

MENA UNITED TRADING

Supplier Onboarding Package

Requirements and process for suppliers, agents and service providers.

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Supplier Onboarding Package

MENA United expects suppliers, agents and service providers to meet the same compliance, safety and ethical standards we apply to ourselves. This package summarises the information required to begin the onboarding process.

Required company information

- Certificate of incorporation and constitutional documents
- Good-standing certificate or registered-agent certificate (≤ 90 days)
- Shareholder register and beneficial-ownership declaration ($\geq 25\%$ threshold)
- Directors and authorised signatories with government-issued ID

Licences, insurance & operations

- Trade, storage, transportation or service licences relevant to the engagement
- Insurance certificates (liability, cargo, professional indemnity where applicable)
- Health, safety and environmental policy

Compliance & ethics

- AML and sanctions compliance policy or attestation
- Anti-bribery and anti-corruption policy
- Modern slavery / human-rights policy or supplier code of conduct
- Written confirmation that no sanctions, PEP or adverse-media issues exist

Banking & payment details

- Bank name, SWIFT BIC, branch address
- Account name, currency and IBAN / account number
- Bank letter or statement confirming account control

Submission & review

Submit completed documents to compliance@mena-united.com. The compliance team will review for completeness, conduct sanctions screening, and respond within 5–10 business days with any follow-up questions or approval.