Navigating the OPIC Forms System – A User Guide for Finance Clients

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1. Introduction

The purpose of this document is to explain to those applying for OPIC Financing how to work with the three on-line OPIC forms that are an integral part of the Finance application and underwriting process. The three forms are:

- Application for Financing – Form 115
- Office of Investment Policy Questionnaire – Form 248
- Sponsor Disclosure Report – Form 129

2. Application for Financing (Form 115)

The Application for Financing is the first form in the process, and all potential OPIC Finance clients complete it. If OPIC declines the application, then the applicant will not be asked to complete any additional forms. If OPIC decides to progress the application to the next stage, then an OPIC Finance officer will direct the applicant/project sponsors to complete the other two forms.

To preview the questions in the Application for Financing, please click here to see a PDF copy of the form. Though OPIC expects applicants to complete all relevant questions, there are three questions for which it is important to explain the implications of the answers:

Question 3: Identify the Owners of the Project Company/Borrower – It is very important to provide an accurate and complete picture of the project's ownership structure. OPIC will use the information provided with this question to determine which individuals/business entities are required to complete a Sponsor Disclosure Report (Form 129).

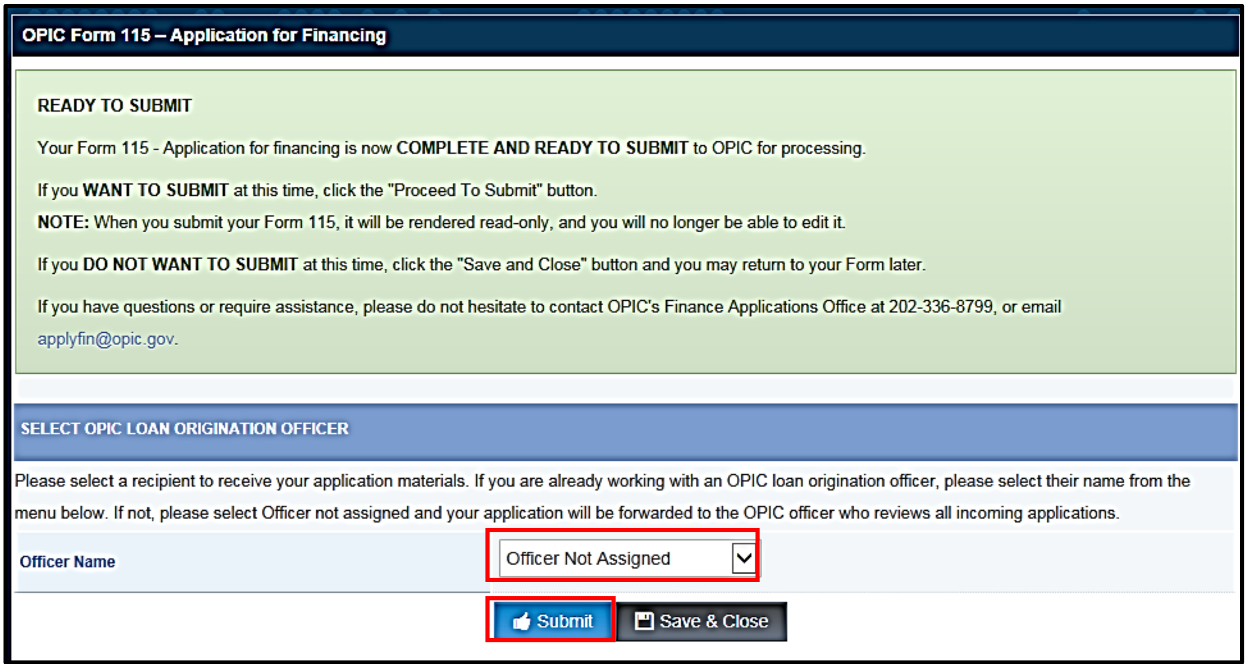
Question 7: Project Costs and Question 8: Project Funding – The proposed capitalization of the project must be sufficient to cover all project costs, so the total for Question 8 must equal the total for Question 7. The system will not let a user submit an application if these totals are not equal. Moreover, OPIC does not fund 100% of project costs for any project (the OPIC portion of the funding is usually 50% to 75%). So, in Question 8, the user must input some amount of equity (or subordinated debt), or the system will not accept the application.

A note about supporting documentation: The supporting documentation that an applicant generally provides with their Application for Financing includes a business plan, ownership structure, historical financial statements for the borrower or for other parties who will be supporting the credit (i.e. sponsors), trade and or bank references, and a financial projections model. In addition, if they are relevant and available, the applicant may include other documents such as a market study, environmental and social analysis, or key project contracts.

Though it is not absolutely required that an applicant attach all these documents when they initially submit their application, if the documents are available at the time of submission, it is best to include them.

2.1 Submit Form 115

Once the applicant has completed all questions in the Form 115 (and attached relevant supporting documents), they are ready to submit the application. On the "Submit" page, it should look like this:


OPIC Form 115 – Application for Financing

READY TO SUBMIT

Your Form 115 - Application for financing is now **COMPLETE AND READY TO SUBMIT** to OPIC for processing.

If you **WANT TO SUBMIT** at this time, click the "Proceed To Submit" button.
NOTE: When you submit your Form 115, it will be rendered read-only, and you will no longer be able to edit it.

If you **DO NOT WANT TO SUBMIT** at this time, click the "Save and Close" button and you may return to your Form later.

If you have questions or require assistance, please do not hesitate to contact OPIC's Finance Applications Office at 202-336-8799, or email applyfin@opic.gov.

SELECT OPIC LOAN ORIGINATION OFFICER

Please select a recipient to receive your application materials. If you are already working with an OPIC loan origination officer, please select their name from the menu below. If not, please select Officer not assigned and your application will be forwarded to the OPIC officer who reviews all incoming applications.

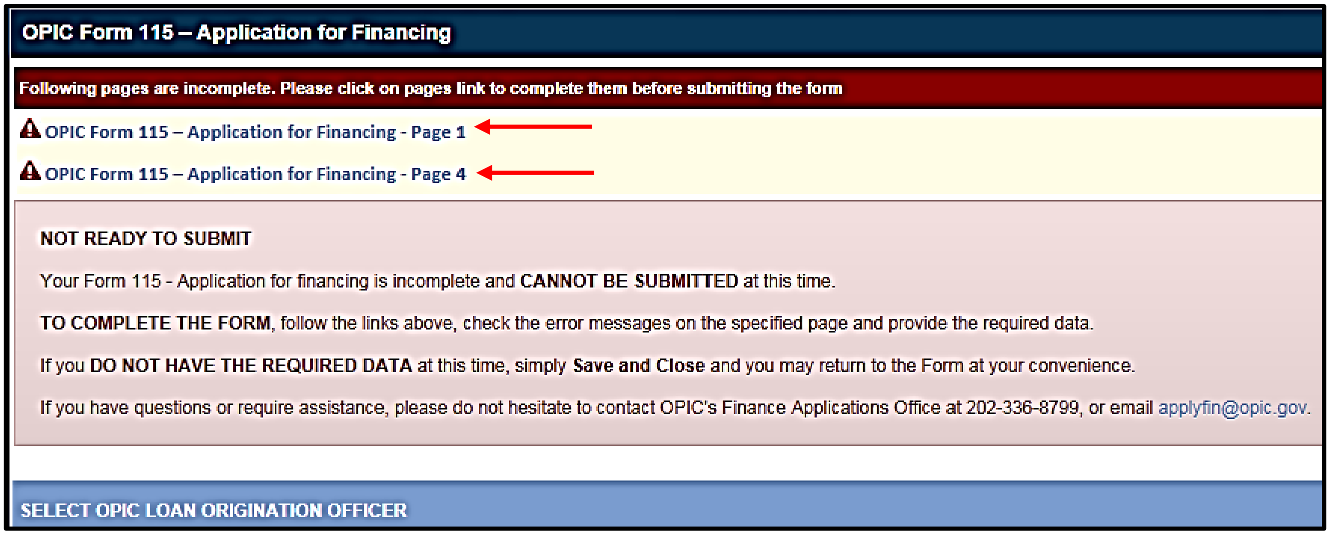
Officer Name | Officer Not Assigned

Submit | Save & Close

Note that the Officer Name says "Officer Not Assigned" in the picture above. The applicant should leave it that way if they have not already spoken with a particular OPIC finance officer. If the applicant is already talking with an OPIC finance officer about the project, they should choose that officer's name from the drop-down list. In both cases, the applicant would then click the "Submit" button.

Troubleshooting Tip:

If the top of the "Submit" page looks like the following picture, then the applicant has not completed one of the questions or has made a mistake. In such a case, the applicant should click on the error link to go back to the page where the error/omission has occurred in order to correct it. They can then return to the "Submit" page and proceed normally.


OPIC Form 115 – Application for Financing

Following pages are incomplete. Please click on pages link to complete them before submitting the form

OPIC Form 115 – Application for Financing - Page 1

OPIC Form 115 – Application for Financing - Page 4

NOT READY TO SUBMIT

Your Form 115 - Application for financing is incomplete and **CANNOT BE SUBMITTED** at this time.

