Guidance to Borrower on Recording Beneficial Ownership Disclosure for all International Procurement in STEP

Introduction
The World Bank mainstreamed the Beneficial Ownership (BO) disclosure for all procurements subject to Open or Limited international competition since July 1, 2022, for contract under Investment Project Financed (IPF) projects. For further details, please refer to the announcement of this mainstreaming. STEP has now been updated to include the recording and disclosure information. For all eligible procurements, Borrowers will now be required to record and publish beneficial ownership information as part of the Notification of Award (NOA) in STEP. This guide explains to borrowers how to use the new functionality to do this.

Beneficial Ownership eligibility in STEP
BO disclosure by default now applies for all procurement subject to international competition (open or limited). Where the Borrower considers that the eligibility of an activity for BO disclosure requires a change, please contact the Task Team leader to consider such a change.

Recording of Beneficial Ownership information in STEP by the Borrower
The Borrower records the BO information at “Notification of Award” and publishes upon completing the steps below in STEP:
1. Record NOA date and upload a copy of the NOA or Letter of acceptance.
2. Record BO date and upload a copy of the submitted signed BO form (New Step and BO tab)
3. Notify the World Bank of the issuance of NOA.
4. STEP submits the contract Award Notice including BO information for publication on the UNDB and World Bank website.

Roadmap Step at which BO information is recorded

Figure 1-Notification of Award

STEP 1: Record NOA date and upload a copy of the NOA or Letter of acceptance
The borrower selects the contract under “Ready to be signed contracts” (figure 2) to start recording the NOA date in the STEP datasheet and upload a copy of the NOA / letter of acceptance (figure 3).
**STEP 2:** Record BO date and upload a copy of the submitted signed BO form

The borrower records all BO information for the successful bidder as contained in the submitted BO form. In case of a joint venture, the Bidder submits, and the borrower records a separate form for each member. The beneficial ownership information to be recorded in STEP shall be current as of the date of its submission and duly signed forms in STEP:

1. The borrower records the date of the BO form.
2. The borrower selects applicable information from the draw down menu.
3. The Borrower uploads the signed BO form.
4. The Borrower records the BO information for Bidder 1 and 2 in case of joint venture by clicking on “Add Beneficial Ownership”.
5. The BO has conditions that describe the holding % shares of each bidder in the awarded firm; select the holding % shares applicable.
Figure 4 - BO information recording

**STEP 3: Notify the World Bank of the issuance of NOA**

Upon recording the BO information and uploading the signed BO document, user selects “SAVE”. The NOA will display the recorded details.

Figure 5-BO information recording
**STEP 4:** STEP submits the contract Award Notice including BO information for publication on the UNDB and World Bank website

The system will prompt to complete the process for notifying the bank and publish the Contract Award Notice (figure 6).

Upon notifying the Bank, the contract transitions to “Ready to be signed” in Contract management system and the borrower proceeds with further process in STEP as indicated in the [Contract Management User Guide](#).

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**Publication of Contract Award Notice (after recording BO and NOA)**

Once the NOA and BO are recorded, the STEP publishes the **contract award** and notifies the Bank accordingly.

*Figure 6-Contract Award Notice publication*