE ↓:

PLEASE IGNORE: THIS IS CREATED BY YOUR PFX INTAKE ANALYST

Elevator Pitch

↓ PREPARE DRAFT ELEVATOR PITCH COPY (200-WORDS MAX) ↓:

PLEASE IGNORE: THIS IS CREATED BY YOUR PFX INTAKE ANALYST FROM INFORMATION PROVIDED IN YOUR COMPLETED LISTINGS WORKSHEET.

Five year post-stabilisation EBITDA. **Please enter in freehand.**

	Year 1	Year 2	Year 3	Year 4	Year 5
Turnover					
EBITDA					
%					

2. EXECUTIVE SUMMARY (ES)

This is a **summary** for a busy intake or deal origination **executive**. To ensure that PFX registered investors receive all the information they need, the ES stage of your listing has been broken down into its component parts. You can most likely c/p content from your own ES into the various fields on this Worksheet. Your copy will be finalised and sub-edited by your PFX analyst prior to listing.

To preserve confidentiality, only PFX registered financiers can view your Executive Summary. There are a number of fields to complete in your ES. There are no limits on how much can go into each field, but it is important to keep in mind that an Executive Summary is the *summary* of your project that can be read and absorbed quickly by the financier's intake or deal origination *executive*. It needs to convey as much information as possible, as quickly as possible.

a) Introduction

Summarise what it is you are going to build; where you are going to build it; the market, region or population the project is going to serve; the quality and experience of the management team; what stage of 'shovel-readiness' you believe your project to be at (*never* declare it to be 'shovel ready'); land ownership/control position; stage you are at with confirmation of utility connections and acquisition of permits and permissions; summary PPA or other off-take agreements with emphasis on the calibre of your off-taker(s); A few lines describing the quality of your EPC and other contractors, architects and other key players; any government or industry body support or endorsement; grants secured; progress of project from conception to current finance raising stage. Keep it to 750 words max or the reader will lose interest... 500 words if you can do it. The shorter and more succinct the better.

↓ PREPARE INTRODUCTION COPY ↓:

SPECIMEN

b) EPC (Engineering and Procurement Contractor)

Provide the full name and website for your EPC contractor. Add a maximum 200 words describing their involvement in the project and why you are working with them in preference to anyone else. Explain clearly what stage you are at with contracts, agreements and costings. The track record and financial stability of your EPC contractor is a key factor in the financier's lending decision. Include a link to the EPC's website.

↓ PREPARE EPC COPY ↓:

c) Specialist Contractors (Optional Field)

Add any specialist contractors for projects such as hotels, clinics, transport and others where their knowledge and input supports your main EPC. No more than 100 words for each one. As with your main EPC, present clearly what stage you are at with agreements and costings. Include websites.

↓ PREPARE SPECIALIST CONTRACTORS COPY (OPTIONAL FIELD) ↓:

d) Off-takers/PPA

Present all off-takers or PPA's and summarise the key points of the contracts you have or are developing with them. The track record and financial stability of your off-taker(s) are the most important deciding factor in your investor's lending decision. Show links to website for each off-taker/PPA.

↓ PREPARE OFF-TAKERS/PPA COPY ↓:

e) Feasibility or other market data summary

Summarise any feasibility study you have had done (you will have the full document in your fileshare) or other market data from authoritative sources. Most feasibility studies open with a summary of the entire contents. It is often best to use this as the basis for the content in this field. Summary only. Include link to provider's website.

↓ PREPARE FEASIBILITY OR OTHER MARKET DATA SUMMARY (OPTIONAL FIELD) ↓:

SPECIMEN

f) Land

You need to present the position on the land that will be used for your project. Explain if it is owned, option, leased or if the owner has a contract with you to sell on financing. If there has been a geo-survey, is it close to infrastructure that is beneficial to your project or any of the other factors that can have an effect on the land aspect of your project.

