

INTEGRITY DUE DILIGENCE QUESTIONNAIRE

EMC is committed to engage in business activities only with entities that operate in an ethical manner. So, EMC Integrity due diligence of service providers is a key component of EMC's compliance program in order to ensure the adherence to common ethical & human rights principles. We rely on our partners to achieve our mission. When we choose to work with you, we expect you to share our commitment to the highest standards of ethical conduct, social responsibility, human rights practices, good citizenship and sustainable behavior.

EMC has adopted an investigating process to ensure that we know our partners. If you have any questions about this form or our due diligence process, please contact us.

Instructions: All questions should be answered in reasonable details. If a written document exists that is relevant to the answer to a particular question, please attach a copy of the document. If you require additional space to answer any questions, please add additional pages.

Partner Name		
Date		
No.	Requirments	Description
1	Please describe the business/ activity	
2	Please describe the nature of the proposed activity with EMC	
3	Registered Name	
4	Registration Number	
5	Date of Registration	
6	Country of Registration	
7	Certificate of Registration/Incorporation	<i>Please attach</i>
8	Registered Address	
9	Company Website	
10	Company E-mail	
11	Is the company a member of stock exchange? / State the stock exchange name	
12	First and Last Name of Principal Officer/ Board of Directors (if any)	
13	Information about beneficial owners having more than 5% contibution in the entity	
13.1	Name	
13.2	Address	
13.3	Nationality/ HQ	

No.	Requirments	Description
13.4	% Contribution	
13.5	Registration Name and number (if applicable)	
14	Mother Company (if any)	
14.1	Name	
14.2	Address	
14.3	Nationality/ HQ	
15	ID Number/ Passport Number (in case of individuals or sole proprietorship)	<i>Please attach copy</i>
16	Directors, please list names, position and nationality	
17	Contact person	
17.1	Name	
17.2	Title	
17.3	Phone no.	
17.4	E-mail	
18	Details of the tax residence (and the location of any permanent establishment)	
19	Please provide VAT registration number	
20	Please provide tax clearance certificate	
21	The currency of the proposed activity	
22	Incoterms	
Ethical & Human Rights Compliance		
Please respond to the following questions on behalf of the Company and all Key Personnel . If the answer to any of the below questions is “yes,”please provide an explanation in section below.		
23	Has your business been insolvent at any point during the last three years? <input type="checkbox"/> Yes. <input type="checkbox"/> No. If yes, please explain the history and current status.	

24	Does your business, or any of its owners and directors, (excluding publicly owned companies) have any criminal convictions for offences involving corruption. <input type="checkbox"/> Yes. <input type="checkbox"/> No.
25	Has the Company or any Key Person ever been involved in violating any laws or regulations governing the purchase or sale of goods or services to or by any government? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
26	Has the Company or any Key Person ever been involved in any violation of any laws related to anti-bribery? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
27	Has the Company or any Key Person ever been Convicted of any criminal act? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
28	Has the Company or any Key Person ever been found guilty of violating any law governing donations, contributions, or any other form of remuneration to any government official? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
29	Does the Company or any Key Person has any relationship with a government official: <input type="checkbox"/> Yes. <input type="checkbox"/> No.
30	Has the company ever been fined or questioned about human rights violations in the company? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
31	Does the company Pay at least living wage in all countries of operation? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
32	Does the company employ any Individual under the age of 18? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
33	Does your company act in a manner consistent with all applicable anti-bribery laws that apply to your business? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
34	Do you provide training on ethical conduct & human rights practices. <input type="checkbox"/> Yes. <input type="checkbox"/> No.
35	Does your company's code of conduct states that your company doesn't not accept making any facilitation in connection with any business dealings? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
36	Do you employ, directly or indirectly, any Public Official or person connected (by a family or business relationship) to a Public Official in a position of influence with respect to your business? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
Policies & Procedures	
Does your company have any of the following:	
37	Business Conduct policy which includes antibribery and corruption prevention. <input type="checkbox"/> Yes. <input type="checkbox"/> No, but we are willing to adopt and comply with the relevant EMC's policies &/or procedures

38	Supplier screening/ monitoring for business ethics <input type="checkbox"/> Yes. <input type="checkbox"/> No, but we are willing to adopt and comply with the relevant EMC's policies &/or procedures
39	Human rights Policy which includes equal opportunities practices & the prevention of child and forced labour <input type="checkbox"/> Yes. <input type="checkbox"/> No, but we are willing to adopt and comply with the relevant EMC's policies &/or procedures
٤٠	Sub-Contractor screening/ monitoring for business ethics & human rights practices. <input type="checkbox"/> Yes. <input type="checkbox"/> No, but we are willing to adopt and comply with the relevant EMC's policies &/or procedures
٤١	Process for cooperating with union and workers to participate in union business during working hours & not interfering with union activities after hours. <input type="checkbox"/> Yes. <input type="checkbox"/> No, but we are willing to adopt and comply with the relevant EMC's policies &/or procedures
٤٢	Internal grievance mechanism (for hearing, processing, and settling the grievances of employees). <input type="checkbox"/> Yes. <input type="checkbox"/> No.
٤٣	Company policy for paid leave, sick leaves, parental leaves, & overtime. <input type="checkbox"/> Yes. <input type="checkbox"/> No.

Note: The following Documents must be attached & submitted to EMC;

1. Company Registration,
2. company tax registration number,
3. Financial Statements,
4. List of current Clients, & previous work.

Declaration

I confirm that all information provided in this Compliance Due Diligence Questionnaire is complete and accurate.

Name:

Date:

Signature: