**DUE DILIGENCE QUESTIONNAIRE**

Note: The individual completing and signing this questionnaire should have sufficient authority to commit to the answers provided

1. **Company Details**

Full Company Name:

Trading as:

Website(s):

Jurisdictions the affiliate operates from and/or offers services to:

Contact details:

* Finance/invoices:
* Account manager:
1. **Billing Details**

Account Holder Name (*if there is a discrepancy between Account Holder Name and Company Name, please explain*)

Building/No.

Street name

City

Post code

Country

VAT registered? Yes No

If yes, VAT number:

1. **Directors of the Company**

| **Full Name** | **Date of Birth** | **Address** | **Passport number**  | **PEP\* (Y/N)**  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*A politically exposed person (PEP) is an individual who is or has been entrusted with a prominent public function

1. **Ultimate beneficial owner(s)\* (“UBOs”)**

\*natural person(s) owning 25% or more of the shares of the company

| **Full Name** | **Date of Birth** | **Address** | **Passport number** | **PEP\* (Y/N)**  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Company Conduct**

|  | **Yes** | **No** |
| --- | --- | --- |
| Has the Company ever received any type of reprimand or been subject to an enforcement action by any licensing agency or similar authority? |  |  |
| Has the Company or any of its Directors ever been INDICTED or CONVICTED of any criminal offense?  |  |  |
| Has the Company or any of its Directors been subject to regulatory investigations or fines in relation to material breaches of money laundering, terrorist financing and/or sanction regulations? |  |  |
| Does the Company, or any of the Company’s Connected Parties intend to send or receive payments from/to companies or individuals residing in any black listed companies according to OECD/EU sanctions list including but not limited to: Iran, Cuba, North Korea, Syria, Belarus, Russia, Crimea, Donetsk, Luhansk Regions Provinces?  |  |  |

1. **Data Protection and Cookies**
	1. **Direct Marketing** (advertising or promotional material aimed at a particular person, normally sent via mail, email, social media, phone)
	* Do you carry out direct marketing on behalf of SuprNation / SuprMedia? Yes / No

If YES, please answer the below questions:

* + What personal data of the potential players (“leads”) do you collect?

 (examples: name, surname, email address, IP address, device ID, country, language, email/SMS preferences, date and time)

* + Do you obtain consent for direct marketing? If yes, please provide example:
	1. **Security:**
	+ Please describe the technical and organisational measures in place to ensure an appropriate level of the security of the personal data:
	1. **Cookies**
	+ What personal data is collected via cookies?
	+ Do you have full and compliant consents in place for such cookies? *(including the “reject cookies” option)*
1. **Attachments**

Please attach the following documentation in relation to your company:

* 1. **Data Protection:**

☐ Internal Data Protection Policy

☐ Direct Marketing Policy

☐ InfoSec Policy

☐ End User Privacy Notice (*published on the website*)

☐ Cookie Policy (*published on the website)*

* 1. **Company information:**

 ☐ Certificate of Incorporation

☐ Memorandum & Articles of Association

☐ Group Structure Chart (*include all holding companies and individual shareholders up to the UBOs holding 25% or more)*

 ☐ Proof of ownership of payment method (*e.g. recent bank statement*)

* 1. **Company UBOs and Directors** (*Please attach the following documentation in relation to each UBO (as defined above) and each director of the company respectively*):

 ☐ Colour copy of valid passport

 ☐ Proof of address (utility bill dated within last six (6) months)

1. **Declaration**

By signing below I certify that the answers provided in this questionnaire are accurate and complete to the best of my knowledge and that I will notify SuprMedia Ltd immediately should there be any change to the submitted information.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_