P.O. Box 5671, Dar es Salaam, Tanzania
Tel: +255 767 772 714 · WhatsApp: +255 627 089 316
info@universalenergy.co.tz · www.universalenergy.co.tz
TIN 202-647-480 · Reg. No. 202647480

KNOW YOUR CUSTOMER (KYC) POLICY

Universal Energy Petroleum and Logistics Company Limited

1. Purpose

Universal Energy Petroleum and Logistics Company Limited is committed to conducting business with integrity, transparency, and in compliance with all applicable laws and regulations. This Know Your Customer (KYC) Policy establishes procedures for verifying the identity of our customers to prevent fraud, money laundering, terrorist financing, corruption, and other illegal activities.

2. Scope

This policy applies to all customers, suppliers, business partners, contractors, and other parties who engage in business transactions with Universal Energy Petroleum and Logistics Company Limited where customer identification and verification are required.

3. Customer Identification

Before establishing a business relationship or completing certain transactions, customers may be required to provide:

Individual customers: full legal name; valid government-issued identification (National ID, Passport, or Driver's Licence); date of birth; residential or business address; telephone number and email address; Tax Identification Number (TIN), where applicable.

Corporate customers: Certificate of Incorporation or Business Registration Certificate; Business Licence, where applicable; Tax Identification Number (TIN); registered business address; details of directors and beneficial owners; authorized signatories and supporting identification documents.

4. Verification Process

The Company may verify customer information using official documents, government records, or other reliable and independent sources before approving a business relationship or transaction.

5. Risk Assessment

Customers may be assessed according to their level of risk based on factors such as: nature of the business relationship; type and value of transactions; geographic location; ownership structure; and other relevant risk indicators. Enhanced due diligence may be applied to higher-risk customers.

6. Ongoing Monitoring

The Company reserves the right to: update customer information periodically; request additional documentation when necessary; monitor transactions for unusual or suspicious activity; and review customer accounts to ensure ongoing compliance.

7. Record Keeping

Customer identification records and related documentation will be maintained securely for the period required by applicable laws and company policies.

8. Confidentiality and Data Protection

All customer information collected through the KYC process will be handled confidentially and protected in accordance with applicable data protection and privacy laws. Information will only be disclosed where required by law or with the customer's consent.

9. Refusal or Termination of Service

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The Company reserves the right to refuse, suspend, or terminate services where: required identification documents are not provided; false or misleading information is submitted; fraudulent or illegal activity is suspected; or the customer fails to comply with applicable legal or regulatory requirements.

10. Compliance

All employees responsible for customer onboarding and business transactions must comply with this KYC Policy. Failure to comply may result in disciplinary action and any other measures required by law.

11. Policy Review

This policy will be reviewed periodically and updated as necessary to reflect changes in applicable laws, regulations, and business operations.

KNOW YOUR CUSTOMER (KYC) QUESTIONNAIRE

Please complete in block letters and return with the required documents.

■ Customer Type: Individual ■ Company / Organization

Date: ____________

Reference No.: ____________

Section A: Customer Information — For Individuals

Full Name: ____________

Nationality: ____________

Date of Birth: ____________

National ID / Passport / Driver's Licence No.: ____________

Tax Identification Number (TIN) (if applicable): ____________

Residential Address: ____________

Postal Address: ____________

Telephone Number: ____________

Email Address: ____________

Occupation / Employer: ____________

Section A: Customer Information — For Companies / Organizations

Registered Company Name: ____________

Registration Number: ____________

Date of Incorporation: ____________

Country of Registration: ____________

Tax Identification Number (TIN): ____________

Registered Office Address: ____________

Business Address: ____________

Telephone Number: ____________

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Email Address:

Website (if applicable):

Nature of Business:

Section B: Authorized Representative

Name:

Position:

Telephone Number:

Email Address:

Identification Number:

Section C: Beneficial Ownership (For Companies)

Please list any individual who owns or controls 25% or more of the company.

Name	Nationality	Ownership %	Identification No.

Section D: Business Relationship

Products or services required:

■ Fuel Supply
■ Petroleum Products
■ Logistics Services
■ Transportation
■ Warehousing
■ Procurement
■ Other: ____________

Expected monthly transaction value:

■ Less than USD 100,000
■ USD 100,001 – 500,000
■ USD 500,001 – 1,000,000
■ Above USD 1,000,000

Source of Funds:

Purpose of Business Relationship:

Section E: Compliance Screening

Are you or any beneficial owner a Politically Exposed Person (PEP)?

■ Yes
■ No

If yes, provide details:

Have you or your company ever been investigated or convicted for fraud, corruption, money laundering, terrorist financing, or any financial crime?

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■ Yes ■ No

If yes, provide details:

Are you or your company currently subject to any sanctions or regulatory restrictions?

■ Yes ■ No

If yes, provide details:

Are you acting on behalf of another person or organization?

■ Yes ■ No

If yes, provide details:

Section F: Required Documents

Individual customers

■ National ID / Passport / Driver's Licence
■ Proof of Address
■ Tax Identification Number (if applicable)

Corporate customers

■ Certificate of Incorporation
■ Business Licence
■ Tax Identification Number (TIN)
■ Memorandum & Articles of Association
■ List of Directors
■ Identification of Directors
■ Proof of Business Address
■ Board Resolution / Authority Letter

Section G: Declaration

I/We certify that the information provided in this questionnaire is true, complete, and accurate to the best of my/our knowledge. I/We understand that Universal Energy Petroleum and Logistics Company Limited may verify the information provided and may request additional documentation where necessary. I/We undertake to notify the company promptly of any material changes to the information supplied.

Applicant Name:

Signature:

Date:

Company stamp (where applicable)

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For Official Use Only

Customer risk rating:

■ Low Risk ■ Medium Risk ■ High Risk

KYC documents verified:

■ Yes ■ No

Verified By: ______________________

Position: ______________________

Signature: ______________________

Date: ______________________

Approved By: ______________________

Approval Date: ______________________