



## Annex A2

# General Due Diligence Requirements

### Details of Organisation

Full name:

Registered Office:

Type of Business:

- Sole Trader                       Limited Company                       Partnership  
 Other – please describe:

Names of Directors/Partners/Owner:

VAT Number:

### Annex A1 - DUE DILIGENCE INFORMATION REQUIREMENTS

Have any directors, partners or associates of the organisation been involved in any organisation which has been liquidated or gone into receivership?                       Yes                       No

Have any directors, partners or associates of the organisation been convicted of a criminal offence relevant to the business or profession?                       Yes                       No

Please give (and attach if necessary) full details if you have answered 'Yes' to either of the two previous questions.

### Audited Financial Accounts

Please supply Audited Financial Accounts for the last 3 years for the organisation, or relevant part thereof.

### Claims of Litigation

Please provide (and attach if necessary) details of any claims or litigation against the organisation in the last 3 years (including any which are outstanding) and/or any anticipated claims.