






**K A Y O O**  
GROUP

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**Reg: 2019/187907/07**

## SUPPLIER ONBOARDING REQUIREMENTS

### **1. Business Information**

- Business Name
- Business Registration Number
- Business Registered Address
- Website
- Phone Number
- Email
- Contact Person's name
- Designation/Role
- Copy of business registration documents

### **2. Product Information**

- What products do you supply/produce?
- Minimum Order
- Maximum monthly production/supply capacity
- Copy of Latest Lab reports





### 3. Operations

#### Type of Entity

- Mine Owner - Y/N
- Beneficiation & Mineral Processing Y/N
- Trader - Y/N
  
- Number of Mines
- Number of Sites
- Mine Location/Region
- Warehouse location & Distance from mine
- Maximum capacity of warehouse for stockpiling & packing
- Weighbridge Location and distance from mine
- Ability to Pack on site – Y/NO
- Availability of equipment to load bags onto trucks on-site

### 4. Legal/Documentation

- Copy of Mining License
- Copy of Mineral Trading License
- Latest Lab reports
- Do you have unpaid tax or judgment debts - Y/NO?
- Copy of Previous Bill of Lading
- Copy of Previous Invoices/Relevant Past performance documents

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*Submission of these information & documents represents an expression of interest from you the supplier to conduct business with Kayoo Group. It does not represent a contractual obligation or agreement in any way. By Sending us this document you are giving Kayoo Group authorization to legally perform due diligence on your company at their own discretion. Information supplied may be used for marketing purposes.*