

PARTNER ONBOARDING & DUE DILIGENCE CHECKLIST

To be completed by the prospective partner and submitted with the required supporting documents.

Partner/Company Name		Trading Name	
Contact Person		Telephone/Email	
Date Submitted		Nature of Business	

#	Category	Requirement / Evidence	Attached	N/A	Remarks
1	Corporate & Legal	Certificate of Incorporation/Registration	☐	☐	
2	Corporate & Legal	Current company registration/company search documents	☐	☐	
3	Corporate & Legal	Memorandum & Articles of Association or equivalent constitutional documents	☐	☐	
4	Corporate & Legal	Valid TIN / Tax Registration Certificate	☐	☐	
5	Corporate & Legal	Valid business/trading licence	☐	☐	
6	Regulatory	Applicable sector/regulatory licence or authorization (where applicable)	☐	☐	
7	Ownership & Management	Details of directors (IDs)	☐	☐	
8	Ownership & Management	Valid identification documents for directors	☐	☐	
9	Ownership & Management	Shareholding structure	☐	☐	
10	Ownership & Management	Ultimate Beneficial Owner (UBO) details and identification	☐	☐	
11	Business Profile	Registered and physical business address	☐	☐	
12	Business Profile	Official company contact details	☐	☐	
13	Business Profile	Description of business activities, products and services	☐	☐	
14	Compliance	AML/CFT Policy (where applicable)	☐	☐	
15	Compliance	Data Protection/Privacy Policy (where applicable)	☐	☐	
16	Transaction Profile	Expected monthly transaction volumes	☐	☐	
17	Transaction Profile	Expected monthly transaction values	☐	☐	
18	Transaction Profile	Expected transaction types/use cases	☐	☐	
19	Settlement	Bank/settlement account details in the company's legal name	☐	☐	
20	Settlement	Proof of bank account / bank confirmation	☐	☐	
21	Contacts	Technical/API contact person	☐	☐	
22	Contacts	Operations/support contact person	☐	☐	
23	Contacts	Compliance contact person	☐	☐	
24	Contacts	Escalation matrix	☐	☐	
25	Aggregators	Complete list of downstream merchants/sub-merchants (if applicable)	☐	☐	
26	Aggregators	Nature of business of each downstream merchant	☐	☐	
27	Aggregators	Applicable licences for regulated downstream merchants	☐	☐	

PARTNER DECLARATION

I/We confirm that the information and documentation provided to Rhino Payment Services Limited (RukaPay) is complete, accurate and current. We undertake to promptly notify RukaPay of any material changes, including changes in ownership, directors, beneficial ownership, business activities, regulatory/licensing status, settlement details or downstream merchants.

Where we operate as an aggregator, we acknowledge that approval of our company does not automatically constitute approval of our downstream merchants. We shall not introduce regulated or high-risk merchants to RukaPay without the required prior approval.

Authorized Representative		Position	
Signature & Company Stamp		Date	