



Sourcing Services: Due Diligence Questionnaire

Forming part of the larger Corporate Social Responsibility (CSR) Framework of CCC, and in keeping with the CCC Code of Conduct and Business Ethics (Code), this questionnaire is used to assist CCC in completing its due diligence review of its suppliers as well as demonstrating CCC's commitment to doing business with suppliers that respect the law and act with integrity. Note: where additional details are required, please attach.

Project Number: _____

Project Name: _____

Recipient Country: _____

Brief Description of Project: _____

Estimated Value of Project: _____

Section 1 – General Information

Company's Full Legal Name: _____

Nationality: _____

Industry: eg.
Consulting/Defence/Aerospace/
Engineering/Construction/Manufacturing: _____

Number of Employees: _____

Address in Canada: _____

Website Address: _____

Contact Person's Full Legal Name: _____

Telephone: _____

E-mail: _____

GST / HST #: _____

Section 2 – Ownership

2.1	How many years has your company been in business?				
2.2	Attach list of any former names of your company (if applicable).	Attached	<input type="checkbox"/>	N/ A	<input type="checkbox"/>
2.3	Is your company a subsidiary or does your company have any subsidiaries and/or affiliates?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide the name of the parent, subsidiary and/or affiliate organization and the relationship to your company. Please provide an organizational chart, if available.					
2.4	Is your company publicly traded?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Private companies only: please attach a complete list of all owners, Directors and Officers. Please provide an organizational chart, if available.		Attached	<input type="checkbox"/>	N/ A	<input type="checkbox"/>



Section 3 – Legal

3.1	Please attach a copy of incorporating documents.	Yes	<input type="checkbox"/>	N/ A	<input type="checkbox"/>
If you answer <i>yes</i> to any of the following questions, please attach the details:					
3.2	Are there any judgments, claims, or arbitration proceedings or law suits threatened, pending or outstanding in any jurisdiction in excess of \$500,000 against your company (or any person listed in this questionnaire) within the last 5 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3.3	Has your company (or any person or entity listed in this questionnaire) filed any law suits or requested arbitration with any other federal government department or agency within the last 5 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 4 – Financial

Please attach the last 2 sets of annual financial statements (for the entity contracting with CCC).		Attached	<input type="checkbox"/>		
If you answer <i>yes</i> to any of the following questions, please attach the details:					
4.1	Has your company, by itself or in partnership or any of its Board of Directors or Senior Officers been subject to foreclosure, sought protection under any provision of any bankruptcy act or been placed in bankruptcy or receivership within the past 5 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.2	Within the last 5 years, has your company (or any related companies) been in default of its lending agreements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 5 - Integrity and Business Ethics

Within the past 5 years:					
If you answer <i>yes</i> to any of the following questions, please attach the details.					
5.1	For the following questions (5.1.a to 5.1.d), please indicate if your company (or any person or entity listed in this questionnaire), by itself or in partnership, or any of its related companies, principle shareholder, senior officer or senior management has ever:				
a.	been debarred by any government or international organization from tendering?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b.	been investigated for, been charged with, or been found guilty in any court, or subject to equivalent administrative measures, for violation of the <i>Corruption of Foreign Public Officials Act</i> or any other anti-corruption/bribery laws?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c.	been investigated for, been charged with, or been found guilty in any court, or subject to equivalent administrative measures of violating any rules or regulations governing the purchase or sale of goods or services to or by any government?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d.	been investigated or found guilty of violations involving income tax fraud, securities or competition laws?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5.2	Does your company have a written policy regarding corruption or bribery?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5.3	Does your company provide anti-corruption / anti-bribery training for those employees involved in high risk countries and activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5.4	Do you have controls and procedures established within your company with respect to foreign public officials being offered gifts, hospitality, entertainment, travel or other expenses?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5.5	Has your company been audited for business integrity compliance by a third-party in the last 5 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 6 – Government of Canada’s Integrity Regime

Please consult the following links:

<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html> and <https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

6.1 Upon review of the Public Services and Procurement Canada (PSPC) Integrity Declaration Form and the Ineligibility and Suspension Policy , could your company be declared ineligible or suspended from being awarded a federal contract or real property agreement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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http://www.international.gc.ca/trade-agreements-accords-commerciaux/ncp-pcn/index.aspx?lang=eng&menu_id=1&menu=R and <http://www.oecd.org/corporate/mne/1922428.pdf>

6.2 We understand that CCC expects that Canadian companies will cooperate in good faith with proceedings before any National Contact Point (NCP) for the OECD Guidelines for Multinational Enterprises which involve a request for review that names the Company.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Section 7 – Agents, Representatives and Business Partners

7.1 Does your company hire agents, representatives and/or third party intermediaries?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.2 Does your company have a written policy and/or processes regarding the use of agents and representatives and third party intermediaries? If, yes, please attach a copy of the policy and explain how it has been applied.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.3 If your company hires agents, representatives and/or third party intermediaries, does your company conduct risk-based due diligence before entering into any agreement with an agent, representative and/or third party intermediary? If, yes, please attach a copy of the due diligence as completed for the third party intermediary.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.4 Are there any agents, representatives and/or third party intermediaries with respect to this project ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



Section 8 –Certificate of Compliance

This certificate is furnished with the intent that it may be relied upon as a basis for CCC to enter into a Supply Arrangement Agreement with the Supplier.

I am a senior officer of the company and I hereby certify in such capacity that, to the best of my knowledge, but after reasonable enquiry, that the information contained in response to this questionnaire are true and correct in all material respects.

I have reviewed the Public Services and Procurement Canada (PSPC) [Integrity Declaration Form](#) and the [Ineligibility and Suspension Policy](#), and confirm that our company would not be declared ineligible or suspended from being awarded a federal contract or real property agreement.

I have reviewed and understand that CCC expects that Canadian companies will cooperate in good faith with proceedings before any [National Contact Point \(NCP\)](#) for the [OECD Guidelines for Multinational Enterprises](#) which involve a request for review that names the Company.

Neither the company nor an affiliate, by itself or in a partnership, or anyone acting on our behalf, is / has been engaged or will engage in any illegal activity under any law including the *Criminal Code of Canada* and the *Corruption of Foreign Public Officials Act* or similar legislation in a foreign country.

Furthermore, on behalf of the company I acknowledge and understand that:

CCC will suspend all dealings with the company if at any time there is credible evidence that an offence under the *Corruption of Foreign Public Officials Act* or similar legislation in a foreign country was or will be committed; and/or

CCC will inform law enforcement authorities promptly if there is credible evidence at any time that an offence was carried out or is in the process of being committed.

Signed, this ____ day of _____, 20__, in _____, Canada.

(Signature, Name and Title of Senior Officer of Supplier)

Privacy Statement: The personal information collected is to be used to determine eligibility for entering into agreements with the Canadian Commercial Corporation. An incomplete form may result in withdrawal of CCC's request for your participation in the solicitation. Any personal information will be maintained in the Personal Information Bank of the Canadian Commercial Corporation ("CCC"), and it will be protected, used and disclosed in accordance with the *Privacy Act*. Under this *Act*, you have the right to access your personal information and request changes to incorrect information.