

CORPORATE READINESS CHECKLIST

(to be completed before logging into a Contractor's portal)

Category	Requirement / Document	Purpose in a Mine Audit	Met (Y/N)	Evidence / File Name
1. Statutory & Legal	Company Registration (e.g., Form 3 / Incorporation)	Proves legal existence and local ownership status.		
	Valid National Tax Clearance Certificate	Proves financial compliance; mines will not pay un-registered entities.		
	Mining/Regulatory Operating License	Specific to sector (e.g., Transport License, EPA Permit).		
2. Financial Health	3 Years of Audited Financial Statements	Proves the SME has the liquidity to survive 60-90 day payment terms.		
	Bank Reference Letter / Credit Line Proof	Proves access to working capital to mobilize equipment before first payment.		
3. HSE Foundations	Written Corporate HSE Policy	Signed by the CEO; proves commitment to "Zero Harm."		
	Worker's Compensation Fund Registration	Proves staff are insured against site accidents or fatalities.		

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4. Local Content	Equity / Shareholder Registry	Proves percentage of indigenous ownership matches local laws.		
	Org Chart & Nationality Breakdown	Proves local representation at management and technical levels.		