↓ PREPARE COPY EXPLAINING YOUR LAND POSITION ↓:

g) Feedstock

If your project is dependent on a guaranteed feedstock supply present it here. Do you have a waste delivery contract for municipal or other waste, oil deliveries for a storage complex or other feedstock requirement. Please present the highlights of your feedstock supplier contract here.

↓ PREPARE COPY EXPLAINING YOUR FEEDSTOCK CONTRACT/AGREEMENT ↓:

h) Key Personnel

Include name, job title and qualifications. Add max 200 word summary bio for each one ensuring you have technical, financial and sales/marketing requirements for the project covered by your key personnel. Include any project leaders from your EPC or other contractors. Full cv's will be included in your Dropbox/fileshare folder.

↓ PREPARE KEY PERSONNEL COPY ↓:

i) Permits and Permissions

List all the permits and permissions you have acquired stating the name of the document, the issuer and cost, if possible using just one line for each. If you are absolutely sure that any outstanding documents are on their way, list them and explain why they have not yet been acquired/issued.

↓ PREPARE PERMITS AND PERMISSIONS COPY ↓

j) Financials

Upload your full financials using the link from your Dropbox/fileshare. Financials should be provided from receipt of funds, through construction and five years start of operations/stabilisation.

UPLOAD FINANCIALS:

[insert link to fileshare for master .xls]

SPECIMEN

k) Fileshare

The Fileshare tab is where you insert the link to your Dropbox or other fileshare where the investor and their team (lawyers, surveyors, underwriters, analysts etc) can view your full project plan and all your supporting documentation.

DROPBOX OR FILESHARE LINK:

[Insert link to fileshare master folder]

You need to get your entire collection of supporting documentation loaded onto Dropbox or other Fileshare service. This is to ensure that access to these documents is open to the investors team and third parties including lawyers, surveyors, analysts, underwriters etc. Organise your files in a logical and intuitive way. All projects are different and the following structure is for guidance only.

MASTER FOLDER: [PI Code (provided by PFX)] [Project title (as given above)]. These will be provided to you by PFX and should be the name you assign to your master folder on Dropbox or other fileshare service. Cut and paste the link from this folder into the field provided at the site.

The folders/files presented below will be amended by your PFX analyst to fit your specific project.

Intake Documents

- **[Project Name]** FULL PROJECT PLAN. Ensure you use CAPS for the file name so that it stands out from all the other files making it easy for the financier to identify this critical document. *The link to your Dropbox/filesshare is shared ONLY with your investor.*
- Sponsor/SPV/Company registration, tax and other compliance documents
- Past three years balance sheets (if available)
- PFX Anti-money laundering (AML) screening document.

FOLDER: Annex 1: Permits and Permissions (ensure file names clearly present name of permit and date issued)

- Municipality/authority environmental impact certificate
- Municipality access permission
- Municipality land clearance permission
- Municipality land use and construction permit
- Other permits and permissions as required
- All other permits and permissions

SPECIMEN

FOLDER: Annex 2: EPC and other contractor agreements

- EPC Contract
- EPC corporate brochure
- if your EPC contractor has key/major subcontractors you may want to include these in this folder.

FOLDER: Annex 3: PPA/Off-take

- PPA or other off-take agreement
- Other off-take or further revenue generating agreements (by-products etc).

OR

FOLDER: Annex 3: Operations & Management Agreement (OMA)

- Hotel, airport, hospital etc OMA
- Other revenue generating agreements

FOLDER: Annex 4: Key Personnel

- Full CV's for each project leader

FOLDER: Annex 5: Feasibility study where required (hotels, infra, airports and similar)

- [Name of study producer] Feasibility Study

FOLDER: Annex 6: Land/Site

- Google Earth image of site
- Land ownership document (or sale contract/option/lease etc)

FOLDER: Annex 7: Financials (Project master .xls plus those from providers in Annex 2 if appropriate)

- Full project financials

Finally, yes, there's a lot of it and it will be time consuming and, at times, exasperating. But if you can't complete all of it you don't have a project that a serious investor will consider.