



Telekom Networks Malawi Limited
Reg. Number 4029

TNM SUPPLIER DUE DILIGENCE QUESTIONNAIRE

TNM is committed to achieving and maintaining the highest standards of corporate governance, particularly in respect of compliance with ethical and legal requirements.

Our success has been a product of a joint commitment of all our business partners, suppliers, vendors, contractors, franchisees and service providers who play an important and valued role in our continuing business success. However, for us to continue to provide the best service and technology to customers today, as well as in the future, it is critical that we respond to the increasing challenges and requirements of an ethical and legal nature. These challenges cannot be met by TNM alone; we need the cooperation and support of our business partners.

One of the key areas of concern in corporate governance is the prevention of corruption, money laundering and terrorism (CMT). A key feature of governance and CMT legislation is to “know your business partners” and to request that your partners give certain undertakings in respect of their activities and operations. (The importance of “knowing business partners” also underlies anti-money laundering legislation.) In this manner, responsible corporate citizens are able to minimise the possibility that, for example, any payments flowing to and through their partners are being used for corrupt or other criminal purposes.

It is in this spirit that TNM requests that you please complete the attached form. Where necessary, if insufficient space has been provided on the form for the answers, please provide the answers as supplements on separate sheets.

We at TNM acknowledge that compliance with our request herein may result in your organisation expending considerable effort, time and resources. Doing this may not always be easy. However, we urge you to remember that by assisting us in this manner, you are helping us establish and maintain quality of business relationships that will enhance all of our abilities to shape our business and legal environment by demonstrating that we – the business community- can be trusted to adhere to sound, ethical and responsible business practices and comply with the law. Adopting this “TNM Way” will assist us to achieve supply chain excellence, deliver innovative products and services and, remain the cellular service provider of choice to our subscribers.

Please kindly ensure that you initial each page and sign in full on the last page in the space provided.

Thank you for your assistance.

Willem Swart
Chief Executive Officer

PART 1 ORGANISATIONAL/PERSONAL PARTICULARS

1.1 Name/registered name of person or organisation: _____

1.2 Type of organisation: (state whether private limited company, public limited company, sole proprietor, partnership, close corporation, non-profit organisation etc.) _____

1.3 ID/Company registration number: _____

1.4 Vat registration number: _____

1.5 Country of origin/incorporation: _____

1.6 Full physical address of registered office: _____

1.7 Postal address of registered office: _____

1.8 Physical Address of principal operation: _____

1.9 Postal address of principal operation: _____

1.10 Goods or services supplied in general: _____

1.11 Nature of relationship with TNM – length (years): _____

1.12.1 Company Telephone Number: _____

1.12.2 Company Fax Number: _____

1.12.3 Principal Contact person: _____

1.12.4 Principal Contact person direct tel. number: _____

1.12.5 Principal Contact person cellular number: _____

1.12.6 Principal Contact person direct fax number: _____

1.12.7 Principal Contact person email address: _____

1.13 In the event of the existence of a contract with TNM, please attach and submit a copy.

PART 2 DOCUMENTS/LISTS TO BE ATTACHED

2.1 Organisation profile:

2.1.1 Please provide a list of shareholders, directors and officers specifying title, full names & identification numbers.

2.1.2 Please disclose if any shareholder, director, officer or employee of TNM has an interest in your organisation.

2.2 Please provide an organisational chart detailing the structure of the organisation showing directors, officers and senior managers and their responsibilities. Include within this organigram the specific section responsible for fulfilling service obligations to TNM.

2.3 Please specify the total number of employees in the organisation.

2.4 Please generally describe the organisation's core business.

2.5 Please generally describe the experience and expertise your organisation possesses that enable you to effectively and efficiently perform the service that you provide to TNM.

2.6 Where the annual value of the business that you expect to undertake with TNM exceeds MWK10 Million please provide us with the latest financial statements. Where however the value exceeds MWK150 Million, please provide a copy of the audited financial statements for the last three years.

2.7 Please generally describe any affiliations with other entities i.e. other joint venture partners.

2.8 What type of information do you require from your supplier, prior to committing your company?

2.9 How do you verify your suppliers' identity?

2.10 How do you secure output reports/ensure that distribution is to the correct individuals?

PART 3 CMT QUESTIONNAIRE

	<i>CMT Questions</i>	<i>YES</i>	<i>NO</i>
3.1	<p>Are any of the organisations' shareholders, directors, officers, or senior employees government (*) or political officials, whether at national, provincial or municipal level, or any official in a parastatal or international organisation?</p> <p>If yes please provide details as an attachment</p> <p>(*) <i>Government Official =</i></p> <ul style="list-style-type: none"> - <i>Any person who receives any remuneration from public funds;</i> - <i>Any person in the public service as contemplated in any relevant public service act;</i> - <i>Any functionary or official serving within, or an employee or servant of a public body.</i> <p><i>In the case of a public body that is registered as a corporation, any person who is incorporated as such.</i></p>		
3.2	<p>Do any of your organisation's shareholders, directors, officers or senior employees have any family or close business relationships with any (*) government or political official, whether at national, provincial or municipal level, or any official in a parastatal or international organisation?</p> <p>If yes please provide details as an attachment</p>		
3.3	<p>Does your organisation or any of its shareholders, directors, officers or senior employees ever offer gifts or bribes or facilitation payments to any of the above-mentioned officials or any other official or individual to facilitate business transactions or obtain business advantages?</p> <p>If yes please provide details as an attachment</p>		
3.4	<p>Does your organisation or any of its shareholders, directors, officers or senior employees have any affiliation to organised crime or receive or pass on the proceeds of illicit activities through normal business channels although directly involved in such activities?</p> <p>If yes please provide details as an attachment</p>		
3.5	<p>Has your organisation had its assets, accounts or financial transactions blocked for actual or suspected involvement in terrorist activities or received notice that all or any financial transactions involving the assets of your organisation or any of its shareholders, directors or officers are to be blocked.</p> <p>If yes please provide details as an attachment.</p>		
3.6	<p>Has your organisation or any of its shareholders, directors, officers or senior employees ever been officially listed by any organisation, body or country as being involved in terrorist activities?</p> <p>If yes please provide details as an attachment.</p>		

3.7	<p>Has your organisation or any of its shareholders, directors, officers or senior employees ever been the subject of public allegations, under investigation, charged, prosecuted, or convicted, or had your/its/their assets seized, blocked, frozen or ordered forfeit or has a judgment entered against you/it/them in respect of any national, foreign or international law relating to any of the following:</p> <p>3.6.1 Money laundering</p> <p>3.6.2 Financial crime</p> <p>3.6.3 Corruption</p> <p>3.6.4 Bribery</p> <p>3.6.5 Terrorism</p> <p>3.6.6 Any other economic offence</p> <p>If yes, please provide details as an attachment</p>		
3.8	<p>Is your organisation, any predecessor to your organisation or any member of your organisation currently a party to any major litigation that is in progress?</p> <p>If yes please provide details as an attachment.</p>		
3.9	<p>Has your organisation, any predecessor to your organisation, or any member of your organisation within the last three years been a party to any major litigation directly or indirectly related to the conduct of your business?</p> <p>If yes please provide details as an attachment</p>		
3.10	<p>Has your organisation, any predecessor to your organisation or any member of your organisation within the last three years been the subject of any disciplinary action by a court, professional body or regulatory agency?</p>		
3.11	<p>If your organization retains subcontractors, dealers or sub-dealers, agents or representatives to assist in providing services to TNM, will you or have you performed adequate due diligence with respect to them in respect of normal commercial, as well as anti-corruption, anti-money laundering, and anti-terrorism, matters?</p>		
3.12	<p>Does your organisation have an existing internal compliance programme that addresses the prevention of corruption, money laundering and terrorism?</p> <p>If yes, kindly furnish us with high level description of its nature and effectiveness as an attachment or direct us to a website where that can be found. Please indicate whether the programme includes an education and training program in respect of governance generally and CMT in particular.</p>		
3.13	<p>Do you have a compliance officer?</p>		

I hereby declare and warrant that all information furnished in this document, including all supporting documents is true and correct in every respect, in that TNM may rely upon it. I am furthermore duly authorised to provide information reflected in this document.

Name _____

Designation _____

Signature _____

on this _____ day of _____, 20_____.