H. E. Osvaldo Tavares dos Santos Vaz
Minister of Finance, Trade and Blue Economy
Ministry of Finance, Trade and Blue Economy
São Tomé,
Democratic Republic of São Tomé e Príncipe

Re: IDA Grant D4460-ST
(São Tomé e Príncipe Transport Sector Development and Coastal Protection Project)
Additional Instructions: Disbursement and Financial Information Letter

Excellency:

I refer to the Financing Agreement between the Democratic Republic of São Tomé and Príncipe (the “Recipient”) and the International Development Association (the “Association”) for the above-referenced Project. The General Conditions, as defined in the Financing Agreement, provide that the Recipient may from time to time request withdrawals of Grant amounts from the Grant Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Association may specify from time to time by notice to the Recipient. The General Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter ("DFIL"), and may be revised from time to time.

I. Disbursement Arrangements, Withdrawal of Grant Funds, and Reporting of Uses of Grant Funds.

The Disbursement Guidelines for Investment Project Financing, dated February 2017, ("Disbursement Guidelines") are available in the Association’s public website at https://www.worldbank.org and its secure website “Client Connection” at https://clientconnection.worldbank.org. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the guidelines apply to the Grant is specified below.

(i) Disbursement Arrangements

- **General Provisions** (Schedule 1). The table in Schedule 1 sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatures, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.
(ii) Electronic Delivery. Section 11.01 (c) of the General Conditions.

The Association may permit the Recipient to electronically deliver applications (with supporting documents) through the Association’s web-based portal (https://clientconnection.worldbank.org) “Client Connection”. This option may be effected if the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of “Client Connection”. The designated officials may deliver Applications electronically by completing the Form 2380, which is accessible through “Client Connection”. By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Association by electronic means. The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The Association reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient. By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation, available in the Association's public website at https://worldbank.org and “Client Connection”; and (b) to cause such official to abide by those terms and conditions.

II. Financial Reports and Audits.

(i) Financial Reports. The Recipient must prepare and furnish to the Association not later than [forty-five (45)] days after the end of each calendar semester, interim unaudited financial reports (“IFR”) for the Project covering the semester.

(ii) Audits. Each audit of the Financial Statements must cover the period of one fiscal year of the Recipient, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished to the Association not later than six (6) months after the end of such period.

III. Other Information.

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Association’s website (http://www.worldbank.org/) and “Client Connection”. The Association recommends that you register as a user of “Client Connection”. From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, or if you have any queries in relation to the above, please contact the Association by email at askloans@worldbank.org.

Yours sincerely,

[Signature]

Elisabeth Huybens
Country Director for
São Tomé and Príncipe
Africa Region
Attachments
1. Form of Authorized Signatory Letter
2. Statement of Expenditure (SOE)

With copies: General Director
Agência Fiduciaria de Administração de Projetos
Prédio da Afriland First Bank – 20 andar
Avenida Kwame Nkrumah
CP 1029 São Tomé
São Tomé e Príncipe
## Schedule 1: Disbursement Provisions

### Basic Information

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>Country</th>
<th>Recipient</th>
<th>Name of the Project</th>
<th>Closing Date</th>
<th>Disbursement Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D4460-ST</td>
<td>Democratic Republic of Sao Tome and Principe</td>
<td>Ministry of Planning, Finance and Blue Economy</td>
<td>Sao Tome and Principe Transport Sector Development and Coastal Protection Project</td>
<td>June 30, 2024</td>
<td>Four months after the closing date.</td>
</tr>
</tbody>
</table>

### Disbursement Methods and Supporting Documentation

<table>
<thead>
<tr>
<th>Disbursement Methods</th>
<th>Methods</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Payment</td>
<td>Yes</td>
<td>Copy of records</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>Yes</td>
<td>Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL.</td>
</tr>
<tr>
<td>Designated Account</td>
<td>Yes</td>
<td>Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL.</td>
</tr>
<tr>
<td>Special Commitments</td>
<td>Yes</td>
<td>Copy of Letter of Credit</td>
</tr>
</tbody>
</table>

#### Designated Account (Sections 5 and 6 (**))

<table>
<thead>
<tr>
<th>Type</th>
<th>Financial Institution - Name</th>
<th>Frequency of Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Segregated</td>
<td>To be established at a financial institution acceptable to the Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>At least Monthly</td>
</tr>
</tbody>
</table>

#### Minimum Value of Applications (subsection 3.5)

The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is USD 300,000 [equivalent].

