

# Instructions/Tips on Attaching Documents

- The embedded buttons that allow a user to upload an attachment in response to a particular question will only take one document per button. If the user clicks the button again and attaches a second document, it will replace the first document.
- If the user wants to provide more than one document in response to a particular question, there are two ways to handle it:
  - Scan all the documents into one PDF file so that there is only one document to upload.
  - Load the first document using the embedded button, and load subsequent documents using the [“Supporting Documentation”](#) link at the bottom of any screen.

# Ownership Chart

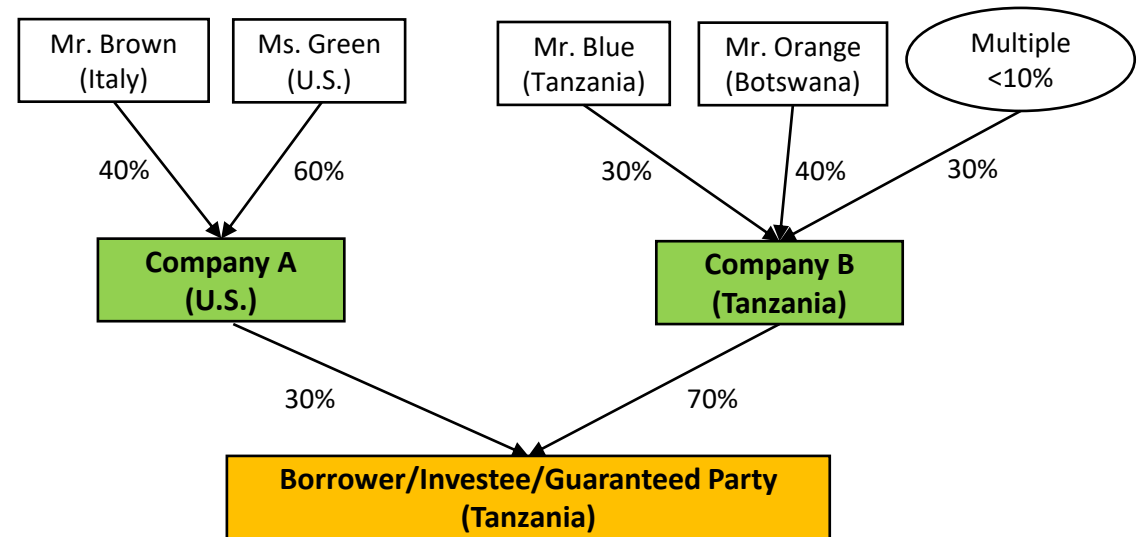
An Ownership Chart could be in the form of a table or a schematic.

## Table Format

Name of Owner	Direct or Indirect Ownership	Country of Citizenship or Incorporation	% Ultimate Ownership
<b>Company A</b>	<b>Direct</b>	<b>United States</b>	<b>30%</b>
Mr. Brown	Indirect	Italy	12%
Ms. Green	Indirect	United States	18%
<b>Company B</b>	<b>Direct</b>	<b>Tanzania</b>	<b>70%</b>
Mr. Blue	Indirect	Tanzania	21%
Mr. Orange	Indirect	Botswana	28%
Multiple shareholders <10%	Indirect	Multiple Countries	21%

- Notice that the Direct ownership adds up to 100%, and the Indirect Ownership adds up to 100%.
- Any entity/individual that owns (directly or indirectly) 10% or more is important because DFC needs to do Know Your Customer (KYC) due diligence on them.

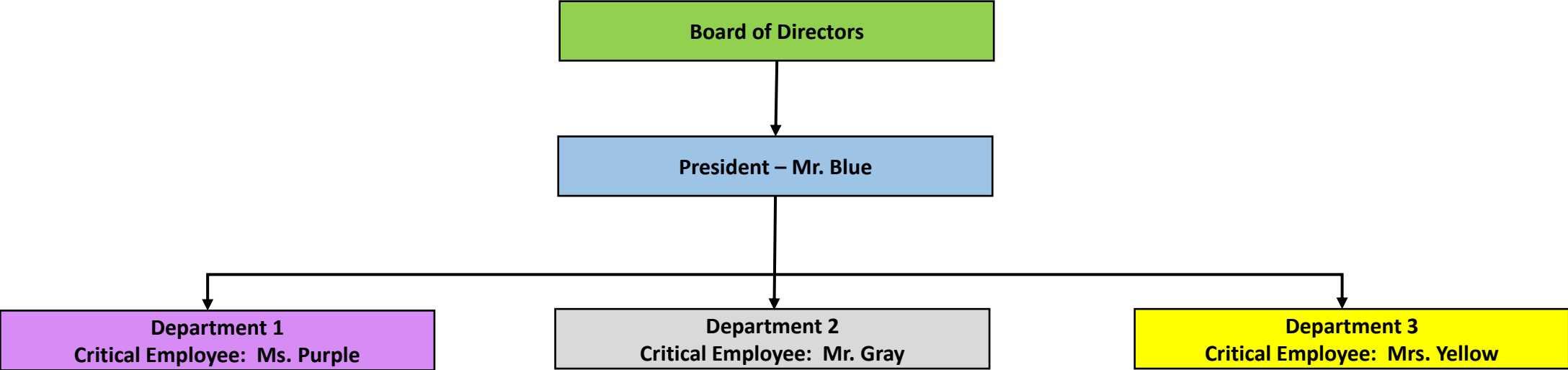
## Schematic Format



- The math is the same with this format. For example: Mr. Brown owns 40% of Company A, and Company A owns 30% of the Borrower/Investee/Guaranteed Party. 40% multiplied by 30% equals 12% ultimate indirect ownership by Mr. Brown.

# Organizational Chart

An Organizational Chart does not need to show every employee. It should highlight corporate structures and individuals who are critical to the success of the DFC-supported transaction.



The people highlighted in this chart will most likely be the management team members whose experience/track record you will describe in Question 8 of this form.

# Key Relationship Chart

Key Relationships may vary greatly depending upon the industry and the market. Below are some common examples:

