

IMC Due Diligence Questionnaire (DDQ) for Partner (Prime Consultant/Sub-Consultant/Supplier) Organisations

The IMC Worldwide Ltd (IMC) Board of Directors is fully committed to promoting the highest standards of ethical behaviour throughout our business. We condemn corrupt and fraudulent practices and require transparency, integrity and honesty in all aspects of our work. We will perform all services with integrity and conduct ourselves with the professionalism expected of a firm with our international standing, reputation and experience. Fundamental to this is the adoption of a 'zero tolerance' approach to all forms of corruption and a robust Business Ethics policy within the firm.

Please provide answers to and information regarding all of the questions below. For an answer requiring more space than is given in this form, please attach the complete answer on a separate sheet. To the extent permitted by law, all information provided in this form will be held in confidence and not disclosed to any third parties without prior notice and approval.

Due Diligence relating to:

Project title:	Rural Access Programme 3 (RAP3)
Project ID#:	1907 5697

Part 1 Organisation Details

Name of Organisation	
Address of Head Office	
Website information	
Name of Owner/CEO/Managing Director	
Name(s) of former Owner(s)/CEO(s)/Managing Director(s)	

Part 2 Business Information

To be completed by the Owner/CEO/Managing Director

a.	Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>	Non Profit <input type="checkbox"/>	Other <input type="checkbox"/>
If other please specify here:					
b.	Is this organisation registered? If so, please note the country and registration number below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
c.	Is the entity an organisation listed on a public stock exchange? If so, please provide relevant details below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

d.	If applicable, please list any parent companies or subsidiaries below:		
e.	Does any Public Official or government entity have any financial, management or controlling interest in your organisation? If so, please provide details and level of interest below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f.	Please list the full names and date of birth of all Principals for your organisation (Note: the term “Principal” includes, but is not limited to, the executive officers, partners, owners, directors, trustees or others who exercise control over your organisation).		

Part 3 Compliance, Health and Safety¹

a.	Does the organisation have an institutionalised Financial and internal controls policy? If so, please attach or provide details below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Does the organisation have an occupational health and safety policy (OHS) policy? If so, please attach or provide details below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	Please state whether the organisation meets the legislative requirement of compulsory insurance where business will take place and please attach the certification or provide details by country or countries.		

¹ Answering “Yes” to any of Part 3 does not imply an automatic bar to working with IMC Worldwide.

Part 4 Relationships

To be completed by the individual or owner/CEO/managing director of the organisation

Please state whether:

a.	You are a current Public Official (as that term is defined in Part 7 below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Your organisation employs a current Public Official	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	You are a close relative (i.e. mother, father, sister, brother, spouse or child) of a Public Official	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d.	Any Principal of your organisation has a close relative who is a Public Official	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For any person identified as a close relative above, please provide their name (surnames and given name), title, relationship to you or the organisation, and responsibilities for the government agency, or government controlled enterprise or company. If additional space is needed, attach a separate sheet of paper.

Part 5 Disclosures

To be completed by the Owner/Managing Director of the organisation

a.	Have you (or any Principals of your organisation) ever been investigated, charged with, convicted or otherwise implicated in criminal, corrupt, unethical or unlawful conduct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Has the organisation, or any subsidiary or affiliate of your organisation ever been investigated for, charged with, convicted or otherwise implicated in criminal, corrupt, unethical, or unlawful conduct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	Has the organisation ever been issued a sanction or committed a violation of law or regulation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d.	If yes to any of the above, please describe the circumstances below:		

Part 6 Additional Declarations

To be completed by the Owner/Managing Director of the organisation.

a.	Please provide any additional information below that would assist the company in performing its due diligence review. If more space is needed, please attach a separate sheet.
----	--

--	--

Part 7 Certification

To be completed by the Owner/Managing Director of the organisation.

I hereby certify that:

To the best of my knowledge, all information in this response is truthful, correct and complete; I have read the information at the websites noted below and I am familiar with the requirements of these anticorruption statutes:

[UK Bribery Act 2010;](#)

[Australian Criminal Code;](#)

[U.S. Foreign Corrupt Practices Act](#)

I have read the definition of Public Official below and declare that neither I, nor any of my immediate family members, are Public Officials, except as previously disclosed.

I have never paid, approved for payment or otherwise provided, directly or indirectly, anything of value to a Public Official for any improper, corrupt or illegal purpose, nor will I; and I have never created a false invoice or otherwise manipulated documentation to disguise making a payment or otherwise providing anything of value to a Public Official for any purpose, nor will I.

NOTE: "Public Official" 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. In addition, "Public Official" includes any person who performs public functions in any branch of the national, state, local or municipal government of any country or territory who exercises a public function, by employment or under contract, for any public entity, agency or enterprise of such country or territory, including state owned or controlled enterprises. The definition of "Public Official" also includes any official of a political party or any candidate for political office.

I hereby acknowledge that I have been informed by IMC Worldwide that it may seek to obtain an investigative report that will include personal information regarding me, including but not limited to, educational and work history, work references, and criminal convictions or arrest records if allowed, in order to assist IMC Worldwide in determining whether it can enter into an agreement with me or my organisation. I hereby consent to IMC Worldwide conducting this investigation and obtaining such reports as may be provided to IMC Worldwide by other firms subcontracted for this purpose.

I further hereby acknowledge that I have reviewed the **RAP3 Code of Conduct** and the **IMC Worldwide Ltd Business Ethics Policy** (attached) and my organisation will comply with all requirements set out in the code.

Signature:	
Name:	
Title:	
Date:	

