

[DUE DILIGENCE QUESTIONNAIRE - DUE DILIGENCE QUESTIONNAIRE]

RESPONDER USE

To see what data we collect about you and how we use it, [see our Privacy Statement](#).

External Questionnaire

1. Company Details

HELP TEXT

REQUIRED

2. Annual sales in USD:

SingleSelect

HELP TEXT

REQUIRED

3. 2. Do you have externally audited, unaudited and/or interim financial statements?

- ☐ Yes
- ☐ No

HELP TEXT

REQUIRED

ATTACHMENT

4. 2a. If you answered YES, please provide copies of the most recent audited financial statements and the most recent unaudited and/or interim financial statements.

HELP TEXT

REQUIRED

5. 3. Is this entity having any parent or subsidiary organizations and branches?

- ☐ Yes
- ☐ No

HELP TEXT

REQUIRED

ATTACHMENT

6. 3a. Identify/list any parent or subsidiary organizations and branches. (please provide name and location)

HELP TEXT

Please attach the legal entity structure.

REQUIRED

ATTACHMENT

7. 4. Please provide a copy of any business brochures.

HELP TEXT

8. Entity Leaders' Information

HELP TEXT

For the questions below, the term "Entity Leader" includes owners, co-owners and shareholders (more than 10% shareholding) of your company as well as any directors, executives and key decision makers (such as sales and operations managers) within your company. The term "Agent" refers to any person or entity engaged by you for work that is not a member of your company.

REQUIRED

9. 5. CEO/Owner/President's Full Name, Job title, Nationality, Country of Residence, Telephone number and Email

HELP TEXT

REQUIRED

10. 6. Primary contact (Sales Manager/Account Manager or equivalent)'s Full Name, Job title, Nationality, Country of Residence, Telephone number and Email

HELP TEXT

11. Shareholders Details (individual owners and parent companies)

HELP TEXT

REQUIRED

12. 7. Are there any shareholders with a 10% or greater ownership (including beneficial shareholders, if any) in the registered entity?

☐ Yes

☐ No

HELP TEXT

ATTACHMENT

- 1 7a. Please indicate the percentage and the registered name. If the stakeholder is a company, list the full legally registered name (as per the incorporation certificate) and country of
3 incorporation. If the stakeholder is an individual, list his/her full legal name (as per the passport) and nationality.

Full legal name

*

Country / Nationality

*

Percentage of shareholding (%)

*

HELP TEXT

Click + button to add more

REQUIRED

14. 8. Do any Entity Leaders with 10% or greater ownership hold interest in any other organization?

- ☐ Yes
☐ No

HELP TEXT

REQUIRED

ATTACHMENT

15. 8a. If you answered YES, please identify the principal(s), the organization, its address and business activities, and any role that the principal plays in its business.

HELP TEXT

16. Legal Proceedings and Voluntary Disclosure

HELP TEXT

REQUIRED

17. 9. Legal Proceedings - please declare if your company or any of its present or former Entity Leaders:

- ☐ have ever been found guilty of, or been accused of, or charged with, or deposed or subpoenaed in connection with any litigation or investigation involving violations of rules or laws governing the purchase or sale of goods or services to or by any government?
- ☐ have ever been found guilty of, or been accused of, or charged with, or deposed or subpoenaed in connection with any litigation or investigation involving violations of rules or laws governing donations, contributions, honoraria, corruption, bribery, fraud, money laundering or any other form of remuneration to a government official?
- ☐ have ever been found guilty of, or been accused of, or charged with, or deposed or subpoenaed in connection with any litigation or investigation involving violations of rules or laws governing securities, trading, tax laws or regulation of anti-trust practices?
- ☐ have you ever received a governmental non-compliance citation for anything related to environmental stewardship?
- In the last three years, has your company (or any of its officers or employees) been subjected to any investigation, inquiry, or enforcement proceedings by any governmental or
- ☐ regulatory authority regarding any alleged human rights abuses? (May relate to slavery, forced or child labor, human trafficking, purchase of raw materials from business partners allegedly using child labor, disrespect for gender equality, adverse impacts on local communities, or reprehensible environmental practices)
- ☐ none of the above

HELP TEXT

REQUIRED

18. 9a. Please provide details

HELP TEXT

REQUIRED

19. 10. Disclose if you or your company or any of its present or former Entity Leaders:

- ☐ have ever been the subject of any voluntary or involuntary bankruptcy or similar proceeding
- ☐ have ever been debarred from doing business with the World Bank or other international financing organizations
- ☐ have been suspended from doing business with anyone because of improper payments or corruption or for any other reason
- ☐ have been accused of being involved in any illegal activity, including any activity involving corruption
- ☐ have ever been the subject of or mentioned by name in any news article in an adverse manner within the last 5 years
- ☐ none of the above

HELP TEXT

REQUIRED

20. 10a. Please provide details

HELP TEXT

21. Risk Assessment

HELP TEXT

REQUIRED

22. 11. Risk Assessment - please disclose the following:

- ☐ Do you own or control a portion of any entity that Shelf Drilling also partially controls or own?
- ☐ Will you be compensated by means of a percentage of any business Shelf Drilling secures?
- ☐ Will you/your agents try to obtain any permits, licenses, exemptions, waivers or approvals (e.g. drilling permits, exploration/production licenses) from any government authority or official on behalf of Shelf Drilling?
- ☐ Will you/your agents obtain any tax exemptions or rebates or subsidy from a government authority or official on behalf of Shelf Drilling?
- ☐ Will you/your agents provide marketing, or other business development services including interacting with Shelf Drilling's potential, current or former customers?
- ☐ Will you be acting as our local sponsor for the purposes of operating a Shelf Drilling-entity in your region?
- ☐ Will you/your agents interact with Government Officials on behalf of Shelf Drilling for the purposes of changing, repealing, or enacting laws, rules, regulations or policy?
- ☐ Will you/your agents transport, ship, or expedite things across any international borders including interacting with Government Officials in connection with clearing customs for Shelf Drilling?
- ☐ Will you/your agents interact with Government Officials (such as immigration officials) to help secure visas, work permits, licenses, or other approvals or certifications for Shelf Drilling's employees, representatives, or projects?
- ☐ Will you/your company provide Shelf Drilling with human resources support (e.g. meet and greet services or relocation assistance that does not involve non-standard or significant permits)?
- ☐ Will you/your Entity, any Entity Leader, or Entity Employee market to any government or government agency including a National Oil Company or the military?
- ☐ None of the above

HELP TEXT

REQUIRED

ATTACHMENT

23. 11a. Please explain in detail:

HELP TEXT

Upload supporting documents.

24. Relationships Disclosure

HELP TEXT

For purposes of this questionnaire, "Government Official" includes any employee, agent, or official of any government, government agency or instrumentality, armed service, government-owned or controlled company, political party, public international organization, a candidate for public office, or anyone acting in an official capacity for any of those, or otherwise exercising official influence with or on behalf of a government.

REQUIRED

25. 12. Relationship with governments and government officials - please disclose the following:

- ☐ are you or any Entity Leader currently employed (or otherwise engaged for work) by any government organization?
- ☐ are you or any Entity Leader previously employed (or otherwise engaged for work) by any government organization?
- ☐ are you or any Entity Leader have family members employed (or otherwise engaged for work) by any government organization?
- ☐ is your company owned or part-owned by a former Government Official or a family member of a former Government Official?
- ☐ do any current Government Officials have an ownership or other financial interest in the Entity?
- ☐ none of the above

HELP TEXT

REQUIRED

26. 12a. Please provide details:

HELP TEXT

Please list the name, title, durations of each individual's government job and their relationship to you or the Entity Leader of your company

REQUIRED

27. 13. Relationship with National Oil and Gas Companies (NOCs) - please disclose the following:

- ☐ are you or any Entity Leader currently employed (or otherwise engaged for work) by a National Oil Company (NOC)?
- ☐ are you or any Entity Leader previously employed (or otherwise engaged for work) by the government?
- ☐ are you or any Entity Leader have family members employed (or otherwise engaged for work) by a National Oil Company (NOC)?
- ☐ is your company owned or part-owned by a former NOC employee or a family member of a former NOC employee?
- ☐ none of the above

HELP TEXT

REQUIRED

28. 13a. Please provide details:

HELP TEXT

Please list the name, title, durations of each individual's (NOC) job and their relationship to you or the Entity Leader of your company.

REQUIRED

29. 14. Relationship with political parties and campaigns - please disclose the following:

- ☐ are you or any Entity Leader currently participating in, or employed by, or otherwise engaged for work by any political party or campaign?
- ☐ are you or any Entity Leader have family members participating in, or employed by, or otherwise engaged for work by any political party or campaign?
- ☐ is your company owned or part-owned by somebody (or a family member of somebody) who was formerly a political party leader or campaign leader?
- ☐ none of the above

HELP TEXT

REQUIRED

30. 14a. Please provide details:

HELP TEXT

Please list the name, title, durations of each individual's role in the political party or campaign and their relationship to you or the Entity Leader of your company.

REQUIRED

31. 15. Relationship with military, paramilitary and police organizations - please disclose the following:

- ☐ are you or any Entity Leader currently employed (or otherwise engaged for work) by a military, paramilitary and police organization?
- ☐ are you or any Entity Leader previously employed (or otherwise engaged for work) by a military, paramilitary and police organization?
- ☐ are you or any Entity Leader have family members employed (or otherwise engaged for work) by any military, paramilitary or police organization?
- ☐ is your company owned or part-owned by somebody (or a family member of somebody) who was formally in a military, paramilitary or police organization?
- ☐ none of the above

HELP TEXT

REQUIRED

32. 15a. Please provide details:

HELP TEXT

Please list the name, title, durations of each individual's role in the military, paramilitary or police job and their relationship to you or the Entity Leader of your company.

33. Sanctions and Bankruptcy.

HELP TEXT

REQUIRED

316. Are you (or any of your Entity Leaders) currently named on any government-sponsored Denied Persons/Parties List (including, but not limited to, the Specialty Designated 4Nationals List, Specialty Designated Global Terrorist List, Specialty Designated Narcotics Traffickers List or Kingpins List, U.S. Department of Treasury Office of Foreign Assets . Control List of Foreign Terrorist Org., U.S. Department of Commerce Denied Parties List, U.S. Department of State ODTC Debarred Parties List)?

- ☐ Yes
- ☐ No

HELP TEXT

REQUIRED

35. 16a. Please provide the name, title of entity leader, and issuing authority of list

HELP TEXT

36. Agents / Subcontractors

HELP TEXT

REQUIRED

3 17. Will any agent/subcontractor (defined as a third party person or entity you engage to provide services which are not on your/your Entity payroll) be used or contracted with to
7 interact with Government Officials (including representatives of National Oil Companies) relating to Shelf Drilling business?

☐ Yes

☐ No

HELP TEXT

38. 17a. If your answered YES, for each agent/subcontractor, please provide the following information:

Agent/subcontractor business name:

*

Primary contact at agent/subcontractor:

*

Agent/subcontractor email:

*

Services to be provided by agent/subcontractor:

*

Current or former Government Officials associated now or in the past with agent/subcontractor:

*

HELP TEXT

Click + button to add more.

REQUIRED

39. 17b. Have you conducted due diligence on the agent or subcontractor?

☐ Yes

☐ No

HELP TEXT

REQUIRED

40. 17c. Do you have a contract in place with each of your agents or subcontractors?

☐ Yes

☐ No

HELP TEXT

REQUIRED

41. 17d. Does your agent/subcontractor receive training on your compliance and data privacy program?

☐ Yes

☐ No

HELP TEXT

42. Management Systems / Corporate Policies

HELP TEXT

REQUIRED

43. 18. Do you have any written policies or procedures addressing ethics and compliance including guidelines on corruption, bribery, human rights and data privacy?

☐ Yes

☐ No

HELP TEXT

REQUIRED ATTACHMENT

44. 18a. If you answered YES, please provide a link to the website or upload a copy of the relevant documents (in case this is not reflecting in the company website):

HELP TEXT

REQUIRED

45. 19. Do you have any written Vendor Code of Conduct to which your suppliers must agree?

- ☐ Yes
- ☐ No

HELP TEXT

REQUIRED ATTACHMENT

46. 19a. If you answered YES, please upload a copy of the Vendor Code of Conduct.

HELP TEXT

REQUIRED

47. 20. Do you have any third party due diligence report?

- ☐ Yes
- ☐ No

HELP TEXT

REQUIRED ATTACHMENT

48. 20a. If you answered YES, please upload a copy of the third party due diligence report.

HELP TEXT

49. Declaration

HELP TEXT

521. I, the undersigned, hereby confirm that the information provided herein are true, accurate, current, and complete. I agree to notify Shelf Drilling promptly of any material changes to the information provided. I further confirm that I am authorized to submit this form on behalf of the Entity. By typing my name in the designated field below, I understand and agree it will have the same effect as a manual signature.

HELP TEXT

REQUIRED

51. Name:

HELP TEXT

REQUIRED

52. Entity Name:

HELP TEXT

REQUIRED

53. Designation:

HELP TEXT

REQUIRED

54. Date (MM/DD/YYYY):

Date

12/05/2024



HELP TEXT