

Due Diligence Checklist for third party relationships

Key:

“TP” = third party i.e. third party individual/entity to the proposed contract.

RISK ASSESSMENT

To be used when engaging agents, consultants, contractors, joint venture partners and other significant third party relationships over the prescribed threshold e.g. suppliers who provide services to the business.

No	Item	Answer	Comments/Any Further Action Required
1.	How long has the TP been in business?		
2.	Is the TP subject to any specific statutory or other regulations (e.g. financial services registration)?		
3.	Has the TP (or any business which is part of the same group as the TP) or any significant shareholder, director, officer or employee of it been investigated or convicted in relation to a bribery or corruption related offence or a tax evasion/tax fraud offence (in any territory)?		
4.	Does the TP or anyone known by you to have a significant business relationship with the TP have a reputation for corruption or tax evasion/tax fraud?		
5.	Has the TP ever been barred from tendering for government contracts (in any territory)?		
6.	Is the TP or any significant shareholder, director, officer or employee of it included on the Specially Designated Nationals List maintained by the US Department of the Treasury’s Office of Foreign Assets Control or on any UK or Jersey sanctions list?		
7.	Does the TP have the necessary experience and expertise for the proposed relationship?		
8.	Are the agreed payments to the TP reasonable – i.e. not disproportionate in view of the services provided and reasonable within the industry?		
9.	Are the payments being made to a known onshore bank account demonstrably linked to the TP?		
10.	Are the accounts of the TP independently audited?		
11.	Will the TP have authority to make payments on behalf of our business without prior authorisation?		

12	Does the contract require the TP to comply with the Corporation's anti-bribery and anti- tax evasion policy?		
13	Does the TP have its own written anti-bribery and anti-tax evasion policy which is roughly equivalent to the Corporation's?		
14	Do all expenses of the TP require written receipts or evidence before reimbursement?		
15	Is TP's remuneration based on achieving certain outcomes e.g. securing a contract (i.e. incentive based)?		
16	Does the contract require the TP to ensure sub-contractors, sub-agents or any third parties engaged by it comply with the Corporation's anti-bribery and anti-tax evasion policy?		
17	Does the contract give the Corporation audit rights?		
18	Has a company search been completed and reviewed on the TP?		
19	Has a court record search on the TP been completed?		
20	Do you know who the shareholders/owners of the TP are? If the shareholder(s) is/are nominee(s) do you know who are the ultimate beneficial owners?		
21	Has an internet search been completed on the TP entity (directors, shareholders, beneficial owners) and related entities?		
22	Does the TP have any conflicts of interest e.g. working for a competitor?		
23	If so, have you dealt with these appropriately?		
24	Has the Transparency International Corruption Perceptions Index been reviewed for the TP's country or the country where the TP proposes to do work?		

CERTIFICATION

As an employee, director or contractor of the Corporation, it is my responsibility to act in all respects consistent with the Corporation's Code of Business Conduct, Ethics and Anti-Bribery Policy, the applicable policies and procedures and in compliance with applicable laws, rules and regulations.

I acknowledge that I have read and understand the Corporation's Code of Business Conduct, Ethics and Anti-Bribery Policy.

I understand that failure to comply with the Corporation's Code of Business Conduct, Ethics and Anti-Bribery Policy, other policies and procedures or applicable laws, rules and regulations may be grounds for disciplinary action which may include termination of my employment or engagement.

Signature _____

Date _____

Name _____