

GMN LAW FIRM

Here to help you getting Justice

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Attorneys at Law in Rwanda Bar Association

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KICUKIRO Opposite to IPRC Kigali Main Gate/ at SANGWA Plaza Building on 2nd floor

PROFORMA INVOICE

Service provider Name:

GMN Law Firm Ltd

Service rendered:

Legal Service

Client Name:

TRINITY MUSHA MINES Ltd

Email: musha@trinity-metals.com

Proforma Invoice Date: 05/11/2025

N/S	Description of Service	Unit	Amount
1.	Representing TRINITY MUSHA MINES Ltd in the Commercial court for the case (ABITAL Ltd Vs. TRINITY MUSHA MINES Ltd	One case	500,000 Rwf
Total			500,000 Rwf

Authorized by:

Me NGARAMBE Luc Martin
Managing Partner
GMN Law Firm





**ETHICAL SUPPLY CHAIN MANAGEMENT
SUPPLIER DUE DILIGENCE QUESTIONNAIRE**

INSTRUCTIONS:

- This form is used to establish the background, qualification and reputation of prospective suppliers. If the space provided for each question is insufficient, you may create additional space electronically or attach additional pages.
- Where questions are not applicable, please do not leave them blank, rather state "n/a" or "not applicable".
- Note that this questionnaire is designed to be used in conjunction with existing Trinity Metals Ltd materials such as tender documents. If your organisation has previously submitted a questionnaire as part of a separate tender process or otherwise, please use this questionnaire to update Trinity Metals Ltd with any changes since the time of the submission of the last questionnaire.

• New Application	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
• Changes to Application	Y <input type="checkbox"/>	N <input type="checkbox"/>

- Please tick New Application if your company has never registered as a supplier to Trinity Metals Ltd previously.
- Please tick Changes to Application if you wish to change any details of your company that is currently registered with Trinity Metals Ltd as a supplier.

SECTION A – GLOBAL STANDARDS QUESTIONNAIRE

1. THIRD PARTY INFORMATION

Registered name of legal entity: GMOY LAW FIRM Ltd
 Year of registration: 28/02/2020
 Trading name of legal entity: LAW FIRM
 Company Registration No.: 111309159
 Vat Registration No.: _____
 Registered Physical address of works: Kicukiro - Kicukiro, Kigali city, Rwanda
 Postal address: _____

Telephone (switchboard): 0788695617
 Fax (general): _____
 Business Website Address: gmnlawfirm@gmail.com

Has your entities' registration ever been terminated (voluntarily or involuntarily)?
 Yes No
 If YES, please explain
cc n/a

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List all other names under which your organization has conducted business (d/b/a, etc.) including the time period for each.

Name	Dates operated
ATLANTIQUE MICROFINANCE Inc	2021 up to date
AGRIEXPORTS Ltd	2022 up to date

List the countries that your company operates in (facilities)

Not applicable

Sales Info (to receive RFQ's and Orders)

Contact person: _____
 Telephone No.: _____
 Fax No.: _____
 E-mail address: _____

Financial Info (to receive remittances, etc.)

Contact person: _____
 Telephone no: _____
 Fax no: _____
 E-mail address: _____

Technical Info (for technical queries)

Contact person: _____
 Telephone no: _____
 Fax no: _____
 E-mail address: _____

Please note that, unless otherwise requested, all RFQ's, Orders and Remittances will be sent via e-mail to the e-mail addresses provided above.

1.1 Please provide the following information about your organisation's owners / partners / members:

Name	Date of Acquisition of Interest	Percentage Ownership
NGARAMBE Luc Martin	28/02/2020	33.3%
MANIRAFASHA Jean Paul	28/02/2020	33.3%
GAPIRA Jocile	28/02/2020	33.3%

1.2 Please provide the following information about your organisation's directors and officers:

Name	Title
NGARAMBE Luc Martin	Managing Partner
GAPIRA Jocile	Uta - Managing Partner

1.3 Please provide the following information with regards to your organisation's banking institution:

Name: Equity Rwanda Bank Plc
 Branch address: Nyamugenge - Kigali City
 Telephone number: _____
 Bank manager's name: _____
 Bank account number: 4002200666134
 Bank code: _____
 Date of commencement with current bank: 12/05/2020
 Details of historical bankers: _____
 Provide a copy of a cancelled cheque for verification

2. RELATIONSHIPS WITH GOVERNMENT ENTITIES AND OFFICIALS

2.1 Do any owners, partners, directors, or officers currently hold (or did they previously hold) any position of employment (or have any duties, including consulting or ceremonial positions) with any government or government entity (including agencies & sub-agencies, as well as state-owned or controlled enterprises) or any Public International Organisations (e.g. World Bank, United Nations)?

