**To ensure proper prequalification of real End Buyers, we kindly request completion of the following questionnaire BY END BUYER. All questions must be answered completely to be considered by the refineries our Fuel Desk represents.**  **Please do not change the format or delete items – or your entry will be rejected.**

**Submission of this Questionnaire conveys designating MANUET as your referral agent to our Fuel Desk for all downstream transactions. ONE Buyer side Broker may be designated at the end of this Questionnaire.**

# Buyer prequalification questionnaire

**(Must be complete 100% to move forward)**

1. Company registered name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Trading name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If different than registered name)

1. Company registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Copy of Company Certificate of Incorporation or equivalent:

**(Please provide a copy along with this questionnaire)**

1. Address of Company registered office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Details of Company directors:

 (As listed on official company registration documents or annual report)

1. Current Share Holders and Percentage of shares owned in the company.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_%

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_%

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_%

(Name, percentage of shareholding and beneficiary if shares held on Trust)

1. Ultimate Holding Company if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Details of any ultimate individual beneficial owners with a holding greater than 25%:

(Please include name, nationality, and a copy of passport, driver’s license of national identity card)

1. Group structure chart:

(Showing all intermediary entities between the ultimate holding company and the proposed trading partner)

1. Credit rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If the Buyer, ultimate holding company or any other company in the group has rating with any recognized credit rating agency please provide details)

1. Government relationships: Yes \_\_\_ No \_\_\_

(Is the buying company owned (partially or wholly) by or related to any government official? if yes, please provide detail information. Government official means any officer, employee, or other person acting in an official capacity for any government or any department, agency, or instrumentality of any government or for a public international organization.

This can include an individual or organization operating with the functional authority typical of a government officer or entity (e.g., traditional rules or tribal or community leaders) or acting in a paid or unpaid advisory role)

1. Investigations: Yes \_\_\_ No \_\_\_

(Has the buyer or its affiliates been cited or investigated by a government agency for non-compliance with any governmental rule or regulation of a material nature in the past 5 years? If yes, provide detailed information)

1. Tax information:

## VAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Corporate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(VAT, GST, or corporate tax id number held in each jurisdiction in which the buyer operates)

1. Contact details of key persons/decision makers who will interact with Fuel Desk Staff:

(Name / Address / Telephone / Facsimile / Email)

1. Storage requirements: (do you have a valid TSA) Yes \_\_\_ No \_\_\_

(Buyer must provide a valid TSA and the ability to produce a TSR when requested on the procedure)

Method of payment for logistic related items such as Injection Fees, Tank Extension or Seller Tank Extension etc. will only be accepted by an MT103/ TT.

**In case of a vessel**

(Buyer must provide a registered CPA with BIMCO (www.bimco.org) and the ability to produce a Q88 when requested)

1. Correspondence:

(All correspondence for the transaction must originate from corporate emails. No Gmail, Yahoo, etc. will be accepted for official documentation between Buyer and Seller).

(Official documentation will be received by email only to Fuel Desk – address provided by Manuet next stage.)

1. Buyer transaction coordinator information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Buyer logistics director or manager information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Important Clarification

It is the intent of the Seller to make it clear to a new Buyer that the acceptable payment method for product in all cases for the initial spot transactions is limited to an MT 103 /TT.

No paymaster agreements or Joint Ventures with the end Seller will be allowed for the initial trial payment.

Note: We ask for a 24 to 48-hour window prior to scheduling the onboarding Zoom call to allow time to review the questionnaire and schedule the call.

Please have the following ready prior to the onboarding call:

* Email the signed MOU with your side broker/facilitator to brucecherry@manuet.com
* Email this Questionnaire 100% filled and signed by the Buyer to brucecherry@manuet.com
* The Buyer must have the Proof of Funds ready to show at the beginning of the onboarding call (ex. BCL signed by two bank officers).
* Have your TSA ready to share for review if you are engaging in an FOB transaction.
* Be ready to share which to 50 bank you will be using if you are engaging in a CIF transaction.

By signing this questionnaire, you are confirming that you understand what is being asked of you as the Buyer and agree to comply with the request to engage in a transaction with The Seller Refinery. (This must be signed by the Buyer, no one else).

Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:



Please provide the name, phone number and email of the BROKER/FACILITATOR that referred you to us at MANUET.

**Any ONE Buyer Side BROKER/FACILITATOR/MANDATE listed here will be fully protected and compensated in downstream business – either by IMFPA, sub-IMFPA, or side agreement. All details of downstream deals will be open to full disclosure with this one BROKER.**

**The ONE listed here will serve as coordinator and commission paymaster among any group of multiple brokers on the Buyer side.**

**Please note we will NOT forward Questionnaires signed only by brokers “fishing” for FCOs or Procedures or quotes.**

Referred by:

Date (when referred):

Phone/WhatsApp number:

Email: