It is Crown Agents’ policy to operate to the highest standards of integrity and legality. 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 a better understanding of the organisations we work with, we invite them to complete a **Business Partner Questionnaire** (BPQ).

Crown Agents would be grateful if you could answer all the questions in English and as fully as possible. Please submit the relevant documentation along with the completed questionnaire. Failure to provide the requested information without mitigation could prohibit an association with Crown Agents. A copy of your BPQ together with the supporting documentation will be incorporated into and form part of any contract with Crown Agents.

**SECTION 1: ORGANISATION DETAILS**

**1.1)** Organisation contact details

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Registered address of Company** |  |
| **Telephone No** |  |
| **Website** |  |

**1.2)** Please attach copies the following certificates to confirm your registration and tax status in your organisation’s country of domicile:

1. A certificate of incorporation (or equivalent)
2. A VAT and/or tax registration certificate (or equivalent)

If you cannot provide these certificates please give an explanatory statement:

|  |
| --- |
|  |

**1.3)** Organisational Status

|  |  |
| --- | --- |
|  | **Tick box or leave comment**  |
| **Public Limited Company** |   |
| **Private Limited Company** |   |
| **Public or State Organisation**  |   |
| **Other (please detail)**  |  |

**1.4)** Please provide a list of all your Organisation’s directors, shareholders or owners.

| **Individual’s full name (including middle name, if any)** | **Employee, Director or Owner / Shareholder** | **PEP\*****YES / NO**  | **Relationship with PEP**  **YES / NO** |
| --- | --- | --- | --- |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |

*\*A Politically Exposed Person (PEP) is someone who holds or has held a senior position in any state, national body or international body including government, civil service, judiciary, armed forces or public organisation such as the UN or World Bank or is a family member of a known close associate of a PEP.*

**1.5)** Staff numbers

|  |  |
| --- | --- |
| **Number of permanent (full time) employees:** |  |

**SECTION 2: PARENT ORGANISATIONS, SUBSIDIARIES AND AFFILIATES**

Please provide details of any parent organisation, subsidiaries or affiliates of your organisation

|  |
| --- |
|   |

**SECTION 3: Litigation and Investigations**

Is there in your home country or elsewhere currently any pending or threatened material litigation or other proceedings connected with your Company, its directors, officers or 10% shareholders?

**☐ Yes ☐ No**

If you have answered “Yes” to question please give an explanatory statement:

|  |
| --- |
|  |

**SECTION 4: ETHICAL HISTORY**

**4.1) In the last ten years** has your organisation or have any directors, 10%+ shareholders or owners of your organisation;

**4.1a)** ever been bankrupt, insolvent and/or unable to pay his or its debts, sought protection from his or its creditors, been wound-up or compulsorily dissolved by any court or tribunal or been involved in any proceedings?

**☐ Yes ☐ No**

**4.1b)** ever been convicted of a criminal offence in any country related to fraud, theft, bribery, corruption, money laundering, human rights violations (including anything related to the abuse of children), modern slavery, anti-competitive or other unlawful or unethical behaviour?

**☐ Yes ☐ No**

**4.1c)** entered into any deferred prosecution agreement, settlement, resolution agreement or similar arrangement with any law enforcement, prosecutorial or regulatory agency or body relating to investigations or allegations of fraud, theft, bribery, corruption, money laundering, human rights violations, modern slavery, anti-competitive or other unlawful or unethical behaviour?

**☐ Yes ☐ No**

**4.1d)** ever failed to pay taxes that were due?

**☐ Yes ☐ No**

**4.1e)** ever been listed by any country or organisation as being involved in terrorist or money-laundering activities?

**☐ Yes ☐ No**

**4.1f)** ever received or been the subject of allegations or press/media reports of misconduct including fraud, theft, bribery, corruption, money laundering, human rights violations, modern slavery, anti-competitive behaviour (including bid-rigging, cartels, collusion or coercion), damage to the environment, health or safety of employees or abuse of children?

**☐ Yes ☐ No**

**4.1g)** ever voluntarily disclosed to any regulatory and/or law enforcement agency any activity that may constitute bribery, money-laundering, fraud, or another criminal offence involving fraud, corruption, modern slavery or unethical behaviour?

**☐Yes ☐No**

**4.1h)** ever had cancelled, revoked or failed to hold a licence or membership of an organisation required by law?

**☐ Yes ☐ No**

**4.2)** Are any directors, officers or 10%+ shareholders of your Company, or any of its associated companies, an employee or official in any state owned entity or public international organisation?

**☐ Yes ☐ No**

**4.3)** Is your organisation or any director, officer or 10%+ shareholder of your organisation, or any of its associated organisations, currently sanctioned by, barred or suspended from doing business with any government, national or public international organisation including any multilateral development bank?

**☐ Yes ☐ No**

If you have answered “Yes” to any of questions 4.1 to 4.3 please give an explanatory statement:

|  |
| --- |
|  |

**SECTION 5: ETHICAL POLICIES**

**5.1)** Does your Organisation currently hold policies or guidelines on the following?

Anti-Fraud, Bribery & Corruption (or equivalent)

**☐ Yes ☐ No**

Conflicts of Interest (or equivalent)

**☐ Yes ☐ No**

Ethical Code of Conduct (or equivalent)

**☐ Yes ☐ No**

Gifts & Hospitality (or equivalent)

**☐ Yes ☐ No**

Whistleblowing (or equivalent)

**☐ Yes ☐ No**

**5.2)** If you have answered yes to any of 5.1, are those policies or guidelines proactively flowed down within your organisation?

**☐ Yes ☐ No ☐ N/A**

**5.3)** Does your organisation undertake due diligence on the organisations with which it deals, including joint-venture partners, contractors, consultants, sub-contractors, suppliers, representatives and agents?

**☐ Yes ☐ No**

**5.4)** Does your organisation agree to adopt, comply with and implement Crown Agents’ Ethical Code for Business Partners when working with Crown Agents? The code can be found here: <http://www.crownagents.com/about-us/ethics-and-compliance> **☐ Yes ☐ No**

**SECTION 6: DECLARATION**

**CROWN AGENTS ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY STATEMENT**

**“Crown Agents operates a zero tolerance approach towards all forms of fraud, bribery and corruption. It does not give or accept bribes (including so called "facilitation payments") or any other illegal inducements, and will not condone any such action by its employees, agents, representatives, contractors, suppliers or consultants.”**

Crown Agents operates TEL, an independent confidential whistle-blower hotline for anyone wishing to report concerns regarding fraud, bribery, corruption or other unlawful or unethical behaviour connected with its business or operations. Details regarding TEL and how to access it can be found by following this link: <http://www.crownagents.com/about-us/ethics-and-compliance>

**I confirm that the information I have supplied in this BPQ is correct, complete and not misleading. On behalf of my organisation I acknowledge, understand and fully agree with Crown Agents’ Anti-Fraud, Bribery and Corruption Policy Statement above. I understand that Crown Agents may carry out independent validation checks to verify the information contained within this questionnaire.**

|  |  |
| --- | --- |
| **Title**  |  |
| **Name** |  |
| **Position**  |  |
| **Signature** |  |
| **Date** |  |