

NDA Request Form

Request form for confidential discussions and controlled document exchange.

Classification	Business form - V2.0	Effective date	1 August 2026
Owner	OLYVENRA LTD Management	Review cycle	Annual or earlier if required

Completion guidance

Complete every applicable field electronically or in clear type; enter "Not applicable" where a question does not apply. Attach current supporting evidence and send the completed form to info@olyvenra.com. OLYVENRA may request clarification or further due-diligence material. Receipt does not create an obligation to proceed.

Purpose and use of this form

This form supports proportionate first-stage qualification of a potential business relationship, requirement or document request. It records the organisation, submitting authority, commercial objective and relevant compliance considerations before further engagement.

Data and secure document handling

Information is used for legitimate business assessment, counterparty screening, communication and record keeping. Do not email passwords, payment-card data, patient records, classified information, bank-login credentials or export-controlled technical data. Ask OLYVENRA for an approved secure channel before sending sensitive material.
[Read the OLYVENRA Privacy Notice](#)

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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