



KYC Form for Petroleum suppliers for NAMCOR

Section 1: Company Information

Company Name:

Registered Business Name (if different):.....

Business Registration Number:.....

Date of Incorporation:

Country of Registration:

Company Type: (e.g., Private Limited, Public, Partnership)

List of Directors or Members:

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Tax Identification Number (TIN):

VAT Registration Number (if applicable):

Section 2: Contact Details

Operational Address:

Phone Number:

Email Address:.....

Website:



Section 3: Key Personnel/ individuals

Primary Contact Person:

Name:

Position:

Phone:

Email:

CEO / Managing Director:

Section 4: Business Operations

Type of Petroleum Products Supplied: (e.g., Diesel, Petrol, fuel oil, etc.)

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Annual Supply Capacity (in mt or m³ liters):.....

Countries of Operation:

Major Clients / Partners:

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Storage Facilities & Locations:



Section 5: Legal & Compliance

Licenses & Permits:.....

Environmental Compliance Certificates:

Insurance Coverage Details:

Sanctions Screening Confirmation:

- Has the company or any key personnel ever been sanctioned? (Yes/No).....

- If yes, provide details:

Please indicate if you have a personal /business relationship with any of the below -

Category	Description
A current or former senior official in the executive, legislative, administrative or judicial branch of government, whether elected or not	
A senior official of a major political party	
A politically exposed person	
A senior executive of a government-owned commercial enterprise	
A senior military official	
An immediate family member of any of the persons mentioned above meaning the spouse, parents, siblings or children of that person and the parents, siblings and additional children of the person's spouse	
Faith Base Organisations	
Charitable Non-Profit Organisations	



Recent Civil or Criminal Cases for and Against the Company (inclusive of case numbers) relating to claims above N\$ 150,000.00

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Section 6: Financial Information

Bank Name:

Bank Address:

Account Number:

SWIFT/BIC Code:

Section 7: Documents to be shared:

1. Company registration documents
2. Certified copies of incorporating documents (to confirm the name of the entity, line of business, names of directors, partners and shareholders as well as nationalities)
 - a. Private or Public Companies - Form CM2, CM2A, CM2C and CM29:
 - b. Close Corporations - CC1 (the founding statement):
 - c. Sole Proprietors / Joint Ventures - documents equivalent to (a) and (b):
 - d. In the event that the documents above were amended, Certified copies of the amended documents must be submitted
3. Information on where the company will supply NAMCOR from and the last QC from that Destination.
4. Proof of experience and references from clients
5. Audited Financial Statements (last 3 years) and good standing certifications from a financial institution.
6. Original valid good-standing Tax Certificate and BIPA good-standing Certificate or a valid copy certified by the Namibian Police, for international companies, similar documents from their country of origin.



7. Original valid, good-standing Social Security Certificate or a valid copy certified by the Namibian Police, for international companies, similar documents from their country of origin.
8. Certified valid Affirmative Action Certificate (certified by the Namibian Police), for international companies, similar documents from their country of origin.
9. Valid Bank Confirmation Letter
10. Evidence of Licenses & Permits
11. Certified copy of Environmental Compliance Certificates

NAMCOR terms on product purchase are as follows:

- a) Product specifications in line with the Namibian gazetted specifications;
- b) Payment terms - 90 days from Notice of Readiness (NOR)
- c) Delivery Terms- DAP port of Walvis Bay
- d) Guarantee- No LC or bank guarantee provided; we provide a parent company guarantee from our Holding company in conjunction with a Payment undertaking from the Trading company
- e) Payment for the product will be done in Namibian currency and not in USD.

Section 8: Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that providing false information may result in disqualification from business engagements.

Authorized Signatory Name:

Designation:

Signature:

Date:

Office use only:	Tick
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Client screening against the UNSCR List	
Name of staff member doing the screening	
Date screening was done against the UNSCR List	