TO COMPLETE THE FORM, follow the links above, check the error messages on the specified page and provide the required data.

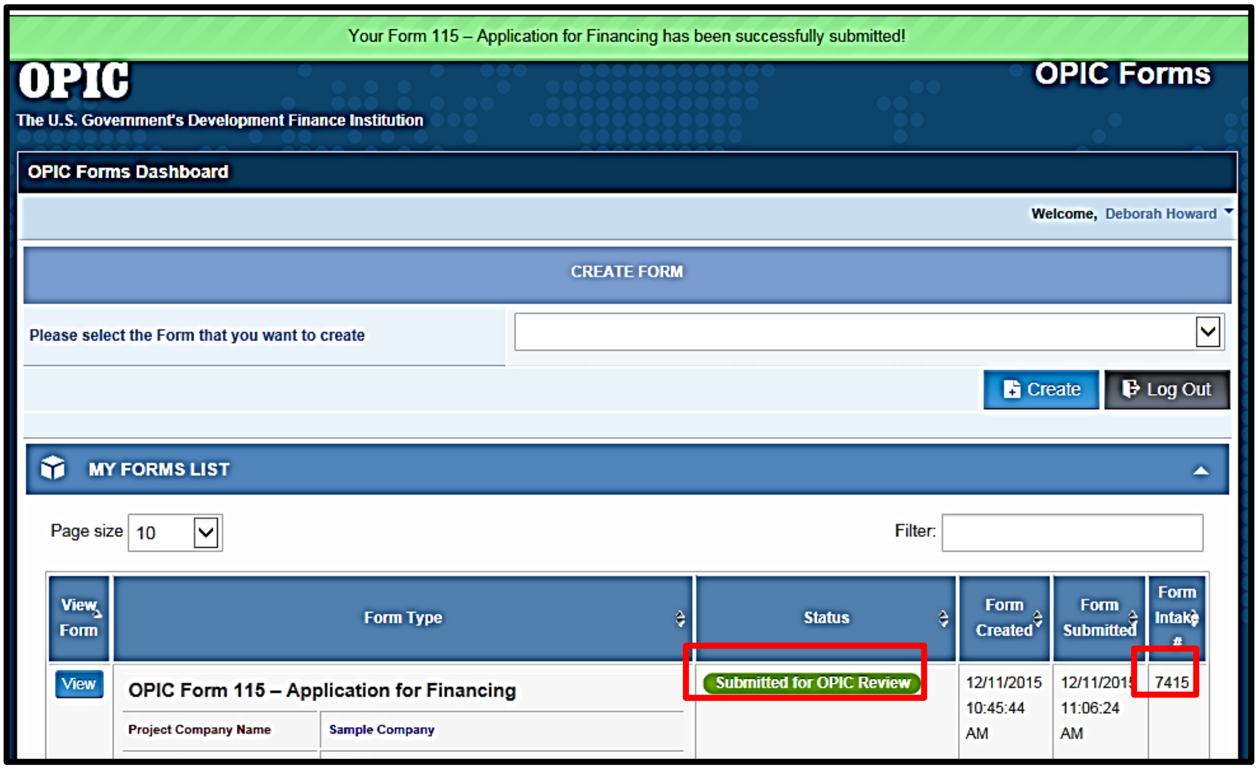
If you **DO NOT HAVE THE REQUIRED DATA** at this time, simply **Save and Close** and you may return to the Form at your convenience.

If you have questions or require assistance, please do not hesitate to contact OPIC's Finance Applications Office at 202-336-8799, or email applyfin@opic.gov.

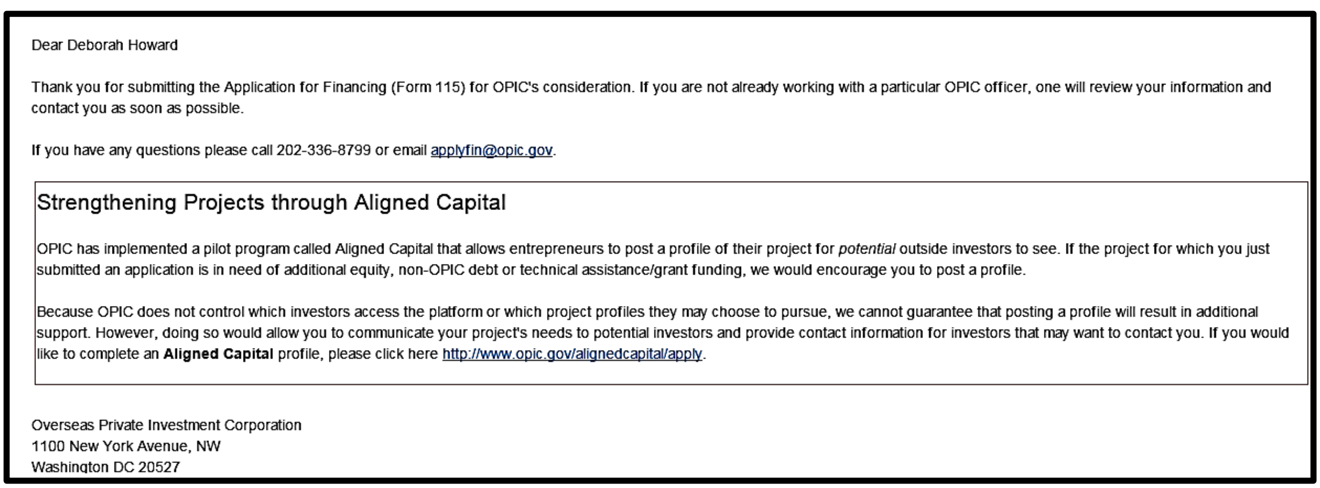
SELECT OPIC LOAN ORIGINATION OFFICER

Clicking on the "Submit" button will bring the applicant back to the main Forms Dashboard. On the Dashboard, the applicant can see that the status of the Form 115 is now "Submitted for OPIC Review." **<u>This is a "read only" status for the applicant. The applicant cannot edit the Form 115 answers or attach any additional documentation until an OPIC Finance officer has reviewed the submission.</u>** If the applicant needs to edit any Form 115 answers or attach additional documentation after the OPIC officer has reviewed the submission, then the OPIC Finance officer will open the application for editing by changing the status to "Under Review – Information Requested" (see section 2.3 below).

Also at this point, it is very useful to take note of the intake number generated by the system. If technical support is ever needed on this form, referring to the intake number will help the technical team provide assistance more efficiently.



Separately, the applicant will receive an email at the address listed in their account record confirming that OPIC has received the Form 115 submission.


Dear Deborah Howard

Thank you for submitting the Application for Financing (Form 115) for OPIC's consideration. If you are not already working with a particular OPIC officer, one will review your information and contact you as soon as possible.

If you have any questions please call 202-336-8799 or email applyfin@opic.gov.

Strengthening Projects through Aligned Capital

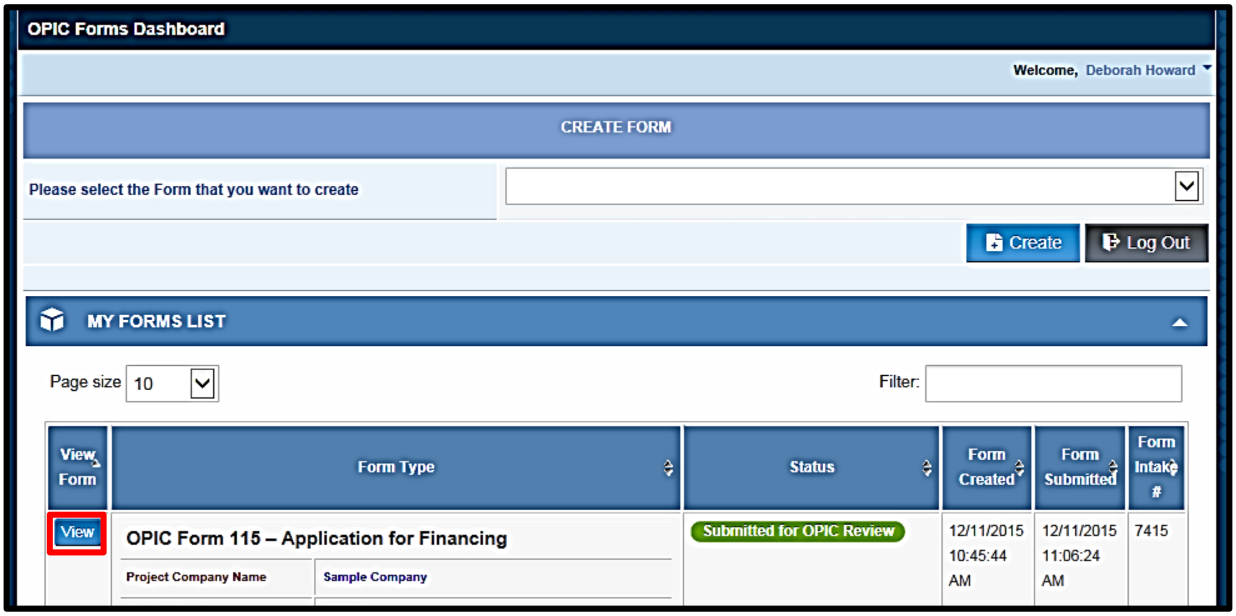
OPIC has implemented a pilot program called Aligned Capital that allows entrepreneurs to post a profile of their project for *potential* outside investors to see. If the project for which you just submitted an application is in need of additional equity, non-OPIC debt or technical assistance/grant funding, we would encourage you to post a profile.

