
	<b>STANDARD FORM</b>	Document ID	TNCL-PRO-FRM-0002
		Document Owner	Procurement Manager
	<b>SUPPLIER'S ON-BOARDING INFORMATION FORM</b>	Revision	00
		Approval Date	09 <sup>th</sup> November 2023

# **SUPPLIER'S ON-BOARDING INFORMATION DUE DILIGENCE QUESTIONNAIRE TNCL-PRO-FRM-0002**

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**I. COMPANY'S INFORMATION:**

<b>Registered Company's Name:</b>	
<b>Company Registration Number:</b>	
<b>Date of Registration:</b>	
<b>Place of Registration:</b>	
<b>TIN Number:</b>	
<b>VRN Number:</b>	
<b>Tax Clearance Certificate:</b>	
<b>Physical and Postal Address:</b>	
<b>Telephone/Fax Number:</b>	
<b>E-mail address:</b>	
<b>Contact Person:</b>	

**II. DESCRIPTION OF GOODS /SERVICES SUPPLIED**

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Please provide details about your organization's owners/directors

Name	Contact Number	ID Number	Designation	% Share	Date Appointed

Has your entities' registration ever been terminated (voluntarily or involuntarily)?

Yes

No

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If **YES**, please explain:

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**III. RELATIONSHIP WITH TEMBO NICKEL CORPORATION LIMITED**

- Has any owner, director, or officer of your organisation ever been employed by or performed services for Tembo Nickel Corporation or any of Tembo Nickel's subsidiaries or affiliates?  
 Yes  No

If YES, please explain, including providing the name of the individual(s), his employment period at Tembo Nickel Corporation, and job description and reasons for leaving:

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**IV. RELATIONSHIP WITH GOVERNMENT ENTITIES AND OFFICIALS**

- Do any owners, directors, or officers currently hold (or did they previously hold) any position of employment (or have any duties with any government or government entity (including agencies & sub-agencies, as well as state-owned or controlled enterprises) or any Public International Organisations?  
 Yes  No

If **YES**, please provide the following details:

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**V. COMPLIANCE WITH ANTI-BRIBERY AND CORRUPTION**

- Has your organisation or any owner, director, or officer of your organisation ever been accused, subject to investigation, or convicted of bribery, fraud, or any other corrupt activity (including offering or paying money or giving anything of value to a government official to retain business or obtain an improper advantage) anywhere in the world?  
 Yes  No

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- Are you familiar with and do you understand your obligations under the applicable anti-bribery and anti-corruption legislation, including the U.S. Foreign Corrupt Practices Act?  
Yes  No

**VI. COMPLIANCE WITH SAFETY AND ENVIRONMENT**


- Do you have a safety policy or recognized safety standard? (Please provide a copy)  
Yes  No   Planned When? Month/Year\_\_\_\_\_
- Do you have a policy on the environment that requires compliance with applicable environmental legislation and regulations or use a recognized environmental standard? (Please provide a copy)  
Yes  No   Planned When? Month/Year\_\_\_\_\_

**VII. COMPLIANCE WITH LABOUR RIGHTS**

- Does your organisation have an employee Code of Ethics / Conduct?  
Yes  No   Planned When? Month/Year\_\_\_\_\_
- Does your organisation take all necessary measures to ensure that it does not participate in, or benefit from any form of forced labour?  
Yes  No
- Does your organisation have a policy on a minimum age for employment, which complies with national laws in the country of operations? Do you have a human rights policy?  
Yes  No

**VIII. COMPLIANCE WITH HUMAN RIGHTS**

- Does your organisation respect internationally proclaimed human rights and avoid complicity in human rights abuses of any kind?  
Yes  No   Planned\ When? Month/Year\_\_\_\_\_
- Does your organisation take measures to protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, including when determining and implementing disciplinary measures?  
Yes  No
- Does your organisation ensure that it does not hire, remunerate, promote, or discipline based on gender, age, nationality, ethnicity, race, colour, creed, language, mental or physical disability, organisational membership, opinion, health status

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(including pregnancy and HIV / AIDS), marital status, sexual orientation, birth or civic, social, or political characteristics or the worker?

Yes  No

- Are all workers able to appeal or make complaints about discriminatory or disciplinary actions without fear of redress (for example, in confidence to a third party)?

Yes  No

#### **IX. SUPPORTING DOCUMENTS**

- Please submit all relevant supporting documentation including but not limited to the following:
  - Company's Certificate of Registration
  - A copy of a valid Tax Certificate of the registered legal entity (TIN and VRN)
  - A copy of the Tax Clearance Certificate
  - A letter from your organisation's banking institution confirming the bank account details.
  - A copy of the organisation's most recently audited financial statements.

#### **X. CERTIFICATION OF INFORMATION ACCURACY BY A DULY AUTHORISED SENIOR OFFICIAL**

I \_\_\_\_\_, hereby certify that, on behalf of \_\_\_\_\_, to the best of our knowledge, after due inquiry, the information provided on this form, including any attached documents, is accurate, complete and up to date.

**NB – THIS QUESTIONNAIRE AND REVIEW DO NOT ENTITLE THE SUPPLIER TO RECEIVE ANY WORK OR CONTRACTS FROM TEMBO NICKEL CORPORATION LIMITED WHATSOEVER.**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date