Yes No

If YES, please provide the following details:

Name	Name of Entity / Department	Position(s)	Dates positions held
—			
—			
—			

2.2 Are any owners, partners, directors, or officers of your organisation currently (or have they ever been) officials or candidates of a political party, or been elected into any political office?

Yes No

If YES, please provide the following details:

Name	Position / candidate for	Dates
-		
-		
-		

2.3 Are any owners, partners, directors, or officers of your organisation related (by blood, marriage, current or past business association or otherwise) to government officials or candidates / officials of a political party?

Yes No

If YES, please provide the following details:

Name	Position / candidate for	Dates
-		
-		
-		

2.4 Does your organization fulfil the role of agent, consultant, or other third party representing or otherwise acting for Trinity Metals Ltd (or any affiliates or subsidiaries) before government or regulatory officials?

Yes No

If YES, please explain:

-

2.5 Does your company use consultants or subcontractors?

Yes No

If YES, please identify any consultant or subcontractor below:

Name	Contact Information	Direct or Indirect Ownership Interest by Government Official? If Yes, please identify name, title, and department of official
-		
-		
-		

3. RELATIONSHIPS WITH TRINITY METALS LTD

3.1 Has any owner, partner, director, key employee or officer of your organisation ever been employed by or performed services for Trinity Metals Ltd or any of Trinity Metals Ltd's subsidiaries or affiliates?

Yes No

If YES, please explain, including providing the name of the individual(s), his employment period, job description, term of employment and reasons for leaving:

3.2 If any current owner, partner, director, key employee or officer of your organisation is currently employed by Trinity Metals Ltd or any of Trinity Metals Ltd's subsidiaries or affiliates, has that individual(s) reported his / her conflict of interest to Trinity Metals Ltd?

Yes No

If YES, please explain, including providing the name of the individual(s), his job title and job description, the date he reported his conflict of interest and who he reported his conflict of interest to. If no, please explain:

3.3 Are any owners, partners, directors, key employees or officers related (by blood, marriage, current or past business association or otherwise) to any other officer, director or employee of Trinity Metals Ltd or its subsidiaries or affiliates?

Yes No

If YES, please explain, including providing the name of the individual(s), his employment period, job description, term of employment and reason for leaving:

3.4 If you were recommended by someone at Trinity Metals Ltd, please provide the name of this individual:

4 ADDITIONAL INFORMATION

4.1 Has your organisation or any owner, partner, director, shareholders or officer of your organisation ever been accused, subject to investigation, or convicted of bribery, fraud or any other corrupt activity (including offering or paying money or giving anything of value to a government official in order to retain business or obtain an improper advantage) anywhere in the world?

Yes No

4.2 Does your organisation appear on any country, regional or local or provincial government sanction or enforcement list in any country that Trinity Metals Ltd operates in.

Yes No

4.3 Will any part of any payment be made in a country or currency other than the country where a contract may be executed?

Yes No

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- 4.4 Will any part of any payment be made to any party or into accounts, other than that of your organisation?
 Yes No

If answered YES to 4.1, 4.2, 4.3 or 4.4, please explain:

- 4.5 Are you familiar with and do you understand your obligations under the U.S. Foreign Corrupt Practices Act?
 Yes No

If YES, and you have an anti-corruption policy, please provide a copy of your anti-corruption policy(ies)?

If NO, please explain

- 4.6 Please list all gifts, hospitality or sponsorship given to any Trinity Metals Ltd employees (other than business meals and inexpensive corporate-branded gifts) in the past year:

Name of gift recipient	Gift given	Gift value	Date of gift given
-			
-			
-			

- 4.7 Has your organization had any disputes with regulators relating to any material non-compliance that is currently being addressed or has been addressed in the past three (3) years?

Yes No

If YES, please explain:

- 4.8 Has your organisation had any disputes with any tax regulators in countries where you are in business?

Yes No

If YES, please explain:

- 4.9 Is your organisation willing to co-operate by providing applicable records and information, including but not limited to contracts, minutes of meetings, payment records, debtor records, invoicing and goods received notes, etc., in the case of an investigation or audit by Trinity Metals Ltd?