Because OPIC does not control which investors access the platform or which project profiles they may choose to pursue, we cannot guarantee that posting a profile will result in additional support. However, doing so would allow you to communicate your project's needs to potential investors and provide contact information for investors that may want to contact you. If you would like to complete an **Aligned Capital** profile, please click here http://www.opic.gov/alignedcapital/apply.

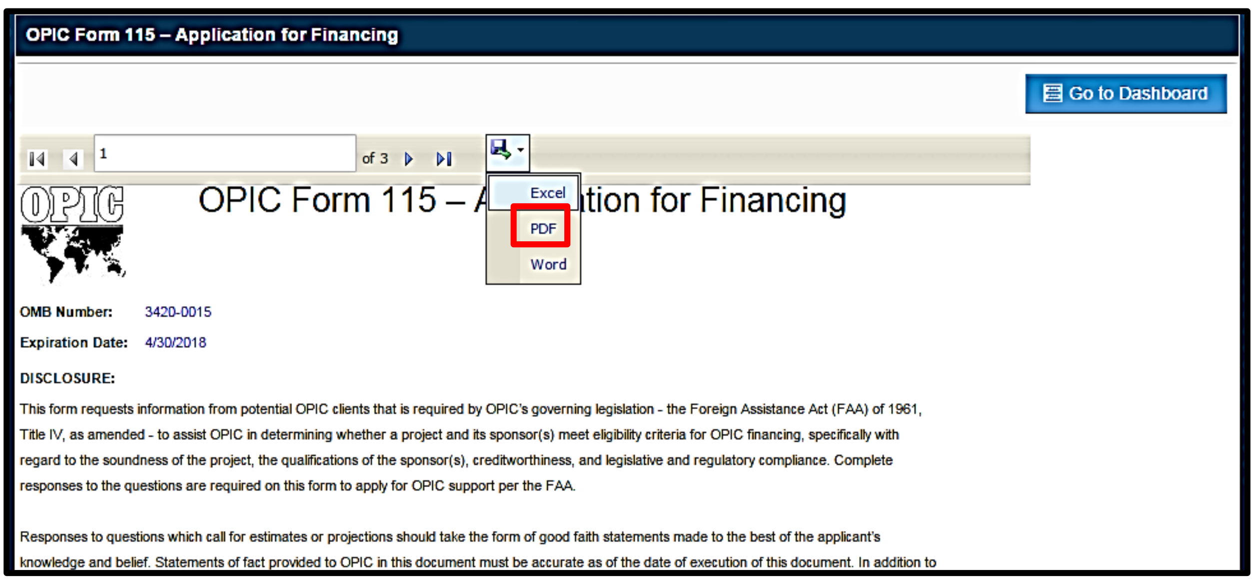
Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington DC 20527

2.2 View/Save a Copy of Form 115 Submission

At any time, the applicant may view or save a copy of the Form 115 submission that is being reviewed by OPIC. In the Dashboard, the applicant should click on "View" button next to the relevant form. Sometimes it takes a minute or two for the view to open, so please be patient.



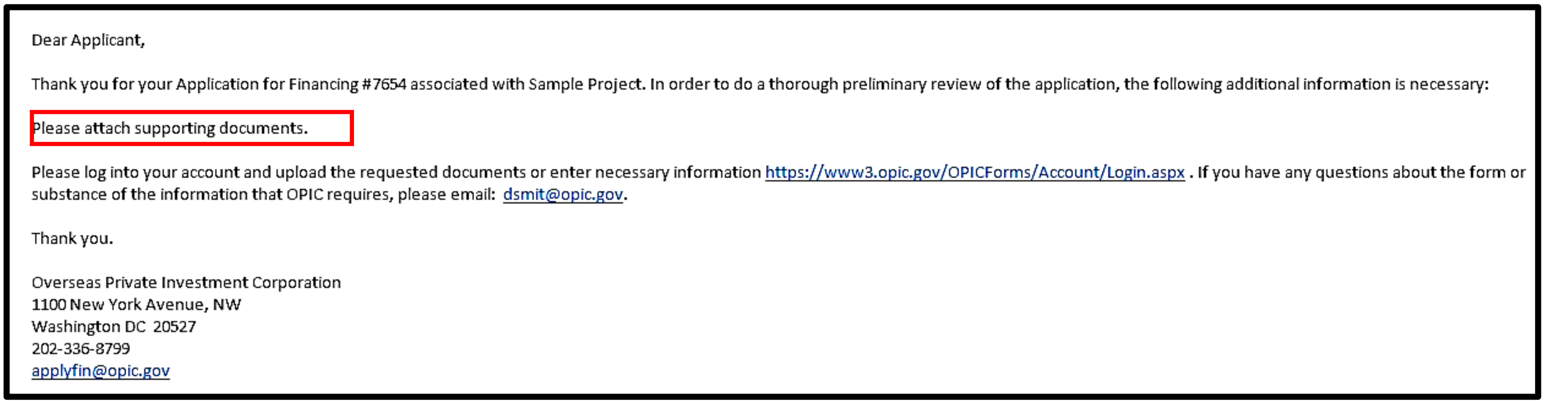
When the view opens, the applicant will have the ability to download/export the data into a file by clicking on the export drop-down menu and choosing a file format. PDF is probably best if the applicant wants to print or save the document.



<u>Note</u>: If the applicant prints out their submission immediately after submitting it, they may notice that the OPIC Finance officer name listed at the end of the form says "Alison Germak" rather than the officer they chose. The system automatically sends all applications directed to Small and Medium Enterprise Finance (SMEF) officers through Ms. Germak. Rest assured that the application will be routed to the correct officer.

2.3 Edit Form 115 Submission

After the OPIC Finance officer has reviewed the application and discussed it with the applicant, they may determine that the applicant needs to edit the application or attach (additional) supporting documents. In this instance, the OPIC Finance officer will place the application into a status of "Under Review – Information Requested." This action "opens" the application for editing by the applicant. The applicant will receive an email like the one below. If the OPIC Finance officer has entered specific instructions about the edits or attachments that need to be made, those will be listed in the email. Alternatively, the OPIC Finance officer may have communicated this information to the applicant separately (e.g. by telephone).



Dear Applicant,

Thank you for your Application for Financing #7654 associated with Sample Project. In order to do a thorough preliminary review of the application, the following additional information is necessary:

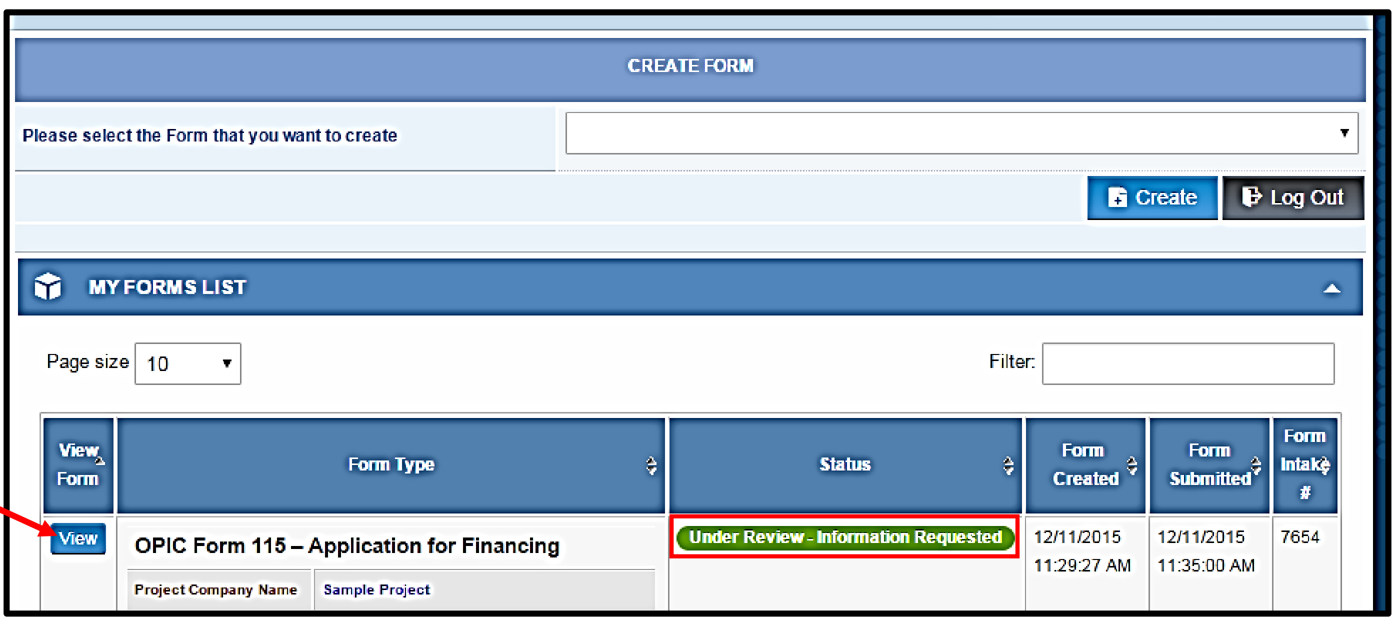
Please attach supporting documents.

