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.)]* |