



# Seacrest Petroleo

How to register your company as a Seacrest supplier?



# How to become a Seacrest Supplier?

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To become a Seacrest supplier and be qualified to receive invitations to future tenders, it is necessary to fill out two documents:

- Supplier registration form and;
- Anti-corruption questionnaire.

Both documents must be downloaded from this [link](#) after filling out, they must be sent to [forneceidores@seacrestpetroleo.com](mailto:forneceidores@seacrestpetroleo.com).

However, attention is needed when filling out the documentation as we will see in the next slides...



# Supplier Registration Form (SRF)

The SRF is a very quick form to be filled out, which will require the supplier's information

Special attention to the questions in the "Other information" field, they are also relevant to formalize the registration.



Vendor Register		Seacrest Petróleo
<input type="checkbox"/> New Register		<input type="checkbox"/> Register Change
Company Name:		
Nature of the business:		
General Information		
Company Name:		
TAX ID:		
Company time in the market:		
Number of employees:		
Annual Revenue:		
Most relevant Clients:		
List of services and products:		
Address and Data Information		
Address:		Neighborhood:
City:	State/Province:	ZIP CODE:
Contact:		Title:
Phone:	Celular:	
E-mail:	Website:	
Branch information, if any:		
TAX ID:		
Address:		Neighborhood:
City:	State/Province:	ZIP CODE:
Bank Information		
Bank name:		Bank Code:
Other Information		
Is there a family relationship with any Seacrest employee? If so, please describe.		
Is there any employee who serves as a government official or has served within the last 10 (ten) years?		
Data e Signature		
I declare that the information provided above is true and authentic.		
Name:		Title:
Date:	Signature:	

# Questionário Anticorrupção (QAC)

The anti-corruption questionnaire is a document that aims to know the company we are hiring a little better...

In the attached template, all fields marked in yellow are mandatory. Bearing in mind that questions 10 and 11 need to be completed in detail to better understand which policies have already been implemented.

**Attention:** This questionnaire must be signed by the company's legal representative and sent in pdf format.

## 10. IDENTIFICATION OF FACILITATION PAYMENTS AND PER DIEM/LODGING AND TRAVEL EXPENSES

Please identify and describe each instance relevant to the Business Relationship in which the Business Partner or any of its Affiliates are making, intend to make or have made any facilitation payment to any Public Official privately for the performance of any duty affecting the operations or value of Business Partner or its applicable Affiliate or its or their customers:

Fill in

Please describe any instances relevant to the Business Relationship in which the Business Partner or any of its Affiliates has paid the expenses (travel, meals, lodging, per diem, etc.) or provided any other benefit to any Public Officials or their Close Family Members in connection with the promotion of goods or services of Business Partner, SPE Cricaré, any client or customer of Business Partner, or any of their Affiliates:

Fill in

## 11. BUSINESS PARTNER ANTI-CORRUPTION PROGRAM

Question	Yes	No
Has your anti-corruption policy been approved by senior management and the board of directors?		
Is your anti-corruption compliance program overseen by the board of directors?		
Do you regularly perform corruption risk assessments of your organization?		
Do you have an anti-corruption training program?		
Do you have an anti-corruption audit program?		
Do you monitor and audit anti-corruption compliance?		
Do you have a code of ethics separate to an anti-corruption policy?		

If you have any questions, please contact us via email  
[forneceadores@seacrestpetroleo.com](mailto:forneceadores@seacrestpetroleo.com)