Yes No

If YES, please provide the relevant contact person and details:

5. BUSINESS ARRANGEMENT

5.1 Please tick the list below in terms of what your company provides as goods and services and provide comments where applicable.

Nature of Goods or Services	Yes or No	Comments
Construction/Installation Services (Building works, fabrication, engineering works, etc.)	No	
Design, Engineering, Draughting (Professional services relating to design, engineering, draughting, etc.)	No	
Manufacturer (Manufacturer of goods, either to design or from patented products)	No	
Supplier/Stockist (Supply goods as a retailer and wholesaler)	No	
Repairs and Maintenance (Conduct repairs and maintenance on site or from established workshops)	No	
Other Professional Services (Consultants, Land Surveyors, Quantity Surveyors, etc.)	No	
Agency (Company provides goods and services as an agent of an OEM)	No	
Other (Should this list not cover what the supplier provides as goods or services)	Yes	Legal Service

5.2 Please provide a list of countries where you have operations

6 SAFETY

6.1 Do you have a Safety Policy or recognized safety standard?

- Yes
 No
 Planned
 When? Month/Year
 No but willing to adopt Trinity Metals Ltd's

If YES, provide details and a copy of the policy and/or standard

6.2 Have you been audited and/or certificated to this policy or standard?

- Yes
 No
 Planned

If YES, give details on auditor/certifier, date of audit/certification and expiry date

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- 6.3 Is there a manager or similar position in your business responsible and accountable for occupational health and safety?
 Yes No
- 6.4 Are all workers advised of their duties, responsibilities and rights with regard to health and safety and are they made aware of the health and safety procedures?
 Yes No
- 6.5 Has your organization undertaken any significant safety improvement programs during the last three (3) years? Please provide details.
 Yes No
 If YES, please describe and provide supporting documentation, if applicable.
-
-

7. SUSTAINABILITY

Labour and Human Rights

- 7.1 Does your organisation have an employee Code of Ethics / Conduct outlining the expectations of behaviour for all employees?
 Yes No Planned When? Month/Year No but willing to adopt Trinity Metals Ltd
 If YES, please provide a copy of your code(s)
- 7.2 Have you previously been audited and/or certificated to the code(s)?
 Yes No
 If YES, give details on auditor/certifier, date of audit/certification and expiry date
-
- 7.3 Does your organisation use a recognized social compliance standard (e.g. AS8000) etc.?
 Yes No
 If YES, provide details and documents
-
- 7.4 Have you previously been audited and/or certificated to this standard?
 Yes No
 If YES, give details on auditor/certifier, date of audit/certification and expiry date.
-
- 7.5 Is there a manager or similar position in your business responsible and accountable for the Code of Ethics/conduct or the social compliance standard?
 Yes No Planned When planned? Month/Year
- 7.5 Are all workers aware of, and do they clearly understand, the terms and conditions of their employment including, for example, working hours, and wage structure?
 Yes No
- 7.6 Does your organisation have a policy on minimum age for employment, which complies with national laws but is no less than 18 years of age?
 Yes No
 If YES, please provide a copy of your policy.

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7.7 Does your organisation provide a living wage / minimum wage, which enables workers to meet basic needs?
 Yes No

7.8 Does your organisation take all necessary measures to ensure that it does not participate in, or benefit from any form of forced labour, (including bonded labour, debt bondage, forced prison labour, slavery, servitude, or human trafficking)?
 Yes No

If YES, please provide your policy prohibiting forced labour in its various forms as described above.

7.9 Does your organisation respect the internationally proclaimed human rights and avoid complicity in human rights abuses of any kind and do you have a human rights policy?
 Yes No Planned When? Month/Year No but willing to adopt Trinity Metals Ltd policy

If YES, please provide a copy of your human rights policy.

7.10 If YES, is there a manager or similar position in your business responsible and accountable for implementation of the human rights policy?
 Yes No Planned When planned? Month Year

7.11 Are senior management aware of basic human rights as set forth in the Universal Declaration of Human Rights and do they put these principles put in to practice?
 Yes No

7.12 Does your organisation take measures to protect workers from acts of physical, verbal, sexual, psychological harassment, abuse or threats in the workplace, including when determining and implementing disciplinary measures?
 Yes No

If YES, please provide a copy of the relevant policy that notifies employees of their obligations to refrain from violent, threatening or abusive conduct towards others.

