**DUE DILIGENCE QUESTIONNAIRE (DDQ)**

Eneo is committed to upholding ethical standards in all its business dealings. All Eneo people and others performing work on behalf of Eneo are expected to adhere to all applicable laws and regulations and to demonstrate ethical behaviour in their business relations and decisions. To that end, Eneo has implemented a comprehensive Corporate Compliance Program to ensure that the highest ethical and legal standards are upheld in all its business transactions. The Compliance Programs includes a “know your business partner” “know your customer” program which requires Eneo to conduct due diligence on prospective business partners prior to entering into a business agreement.

The first step in the due diligence process is the completion of the attached Compliance Due Diligence Questionnaire, which provides Eneo with the information upon which to conduct our compliance due diligence. Please complete the Compliance Due Diligence Questionnaire fully and return it to your contact at Eneo.

In addition, all contracts and purchase orders must contain compliance language that requires business partners to comply with all applicable anti-bribery, anti-money laundering, antiterrorism, and economic sanctions laws and regulations.

We appreciate your cooperation in completing the Eneo Compliance Due Diligence Questionnaire and providing all other documents requested

1. Full Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Full Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facsimile/Fax:\_\_\_\_\_\_\_\_\_\_\_\_E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominal Capital:

 (**Please check “X” in appropriate boxes BELOW**)

4. Business form:

 Sole proprietorship Corporation Partnership Private Limited Liability

Company / Limited Liability Partnership Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

City, State/Country where incorporated or chartered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Will subcontractors be used to fulfill this contract? Yes No

If Yes, identify those you are currently aware of at this point and their location (**city,State/country**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Owners/Principals (Ownership percentages must total 100%. All shareholders holding 5% or more must be listed individually). **Please provide full legal names (city, state/country, for location):**

Full Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%ownership\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % ownership \_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % ownership \_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % ownership \_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Members of the Board of Directors. **Please provide full legal names (city, state/country, for location):**

Full Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Officers (or persons holding equivalent position). **Please provide full legal names (city and country for location):**

President/CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Financial Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Operating Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales/Marketing Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Business (Company) References. **Please provide a contact name and contact information:**

**Name of Company**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Company**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Company**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Background information:**
* Years in business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Description of business:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is any owner, controlling shareholder, director, officer, employee or agent of your Company a family member of any Eneo employee?**

 Yes No

If yes, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is any owner, controlling shareholder, director, officer, senior management-level employee or agent of your Company:**
2. an officer or employee of a government, department (whether executive, legislative, judicial or administrative)?
3. an officer or employee of a public international organization?

 Yes No

If yes, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **To the best of your knowledge, has any owner, controlling shareholder, director, senior**
2. Is the subject of a permanent or temporary general ban imposed by a court of one of the States Parties OHADA as the main or additional penalty?
3. Is the subject of a prohibition issued by a Professional Jurisdiction?
4. Is the subject of a final judgment to a custodial sentence for a crime of Common Law
5. formally accused by a competent government authority or convicted by a competent judicial authority for any financial offense; or
6. formally accused by a competent government authority or convicted by a competent judicial authority for any financial offense; or
7. formally indicted by a competent government authority for any financial offense, including, among other things, fraud, bribery, corruption, money laundering or financial terrorism?

 Yes No
If Yes, provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **To the best of your knowledge, has any of the Managers of your Company ever been:**
2. formally charged;
3. convicted; or
4. under any formal investigation by a court of law or competent governmental authority?

Yes No
If Yes, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you pay your employees on the regular basis as provided by the Cameroonian labor code (i.e.: monthly or weekly basis)?

Yes No

If No, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is your Company up to date with its social, administrative and fiscal obligations towards:

(i) the National Social Insurance Fund (social obligations \_ registration, declarations, the payment of contributions)?

 (ii) the Administration (registration, licensing, authorizations, declarations, payment of fees, payment of contributions: CRTV, National Housing Loan Fund, National Employment Fund, etc.)?

1. Taxation (registration, declarations, payment of taxes and fees, etc.)?

 Yes No

If No, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your business enterprise financially solvent at its banks?

 Yes No

1. Does your Company have a compliance program or code of conduct to ensure compliance with all applicable laws or regulations and to ensure appropriate business conduct?

 Yes No

If Yes, please provide Eneo a copy of such code of conduct or compliance program.

If Yes, does the code of conduct or compliance program apply to all employees who will work on this transaction with Eneo?

 Yes No

**CERTIFICATION, AUTHORIZATION and RELEASE**

I hereby certify that the answers provided herein are true and correct. By completing and signing this Questionnaire for myself, and if applicable as an agent of my employer, I hereby, authorize Eneo, its subsidiaries and affiliates, or its agents to investigate and verify the information contained in this Questionnaire. A facsimile of this document shall be considered as valid as an original.

**[Signature and company stamp]**

 **[Name of signatory]**

 **[Title of signatory]**

 **[Name of business enterprise]**

 **[Date of signature]**

**N.B. Please visa each page, sign and stamp the last; thank you.**