



## Due Diligence Questionnaire

Date:		
Company Name:		
Physical Address:		
Telephone:	Facsimile:	
Designated Representative Name:		
Position:		
Company website:		
Work Address:		
Work Telephone:	Facsimile:	
Mobile Telephone:		
Email contacts:		

## Acknowledgement Letter

It is acknowledged by this signature that the information contained in this document is to the best of my knowledge and belief, accurate and complete. The following documents must be added to with the Due Diligence Questionnaire, without these (where applicable) current questionnaire will not be processed:

1. Copies of state registration certificate (extract from the state register), charter (regulation), and tax registration certificate;
2. For natural persons engaged in entrepreneurial activities without forming a legal entity a copy of tax registration certificate and taxpayer`s identification document.

AFFA may require additional supporting documentation. If this is the case, we will endeavour to make such a request within 7 (seven) days of receipt of this Questionnaire.

Should you have any questions or concerns please contact us by email at the email address provided below:  
We are here to help you.

**tender@affa.az**

Please keep a copy of this Questionnaire for your records.

Sign and return this Questionnaire by email at **tender@affa.az**

Azerbaijan Football Federations Association 2208 Nobel Avenue AZ 1025, Baku,

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature (Seal): \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_



Notes:

- Please answer each question as fully as possible and provide all relevant detail.
- If there is insufficient space on the pages provided to give a complete answer, please continue on further sheets of paper and attach these to your questionnaire. Please ensure it is clear to which question such answers are related.
- Where a question is not applicable to your company, please state this expressly (i.e. N/A) rather than leave the question blank.
- This questionnaire is formatted to allow you easily type your responses directly into the electronic document. However, the signature block at the end of the document must be completed in handwriting in a hard copy.

This questionnaire forms part of AFFA’s compliance program. These questions are not directed at your company specifically, but are questions that AFFA must ask its business partners to ensure compliance with applicable policies.

A. CORPORATE INFORMATION

1	Please identify company type (i.e., partnership, public company, private, limited liability company, etc.)	
2	Please list all company owners/shareholders who controls/owns the company/company stock.  <i>For each owner/shareholder, list their percentage of company held.</i>	
3	Please identify all company officers/key management personnel. For each please provide (a) name, (b) position, and (c) nationality.	
4	Please identify any corporate parents or subsidiaries, if any.  <i>Include company name, address and telephone number, relationship to Company and percentage interest held.</i>	
5	Please identify company's accountants (if outsourced) and/or auditors, if any.  <i>Include name and email.</i>	
6	Please advise business registration details, with supporting documentation.  <i>Provide details of the registration, including the Country of registration, date of registration and certificate number, and please attach evidence of registration.</i>	
7	Does your company have registration with relevant social security/tax authorities?  <i>If yes, please give the details of the registration, including the Country of registration, date of registration and certificate number.</i>	

8	Please advice on the number of employees within your organization.  <i>If yes, please provide the numbers on average.</i>	
9	Detailed current status of: - on tax violation and responsibility for such violations; - Tax payments for last three years and tax payments arrears;	
10	The names of 3 (three) major companies your Company works for/with.	

B. ETHICS & COMPLIANCE QUESTIONS

1	What type of services and/or goods will company be providing to AFFA	
2	In providing the services and/or goods described in response to Question 1 above, to AFFA, does your Company expect to interface or deal with any public officials, including:  - an appointee or employee of any government authority or any department, agency, or instrumentality thereof;  - an appointee, employee or director of any government-owned enterprise (e.g., a state-owned oil company);  If yes, please identify generally those categories of public officials with whom company expects or anticipates it may have to deal and for what reasons.	
3	Has the company, within the last five years, been formally investigated, convicted of or settled liability for alleged violations of relevant (a) anti-corruption law, (b) foreign trade controls or sanctions, or (d) any fraud or financial crimes?  <i>Indicate in details.</i>	
4	Have any of the company's owners, board members or officers as stated above, within the last five years, been formally investigated, convicted of or settled liability for alleged violations of relevant (a) anti-corruption law, (b) foreign trade controls or sanctions, or (d) any fraud or financial crimes?  <i>Indicate in details.</i>	
5	Has the company, or have any of its owners, board members or officers as identified above, ever been listed on any government or major international blacklist?  <i>Indicate in details.</i>	

6	<p>Has company made any public disclosures involving any of the matters set out in questions 3, 4 and 5 above?</p> <p>If yes, please describe the disclosures made that the matters involved.</p> <p><i>If yes, please identify that authority and describe briefly the relationship.</i></p>	
7	<p>Are any of company's directors or owners currently, formerly or a close family member of:</p> <ul style="list-style-type: none"> <li>- an appointee or employee of any government authority or any department, agency, or instrumentality thereof;</li> <li>- an appointee, employee or director of any government-owned enterprise (e.g., a state-owned oil company).</li> </ul> <p><i>If yes, please identify the person(s) and describe the relationship</i></p> <p>Does company have any Anti-Corruption compliance programs in place?</p>	
8	<p>Are you familiar with the law of the Republic of Azerbaijan on Combating Corruption, US Foreign Corrupt Practices Act and the UK Bribery Act of 2010 and does company endeavor to comply with these in its business activities?</p>	
9	<p>Has company or have any of its owners, directors or employees been offered or received a finder's fee, commission or similar remuneration for entering into the contemplated business relationship with AFFA?</p> <p><i>If yes, please specify details, including the amount and the parties involved.</i></p>	

C. Certification

Please certify to the each of the following statements by indicating Yes or No.

1	I represent and warrant that I am authorized to respond on behalf of Company and that Company agrees to be bound by the answers provided herein.	
2	I represent and warrant that the answers I have provided to the questions above are, to the best of my knowledge, true and correct as of the date indicated below.	
3	I represent and warrant that Company agrees to promptly inform AFFA in writing if Company becomes aware of information that materially affects and amends Company's answers to the due diligence questions above.	

Disclaimers:

1. Your responses and the data obtained during this Questionnaire will be kept strictly confidential under following conditions/stipulated that:

- Any information provided in this questionnaire may be shared within Mangement of AFFA including Executive Committee.
- Any information provided in this questionnaire may be shared with state authorities upon justifiable request.

2. Companies are not obliged to complete the questionnaire and/or answer to all the questions however it should be taken into account that all answers will be considered during the evaluation.

Date:

Signature (Seal):