

Supplier Due Diligence Form



1. Supplier Information

Company Name: _____

Registered Address: _____

Website: _____

Primary Contact Person: _____ Title/Position: _____

Phone Number: _____ Email Address: _____

Years in Business: _____

Business Type (e.g., Manufacturer, Distributor, Service Provider, etc.): _____

2. Financial Information

- Annual Revenue-Optional (most recent year): _____
- Financial Stability (Attach last 3 years of financial statements if applicable):
 - ☐ Strong
 - ☐ Satisfactory
 - ☐ Weak

3. Legal and Regulatory Compliance

- Business Registration Number: _____
- Tax Identification Number (TIN): _____
- Is the company registered and in good standing with all relevant authorities?
 - ☐ Yes
 - ☐ No
- Is the company involved in any legal proceedings or disputes that may affect BBS Bank reputation as a contracting entity?
 - ☐ Yes (If yes, please provide details)
 - ☐ No
- Does the supplier comply with applicable environmental, labor, and safety regulations?
 - ☐ Yes
 - ☐ No
 - ☐ N/A
- Is the supplier ISO certified or hold any other relevant certifications (e.g., Quality, Safety, Environmental)?
 - ☐ Yes (Please list certifications)
 - ☐ No

4. Operational Capabilities and Experience

- Products/Services Offered: (Please provide a detailed description of the products or services offered by the supplier)

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- Experience in the Industry:

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Years of experience:_____ Key clients/industries served:_____

- Production Capacity (for manufacturers or service providers):

Monthly/Annual production capacity: _____Lead times:_____

- Location of Operations (if multiple locations):

Primary manufacturing or service facilities:_____ Other locations:_____

- Quality Control Processes (if applicable):

☐ Certified Quality Management System (ISO 9001, etc.)

☐ Internal quality control procedures

☐ External audits/assessments

5. Risk Management and Business Continuity.

- Does the supplier have a documented risk management plan?

☐ Yes

☐ No

- Does the supplier have a business continuity or disaster recovery plan?

☐ Yes

☐ No

- Insurance Coverage:

☐ Liability Insurance

☐ Worker's Compensation

☐ Product Liability Insurance

☐ Other (Please specify):

- Health and Safety Compliance:

☐ Yes

☐ No

6. Ethical and Social Responsibility

- Does the supplier adhere to ethical business practices, including no child or forced labour, and fair wages?

☐ Yes

☐ No

- Does the supplier have a corporate social responsibility (CSR) policy or sustainability initiatives?

☐ Yes (Please describe)

☐ No

7. Supplier References

- Provide at least two references from current or past clients/customers:

Client Name: _____

Contact Person: _____ Phone: _____

Email: _____ Duration of Business Relationship: _____

Description of Services Provided: _____

Client Name: _____

Contact Person: _____ Phone: _____

Email: _____ Duration of Business Relationship: _____

Description of Services Provided: _____

8. Environmental Impact and Sustainability

- Does the supplier have an environmental policy?
☐ Yes
☐ No
- Does the supplier actively minimize its environmental footprint (e.g., waste reduction, energy efficiency)?
☐ Yes
☐ No
- Does the supplier provide environmentally friendly or sustainable products/services?
☐ Yes
☐ No

9. Supplier Self-Assessment (Optional)

- What are the strengths of your company that differentiate you from competitors?

- What improvements or investments are planned in the coming years?

10. Declaration and Signature

By signing this form, the supplier acknowledges that all the information provided is accurate to the best of their knowledge, and they consent to the evaluation of their company for potential business relationships.

Supplier's Authorised Representative Name: _____

Title/Position: _____ Signature: _____

Date:

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