

# Seller Qualification & Due Diligence Form

# Seller Qualification & Due Diligence Form

Field-use intake form for petroleum product sellers. Complete every section before review.

Auto Score

0 / 6

Incomplete

SECTION 1

## Initial Contact - Legitimacy Filter

Incomplete

Seller Company Name

Contact Person + Position

Email Domain (must match company)

Phone / WhatsApp

Seller CIS given

Yes

No

Upload Seller CIS - file name / reference

Declared Role

Title Holder

Direct Mandate

Intermediary

Unknown

Title Holder Name

Products Claimed

Physical Product Location (Port / Terminal)

Does story sound consistent?

Yes

No

Any hesitation answering basic questions?

Yes

No

Red Flag Triggered?

Yes

No

If yes, explain

# Seller Qualification & Due Diligence Form

**SECTION 2**

## Product & Position Validation

Incomplete

Product Type (EN590 10ppm / EN590 50ppm / Jet A1 / D6 / BLCO / Other)

Quantity Available NOW

Specification Provided?

Yes

No

Product Status

In Tank (EX-TANK)

In Transit (CIF)

Allocation / Future

Terminal Name (Specific)

Tank / Storage Details

Verification Access Offered - select at least one

ATV

UDTA

SGS Access

None

Documents Seen - select at least one

SGS

Product Passport

COO

None

Product feels real?

Yes

No

Terminal verifiable?

Yes

No

Red Flag Triggered?

Yes

No

Details

# Seller Qualification & Due Diligence Form

**SECTION 3**

## Procedure Validation - Critical

Incomplete

### Procedure Document

In the online version, the seller/user can upload the procedure document or paste the full procedure text.

Procedure upload - file name / reference

OR

Copy / Paste Full Procedure

### Procedure Summary / Key Points

When does buyer VERIFY product?

When does buyer PAY?

Payment Method - select at least one

MT103

LC

SBLC

Other

Other details

Any Upfront Payments Required?

Yes

No

If yes

# Seller Qualification & Due Diligence Form

SECTION 3 CONTINUED

Incomplete

## Procedure Validation - Critical

Does procedure allow SGS before payment?

- Yes  No

Tradable procedure?

- Yes  No

Balanced risk?

- Yes  No

Red Flag Triggered?

- Yes  No

Details

SECTION 4

Incomplete

## Documentation & POP

POP Documents Offered - select at least one

- |   |  |
|---|--|
| <input type="checkbox"/> Commercial Invoice | <input type="checkbox"/> Product Passport  |
| <input type="checkbox"/> SGS Report         | <input type="checkbox"/> COO               |
| <input type="checkbox"/> ATV                | <input type="checkbox"/> Tank Confirmation |

Can documents be independently verified?

- Yes  No

ATV addressable to SGS + Terminal?

- Yes  No

Do all documents match (names, qty, dates)?

- Yes  No

Documents credible?

- Yes  No

Red Flag Triggered?

- Yes  No

Details

# Seller Qualification & Due Diligence Form

SECTION 5

## Banking & Payment Structure

Incomplete

Issuing Bank

Receiving Bank

Instrument Type

LC

SBLC

None

Payment Trigger

Partial Drawdowns Allowed?

Yes

No

Is payment AFTER SGS verification?

Yes

No

Bank reputable?

Yes

No

Structure executable?

Yes

No

Red Flag Triggered?

Yes

No

Details

# Seller Qualification & Due Diligence Form

**SECTION 6**

## Execution Readiness

Incomplete

**Loading Port**

**Discharge Port**

**Delivery Terms**

FOB

CIF

TTT / TTV

**Estimated Timeline**

**Logistics Contact Provided?**

Yes

No

**Vessel / Shipping Clarity?**

Yes

No

**Operationally realistic?**

Yes

No

**Red Flag Triggered?**

Yes

No

**Details**

# Seller Qualification & Due Diligence Form

**FINAL CONTROL**

## Management Review

Identity

**Incomplete**

Product

**Incomplete**

Procedure

**Incomplete**

Documents

**Incomplete**

Banking

**Incomplete**

Execution

**Incomplete**

### Kill Switches - If Any = STOP DEAL

- None triggered
- No title holder identified
- No SGS verification before payment
- Upfront fees required
- Fake / unverifiable documents
- Unknown bank
- Vague product location

Automatic Recommendation

**Incomplete**

Kill Switch Status

**No kill switch triggered**

### Final Decision - Management Override

- GO (Proceed to SPA / DD)
- HOLD (Need Clarifications)
- NO-GO (Reject Deal)

### Your Notes

Management Reviewer Name

Management Review Date