

## Third-Party Due Diligence – Business Entity Screening

Legal Entity Name:	
Business Address(es):	
Telephone Number:	
Website:	
Business Relationship to our organization:	<input type="radio"/> Supplier <input type="radio"/> Agent <input type="radio"/> Distributor <input type="radio"/> Other (describe):
List all owners, directors and officers of the entity and the length of their term:	
Date / place of incorporation:	
Parent company (if any):	
Subsidiary companies (if any) :	
Identify 3 business references for entity:	
Jointly owned companies by the entity:	
Other businesses where the entity's owners/officers are engaged:	
Number of years the entity has been in business:	
Briefly describe the entity's business focus/function for our organization.	

Have there been any changes in ownership, legal entity name, or senior management over the last 24 months?	If yes, please identify previous owners or managers:
Does the entity currently have existing government entities or identified public officials as customers?	<input type="radio"/> Yes <input type="radio"/> No
Has the entity ever been accused of alleging in corruption or criminal activities?	<input type="radio"/> Yes <input type="radio"/> No
Does the entity regularly review employee expense reports for the following:	
<ul style="list-style-type: none"> <li>• Gifts, travel, or entertainment provided to a government official?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> <li>• Petty cash or gift card activity</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
Will the entity maintain accurate books and records related to work for our company, including:	
<ul style="list-style-type: none"> <li>• Disbursements made on behalf of our company for at least 12 months?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> <li>• Invoices for work performed or equipment provided for at least 12 months?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> <li>• Facilitating payments made on behalf of our company for at least 12 months?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> <li>• Annual sales of our products to all government entities for at least 12 months?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
Does the entity maintain accurate books and records related to the following:	
<ul style="list-style-type: none"> <li>• Political contributions for at least 12 months?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> <li>• Disciplinary actions related to violations of anti-bribery laws?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> <li>• Complaints from customers and/or employees?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> <li>• Records for employees who have completed training on anti-bribery topics?</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No