**STAGES OF LEASING TRANSACTION WITH PURCHASE OPTION**

***1. Introductory stage (negotiations)***

The Client and Promagroleasing OJSC share general information about the Client's business, the supplier (manufacturer), the leasing item, its use in the Client’s project, as well as the basic terms of the international leasing transaction.

**2. Leasing Application. Preliminary terms and conditions of transaction.**

To start working on a leasing project, the Client provides the following documents to Promagroleasing OJSC, certified by the director / authorized person, chief accountant and the stamp of the company:

**- Leasing Application**

**- Annual Financial Statement**. With all the attachments for recent 1 year, with a record of the fiscal authority and auditor's conclusion (if it is available)

**- Current Financial Statement**. With all the attachments for the recent calendar (accountable) quarter of the current year

**- Itemization of accounts receivable and accounts payable**. Including amounts, ageing report and principal contractors as of the end of the recent calendar (accountable) quarter of the current year

**- Information about open bank accounts and monthly flow of funds**. For recent 12 months, including information about credits, loans and other financial obligations, as well as about the loans (including JSC Development Bank of the Republic of Belarus), loans and other financial obligations ( including, but not limited to obligations arising from suretyship and / or pledge agreements) as well as about current debt and arrears

**It is possible to forward documents by e-mail or by fax**

Based on the results of an express analysis of the Client's financial documents, as well as on the basis of information on the prices / terms of delivery of the leasing item from the supplier (manufacturer) selected by the Client, Promagroleasing OJSC makes settlements, sends to the Client an appropriate preliminary schedule of lease payments and informs about possible additional conditions of leasing

**3. Project appraisal. Decision-making on financing**

The Client forwards a full set of original documents according to the attached List. The Client can provide these documents initially by e-mail, followed by sending by express mail.

Promagroleasing OJSC makes a complete analysis of the project, agrees on the possibility and terms of financing, makes a decision to conclude an international leasing transaction.

**4. Conclusion of international leasing transaction**

At the stage of international leasing transaction conclusion, all agreements on the transaction are drawn up, agreed and signed:

- International leasing agreement with the option to purchase the leasing item at the end of the leasing period, with the attachment of the lease payment schedule, between Promagroleasing OJSC and the Client

- Purchase contract between the supplier of the leased item and Promagroleasing OJSC, approved by the Client;

- other contracts (if needed) - security agreements, custodial contracts, cargo contracts, etc.

**5. Performance of contracts**

The performance of the contracts are organized in the following stages:

- the Client shall make a down payment;

- the Lessor (Promagroleasing OJSC) shall make a payment for the leasing item to the supplier (manufacturer);

- transfer of the leasing item to the Client for the temporary ownership and use;

- the Client shall make lease payments;

- performance of other obligations under the contracts concluded.

**6. Completion of transaction.**

If the contracting parties performed the duties and when the lease term is nearing completion, the ownership right on the leasing item shall be transferred to the Client.

Transfer of the ownership right on the Leasing item shall be made according to the provisions of the international leasing agreement.