**External due diligence questionnaire**

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**This questionnaire is required for the sole purpose of conducting checks for sanctions and trade control. The information will be kept confidential.**

# **I. Your Company Information**

Full legal name:

Cliquez ou appuyez ici pour entrer du texte.

Operational address:

Cliquez ou appuyez ici pour entrer du texte.

Registered address:

Cliquez ou appuyez ici pour entrer du texte.

Phone number:

Cliquez ou appuyez ici pour entrer du texte.

Fax number:

Cliquez ou appuyez ici pour entrer du texte.

Website:

Cliquez ou appuyez ici pour entrer du texte.

Type of business (Check one):

*Individual* *Corporation* *Partnership*

Other names under which the company has conducted business, including the time period for each:

Cliquez ou appuyez ici pour entrer du texte.

**Q1. What is the ownership structure of the company?**

*For public/y traded companies, list shareholders holding more than 5%.*

*Please annex the organizational chart to this questionnaire with the following details: (i) name of shareholders, (ii) ownership percentage and iii) nationality.*

**Q2. What is the ownership structure of the parent company(ies) of your company?**

*For public/y traded companies, list shareholders holding more than 5%.*

*Please annex the organizational chart to this questionnaire with the following details: (i) name of shareholders, (ii) ownership percentage and iii) nationality.*

**Q3. Who are the members of your company's governing board?**

Cliquez ou appuyez ici pour entrer du texte.

**Q4. Who are the principal officers of your company?**

Cliquez ou appuyez ici pour entrer du texte.

**Q5. ln which countries will your company be providing goods and/or services to SONACA GROUP should your company be awarded?**

Cliquez ou appuyez ici pour entrer du texte.

**Q6. Who are the key subsidiaries or jointly-owned company(ies) that will be involved in providing goods and/or services to SONACA GROUP should your company be awarded?**

Cliquez ou appuyez ici pour entrer du texte.

**Q7. List the name(s) and title(s) of the individuals who will be responsible for working with SONACA GROUP.**

Cliquez ou appuyez ici pour entrer du texte.

**Q8. List all previous or current relationships with SONACA GROUP and the period when such relationship was active.**

Cliquez ou appuyez ici pour entrer du texte.

# **II. Your company financial data**

**Q9. Please attach your current balance sheet as well as those of the last two years, to the extent authorized by the applicable law.**

**Q10. Please give financial references of your company (i.e. bank(s) references including but not limited to bank(s) name, location, account(s), that will be used by your company in providing goods and/or services to SONACA GROUP should your company be awarded).**

Cliquez ou appuyez ici pour entrer du texte.

**Q11. ln the context of providing goods and/or services to SONACA GROUP should your company be awarded please provide an explanation of why you consider you are financially suitable.**

Cliquez ou appuyez ici pour entrer du texte.

**Q12. Do you plan to use any other entities or individuals, including subsidiaries, affiliates, partnerships or joint ventures, consultants, intermediaries, public relations agencies, marketing agencies, logistics providers, freight forwarders, customs brokers or any individuals other than your own employees in providing goods and/or services to SONACA GROUP should your company be awarded? If yes, identify their name and address, their relationship to you, and the activities they will perform.**

YES NO

Cliquez ou appuyez ici pour entrer du texte.

# **III. Relationship to Government Organizations or Public Officials**

**Q13. To the best of your knowledge, is any shareholder or partner in your company, or any subsidiaries of the shareholder(s) or partner(s), owned in any part by a Public Official or a person related to a Public Official? If yes, please detail.**

YES NO

Cliquez ou appuyez ici pour entrer du texte.

**Q14.To the best of your knowledge, does any key employee or senior management member of your company provide financial or any other benefits to a public official or a member of a public official's family (e.g. educational or medical assistance, housing)? If yes, please explain?**

YES NO

Cliquez ou appuyez ici pour entrer du texte.

# **IV. Legal Proceedings**

**Q15. Have you or any key employee or senior management member of your company, ever been convicted of a felony or any other serious crime in the country where the contemplated contract will be performed or in any other country? Are there any legal proceedings of this nature pending? If yes, please detail.**

YES NO

Cliquez ou appuyez ici pour entrer du texte.

*Describe the charges for which you or key members of your company have been convicted or have proceedings currently pending, and when this occurred.*

**Q16.Has a consent decree ever been issued against your company, or any key employee or senior management member, by any governmental entity or political subdivision of the country where the contemplated contract will be performed or by the government of any other country?**

YES NO

Cliquez ou appuyez ici pour entrer du texte.

**Has your company ever been listed on a debarment list? If yes, please explain.**

YES NO

Cliquez ou appuyez ici pour entrer du texte.

# **V. Laws of the Country**

**Q17. Is your company required by law to be licensed to perform the contemplated contract should the contract be awarded to your company, and, if so, is it properly licensed? Please detail.**

YES NO

Cliquez ou appuyez ici pour entrer du texte.

# **VI. Third-Party References and Checks**

**Q18. Are you aware of and agree to abide by the provisions of applicable laws, including but not limited to the US Foreign Corrupt Practices Act, Conflict Mineral legislation and UK Bribery Act, in providing goods and/or services to SONACA GROUP should your company be awarded?**

Cliquez ou appuyez ici pour entrer du texte.

**Q19. Please confirm that you have read and agree to abide by our Supplier Code of Conduct in providing goods and/or services to SONACA GROUP should your company be awarded?**

Cliquez ou appuyez ici pour entrer du texte.

**Q20. Describe your company's compliance organization and provide copies and/or descriptions of your Code of Ethics and Business Conduct, your anti-corruption compliance policies, your compliance training activities, export procedures, and your whistle-blowing channels, if any.**

Cliquez ou appuyez ici pour entrer du texte.

Name : Cliquez ou appuyez ici pour entrer du texte.

Title: Cliquez ou appuyez ici pour entrer du texte.

E-mail address: Cliquez ou appuyez ici pour entrer du texte.

Signature: