



DUE DILIGENCE QUESTIONNAIRE – FORM B
(NGO's, Civil Organisations and Charities)

Part I: Corporate information

1. Name of Organisation : _____
2. Registered Address: _____
3. Physical address of Head Office (if any): _____
4. Type of Organisation (Limited by Guarantee, Incorporated Trustees, Charitable Trust / Foundation): _____
5. Country of Registration: _____
6. Date of Incorporation/Registration: _____
7. Incorporation/Registration Number: _____
8. What is the principal objective of the Organisation? _____
9. Key source of funds: _____
10. Key Beneficiaries/Objects: _____

Does the Organisation have footprints outside Nigeria? NO YES (If YES to the above, kindly provide details):

11. Is the Organisation required by law to be registered with any Government Agency or regulatory body? NO YES If YES, complete information below and provide copies of the registration documents.

NUMBER	REGISTERED WITH:	START DATE	EXPIRATION DATE



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12. Management/ Key Employees:

DESIGNATION	NAME	TITLE	CITIZENSHIP

13. Board of Trustees:

NAME & TITLE	ADDRESS	OCCUPATION	CITIZENSHIP

(Please use additional sheets if required)

Part II: Anti-Money Laundering / Conflict of interest policies and procedure

14. Does any Executive Management staff or Trustees (and spouses for all categories) “Key Persons” have any service contract, employment, position or duties for or with a government, government-controlled entity, political party, military or with any Oando entity? NO YES (complete table below):

NAME	TYPE OF SERVICES PERFORMED	POSITION / DUTIES	CONFLICT OF INTEREST? (Y / N)

(Please use additional sheets if required)



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Does your organisation have documented policies on:

- Integrity Management (Ethical Code of Conduct) NO YES
- Whistle Blowing NO YES
- Gift & Entertainment Policy NO YES
- Related Party Transaction Policy NO YES
- Anti-bribery and corruption Policy NO YES
- Anti-money laundering Policy NO YES

15. Are facilitation payments permitted? NO YES

- i. If so, under what circumstances?
- ii. What records are maintained of each facilitation payment?
- iii. What checks are made to ensure that payments are made according to organisation's policy?

16. Please respond to the following questions on behalf of the Organisation and all Key Persons (Executive Management Staff, Trustees, or spouse). If the answer to any of the below questions is "yes," please provide an explanation.

- a) Has any Trustee ever been an undischarged bankrupt? No Yes
- b) Has any Key Person (Executive Management Staff or Trustees) ever been convicted of a criminal or civil offence? No Yes
- c) Has the organisation or any Key Person ever been found guilty of violating any law governing donations, contributions, honoraria, or any other form of remuneration to any government official? No Yes
- d) Has the organisation or Key Person been subject to a Foreign Corrupt Practices Act (FCPA) or other anti-bribery law investigation or enforcement action? No Yes



Oando

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Available Documents/ Documents submitted:

- | | | |
|---|--------------------------|---------------------------|
| 1. Certificate of Incorporation/ Registration | <input type="radio"/> NO | <input type="radio"/> YES |
| 2. Constitution / Trust Deed | <input type="radio"/> NO | <input type="radio"/> YES |
| 3. Audited Financial Statements | <input type="radio"/> NO | <input type="radio"/> YES |
| 4. Tax Exempt Certificate | <input type="radio"/> NO | <input type="radio"/> YES |

ACKNOWLEDGEMENT

1. We confirm that all of the above information is true and correct as of the date below.
2. If requested, we will provide an appropriate letter of authority permitting Oando Plc to access corporate records and obtain certified copies of the above organisation.

Chairman

Name:

Signature:

Date:

Secretary

Name:

Signature:

Date: