

Partner Due Diligence Assessment Example

No.	DD Element	Required Documents	Received (Yes No)	Comments	DD Notes	Completed by:
1	Accreditation	Proof of Accreditation - if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>			
2	Capacity - Technical Capability Specialist Competence	Programme/Project Team Brief bio's - if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>			
3	Delivery Model	Process flow diagram/Timeline and budget - if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>			
4	Financial Health	Last 3 years of Financial Statements and/or latest Management Accounts	Yes <input type="checkbox"/> No <input type="checkbox"/>			
5	Financial Health	Material Audit Findings	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6	General Bank Confirmation	Bank Account Confirmation	Yes <input type="checkbox"/> No <input type="checkbox"/>			
7	General Declaration of Interest	Completed Declaration of Interest	Yes <input type="checkbox"/> No <input type="checkbox"/>			
8	General Declaration of Anti-corruption, Fraud, Money Laundering	Completed Declaration of Interest	Yes <input type="checkbox"/> No <input type="checkbox"/>			
9	General Insurance	Confirmation of Insurance - if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>			
10	General Legal	CIPC registration documents and latest CoR 39 and NPU/DSD and/or DSD Registration if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>			
11	General Organisational Structure	Organogram	Yes <input type="checkbox"/> No <input type="checkbox"/>			
12	General Organisational	List of Board of Directors (as per CIPC/DSD) as well as certified ID's	Yes <input type="checkbox"/> No <input type="checkbox"/>			
13	Governance Risk	Governance Structure and Risk Management Approach	Yes <input type="checkbox"/> No <input type="checkbox"/>			
14	Governance Risk	Treasury - List of Restricted Suppliers (record date of check)	Yes <input type="checkbox"/> No <input type="checkbox"/>			

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15	Governance Risk	No Delinquent Directors (record date of check)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
16	Inclusive Economy	B-BBEE certificate/Affidavit (record date as well as type)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
17	Regulatory Compliance	Tax Compliance Status (SARS) (record date of check)	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
18	Regulatory Compliance	WCC and UIF Good Standing if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Additional Supporting Documentation	Received (Yes No)	Comments	DD Notes	Completed by:
19	Governance Risk	Procurement, Risk Management & Safeguarding Policies	Yes <input type="checkbox"/> No <input type="checkbox"/>			

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Assessment of B-BBEE Status (Inclusive Economy)

No.	Criteria	Entity	Comments	DD Notes	Completed By:
1	Level indicated on BEE Certificate or Affidavit				
2	Analysis confirms level				
3	Transformation Plan Available				

Assessment of B-BBEE Status (Inclusive Economy)

Criteria	Entity	Comments	DD Notes	Completed By:
Were the latest financial Statements:				
>		Complete in that they contain all facets of the entities financial information (Income Statement, Balance sheet, Cash flows, Equity)		
>		Audited:		
>		Number of findings		

Assessment of Liquidity

No.	Ratio	Norm	Entity	DD Notes	Completed By:
1	Current Ratio	2:1			
2	Cash Ratio	2:1			
3	Solvency Ratio	2:1			

Assessment of Cashflow

Based on the assessment of cashflows, the following was noted.	DD Notes	Completed By:

Summary

Completed By:

Date: