



SANPC KNOW YOUR CUSTOMER (KYC) INFORMATION & DUE DILIGENCE QUESTIONNAIRE

DISCLOSURE NOTICE – KNOW YOUR CUSTOMER (KYC) INFORMATION

This document is part of SANPC's mandatory Supplier Registration & Due Diligence Procedure (SOP-TRD-001) and aligns with Section 11.0 of the Fuel Trading & Procurement Governance Policy. In accordance with anti-bribery, anti-money laundering, and good governance principles under applicable laws—including the PFMA, FICA, B-BBEE Act, and global sanctions controls—SANPC request this information to determine the appropriateness of entering a commercial relationship with your company.

- **Purpose of this Request:** The information provided will be used solely by SANPC to assess the eligibility, compliance, and operational capacity of suppliers and trading partners seeking to participate in SANPC's fuel procurement programs.
- **Confidentiality and Use:** All data submitted will be treated as confidential and used only for internal evaluation, screening, and audit readiness. SANPC may verify the information through independent checks, financial reviews, or compliance screening mechanisms. This disclosure does not constitute any guarantee of trade allocation or award.
- **Legal Disclaimer:** Submission of this form does not create any obligation on SANPC to enter into a commercial relationship. False, incomplete, or misleading information may lead to disqualification from procurement processes and may be referred for investigation under applicable laws.
- ☐ **Contact for Queries:** For assistance or questions related to this KYC Information Request, please contact: **SANPC Team** – Supplierregistration@sa-npc.co.za

Please complete all sections truthfully. You may attach additional sheets and supporting documentation where applicable. Submission of false, incomplete, or misleading information will result in automatic disqualification from SANPC procurement processes.

SECTION A: COMPANY INFORMATION

Field	Response
Registered Company Name	
Trading Name (if different)	
Company Registration Number	
Country of Incorporation	
CSD Registration Number	
VAT Number	
Type of Organization	<input type="checkbox"/> Pty Ltd <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Prop <input type="checkbox"/> Other
Physical Address	
Postal Address	
Website	
Telephone Number	
Primary Contact Name	
Designation of Contact Person	
Email Address	

Section A.1: Operational Capacity

	Response
Products/Services Offered	
Sector/Industry	
Years in Operation	
Public/Private Entity Supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance with Oil Majors	Attach supporting documentation
Import/Export Capability	<input type="checkbox"/> Yes <input type="checkbox"/> No
Storage or Blending Facilities	
Number of Permanent Employees	
Description of Core Business	

Section A. 2 B-BBEE Compliance & Backing

Field	Response
B-BBEE Status Level	
Certificate Number	
Verification Agency	
Expiry Date	
Nature of B-BBEE Participation	
Performance Backer (if any)	
Nature of Backing	Attach MOU, Letter of Support, etc.

Section A. 3 B-BBEE Trading Capability Declaration

Trading Status	Please Select	Brief Description or Comment
<input type="checkbox"/> Competent Trader	<input type="checkbox"/> Yes <input type="checkbox"/> No	Experienced in fuel trading with proven deal history
<input type="checkbox"/> New Entrant – Seeks Training Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would prefer structured training before registration
<input type="checkbox"/> Undecided – Requires Orientation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Needs more insight before committing to registration

Note to Supplier: SANPC offers structured onboarding programs for emerging traders, including orientation sessions and mentorship. Selection of "New Entrant" or "Undecided" does **not** impact eligibility for participation—rather, it helps SANPC design inclusive capacity-building pathways.

SECTION B: OWNERSHIP STRUCTURE & GOVERNANCE

Shareholders (>5% Equity)

"In cases of an **entity/trust ownership**, provide a complete shareholding breakdown in a separate table, tracing ownership to the ultimate natural persons."

Name	Identification number	Identification Type	Ownership %	Ethnic Group	Gender	Entity/ Individual /Trust	Ultimate Beneficial Owner (Y/N)

Board of Directors

Full Name	Country of Residence	Identification Type	Identification number	Director Type	Gender

SECTION C: FINANCIAL DISCLOSURE & CAPABILITY

Field	Response
Annual Turnover FY2023	
Annual Turnover FY2022	
Annual Turnover FY2021	
Net Asset Value	
Credit Facility Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Terms Offered	
Bank Name	
Branch	
Account Number	
Account Type	<input type="checkbox"/> Current <input type="checkbox"/> Savings
SWIFT/IBAN	
Currency	
Audited Financials Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financial Guarantor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contact Person	
Contact Email	

- **Attach audited financials, management accounts, and source-of-funds letter.**

SECTION D: COMPLIANCE & SANCTIONS SCREENING

1. Are any officers, directors, or shareholders politically exposed persons (PEPs)? ☐ Yes ☐ No
2. Has the company or any owners been subject to bribery, financial misconduct, or sanctions investigations within the past five years? ☐ Yes ☐ No
3. Does your company currently transact with or operate in jurisdictions under international sanctions (Crimea, Cuba, Iran, North Korea, Syria)? ☐ Yes ☐ No
4. Describe your internal anti-bribery & anti-corruption ; Code of Conduct; Anti Money Laundering and health & Safety Social and Environment (HSSE)policies and attach relevant documents
 - Training protocols
 - Compliance declarations
 - Code of conduct
5. Will any subcontractors be engaged with SANPC? ☐ Yes ☐ No

6. Legal Disclosure

Any Blacklisting/Debarment (Yes/No)	
Pending Legal Proceedings (Yes/No)	
Past Contract Withdrawal (Yes/No)	
If yes, please explain:	

SECTION E - REQUIRED DOCUMENTS B-BBEE PARTNERSHIP SUPPORT

1. Letter of Support or Partnership Agreement

- Formal letter or memorandum of understanding (MOU) from a recognized International Trader or licensed refiner
- Must confirm:
 - Nature of support: product allocation, technical guidance, trading mentorship, or logistics assistance
 - Duration and scope of partnership
 - International Trader /Licensed Refiner supplier's registration or license number
 - Alignment with SANPC's fuel procurement requirements

The letter must be signed on official letterhead and include contact details of a designated representative.

2. International Trader /Licensed Refiner Contact Reference Sheet

Include a contact sheet listing reference details from the partner or refiner:

Field	Required Information
Company Name	Registered name of partner or
Partner Type	Refiner / Licensed Importer / Major Trader
Contact Person Name	Designated executive responsible
Designation	Role within partner company
Email Address	Official email for verification
Contact Number	Direct line or office number
Physical Address	Registered business premises

3. Industry Experience Statement

Partner must provide a brief profile outlining:

- Number of years in fuel trading/refining
- Average annual throughput volume (e.g., barrels/month)
- Geographical areas served
- Types of products handled (e.g., diesel, petrol, jet fuel)
- Experience supporting emerging traders or BBEE programs

SECTION G: References & Relationship Points

1. List up to **three corporate references** for clients serviced in the past five years
2. Provide name and title of officer responsible for relationship with **SANPC**
3. Provide contact information for Finance Department

DECLARATION BY SUPPLIER/COUNTERPARTY

We hereby confirm that the information provided is true, complete, and accurate to the best of our knowledge. We authorize SANPC to verify this information and conduct screening as required by law.

Authorized Signatory	Title	Signature	Date Of Signature

ANNEXURES - SUPPORTING DOCUMENTS (CHECKLIST)

Required Supporting Documents for SANPC KYC Submission

Section A – Company Information

- Company registration certificate (e.g., CIPC document)
 - Certified copy of B-BBEE certificate or sworn affidavit (required)
 - CSD (Central Supplier Database) registration report
 - VAT registration certificate (SARS)
 - Copy of Tax pin document (SARS)
 - Copy of Fuel Products Wholesale License
 - Proof of address (e.g., municipal utility bill not older than 3 months)
 - Company profile and organogram
 - Copy of ID documents for primary contact and executive directors
 - **Signed SBD1 & SBD4 attached documents**
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Section B – Banking Information

- Official bank confirmation letter (on bank letterhead and signed/stamped)
 - Cancelled cheque or stamped account verification
 - Proof of SWIFT/IBAN details for international transactions
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Section C – Ownership & Governance

- Shareholder register or certified equity declaration (>5% ownership only)
 - Certified ID copies of shareholders and directors
 - Proof of beneficial ownership (if not directly listed)
 - Company governance chart (if applicable)
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Section D – Financial Disclosure

- Audited financial statements for last 3 years
 - Management accounts (if audited reports not yet available)
 - Business overview and revenue model summary
 - Letter confirming source of business funds and financial controls
 - Company website URL or profile document
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Section E – Compliance & Screening

- Anti-bribery and anti-corruption policy documents
 - Training protocols
 - Signed staff declarations
 - Internal Code of Conduct or Ethics Charter
 - PEP (Politically Exposed Person) declaration forms (if applicable)
 - Disclosure of prior investigations or legal matters
 - List and contracts of proposed subcontractors (if engaged)
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Section F – References & Contact Points

- Reference letters or contact sheets from past clients
 - Signed declaration by authorized officer
 - Contact details for company finance and compliance representatives
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Submission Tips:

- All documents must be in PDF format and certified where applicable.
 - Each file should be labelled with section and company name for audit tracking.
 - Ensure signatures and dates are recent (within 3 months of submission date).
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