

# Client Onboarding Form

(Prepared by WeTel World – ESG, Audit & Carbon Credit Services)

This onboarding form is designed to capture essential client information across our core services: ESG Reporting & Submission, ESG Report Audit, Carbon Offset, Training & Certification, and ESG Solutions. The details provided will enable us to assess your requirements and deliver customized sustainability solutions.

## Services Covered

- Service A: ESG Reporting & Submission
- Service B: ESG Report Audit
- Service C: Carbon Offset
- Service D: Training & Certification
- Service E: ESG Solutions

## Section 1: Company Information

Company Name	
Registered Address	
Country of Incorporation	
Company Registration Number	
Authorized Signatory (Name & Designation)	
Representative / Contact Person (Name, Email, Phone)	

## Section 2: Qualification & Compliance Questions

Sr. No.	Particulars	Applicability	Client Response	Remarks
1	How many legal entities are involved in operations?			
2	Provide a breakdown of each entity's role in ESG compliance.			
3	Are entities operating under the same compliance jurisdiction?			
4	What is the future roadmap for implementation?			

5	Does your company publish an annual ESG report?			
6	Do you follow GRI, SASB, TCFD, or IFRS ESG frameworks?			
7	Have ESG disclosures been independently audited?			
8	Do you track and disclose Scope 1, 2, and 3 emissions?			
9	Does your company hold carbon credits or offset certifications?			

### Section 3: ESG, Audit & Carbon Reporting Services

WeTel World provides:

- ESG Reporting & Submission (GRI, SASB, IFRS aligned).
- Independent ESG Audit & Assurance (Barrister & CA – UAE).
- Carbon Footprint Assessment & Carbon Credit Offset (via ACX regulated exchange).
- Training & Certification (GRI, ISO, SDG-aligned).
- ESG Transformation Solutions (AI-driven analytics, dashboards, governance consulting).

### Section 4: Terms & Conditions

#### 4.1 Subscription & Payment

- Subscription Year: Runs from 1st January to 31st December of each calendar year.
- Report Delivery: ESG report shall be finalized and delivered within the first quarter following the financial year end.
- Subscription Model: Services provided on quarterly, half-yearly, or annual subscription. Annual payment may qualify for discounted pricing.
- Implementation Costs: Divided into phases (requirements, documentation, configuration, testing, go-live).
- Advance Payment: Subscription and implementation fees must be paid in advance.
- Scalability & Adjustments: Pricing may vary based on user access, data integrations, advanced modules, and regulatory changes.

## **4.2 Service Delivery Process**

1. Submission of completed onboarding form.
2. Subscription plan selection.
3. Execution of annual agreement.
4. Advance fee payment.
5. Data processing and ESG analytics.
6. Draft report preparation.
7. Client review and approval.
8. Final ESG report delivery within Q1 of following year.
9. Submission of ESG report to UAE authorities and GRI.

## **4.3 Scope of Services**

### **Service A – ESG Reporting & Submission:**

- Full ESG reports (GRI, SASB, IFRS).
- AI-driven ESG data tracking.
- Annual submissions to UAE regulators and GRI.

### **Service B – ESG Report Audit:**

- Independent verification by Barrister & CA – UAE.
- Accuracy check of disclosures.
- Compliance assurance & corrective actions.

### **Service C – Carbon Offset:**

- Verified carbon footprint assessment.
- Access to regulated ACX Carbon Credit Exchange.
- Certification pathway to carbon neutrality.

### **Service D – Training & Certification:**

- ESG & sustainability certifications.
- Leadership & compliance training.

### **Service E – ESG Solutions:**

- End-to-end consulting & risk management.
- AI-powered dashboards & monitoring.

#### 4.4 General Terms

- Confidentiality: Both parties agree to protect all shared data and reports.
- Client Obligations: Client must provide timely, accurate information.
- Liability: WeTel World is not responsible for regulatory penalties resulting from inaccurate data supplied by client.
- Intellectual Property: Proprietary ESG tools and templates remain property of WeTel World.
- Governing Law: This agreement is governed by the laws of the UAE.
- Termination: Either party may terminate with 60 days' written notice, subject to settlement of outstanding fees.
- Force Majeure: Neither party is liable for delays due to events beyond reasonable control.

Please complete all sections of the form. For each question, indicate applicability, provide your response, and include remarks where relevant.

Particulars	Applicability	Client Response	Remarks
How many legal entities are involved in this implementation?			
Can you provide a breakdown of each entity and the regions where the implementation will take place?			
Are all the entities operating in the same industry or are there differences?			
What is the future roadmap for implementing for other entities, if any?			
What are the levels of data generation			

under each entity? For example, at factory, office, facility, business unit level etc.)			
Which ESG frameworks are expected to be adhered to by each legal entity (e.g., GRI, SASB, TCFD, BRSR, ESRS)?			
Is the ESG reporting expectation at a Group level or at company level? (Is the reporting at consolidated level or individual entity level)			
How many users are expected to be using the system presently and what is the growth expected in users of the system in the next 2 to 3 years?			
What is the level of expertise of end users in the ESG domain? Would there be a need for some level of training on the ESG domain as part of the project to the end users?			
Have you conducted a materiality assessment? If not, are you planning to perform a double or single materiality			

assessment?			
Are you covering the full spectrum of ESG topics, or are you focusing on specific categories like environmental, social, or governance issues?			
How many data sources are there, and can you provide a brief description of each source where data will be collected, along with their names?			
Do you have an internal sustainability team responsible for ESG initiatives?			
Are you expecting to generate ESG reports directly from the system, or do you use another tool for reporting?			
Are there any integration requirements with existing systems, APIs or software?			
Is the entity willing to get ESG reports assured or audited by any 3rd party/ external entity?			
How does your company engage with investors, customers, and other stakeholders regarding its ESG performance and			

initiatives?			
Does your company have any specific ESG-related targets or goals, and how does it plan to achieve them?			
What level of access is expected for the site-level ESG users?			
Are there any business sensitive data which should not be available to other users of the system?			
Is the data stored in a manner required for ESG reporting or would it require multiple layers of transformations from the sources to bring it into a meaningful form? (The response can be based on your best judgement)			
Are there any historical data migration we need to consider as part of the scope? If so, please define the period and extent of data which needs to be considered			



## Section 5: Acknowledgement & Signatures

The undersigned acknowledge and agree to the terms and conditions outlined in this onboarding form.

For and on behalf of (Client Company):	For and on behalf of WeTel World:
Authorized Signatory:	Authorized Signatory:
Name: Designation: Date:	Name: Designation: Date: