

Due Diligence Questionnaire

Counterparty review questionnaire for clients, suppliers, partners and introducers.

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.

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Organisation details

Legal name	
Company registration number	
Registered jurisdiction	
Registered address	
Website	

Ownership and management

Ownership structure	
Directors / officers / authorised managers	
Ultimate beneficial owners	

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Compliance and risk

Sanctions, restricted-party or high-risk exposure	
PEP, sanctions or adverse media exposure	
Regulated, dual-use or sensitive goods / services	
Personal data or confidential information involved	
Banking country and payment currency	

Products, services and capability

Sector / industry	
Products or services involved	
Licences, certifications or quality standards	
Relevant references or case examples	

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Supporting documents

Documents available for review	
Outstanding documents or open questions	

Submission readiness checklist

☐	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

☐	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.

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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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