7.13 Does your organisation ensure that it does not hire, remunerate, promote or discipline on the basis of gender, age, nationality, ethnicity, race, colour, creed, caste, language, mental or physical disability, organisational membership, opinion, health status (including pregnancy and HIV / AIDS), marital status, sexual orientation, birth or civic, social or political characteristics or the worker?
 Yes No

7.14 Does your organisation respect the freedom of association of rights of its workers, including the right to bargain collectively?
 Yes No

If YES, please provide your policy on freedom of association.

7.15 Are your security guards trained when to intervene in security-related situations and how to use the minimal authorised force necessary?
 Yes No

Please explain your response in more detail, including examples where applicable:

7.16 If operating in an area occupied by indigenous people, does your organisation respect the rights of the indigenous people?
 Yes No

Please explain your response in more detail, including examples where applicable:

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7.17 Are all workers able to appeal or make complaints about discriminatory or disciplinary actions without fear of redress (for example, in confidence to a third party)?

Yes No

7.18 Are all security personnel aware of basic human rights and do they comply with these principles while carrying out their responsibilities?

Yes No

Environment

7.19 Do you have a policy on environment that requires compliance with applicable environmental legislation and regulations or use a recognized environmental standard?

Yes No

If YES, provide details and provide a copy of this policy or standard?

7.20 Have you previously been audited and/or certified to this standard?

Yes No

If YES, give details on auditor/certifier, date of audit/certification and expiry date

7.21 Is there a manager or similar position in your business who is responsible and accountable for implementation of the environmental standard?

Yes No

7.21 Is this policy communicated to all employees?

Yes No

7.22 Do you make use of an environmental management system?

Yes No

7.23 Have you been audited and/or certified to this system?

Yes No

If YES, give details on auditor/certifier, date of audit/certification and expiry date

7.24 Is attention given to the safe handling, movement and disposal of hazardous materials?

Yes No

8. SUPPORTING DOCUMENTATION

8.1 Please provide all relevant supporting documentation, including but not limited to the following:

8.2 The following documentation is required to be submitted with the completed questionnaire. Where requested documentation is not submitted, please state the reason:

- A copy of the organisation's most recently audited financial statements.
- A letter from your organisation's banking institution confirming the bank account details.

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- A valid Tax Clearance Certificate of the registered legal entity. (Validity 6 or 12 months)
- Proof of Unemployment Insurance Fund (UIF) registration and good standing.
- A Workman's Compensation letter of good standing.
- Copies of the directors'/members'/shareholders/owners' ID documents.
- A copy of the ISO 9001 certificate (if applicable).
- A copy of the ISO 14001 certificate (if applicable).
- Engineering & Architectural references (Building Industry only).
- Electrical Contractors Board/Association (Electrical Industry only)

WHAT OTHER INDUSTRY BODIES SHOULD WE RECEIVE CERTIFICATION FOR?

If not previously submitted (electronically or manually), please also submit the following:

- An official company letterhead.
- Company Registration Certificate (showing the Director details).
- VAT(Value Added Tax) Registration Certificate.

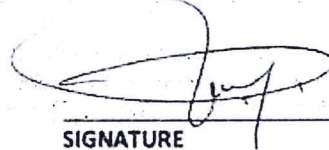
9. CERTIFICATION OF INFORMATION ACCURACY

I, Ngarambe Luc Martin, hereby certify that, on behalf of GEMIN LAW FIRM Ltd that to the best of our knowledge, after due inquiry, the information provided on this form, including any attached documents, is accurate, complete and up to date. I also certify that if we learn of any additional information that is relevant to this review, we will promptly report that information to Trinity Metals Ltd.

NB - THIS QUESTIONNAIRE AND REVIEW DOES NOT ENTITLE THE SUPPLIER TO RECEIVE ANY WORK FROM TRINITY METALS LTD LIMITED WHATSOEVER.

NGARAMBE Luc Martin

PRINTED NAME



SIGNATURE

Managing Partner

TITLE

14/11/2025

DATE

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Account Name: *G.M.N. LAW FIRM*

Account N°:

4	0	0	2	2	0	0	6	6	6	1	3	4
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Date opened: *12/05/2020*

Thank you for choosing Equity Bank. We are honoured to serve you. To know more about our products and services, visit our website: www.ke.equitybankgroup.com

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