

NDA Request Form

Request form for confidential discussions and controlled document exchange.

Classification	Business form	Effective date	18 June 2026
Owner	OLYVENRA LTD Management	Review cycle	Annual or earlier if required

Completion guidance

Please complete the form with accurate, current and verifiable information. OLYVENRA may request supporting documents, additional due diligence information or clarification before any cooperation, introduction, market access support or document exchange proceeds.

Completed forms should be sent to info@olyvenra.com. Receipt of this form does not create an obligation for OLYVENRA to proceed.

Purpose and use of this form

This form is used to collect the first set of structured information required to assess a potential business relationship. It helps OLYVENRA understand the organisation, the commercial requirement, the authority of the submitting party and any compliance sensitivity before further document exchange.

Confidentiality, data and document handling

Information submitted to OLYVENRA is reviewed for legitimate business assessment, counterparty screening, communication and record keeping. Sensitive commercial documents, fee terms and controlled templates are issued only where the matter is qualified and approved.

Organisation details

Information requested	Response / notes
Legal name	
Company registration number	
Registered jurisdiction	
Registered address	
Website	

Primary contact and authority

Information requested	Response / notes
Primary contact person	
Email and telephone	
Authority to submit / represent	

Confidentiality request

Information requested	Response / notes
Purpose of confidential discussion	
Information expected to be exchanged	
Parties requiring NDA coverage	
Special confidentiality, term or jurisdiction requirements	

Opportunity / requirement

Information requested	Response / notes
Target market / territory	
Products or services involved	
Expected timeline	

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Compliance and risk

Information requested	Response / notes
Sanctions, restricted-party or high-risk exposure	
Regulated, dual-use or sensitive goods / services	
Personal data or confidential information involved	

Submission readiness checklist

Check	Review item
	The organisation name, registration details and contact authority are complete.
	The commercial requirement or cooperation request is specific and practical.
	Any regulated, dual-use, sanctions, product-safety or confidentiality sensitivity is disclosed.
	Supporting documents are available or clearly identified as pending.

OLYVENRA review criteria

Check	Review item
	Lawful purpose and credible commercial basis.
	Clear role requested from OLYVENRA.
	Counterparty identity, ownership and communication reliability.
	Appropriate document access level for the stage of the enquiry.

Declaration and authority

The submitting party confirms that the information provided is accurate to the best of its knowledge, that it is authorised to submit this form, and that it will promptly notify OLYVENRA of material changes.

Name		Title / capacity	
Signature		Date	

OLYVENRA review notes

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