

[WWW.STEENCORE.COM](http://WWW.STEENCORE.COM)

**BUYER**

**REGISTRATION**

**STEENCORE**

MINING & ENERGY

# WELCOME ABOARD!

STEENCORE Mining & Energy believes that partnerships and collaborations are the only way to succeed in a global economy. We are committed to our Buyer-relationships as it is consistent with our belief that we are stronger, working together and we are indomitable, as a team.

Internally, STEENCORE has developed a Partnership Development Council, to identify Prospective Buyers who fit or have the capabilities to fit our Partnership Criteria. The Partnership Development Council nominates those Prospective Buyers who have submitted a completed compliance and risk analysis worksheet for financial review and approval.

Externally, it begins with an exchange of Know Your Client (KYC) or, "Corporate and Financial Profiles." Our commercial relationships are based upon transparency as we cannot be strong partners to each other, without knowing the the strength and weaknesses of the team.

Finally, this Buyer Registration Packet is provided to assist in your registration as a Prospective Buyer. If you require additional assistance, please feel free to contact our Client Services Department at: [info@steencore.com](mailto:info@steencore.com). Thank you.

Sincerely,



DS2019 - Rotterdam  
Antony Warnars, Managing Director  
STEENCORE Mining & Energy



## Buyer Qualification Requirements & Criteria

### All Buyer Applicants must meet the following criteria:

1. A proven multi-year track record in commodity trading.
2. A proven ability to receive and transport the product upon delivery.
3. Sufficient available capital, or credit line, to purchase the product.
4. Banking at a reputable bank.
5. Holding import or trading licenses to receive or transport the product in/through/to any country or territory where this might be required.
6. In good standing.

We take pride in assuring that buyers are fully vetted, and able to consummate a transaction. Our approach is to be engaged in every aspect of the buy/sell process to allow the sale and delivery of Product in an efficient and expedited manner.

## Buyer's Due Diligence

How to become a Qualified Buyer?

In order to become a Qualified Buyer, we will need to perform a due diligence on the buyer's company, track record and ability to purchase.

### The procedure to become a registered Qualified Buyer is as follows:

1. The potential buyer sends a recent "Company Profile" to Steencore, BV.
2. Our sales team will make a first assessment and if positive we will send the potential buyer an Application Form. In this Application Form we will request for further information regarding the buyer's company details, financial status, trading history and product requirements.
3. Upon a positive review of the application, one of our sales managers will contact the buyer directly to discuss purchase requirements, product availability and sales procedures.
4. The buyer's company will be registered as a Qualified Buyer and will receive our regular product offers via email.

### Note the following:

1. Only experienced End-Buyers can apply to become a Qualified Buyer. **We do not accept applications from Brokers, Intermediaries or Traders without any proven track record.**
2. Only authorized directors or senior officers of the buying company can submit an application. **We cannot accept applications by unauthorized persons.**
3. Every Buyer will have to meet our Buyer Criteria.

Steencore Code establishes non-negotiable minimum standards that we ask our customers, their employees and agents to respect and to adhere to always when conducting business. The Steencore is an integral part of all purchase orders, supply contracts and is being integrated into all our commercial agreements. The Steencore Code is implemented in each market and business and is applicable to all customers.

We use only the safest procedures to make our trade negotiations successful and profitable, for our trade rules we always apply UCP 600 Banking Rules, Incoterms 2010 Delivery rules, URC 522 Collection Rules and URPIB Intermediary protocol.

### Disclosure of Corporate and/or Private Information:

We are conscious that any business or personal information that you provide is considered-sensitive and needs to be handled with exceptional care and consideration.

We promise that all information that you provide to us verbally or in writing, will be kept within Steencore BV and will be held strictly confidential, unless required by law.

Best Regards,  
Management, Steencore BV



## KNOW YOUR CLIENT (KYC) FORM

Must be completed by new clients

### 1. Client Details

1.1	Full Legal Client Name:	<input type="text"/>	Trading Name (if different):	<input type="text"/>
1.2	Incorporation Date:	<input type="text"/>	State/Nation of Incorporation:	<input type="text"/>
1.3	Registered Address of Head Office:	<input type="text"/>		
1.4	Postal Code:	<input type="text"/>	Registration Number:	<input type="text"/>
1.5	Town / City:	<input type="text"/>		
1.6	Telephone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
1.7	Mobile Number:	<input type="text"/>		
1.8	E-Mail Address:	<input type="text"/>	Contact of Counterparty:	<input type="text"/>
1.9	Website:	<input type="text"/>		

### 2. Company Identification

2.1	Certificate of Incorporation or Memorandum / Articles of Association:	<input type="text"/>	Please tick if attached	<b>Please provide copies of these documents in English Language or with an English Translation.</b>
2.2	Names of Directors:	<input type="text"/>	<input type="checkbox"/>	
2.3	Names and shareholding percentage of Beneficial Owners:	<input type="text"/>	<input type="checkbox"/>	

### 3. Company Details

3.1	Company Status: (Please Tick)	3.4	Company Type: (Please Tick)
<input type="checkbox"/>	Public Company	<input type="checkbox"/>	Physical Trader
<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Shipping Agent
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Ship Owner (Ships' Q88 are required)
<input type="checkbox"/>	State or Government Entity	<input type="checkbox"/>	Swap Broker
<input type="checkbox"/>	Individual	<input type="checkbox"/>	Other- Please Specify
3.2	If a publicly quoted company, please name Stock Exchange(s) and listing(s)	<input type="text"/>	Trades
3.3	Parent/Holding Company and/or Ultimate Beneficial Owner	<input type="text"/>	

**Please note the beneficial owner must be a public limited company, state owned, or an individual. If the majority shareholder of a company is another privately owned company, we need to identify the ultimate beneficial owner(s) (i.e. any person who owns or controls 25% or more of the interests within the company). If this applies to any one of the shareholders, please provide us with: the Shareholder's name, Date of Birth and Nationality (if an individual). If the Shareholder is a company or government, please provide us with the Company's Shareholder structure.**

Must be completed by clients

**4. Banking**

4.1 Principal Bankers:

4.2 Bank Branch Address Details:

4.3 Bank City & Country:

4.4 Bank SWIFT code:

**5. Trade Under Consideration (if applicable)**

5.1 Proposed Business with Steencore LLC      Buying:       (And / Or)      Selling:

5.2 What are the envisaged trade details?

5.3 Specify the product or goods:

5.4 Specify approximate volume or quantity:

5.5 Specify the price formula:      Fixed(USD):       (And / Or)      Floating:

**6. Other Documents Required**

- 1 - Company Profile
- 2 - Trade License Copy
- 3 - 2 Bank References Letters
- 4 - Last 3 years Audited Financial Report
- 5 - 3 Trade References

**7. Declaration**

We declare that our company as specified in this KYC have not entered any trade directly or indirectly in the past 3 years with any countries or states or organizations or companies or individuals sanctioned or blacklisted or banned by UN, EU and USA.

We further declare that our company and or individuals working for/with us have never been sanctioned or blacklisted or banned by UN, EU and USA.

**8. Application Certification**

The undersigned, hereby declare that, to the best of my knowledge, the information provided on this form and any accompanying documentation is truthful, correct and complete.

Name of person completing this Questionnaire (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Company Seal: \_\_\_\_\_

**Declaration by STEENCORE LLC**

Name and/or identity search conducted using prescribed "Special Reference Listing" e.g. Sanction Lists (OFAC, UN, EU), Blacklists etc,?  
YES  NO

Name and registered address verified and supported by one of the following accepted documents:

- Certificate of Incorporation
- Partnership Deed
- Certificate from the registered of societies/business Trading address, if not the same as above official documents, is verified seperately and evidence of verification documented on file?      YES  NO

Name of person verifying this Questionnaire (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Company Seal: \_\_\_\_\_



# DOCUMENT CHECKLIST

Please attach copies of the following applicable documentation requests, to the application.

- Basic Company Information
  - Legal Registration Documentation
  - Partnership Documentation
  - Incorporation Documentation
  - Export/Import Licenses
  - Manufacturing Certification
- Corporate Officers
  - CEO/Managing Director Passport/ID
  - Director(s) Passport/ID

Prospective Suppliers can register their KYC online at: [www.steencore.com](http://www.steencore.com)

Or, email application and documents to:  
[compliance@steencore.com](mailto:compliance@steencore.com)

# NOTICE!

**Please note:** All the fields of the document shall be supported by duly certified current extract from local Trade and Commercial Register or equivalent document, evidencing the existence and good standing of the Buyer/Company, its legal address, details of the Directors Shareholders, Ultimate Beneficial Owners (UBOs) (if applicable), their names, places of registration and percentage of participation.

All questions and request for assistance can be forwarded to the STEENCORE Client Services:





**STEENCORE**  
MINING & ENERGY

 (+31) 10 268 1580

 [info@steencore.com](mailto:info@steencore.com)

 [www.steencore.com](http://www.steencore.com)

 Max Euwelaan 21 - 29  
3062MA, Rotterdam  
Netherlands

