

VENDOR DUE DILIGENCE EXERCISE	Date:
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Company Name	
Company Address	

INTRODUCTION

Tetracore Energy Group Limited (“TEG”) invites your company to participate in a pre-qualification procedure for potential services to Tetracore Energy Group Limited. The purpose of this specific procedure is for the compilation of data. This document also serves the purpose of a due diligence process.

INSTRUCTIONS FOR YOUR DUE DILIGENCE EXERCISE

The information that is requested for your prequalification application is listed in the **questionnaire** beginning on page three (3).

TRANSMISSION OF RESPONSE

The document should be completed and submitted to TEG in a PDF format to the following e-mail address:

✓ ofatunde@tetracoregroup.com

with the following in copy:

✓ dwilliams@tetracoregroup.com

✓ iifijeh@tetracoregroup.com

✓ aabdulhalim@tetracoregroup.com

All clarifications related to the due process should be addressed to the emails as specified above.

DUE DILIGENCE QUESTIONNAIRE

(To be completed by vendor)

PART ONE

VENDOR IDENTIFICATION / REGISTRATION

1. Registration	
Commercial (trade) register (if the vendor is a company)	
Name and address: <i>(As stated on the company's CAC certificate)</i>	
CAC RC Number <i>If not, please attach it.</i>	
Is the CAC certificate attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business licenses/Line of business	
Contact Person Name / TEG / Email:	
International Passport/Valid ID (if the vendor is a private person / has no commercial register no.)	
Name <i>(according to passport/valid ID)</i>	
Passport no., issuing authority/Valid ID number	
Is the Passport/Valid ID data page attached? <i>If not, please attach it.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Tax	
VAT Registration No.	
Tax Identification No.	
3. Environment, Health, Safety and Quality	
Do you have a written Environment, Health, and Safety Policy? <i>If yes, please attach it.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you certified to any international standard? <i>If yes, please a copy of the certificate.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you engage sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you assess the Environment, Health, Safety and Quality of your sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Banking details	
Account holder	
Name of Bank	

Bank Code No. / Swift-Code	
Account No. / International Bank Account No (IBAN)	

PART TWO

LEGAL AND COMPLIANCE QUESTIONNAIRE

1. Corporate Details <i>(Kindly attach Corporate Structure diagram/organogram)</i>	
List of Shareholders	
List of current officers, directors, key management, and their nationalities	
List of any subsidiaries or subsidiary undertakings (If any)	
2. Financial Capability	
Copy of audited financial statements over the last three (3) years	
Kindly provide proof of funds (where applicable)	
3. Conflicts / Litigation	
Is the company currently involved in legal disputes, arbitration, or proceedings with government entities related to its acquisitions and development projects?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain:
Did the vendor, its owners, controlling persons or entities appear on a sanction list?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain:
Are there any relevant criminal convictions in the past (for bribery or offences against property etc.) regarding the company, the management, or the employees	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain:

SECTION 3

CHECKLIST

Verify if the following documents are enclosed:

- ✓ Certificate of Incorporation
- ✓ Company Profile
- ✓ Company Organogram
- ✓ Total Manpower/Personnel
- ✓ Q-HSE Policy Statements
- ✓ Tax Clearance Certificate

DECLARATION

I, the undersigned, hereby certify that to the best of my knowledge, the information/ particulars given in this submission are true and correct.

I authorize Tetracore Energy Group Limited to make direct inquiries as may be required to verify the information submitted herein or regarding the competence and general reputation of the firm.

For:

[Name of the Company]

Name	
Designation	
Signature	
Date	