Annex 1

Due diligence questionnaire

To be completed by the Lead on behalf of the consortium

May 2022

# Annex 1

| **Date** | **Consortium member** | **Contact** |
| --- | --- | --- |
|  |  | Name: […]  No: […] |
|  |  | Name: […]  No: […] |
|  |  | Name: […]  No: […] |
|  |  | Name: […]  No: […] |
|  |  | Name: […]  No: […] |

| **Topic** | **Response** |
| --- | --- |
| **Organisational Information**   1. Org Name 2. Org Reference Contact Name, tel no and email address 3. Web-site details 4. Persons of Significant Control/Directors/Trustees 5. If part of a corporate Group, please provide Group corporate chart 6. Certificate of incorporation, Constitutional Documents and/or registrations 7. List of Memberships including Research or other applicable organisations 8. List of Accreditations e.g. ISO or other standards | *[Each consortium member’s details to be included]* |
| 1. Has each consortium member been established for at least 3 years? | *[Lead to confirm for all consortium members and provide details if not]* |
| 1. Is each consortium member registered on companies house? (record companies house number and incorporation date | *[Lead to confirm and each consortium member’s details to be included]* |
| 1. Are any consortium members a registered charity? (record registration number and date registered) | *[Lead to confirm and each consortium member’s details to be included]* |
| 1. Are any consortium members an educational establishment? If so, are there relevant recent reports (Ofsted, QAA, provide rating) | *[Lead to confirm and each consortium member’s details to be included]* |
| 1. Are any consortium members any other type of organisation? If so what type, provide relevant identifying numbers | *[Lead to confirm and each consortium member’s details to be included]* |
| 1. Confirm the identities of the Directors/Trustees/Persons of Significant Control, and any recent changes in ownership | *[Each consortium member’s details to be included]* |
| 1. Do the consortium members have a web presence? If so please include website links | *[Each consortium member’s details to be included]* |
| 1. Does the organisation work with vulnerable adults and children? Please list protections in place. | *[Lead to confirm if this applies to any consortium members. If Y, further details to be provided (e.g. brief narrative, links to policies etc.)]* |