Please log into your account and upload the requested documents or enter necessary information https://www3.opic.gov/OPICForms/Account/Login.aspx . If you have any questions about the form or substance of the information that OPIC requires, please email: dsmit@opic.gov.

Thank you.

Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington DC 20527
202-336-8799
applyfin@opic.gov

When the applicant logs into their account, they will see that the status has changed to "Under Review – Information Requested," and when they click on "View" button, they will be able to enter the Application itself to edit it and/or attach documents.

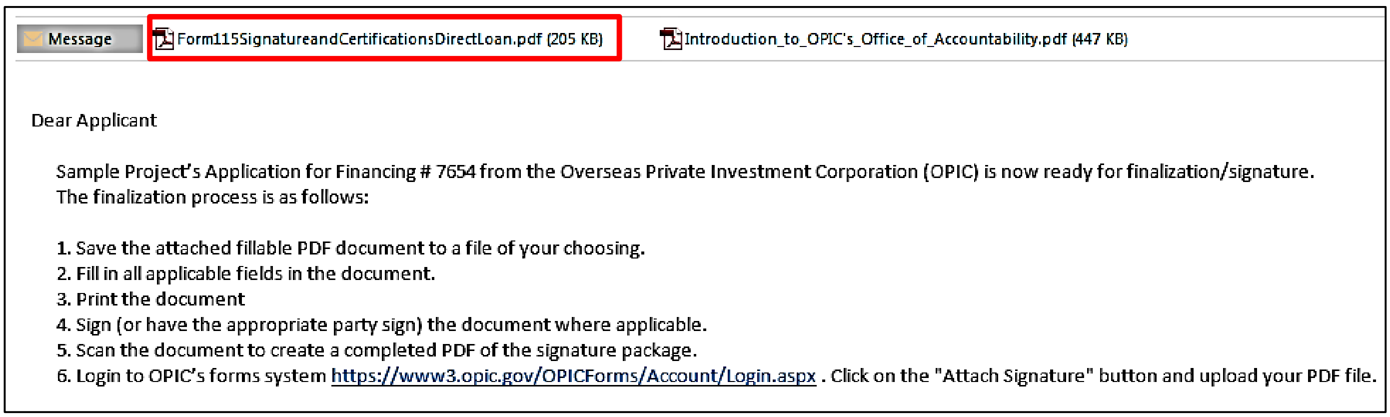


Once the applicant has edited or added information/documents, it is very important that they go to the "Submit" page and click the "Submit" button. Otherwise, the OPIC Finance officer will not be able to continue processing the application in the system. This procedure of editing and re-submission may be done as many times as necessary during the underwriting process.

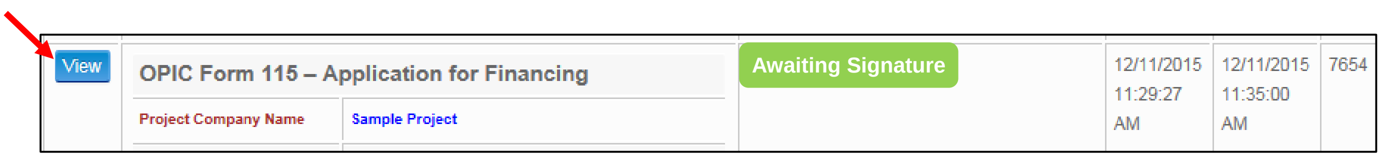
2.4 Finalize Signature on Form 115

Information provided by the applicant in a Form 115 (and in the associated Form 248) may change significantly during the underwriting process, so OPIC's forms system has been structured such that the applicant does not finalize the signature on the Form 115 until after the Office of Investment Policy clearances have been completed (see Section 3.4 below). Therefore, the OPIC Finance officer usually asks the applicant to finalize their signature on the application after the approval of the transaction and just before OPIC and the applicant are to sign legal documentation (i.e. "a commitment").

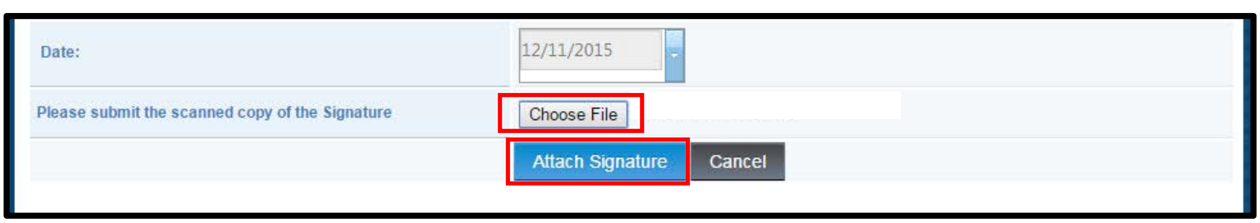
When the OPIC Finance officer is ready to request that the applicant sign the Form 115, they will put the Form 115 into a status of "Awaiting Signature." The system will send an email to the applicant with a fillable PDF of the relevant signature pages (pages for direct loans are different from those for investment guaranties) and instructions on how to complete it and upload it:



The applicant will complete, sign and scan the signature page(s) and will log back into their account to upload the scanned document. They will click on the "View" button next to the relevant Form 115.



An attach document screen will open, enabling the Applicant to upload the signature PDF that they have signed and scanned.



The OPIC Finance officer will receive an email notification after the applicant uploads their signature pages, and the system will automatically change the status of the Form 115 to "Final Signed." Once the status Form 115 has changed to Final Signed, no additional changes of any kind may be made to that Form 115 or the associated Form 248. At that point, they are archived/historical documents.

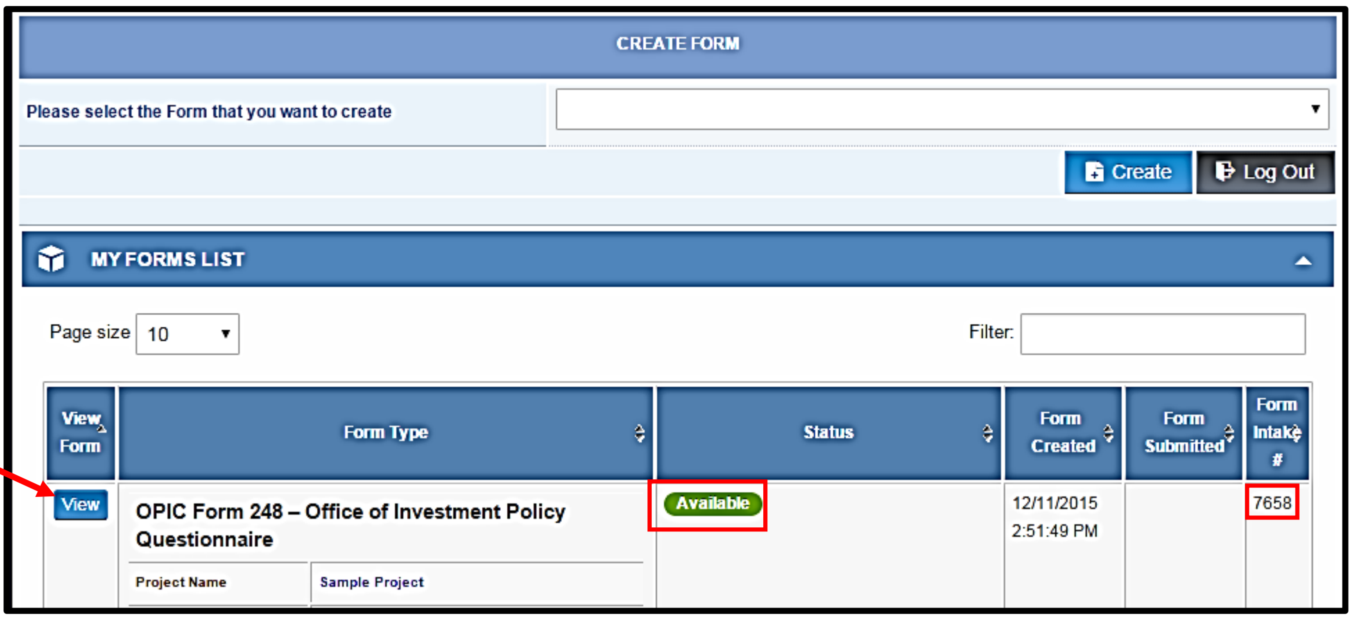
3. Office of Investment Policy Questionnaire (Form 248)

OPIC's Office of Investment Policy ("OIP") must evaluate the economic, social, labor and environmental impacts of each project that OPIC considers supporting and provide a written "clearance" in each area. Applicants must complete the Office of Investment Policy Questionnaire (Form 248) in order to provide information on the impacts of the project, which OIP will use to evaluate the project and complete the clearances.

Once the OPIC Finance officer has done a preliminary review of the Form 115 application materials and determined that the proposed project is one that should progress to the due diligence phase, they will make the Form 248 available to the applicant. The applicant will receive an email like the one below notifying them that a Form 248 is waiting for them in their account.

> Dear Applicant
>
> As part of the Finance Application process, OPIC requires that applicants complete an Office of Investment Policy Questionnaire (OPIC Form 248). The information requested in this form is required to determine the expected effects of the proposed project on the U.S. economy and employment, as well as local effects on the environment, economic development and worker rights.
>
> Please log into your account and complete the OPIC Form 248 https://www3.opic.gov/opicforms/Account/Dashboard.aspx
> If you have any questions, please contact: dsmit@opic.gov
>
> Thank you.

When the applicant logs in, they will see the Form 248 is "Available." The applicant will click the "View" button to open it and begin working. Note this form also has a system-generated intake number, which is useful as a reference in case technical support is necessary.



Note: After the Form 248 has been generated, it is still possible to edit the Form 115. The OPIC Finance officer may change the status of the Form 115 to "Under Review – Information Requested" in order to allow for edits without disturbing the status of the Form 248. **However**, if the Form 115 edits are indicative of changes to the project of which OPIC's Investment Policy department should be aware as they perform their evaluation, then the applicant should be sure that the information provided in the Form 248 is consistent with the updated data in the Form 115.

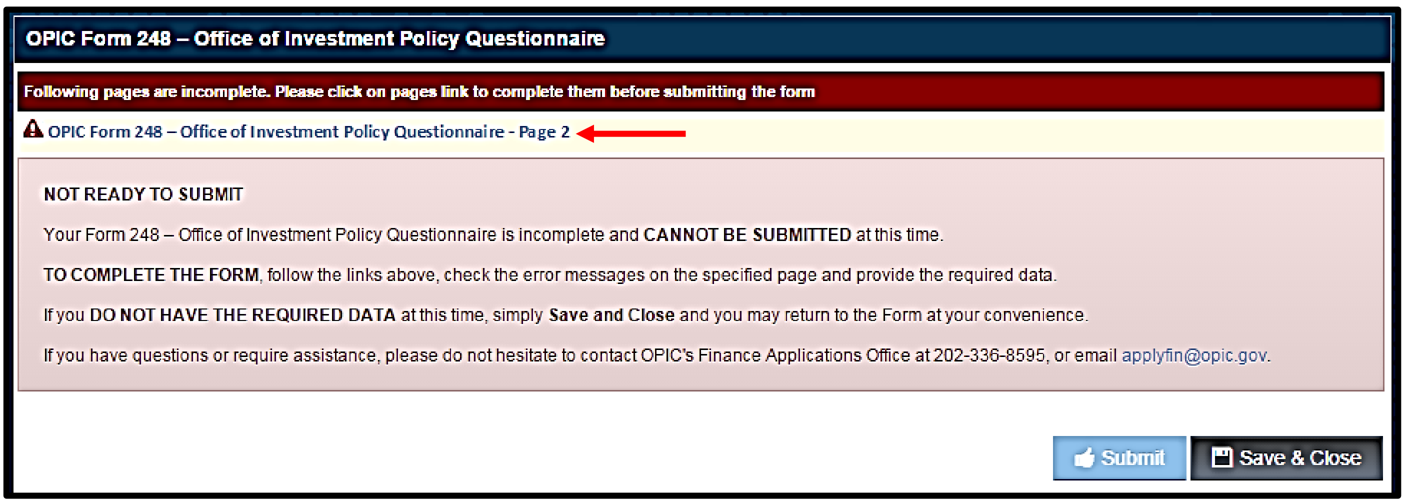
Navigation of the Form 248 works the same way as navigation of the Form 115. Applicants should note, however, that **Question 2A** on the first page is particularly important because the answer will determine which "version" of the form the applicant completes. One major section of the form has different questions depending upon whether or not the project involves financial services. If the borrower is a financial institution and/or the project will involve the origination and/or servicing of a loan or lease portfolio, then the applicant should choose the "Financial Services" option. Choosing this option will allow the applicant to provide information on the current and/or projected composition of the loan or lease portfolio. If not, they should choose the "Non-Financial Services" option which will allow the applicant to provide operational data for projects not in the financial services industry. To see a PDF of the version of the form that applies to your project, click on the relevant link below:

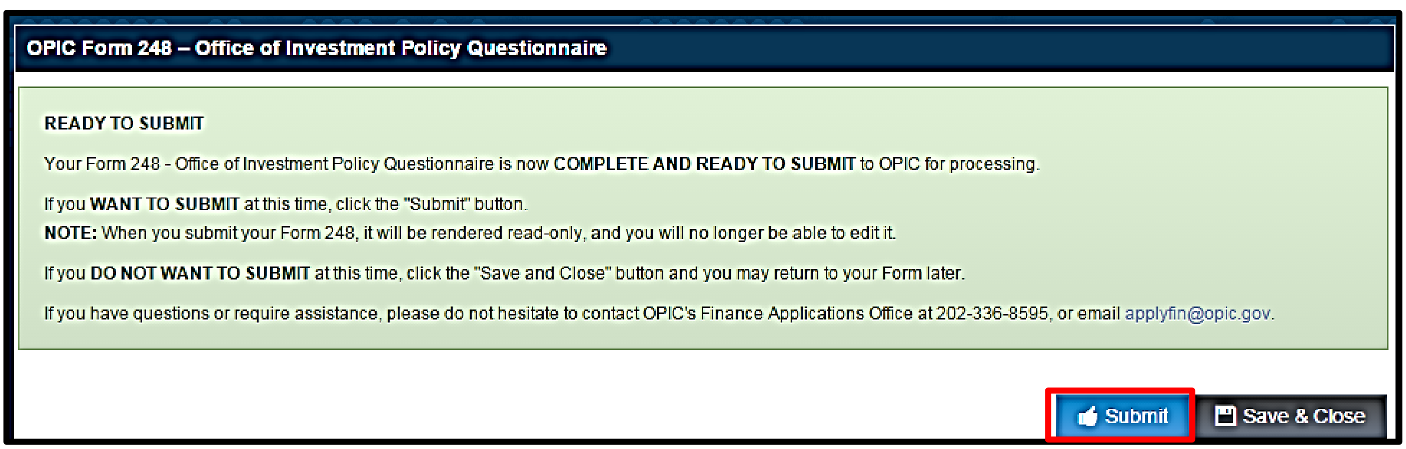
Form 248 for non-financial services projects

Form 248 for financial services projects

3.1 Submit Form 248

The "Submit" page of the Form 248 works the same way as that of the Form 115. If the applicant has missed a question or provided incomplete information, the system provides a hyperlink for them to click to go back to the page that they need to correct (first picture below). If all required questions have been answered completely, the system will indicate that the applicant may submit the form (second picture below).

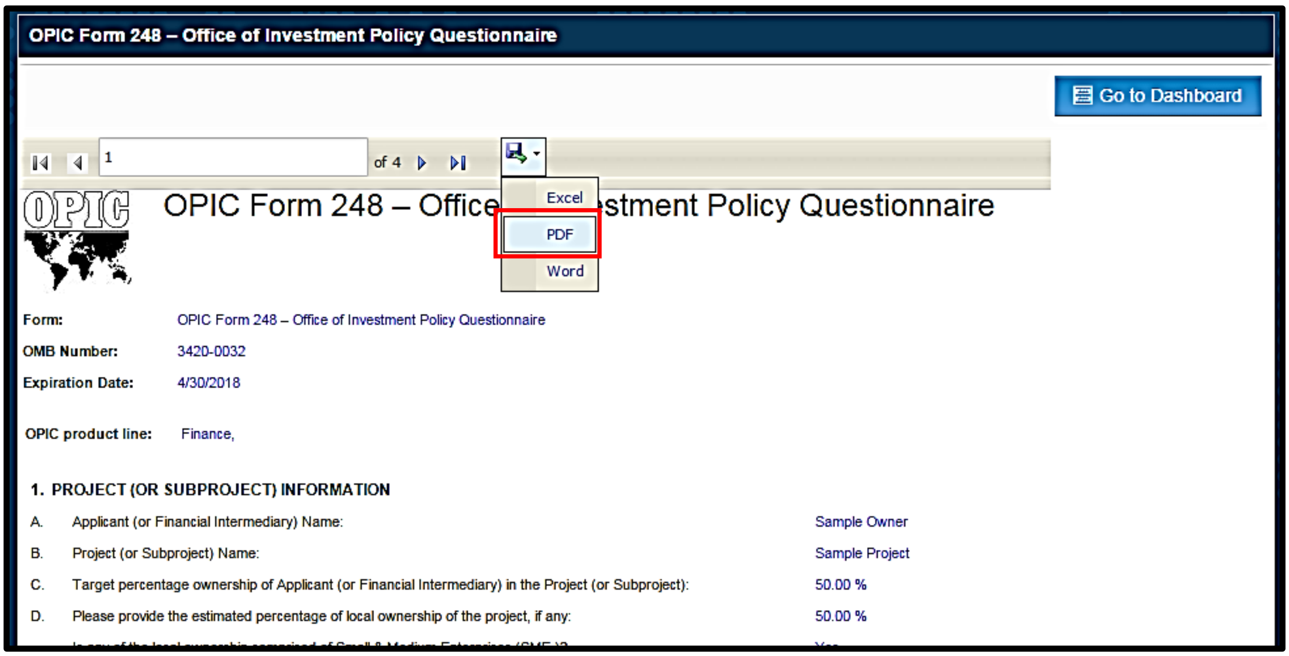




3.2 View/Save a Copy of Form 248 Submission

Just as with the Form 115, **the Form 248 is in "read only" status once the applicant has submitted it**. The applicant cannot edit it unless the OPIC Finance officer opens it back up for editing (see section 3.3 below). However, the applicant can view, print and save a copy of their submission. On the Dashboard, click on "View" button next to the Form 248 record.

When the view opens, the applicant will have the ability to download/export the data into a file by clicking on the export drop-down menu and choosing a file format. PDF is probably best if the applicant wants to print or save the document.



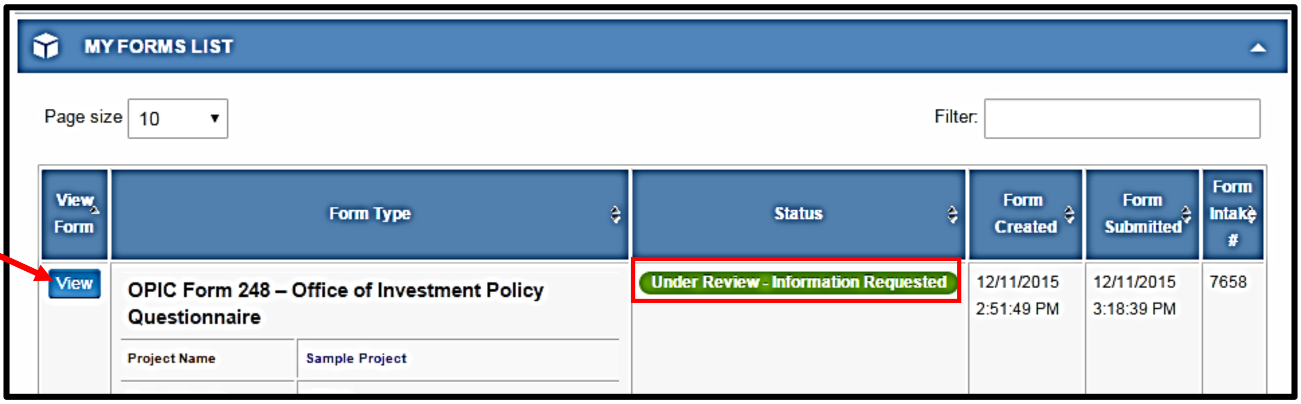
3.3 Edit Form 248 Submission

It is normal during the course of the policy evaluation for OPIC's OIP officers to have questions about various aspects of the project. The OIP officers generally provide their questions to the OPIC Finance officer, and the OPIC Finance officer will forward questions to the applicant as necessary. In some cases, OPIC personnel and/or the applicant will realize that the Form 248 requires editing in order to fully and correctly depict the impacts of the project. In that event, the OPIC Finance officer will place the Form 248 into a status of "Under Review – Information Requested," which will open the Form 248 for editing by the applicant.

As with the Form 115, the applicant will receive a notification email:

> Dear Applicant,
>
> Thank you for your Office of Investment Policy Questionnaire associated with Sample Project. The officer with whom you are working has opened the form to allow you to edit/provide additional information:
>
> Please log into your account at https://www3.opic.gov/OPICForms/Account/Login.aspx to make the necessary edits.
>
> If you have any questions about the form or substance of the information that OPIC requires, please email: dsmit@opic.gov
>
> Thank you.

When the applicant logs into their account, they will see that the Form 248 status has changed to "Under Review – Information Requested," and when they click on "View" button they will be able to enter the Form 248 itself to edit it and/or attach documents.



Once the applicant has edited or added information/documents, it is very important that they go to the "Submit" page and click once more on the "Submit" button. Otherwise, the OPIC Finance and OIP officers will not be able to continue processing the revised Form 248 in the system.

3.4 Other Statuses for the Form 248

The Form 248 may be placed into other statuses by either the OPIC Finance officer or the OPIC OIP officers. These statuses do not require any action by the applicant:

- "Submitted for Policy Clearance" means that the OPIC Finance officer has formally submitted the project to OIP for them to perform the policy clearance process.
- "Policy Clearances in Progress" means that OIP is working on the evaluation of the project and preparation of the clearances.
- "Policy Clearances Completed" means that all four OIP clearances have been completed. **The Form 248 must be in this status before the applicant can finalize their signature on the Form 115 (see section 2.4 above).** The Form 248 does not have a separate signature page. When the applicant signs the Form 115, they have essentially finalized the Form 248 as well.

4. Sponsor Disclosure Report (Form 129)

An important part of the due diligence that OPIC performs on each potential project is the "Know Your Customer" due diligence that is standard for financial institutions. This due diligence involves doing background checks (and sometimes credit checks) on the potential borrower/project company (if it is an existing company), the owners (both direct and indirect) and any other parties that play a substantial financial or operational role in the project. Per the Sponsor Disclosure Report, OPIC's definition of a "Project Sponsor" is as follows:

An individual or entity who either (i) ultimately, beneficially owns, whether directly or indirectly, ten percent (10%) or more of the Project Company, or (ii) subject to OPIC's review of the application submitted in support of the Project, will either provide credit support to the Project or bear a significant managerial relationship to the Project.

In the Form 129, each Project Sponsor will provide identification information that will enable OPIC personnel to run background (and/or credit) reports and will make representations regarding certain financial and legal issues. To see a PDF copy of the Form 129, please click here. Please note that the identification information requested varies depending upon what type of sponsor is completing the report (an individual person or various types of business entities). When a Project Sponsor completes the actual Form 129 on-line, they will only see the questions that are applicable to them.

4.1 Distribute Form 129 Invitations

The first step in the process is for the OPIC project team (the OPIC Finance officer and their OPIC Project Attorney) to determine what parties meet the definition of "Project Sponsor." They will make this determination based upon the project ownership structure provided in Question 3 of the Form 115 as well as other information that the applicant has provided regarding the project's financial structure/support and proposed operational/managerial arrangements. Therefore, it is very important to provide OPIC with clear and complete information on these topics when submitting the Form 115.

Once the OPIC project team has determined who the Project Sponsors are, the OPIC Finance officer will send email "invitations" to those Project Sponsors that will enable them to access a Form 129. The OPIC Finance officer generates these invitations by entering the name of the Project Sponsor and an email address on an input screen on the OPIC side of the system. In some cases, each Project Sponsor prefers to receive their email invitation directly. In other cases, a group of Project Sponsors may be working with a financial advisor, and they may prefer to have the financial advisor receive all the invitations and then assist them individually with filling out the Form 129. In either case, the applicant must let the OPIC Finance officer know the email address(s) to which the invitations should be sent.

A sample Form 129 invitation is shown below. Please note that the invitation provides a link to OPIC's forms system and a **security code** that will be used to activate the form.

Dear Sir or Madam:

Sample Project has applied for financing from the Overseas Private Investment Corporation (OPIC), an agency of the U.S. Government. Based upon the information provided on behalf of **Sample Project**, we believe that **Sample Sponsor A** qualifies as a Project Sponsor (see definition below) of **Sample Project's** project in **Kenya**. OPIC requires that all Project Sponsors complete a Sponsor Disclosure Report (OPIC Form 129).

Definition of Project Sponsor: An individual or entity who either (i) ultimately, beneficially owns, whether directly or indirectly, ten percent (10%) or more of the project company, or (ii) subject to OPIC's review of the application submitted in support of the project, will either provide credit support to the project or bear a significant managerial relationship to the project.

Please create an account in OPIC's secure on-line forms system to create and complete Form 129 **https://www3.opic.gov/opicforms/Account/Dashboard.aspx**
In the system, when you choose Form 129 from the dropdown menu and click Create, you will need the following security code to enter the form:

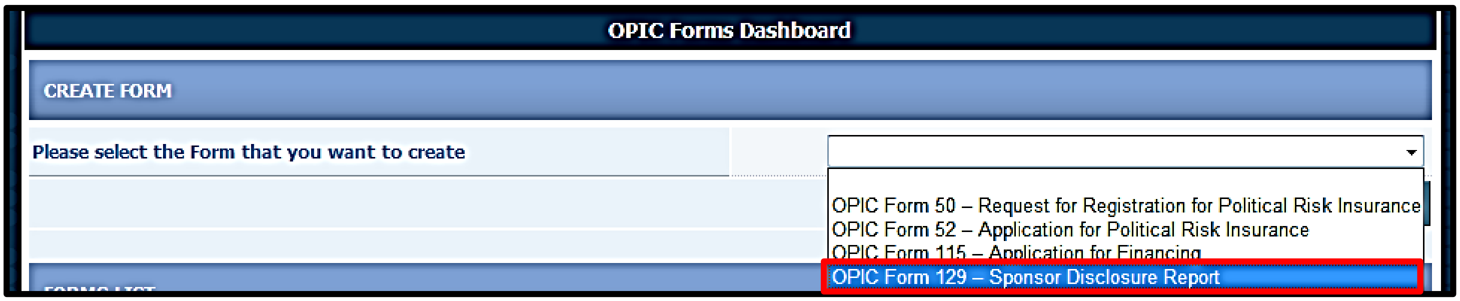
071d1afd-06c1-49bb-9487-904ef69e7729

If you have any questions, please email: **dsmit@opic.gov**

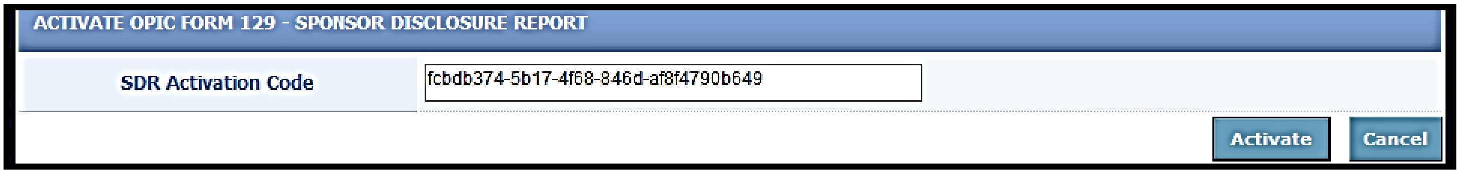
4.2 Initiate Form 129

Important Note on Information Security/Privacy: A Project Sponsor **does not** have to initiate and complete their Form 129 in the same account where the Form 115 and Form 248 for their project are stored. The Form 129 contains personal identification and legal information that a sponsor may not wish to share with other parties involved in their project. Therefore, OPIC's forms system has been structured such that each Project Sponsor may create their own on-line OPIC account (to which no one else would have access without the username and password) and store their Form 129 in that account. The security code provided in the email invitation will create a cross-reference between their Form 129 and the Form 115 prepared for their project, so when they submit their Form 129, the system will automatically match up their form with the correct project.

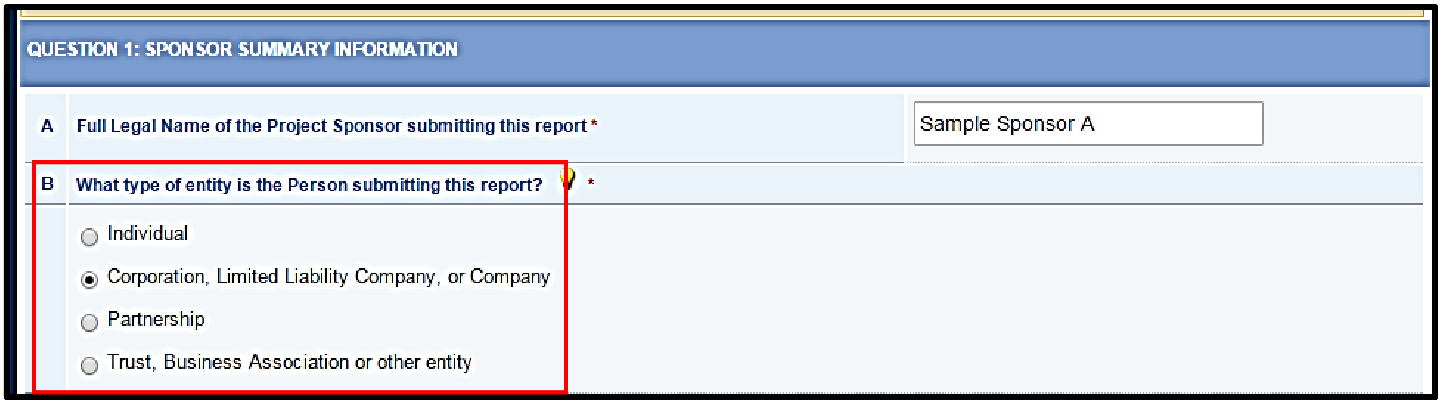
To initiate a Form 129, a Project Sponsor will click on the link in the invitation to go to OPIC's forms system and register for an account. Once they have registered and gone into their account, the Project Sponsor will choose "OPIC Form 129 – Sponsor Disclosure Report" from the drop-down list of forms that they can create.



After the Project Sponsor clicks the "Create" button, the system will ask for the security/activation code that was listed in the email invitation. Tip: Because the code is rather long, it is easier to copy it out of the email and paste it into the field rather than trying to type it out. Then the Project Sponsor will click the "Activate" button to enter the form.



Note: **Question 1B** on the first page is particularly important because the answer will determine which "version" of the form the Project Sponsor completes. For example, identification information requested on page 2 of the form varies depending upon what type of entity the Project Sponsor is.



4.3 Submit Form 129

After completing all of the pages and uploading any supporting documentation, the Project Sponsor will come to the "Submit" page. If the Project Sponsor has accidentally missed a question or not filled in required information, the system will indicate that the form is not complete and will provide a link back to the page where the error is located.

Your form cannot be submitted until all pages are complete. Please click the page links below to provide the required information

Page 3: Sponsor Obligations

SUBMISSION PROCESS

FORM STATUS

Some required fields in the Sponsor Disclosure Report have not been completed. You cannot submit a form with incomplete fields. Please click on the error link(s) above to see pages with incomplete fields. If you do not have the required data at this time, simply click the "Cancel" button and you may return to the form at your convenience.

Once any errors or omissions are corrected, the "Submit" page will provide the Project Sponsor with a summary of the submission process and a notification regarding OPIC's credit investigation as well as a "Submit" button.

All required fields in the Sponsor Disclosure Report have been completed. You may submit the form for OPIC review by clicking the "Submit" button below. The Sponsor Disclosure Report review and finalization process is as follows:

- Once you click the "Submit" button, your Sponsor Disclosure Report will be in a "read-only" format.
- An OPIC officer/attorney will review your Sponsor Disclosure Report for completeness.
- If the officer/attorney determines that the information is incomplete or that additional information is required, the form will be "unlocked" and returned to you for editing.
- If the officer/attorney determines that the form is complete, you will receive a PDF signature page that you will be requested to print, sign, scan and upload. The signature page will include the following notification.

NOTIFICATION OF CREDIT INVESTIGATION

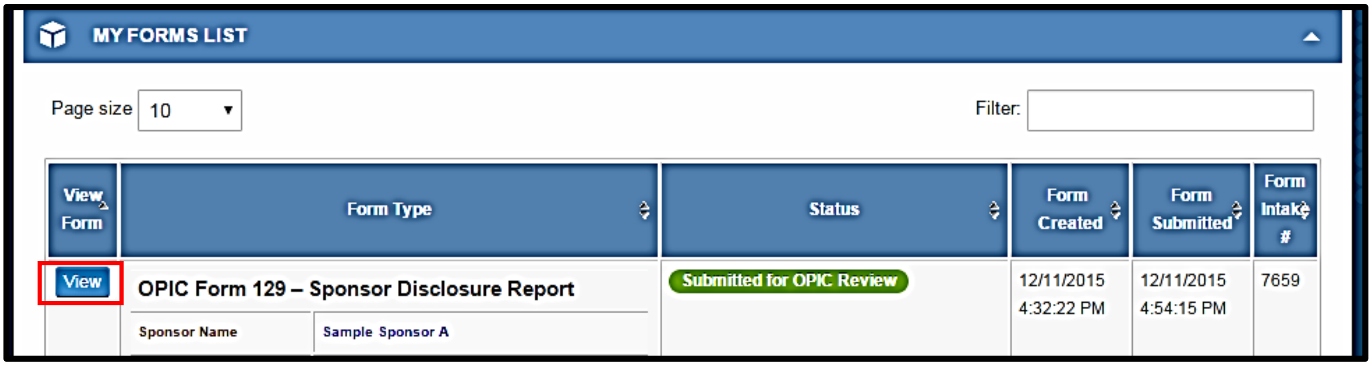
As part of the application process for OPIC financing, OPIC routinely undertakes credit investigations of applicants for such financing. OPIC considers such investigations to be an essential element in evaluating the qualifications of the Project Sponsor and its Affiliates (as such term is defined in the instructions). These investigations may involve the use of private consumer credit reporting firms, court clerks and government agencies. The investigations may focus on, but are not necessarily limited to, the financial responsibility, credit record, business reputation, character, overdue and unpaid tax obligations, criminal record, and general reputation of the Project Sponsors and their Affiliates, and their respective principal officers and directors. The nature of the investigations will be at the discretion of OPIC, and, by signing below, the Project Sponsor consents to such investigations by OPIC and its agents. Under the Fair Credit Reporting Act, 15 U.S.C. §1681, the undersigned may be entitled to additional information regarding the nature and scope of any investigation of which it is the subject if requested by it in writing. In addition to performing such credit checks, OPIC is required to verify that each Project Sponsor (who has a Taxpayer Identification Number or a Social Security Number) is not delinquent on any Federal tax obligations. Signature of this form constitutes the undersigned's consent to such investigations, checks and verification.

The undersigned, as either the Project Sponsor (in the case of an individual) or as the duly authorized representative of the Project Sponsor (in the case of Persons other than an individual), including their respective Affiliates as the case may be, certifies on behalf of the Project Sponsor and its Affiliates that the information and certifications provided in response to the questions herein, under penalty of law (pursuant to 22 USC Section 2197(n)), are true and correct to the best of such Person's knowledge after due inquiry, and that such Person has not misrepresented or omitted any material facts relevant to said representations. If after the date hereof the Project Sponsor comes into possession of any information material or relevant to said representation, the Project Sponsor agrees not to withhold it, and the undersigned agrees to communicate such knowledge to OPIC immediately by letter .

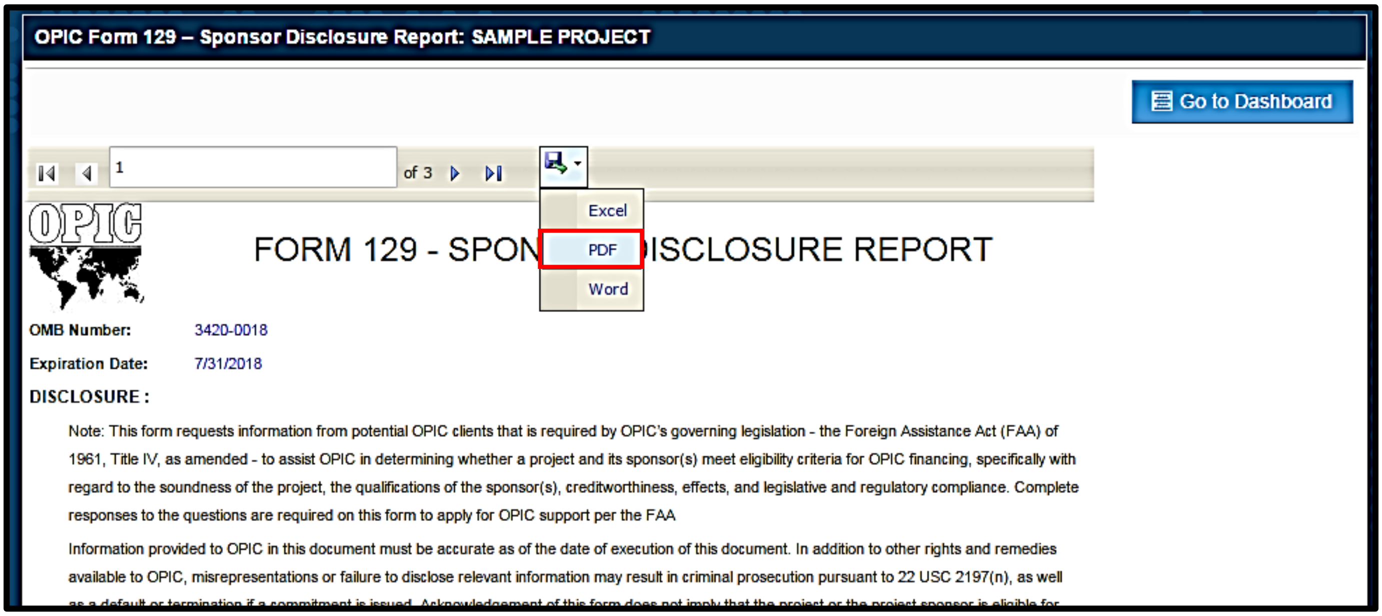
Full Name of Project Sponsor	Sample Sponsor A
Name of the Authorized Person (if applicable)	John Smith
Title of the Authorized Person (if applicable)	CEO
	Submit Save & Close

4.4 View/Save a Copy of Form 129 Submission

Once the Form 129 has been submitted for OPIC review, it is in "read only" status, so the Project Sponsor may not edit it. However, the Project Sponsor may view, print and save copies of the submission. On the Forms Dashboard, click the "View" button next to the form.



When the view opens, the applicant will have the ability to download/export the data into a file by clicking on the export drop-down menu and choosing a file format. PDF is probably best if the applicant wants to print or save the document.



4.5 Edit Form 129 Submission

The members of the OPIC project team will review the Form 129 submission from each Project Sponsor. If the Form 129 appears to be complete, the OPIC Finance officer will initiate the signature process (see Section 4.6). However, if the project team determines that additional information is needed on any item, a member of the project team will communicate the requested edits to the Project Sponsor and place the Form 129 into a status of "Under Review – Information Requested" to open it up for editing by the Project Sponsor.

The system will send an email notification like the one below to the email address where the original Form 129 invitation was sent:

Dear Project Sponsor,

OPIC has reviewed your Form 129 [Sponsor Disclosure Report] and additional information or edits are required. Your Form has been opened for editing.

Please log into your account and make the changes as discussed https://www3.opic.gov/opicforms/Account/Login.aspx. If you have any questions about the form or substance of the information that OPIC requires, please email: dsmit@opic.gov

Thank you.

When the Project Sponsor logs into their account, they will see that the Form 129 status has changed to "Under Review – Information Requested," and when they click on "View" button they will be able to enter the Form 129 itself to edit it and/or attach documents.

Page size 10 Filter:

View Form	Form Type	Status	Form Created	Form Submitted	Form Intake #
View	OPIC Form 129 – Sponsor Disclosure Report Sponsor Name: Sample Sponsor A	Under Review - Information Requested	12/11/2015 4:32:22 PM	12/11/2015 4:54:15 PM	7659

Once the Project Sponsor has edited or added information/documents, it is very important that they go to the "Submit" page and click once more on the "Submit" button. Otherwise, the OPIC project team will not be able continue processing the revised Form 129 in the system.

4.6 Finalize Signature on Form 129

When the OPIC project team determines that a Project Sponsor's Form 129 appears to be complete, the OPIC Finance officer will place the form into a status of "Awaiting Signature." The system will send an email notification like the one below to the email address where the original Form 129 invitation was sent. The email contains a PDF signature page attachment and instructions for completing and uploading the document.

Dear Project Sponsor,

Your Sponsor Disclosure Report for Sample Sponsor A is now ready for finalization/signature. The finalization process is as follows:

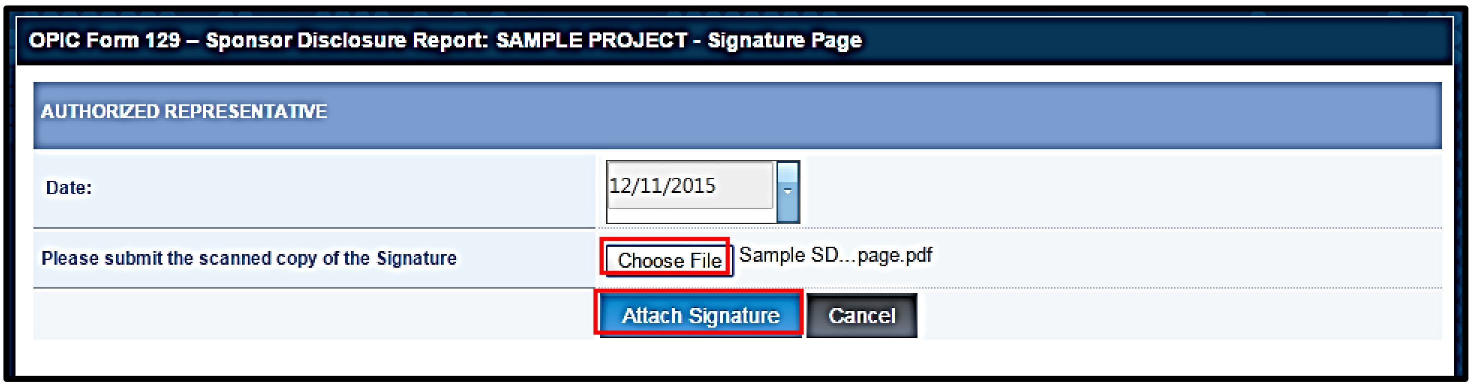
1. Save the attached fillable PDF document to a file of your choosing.
2. Fill in all applicable fields in the document.
3. Print the document
4. Sign (or have the appropriate party sign) the document where applicable.
5. Scan the document to create a completed PDF of the signature page.
6. Login to OPIC's forms system https://www3.opic.gov/opicforms/Account/Login.aspx. Click on the "View" button to the left side of the SDR. Upload the scanned signature document. Click on the "Attach Signature" button to complete the upload

If you have any questions, please email: dsmit@opic.gov

Thank you.

Once the Project Sponsor has completed and scanned the signed signature page, they will log into their account and click on “View” button next to their form.

An attach document screen will open, enabling the Project Sponsor to upload the signature PDF that they have signed and scanned.



The OPIC Finance officer will receive an email notification after the Project Sponsor uploads their signature page. If the Project Sponsor has accidentally completed the signature page incorrectly or has uploaded the wrong document, the OPIC Finance officer is able to put the Form 129 back into Awaiting Signature status to allow the Project Sponsor to upload a revised signature document, which would replace the original signature document.

Once the Form 129 signature has been accepted by the OPIC Finance officer, no additional changes of any kind may be made to that Form 129. At that point, the status will be “Final Signed,” and it is an archived/historical document.