

OLYVENRA

OLYVENRA LTD

Checklist for onboarding, due diligence and cooperation review.

Document Checklist

Checklist for onboarding, due diligence and cooperation review.

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
Certificate of incorporation / registration evidence	
Company profile / capability statement	
Ownership structure	
Directors / officers / authorised managers	
Registered address	

Products, services and capability

Information requested	Response / notes
Products or services involved	
IT, software, digital or advisory scope if applicable	
Product lists, technical data or service descriptions	
Licences, certifications or quality standards	
Relevant references or case examples	

Target markets and timing

Information requested	Response / notes
Target market / territory	
Current market position / existing sales channels	
Preferred channel model	
Target distributor / reseller / partner profile	
Business plan or launch support required	

Compliance and risk

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

Supporting documents

Information requested	Response / notes
Documents available for review	
Outstanding documents or open questions	

Review notes

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

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

