

Documents and Guidelines for the Application



GUIDELINES FOR SUCCESSFULLY SUBMITTING AN APPLICATION

Before you start, please review the list and specifications of the documents below.

All documents are required for submitting an application and completing the application and approval process. The list sets out all the documents required by the NRB, including the required document format, language version, and other relevant details.

1/ Download and complete the Application Form and all other documents listed in Section 1a that are available for download and completion.

2/ Please prepare legible copies and scans of all other supporting documents required under Sections 1b and 1c.

3/ Send all documents to: UA_URG@nrb.cz.

4/ We will confirm receipt of your application and all accompanying documents by email within 48 hours of submission.

5/ As part of the subsequent correspondence and approval process, you will be required to provide the documents listed in Section 2.

6/ Further documents required during the project implementation and throughout the duration of the contract are listed in Section 3.

DOCUMENT FORMATS

Please send us the documents provided for download and electronic completion without signatures, using their original file names and in the specified formats (XLSX, DOCX, etc.).

Please provide legible electronic copies and scans of all other supporting documents in a commonly used format (PDF, JPEG, GIF, PNG, etc.).

NOTE FOR APPLICANTS

Given the international nature of the programme, all documents and instructions are provided in English or, where applicable, in the original language.

The NRB is entitled to reject incomplete or incorrect applications that the applicant fails to correct as instructed by the NRB, three months after they have been submitted.

If you have any questions or require clarification regarding the Programme, please contact us at: UA_URG@nrb.cz

1. Mandatory documents required for the submission of an application		
1a. Key application documents to be downloaded and completed	Language version, supplementary information	
Application for a guarantee	English	Download
Form – Annex: Project	English	Download
Annex R – Information on the client	English	Download
Annex C - Financial information	English	Download
Sustainability Requirements Verification Form	English	Download
Form – Enterprise Group	English	Download

1b. Additional supporting documents	Language version, supplementary information
Extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations, administered and maintained by the Ministry of Justice of Ukraine	The original version in Ukrainian An original document bearing an apostille, accompanied by an officially certified translation bearing an apostille (not older than three (3) months) as at the date of signing the contract
Articles of Association of the company	Copy certified by a notary in Ukrainian. Apostilled document with an officially certified (sworn) translation, bearing an apostille, issued no more than 3 months prior to the date of signing the Agreement
Memorandum of Association (if any)	English
Passport and personal identification number (if one has been issued) of the Managing Director and the ultimate beneficial owner (UBO)	Original language
Documents relating to the appointment of governing bodies	English

1c. Documents required for financial assessment	Language version, supplementary information
Annual Financial Statements for the years 2023-2026	Originals submitted to the tax authorities in Ukrainian, and copies in Excel translated into English
Form No. 1 – Balance Sheet, with explanations of debtors and creditors and non-current assets as of the latest reporting date	
Form No. 2 – Statement of Financial Results, with a breakdown of income and expenses. The statements are submitted for the same period as the financial statements	
Notes to the financial statements (if any)	Ukrainian
Tax returns for each submitted period, including confirmation of submission to the relevant tax authority	Originals submitted to the tax authorities in Ukrainian, and copies in Excel translated into English
Tax returns for each submitted period, including confirmation of filing with the relevant tax authority	Originals submitted to the tax authorities in Ukrainian, and copies in Excel translated into English
Bank certificate confirming the availability of bank accounts, account balances, and the absence/presence of outstanding debt (credit history), or an account turnover statement for Account 31 “Bank Accounts”	Ukrainian
Business plan or feasibility study for the intended use of the loan proceeds	English
Tax clearance certificates confirming that there are no outstanding tax liabilities, issued by the relevant tax authorities	Ukrainian
Cash-flow projections for a period of at least 5 years	English
Detailed description of the project and the level of security for its implementation (loan purpose, technical support, stage of preparation, sources of financing, and availability of the required permits)	English

2. Additional documents required during the loan arrangement process

Additional documents required prior to signing the Guarantee Agreement	Language version, supplementary information
Extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations, administered and maintained by the Ministry of Justice of Ukraine	The original version in Ukrainian An original document bearing an apostille, accompanied by an officially certified translation bearing an apostille (not older than three (3) months) as at the date of signing the contract
Articles of Association of the company	Copy certified by a notary in Ukrainian. Apostilled document with an officially certified (sworn) translation, bearing an apostille, issued no more than 3 months prior to the date of signing the Agreement
A copy of the Loan Agreement , specifying the provision of an NRB bank guarantee as the required security and the submission of the Guarantee Certificate as a prerequisite for drawing down the loan	English
Additional documents as required based on the specific project, upon request by NRB , e.g. a description of technical contingency measures in the event of a power outage; heating arrangements; a building permit, where required; proof of a trade licence or other professional qualification	English

3. Additional documents submitted during the implementation of the project

3a. Documents submitted during the implementation of the project	Language version, supplementary information
Annually updated information on the progress of project implementation	English

3b. Documents submitted throughout the contractual relationship	Language version, supplementary information
No later than 30 days after filing the tax return	
Annual financial statements	Originals submitted to the tax authorities in Ukrainian, and copies in Excel translated into English
Tax returns	Ukrainian
Notes to the financial statements (if any)	Ukrainian
Annex R – Annually	English
No later than 30 days after the end of the six-month period	
Financial statements for the six-month period	Originals submitted to the tax authorities in Ukrainian, and copies in Excel translated into English