

## **KYC / CIS Requirements**

*(This document package must be submitted under the official corporate identity and supporting documentation of the Buyer's company).*

Professional Know Your Customer (KYC) and Client Information Sheet (CIS) requirements for international commodity transactions, banking review, and compliance procedures.

### **1. Corporate Documentation**

- Certificate of Incorporation
- Company Registration Extract / Trade Registry
- Memorandum & Articles of Association (if applicable)
- Tax Registration Certificate
- Certificate of Good Standing (if available)

### **2. Ownership & Management**

- Passport copy of Director / Authorized Signatory
- List of Shareholders / Beneficial Owners
- Corporate Organizational Structure
- Board Resolution or Authorization Letter (if applicable)

### **3. Banking Information**

- Bank Account Confirmation Letter
- Banking Coordinates
- Bank Officer Contact Details
- Proof of Banking Relationship
- Preferred Payment Instrument Information

### **4. Company Verification**

- Official Company Website
- Corporate Email Domain
- Company Profile / Presentation
- Office Address & Contact Information
- Business Activity Description

### **5. Transaction Information**

- Commodity of Interest
- Target Quantity & Delivery Schedule
- Preferred Incoterms (FOB / CFR / CIF)
- Target Destination
- Preferred Transaction Structure

## 6. Compliance & Sanctions

- Confirmation of Non-Sanctioned Status
- PEP / AML Review (if applicable)
- Compliance Officer Details (if available)
- Confirmation of Lawful Source of Funds
- Agreement to KYC / CIS Verification Procedures

## 7. Operational Capability

- Previous Transaction Experience (optional)
- Logistics / Storage Capability Information (if applicable)
- Inspection & SGS Readiness
- Import / Export Licensing (if required)

## 8. Declarations

- All submitted information must be accurate and verifiable
- PTRoil reserves the right to request additional documentation
- Submission of documents does not constitute contractual acceptance

Authorized Signature: \_\_\_\_\_

Name & Position: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_