



Buyer KYC Onboarding Checklist

A. Buyer Identification

Item	Yes / No	Comments / Evidence Reference
Legal Company Name	☐ Yes ☐ No	
Country of Incorporation	☐ Yes ☐ No	
Nature of Business / Commodity Purchased	☐ Yes ☐ No	
Website (if any)	☐ Yes ☐ No	
Primary Contact Person (Name, Title, Email, Phone)	☐ Yes ☐ No	
Physical Office Address and Contact Details	☐ Yes ☐ No	

B. Mandatory Due Diligence Requirements

Item	Yes / No	Comments / Evidence Reference
Company Profile	☐ Yes ☐ No	
Certificate of Incorporation / Registration	☐ Yes ☐ No	
Valid Import Licence / Trading Licence for the relevant commodity (where applicable)	☐ Yes ☐ No	
Tax Registration / PIN / VAT Certificate (where applicable)	☐ Yes ☐ No	
Proof of Active Bank Account for transaction	☐ Yes ☐ No	
Buyer's preferred payment method: LC, SBLC, BG, TT, CAD, escrow, or other	☐ Yes ☐ No	
Name and country of buyer's bank	☐ Yes ☐ No	
Confirmation whether buyer is end buyer, trader, distributor, government contractor, or agent	☐ Yes ☐ No	

C. Past Trading History

Item	Yes / No	Comments / Evidence Reference
Redacted Bills of Lading (BLs) from previous transactions	☐ Yes ☐ No	
Redacted SGS / BV / Intertek Certificates	☐ Yes ☐ No	
Redacted Commercial Invoices	☐ Yes ☐ No	
Redacted SPAs / Purchase Contracts	☐ Yes ☐ No	
Proof of Delivery / Discharge	☐ Yes ☐ No	
Supplier References (if available)	☐ Yes ☐ No	
Evidence of previous imports or local purchases for the relevant commodity	☐ Yes ☐ No	



D. Operational / Receiving Capacity Verification

Item	Yes / No	Comments / Evidence Reference
Photos / videos of warehouse, tanks, yard, retail network, or storage capacity (where relevant)	☐ Yes ☐ No	
Storage facility ownership, lease, terminal access, or warehouse evidence (where applicable)	☐ Yes ☐ No	
Confirmation of discharge port / delivery location	☐ Yes ☐ No	
Confirmation of ability to receive the proposed quantity	☐ Yes ☐ No	
Customs clearing agent details (where applicable)	☐ Yes ☐ No	
Local transporter details where inland delivery is required	☐ Yes ☐ No	

E. Transaction Information

Item	Yes / No	Comments / Evidence Reference
Commodity required	☐ Yes ☐ No	
Quantity required	☐ Yes ☐ No	
Destination country	☐ Yes ☐ No	
Discharge port / final delivery point	☐ Yes ☐ No	
Preferred Incoterms: CIF, CFR, FOB, DAP, etc.	☐ Yes ☐ No	
Target price / pricing basis	☐ Yes ☐ No	
Required specifications	☐ Yes ☐ No	
Required shipment timeline	☐ Yes ☐ No	
Any special documentation required by buyer or destination country	☐ Yes ☐ No	



F. Red Flag Assessment (internal use only)

Item	Yes / No	Comments / Evidence Reference
No sanctions exposure	☐ Yes ☐ No	
No mismatched company or bank details	☐ Yes ☐ No	
No unrealistic pricing or volumes	☐ Yes ☐ No	
No refusal to provide reasonable DD documents	☐ Yes ☐ No	
No undue urgency or pressure	☐ Yes ☐ No	
No unclear role as buyer / agent / intermediary	☐ Yes ☐ No	
No unverifiable past trading history	☐ Yes ☐ No	
No unrealistic payment promises	☐ Yes ☐ No	

Prepared by: _____ Date: _____

Declaration: I confirm that the above information has been reviewed and is accurate to the best of my knowledge.