

Supplier Registration Process

Maurel & Prom (M&P) is pleased to invite all parties interested in establishing a business relationship with its Venezuelan subsidiary to initiate the supplier registration process. This registry serves as a database for our organization, compiling information on all our business partners.

As part of our commitment to comply with applicable local and international laws, we conduct a risk assessment of all service providers, goods suppliers, as well as their related parties, subcontractors, and other parties interested in participating in our procurement processes. This is to ensure that potential business relationships do not have any reputational, legal, commercial, or political impact on any of the parties involved.

Therefore, you or the company you represent must first be approved by our Legal and Compliance department and subsequently by our headquarters before participating in procurement processes. To carry out the required risk assessment, we request that you send us the following documentation:

1. If it is a legal person:

- Compliance Questionnaire
- Articles of Incorporation, Extrait Kbis, or equivalent document according to its jurisdiction of incorporation
- Tax Identification Number, Unique Tax Registry, Employer Identification Number (EIN), or equivalent according to its jurisdiction of residence
- The latest minutes of the general meeting, certificate of ownership, or official document supporting ownership of the shares or participation quotas in the entity being registered. In cases where the shareholder or member is also a legal entity, we will need the same document from them until we reach the beneficial owners or natural persons behind the corporate structure
- Latest approved and audited financial statements
- Passport or identity card of the shareholders or beneficial owners, as the case may be, from all countries of which they are a national or citizen
- A presentation dossier or brochure

If the entity is, a foreign legal person (i.e. incorporated in a country other than Venezuela):

- If the documents are drafted in a language other than Spanish or English, it will be necessary to present an official translation made by a public interpreter, certifying the accuracy of the translation into Spanish or English
- M&P reserves the right to request, additionally, the notarization and legalization of the documents. If the country of origin is a party to the Hague Convention of 5 October 1961, the notarization and apostille of the documents may be required. To consult the list of signatory countries, please click [here](#)

2. If it is a natural person:

- Compliance Questionnaire
- Passport and identity card from all countries of which they are a national or citizen
- Tax Identification Number, Unique Tax Registry or equivalent

To complete the Compliance Questionnaire, please carefully read the following instructions:

- All documents must be submitted in PDF format, in separate files
- The file names must follow this nomenclature: "**Company or individual name - Document name**". For example: "**XYZ, C.A. - Minutes of the Meeting**", "**John Doe - Bank Certificate**", "**XYZ, LLC - Compliance Questionnaire**"
- The Compliance Questionnaire must be typed (i.e. computer-generated), then signed and wet-stamped on the last page
- **All** spaces must be filled in. No boxes should be left blank. Please avoid answering "Not applicable" as all questions apply. In case a question refers to something that you, or the company you represent, do not have, please explain
- Please respect the margins of the space provided for the text (do not exceed the box)
- If the space provided to answer the questions is not sufficient, indicate "See attachment" and attach the answer. If you have more than one attachment, the document must be numbered. For example: See attachment 1, see attachment 2 (and attach each attachment clearly identified)
- To select your Yes or No answers, you must use a checkmark (i.e.)

By signing the Compliance Questionnaire, you acknowledge having read the Code of Ethics and agree to comply with it.

In the event that you need to fully or partially subcontract any of the services to be provided, please note that potential subcontractors must be approved by our organization and must successfully complete the same compliance process described herein.

Finally, once you, the company you represent, or the subcontractor initiate the compliance process, our organization's finance team will request a bank certificate with the following characteristics

- It may be in Bolivars or foreign currency
- It must be in the name of the supplier
- It must have been issued within the last three months
- It must not correspond to an account held in a bank not accepted by our finance team
- If the currency is different from Bolivars or Euros, it must reflect the instructions of the intermediary bank for conversion at the time of processing payments

Please send this documentation to the following email address:
cumplimiento@venezuelamp.com