**Business Partner Questionnaire**

**Crown Agents is committed to conducting business with partners that share its ethical approach and adhere to these or similar standards.** **In order to gain an understanding of the organisations we work with; we request that they complete this Business Partner Questionnaire (BPQ).**

**Answer all questions in English and in full. Failure to provide the requested information without mitigation where necessary could prohibit an association with Crown Agents. A copy of the BPQ together with supporting documentation will be incorporated into and form part of any contract with Crown Agents.**

**I hereby certify that that the information I am about to provide is, to the best of my knowledge, truthful, correct and complete.**

**I understand that Crown Agents may carry out independent validation checks to verify the information contained within this questionnaire to assist Crown Agents in its determination of entering into agreement with me or my organisation.**

Name: Position/title: Signature: Date:

# ORGANISATION AND CONTACT DETAILS

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Registered address of organisation** |  |
| **Telephone number** |  |
| **Website for organisation** |  |
|  **Nature of business** |  |

* 1. **Please attach copies of the following certificates to confirm your registration and tax status in** **your organisation’s country of domicile.**
1. Certificate of incorporation (or equivalent)
2. VAT and/or tax registration certificate (or equivalent)

If you cannot provide these certificates, please provide an explanatory statement below:

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* 1. **Please attach copies of last two years of audited financial statements / accounts to confirm your organisation’s financial standing.**

If you cannot provide this documentation, please provide an explanatory statement below:

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# BUSINESS INFORMATION

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| **Specify the nature of the organisation below:** |
| Sole Proprietorship ☐ | Partnership ☐ | Corporation ☐ | Non-Profit ☐ | Other ☐ |
| If other, please specify: |
| Please provide details of any parent organisation, subsidiaries, or affiliates of your organisation. If there are none, state ‘None’ |  |
| Please indicate the number of employees |  |

* 1. **Please provide a list of all your organisation’s directors, trustees, shareholders, or owners who are natural persons and exercise control over your organisation.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual’s full legal****name** | **Date of birth** | **Nationality** | **Employee, director, owner, trustee or shareholder** | **PEP\* YES/ NO** | **Relationship with PEP YES/NO** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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\* Politically Exposed Person (PEP) means any person, whether elected or appointed who holds an executive, legislative, administrative, or judicial office or position in any public entity, including any international agency (e.g., UN, World Bank) and any person who performs any function in any branch of government or is a family member (mother, father, sister/brother spouse or child) of a PEP

# LITIGATION AND INVESTIGATIONS

* 1. **Is there in your home country or elsewhere currently any pending or threatened material litigation or other proceedings connected with your organisation, its directors, officers, or shareholders holding more than 10% of your organisation’s shareholding (“10%+ shareholder”)?**
* Yes ☐ No
	1. **Is your organisation or any director, officer or 10%+ shareholder of your organisation, or any of its associated organisations, currently sanctioned by, debarred, or suspended from doing business with any government, national or public international organisation including any multilateral development bank?**
* Yes ☐ No

If you answered “Yes” to question 3.1 or 3.2 or both, please give further details:

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# ETHICAL HISTORY

In the last 10 years, has your organisation or have any of its directors, officers or 10%+ shareholders of your organisation:

* 1. **Ever been investigated for, charged with, convicted or otherwise implicated in criminal, corrupt, unethical or unlawful conduct?**
* Yes ☐ No
	1. **Ever been bankrupt, insolvent and/or unable to pay their or its debts, sought protection from their creditors, been wound-up or compulsorily dissolved by any court or tribunal or been involved in any proceedings?**
* Yes ☐ No
	1. **Entered into any deferred prosecution agreement, settlement, resolution agreement, similar arrangement or voluntarily disclosed with any law enforcement, prosecutorial or regulatory agency or body relating to investigations or allegations of criminal, corrupt, unethical or unlawful conduct?**
* Yes ☐ No
	1. **Ever voluntarily disclosed to any regulatory and/or law enforcement agency and activity that may constitute bribery, money-laundering, fraud, or other criminal offence involving fraud, corruption, modern slavery or unethical behaviour?**
* Yes ☐ No
	1. **Ever been investigated for, charged with, convicted or otherwise implicated in incidents relating to modern slavery or human trafficking?**
* Yes ☐ No
	1. **Ever been investigated for, charged with, convicted or otherwise implicated in:**

Fraud: ☐ Yes ☐ No

Bribery: ☐ Yes ☐ No

Money Laundering: ☐ Yes ☐ No

Human Rights Violations (including issues related to safeguarding[[1]](#footnote-2)): ☐ Yes ☐ No

Environmental Harm: ☐ Yes ☐ No

Non-payment of taxes: ☐ Yes ☐ No

* 1. **Ever had cancelled, revoked or failed to hold a licence or membership of an organisation required by law?**
* Yes ☐ No
	1. **Ever received or been subject of allegations of press/media reports for misconduct related to the points outlined in 4.1?**
* Yes ☐ No

If you have answered ‘Yes’ to any question from 4.1 – 4.8, please give an explanatory statement:

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# GOVERNANCE

Does your organisation have policies, processes, statements and/or guidelines to mitigate risks related to:

* 1. **Human/Labour Rights/Modern Slavery/Human Trafficking (or equivalent):** ☐ Yes ☐ No
	2. **Corruption, including conflicts of interest, fraud, bribery, gifts and hospitality:** ☐ Yes ☐ No
	3. **Environmental harm, including policies on environmental sustainability:**  ☐ Yes ☐ No
	4. **Safeguarding, including child protection:** ☐ Yes ☐ No
	5. **Data Protection (ensuring compliance with relevant data protection laws in your organisation’s country of domicile):**

☐ Yes ☐ No

* 1. **If you have answered yes to any of 5.1 – 5.5, are those policies or guidelines proactively flowed down within your organisation?**
* Yes ☐ No ☐ N/A
	1. **Does your organisation have an effective whistleblowing mechanism in place which allows for any concern related to these risks to be raised in a safe and confidential manner by anyone either directly or indirectly associated with your organisation?**
* Yes ☐ No

If you answered “No” to question 5.6, please provide an explanatory statement on how the organisation is made aware of potential incidents related to modern slavery or human trafficking?

* 1. **Does your organisation undertake due diligence on the organisations with which it deals, including joint venture partners, contractors, consultants, subcontractors, suppliers, representatives and agents?**
* Yes ☐ No

# ETHICAL CODE

**Does your organisation agree to comply with Crown Agents’ Ethical Code for Business**

**Partners when working with Crown Agents?**

Crown Agents’ Ethical Code for Business Partners can be found here: https://www.crownagents.co.jp/procurement/

* Yes ☐ No
1. Responsibility to take all possible steps to prevent harm potential, actual or attempted abuse of power, authority, trust or vulnerability, especially in relation to sexual exploitation and abuse. Issues related to safeguarding can also mean bullying, harassment, victimisation, discrimination personal attacks, physical or verbal abuse. [↑](#footnote-ref-2)