#### Authorized Signatures (Subsection 3.1 and 3.2 **) The form for Authorized Signatories Letter is provided in Attachment 1 of this letter

#### Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 **)

<table>
<thead>
<tr>
<th>Address for ASL</th>
<th>Address for applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>The World Bank Office</td>
<td>The World Bank Office</td>
</tr>
<tr>
<td>1818 H Street, NW</td>
<td>Delta Center, 13 Floor</td>
</tr>
<tr>
<td>Washington DC 20433</td>
<td>Menengai Road, Upper Hill</td>
</tr>
<tr>
<td>United States of America</td>
<td>Nairobi, Kenya</td>
</tr>
<tr>
<td>Attention: Elisabeth Huybens</td>
<td>Attention: WFA Financial Operations</td>
</tr>
<tr>
<td>Country Director for Sao Tome and Principe</td>
<td>Tel: +0254 20 293 6000</td>
</tr>
</tbody>
</table>

#### Additional Information/Instructions

Transfers from the Designated Accounts to Project Account in local currency (STD) may occur as necessary for project implementation.

### Other

**Sections and subsections relate to the “Disbursement Guidelines for Investment Project Financing”, dated February 2017.**
International Development Association
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Re: Grant No. D4460-ST (São Tomé and Príncipe Transport Sector Development and Coastal Protection Project)

Attention: ________________, Country Director

I refer to the Financing Agreement ("Agreement") between the International Development Association (the "Association") and the Democratic Republic of São Tomé and Príncipe (the "Recipient"), dated ______, providing the above Grant. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any [one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this Grant.

For the purpose of delivering Applications to the Association, including by electronic means, [each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually] [jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

This Authorization replaces and supersedes any Authorization currently in the Association records with respect to this Agreement.

[Name], [position] Specimen Signature: ____________________

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1 Instruction to the Recipient: stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. Please delete this footnote in final letter that is sent to the Association.

2 Instruction to the Recipient: stipulate if more than one person needs to jointly sign Applications, if so, please indicate the actual number. Please delete this footnote in final letter that is sent to the Association.

3 Instruction to the Recipient: use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the Association.

4 Instruction to the Recipient: use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the Association.
[Name], [position]  Specimen Signature: 

[Name], [position]  Specimen Signature: 

Yours truly,

/ signed /

[Position]
SOE – Statement of Expenditures

IDA - International Development Association
Statement of Expenditures

Payment made during the period from __________________________ to __________________________

The following expenditures have been incurred during the retroactive financing period (please tick)
Yes
No

The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick)
Yes
No

<table>
<thead>
<tr>
<th>Item No</th>
<th>Supplier's Name</th>
<th>Brief Description of the Expenditure</th>
<th>Prior Review Contract? (YES or NO)</th>
<th>Contract # (Client Connection # for Prior Review contracts)</th>
<th>Contract currency and amount (original + amendment)</th>
<th>Invoice number</th>
<th>Date of payment</th>
<th>Total amount of invoice covered by Application (net of retention)</th>
<th>% Financed by the Bank</th>
<th>Eligible Amount</th>
<th>Exchange rate</th>
<th>Date of Withdrawal from the Designated Account</th>
<th>Amount Withdrawn from the Designated Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Col 9 X 10)</td>
<td>(Col 10)</td>
<td>(Col 11)</td>
<td>(Col 12)</td>
<td>(Col 13)</td>
<td>(Col 14)</td>
</tr>
</tbody>
</table>

Supporting documents for this SOE are retained at __________________________

(insert location)

A separate form should be used for each category.

0.00  0.00  TOTAL  0.00