

The IMC Worldwide Ltd (IMC) Board of Directors is fully committed to promoting the highest standards of ethical behaviour throughout our business. We condemn corrupt and fraudulent practices and require transparency, integrity and honesty in all aspects of our work. We will perform all services with integrity and conduct ourselves with the professionalism expected of a firm with our international standing, reputation and experience. Fundamental to this is the adoption of a 'zero tolerance' approach to all forms of corruption and a robust Business Ethics policy within the firm.

In accordance with IMC's due diligence and compliance policies you are invited to complete, sign and return this due diligence questionnaire. No information contained in this form, nor any communication between IMC and you in connection with it shall constitute an agreement or representation that any contract shall be offered to you. To the extent permitted by law all information provided in this DDQ will be treated as confidential and will not be shared outside of IMC.

Your full name (including any middle names) as detailed in your passport or government issued identify document:	
Any other name(s) you use or are known by:	
Date of birth (dd/mm/yyyy)	
Nationality:	
Your normal home address:	
Normal Country of Domicile:	
Mobile/cell No:	
Email address:	
If applicable VAT No:	

1. Consultant Status

Do you trade through a Company?

☐ Yes ☐ No

If you have answered yes to the above complete the rest of this section, otherwise move on section 2 References.

Company Name:	
Address of Company:	
Country of Registration	
Tax Registration Number	
Please list the full names of any other shareholders in your company	

Legal status (e.g. partnership, private limited company, etc):

	(Please tick one box)
Partnership	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>
LLC	<input type="checkbox"/>
S-Corp	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>

Please advise below the names of any other shareholders in the company:

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Does your Company have any subsidiaries?

☐ Yes ☐ No

For completion by UK based consultants who are Sole Traders

From 6 April 2017 changes were made to the way the current intermediaries' legislation (known as IR35) is applied to off-payroll working in the public sector. Where the rules apply, people who work in the public sector through an intermediary are required to pay employment taxes in a similar way to employees. Please see <https://www.gov.uk/guidance/off-payroll-working-in-the-public-sector-reform-of-intermediaries-legislation> for further information.

Please confirm that you have checked your employment status for tax purposes using the online flow chart <https://www.gov.uk/guidance/check-employment-status-for-tax> and that for inputs on UK government funded projects you comply with this legislation.

☐ Yes ☐ No

Please confirm that you maintain records of compliance which you will make available to IMC Worldwide/HMG if required.

☐ Yes ☐ No

2. Potential Conflicts of interest

Have you, your spouse, partner, child, sibling or other close relative, now or within the last 24 months been an official in any state, national or international body or institution including:

- Head of State, heads of government, ministers and deputy or assistant ministers
- Members of Parliament
- Ambassadors, chargés d'affaires and high-ranking officers in the armed forces
- Members of the administrative, management or supervisory bodies of state-owned enterprises
- Anyone holding a legislative, administrative or judicial position, not otherwise captured above, of any kind and at any level (for example at a local government, regional government or national government)
- Employees, officials or agents of public international organisations (e.g. the World Bank or any of its agencies, European Development Bank, European Commission, USAID, Millennium Challenge Corporation)
- Employees or Special Advisers of any government's Civil Service

☐ Yes ☐ No

(if you have answered 'Yes' please provide further details below including the full name and details of any close relative this applies to and the role undertaken)

3. Litigation and Investigations

Have you:

- Ever been investigated for, charged with, convicted or otherwise implicated in criminal corrupt unethical or unlawful conduct?
- Been subject to any regulatory or professional investigation or proceedings?
- Ever been convicted of a criminal offence related to the abuse of children in any country?

- Ever been listed by any country, international organisation or law enforcement organisation as being involved in terrorist or money-laundering activities?
- Ever been sanctioned by, barred or suspended from doing business with any national or international organisation or company, including any multilateral development bank?

☐ Yes ☐ No

If you have answered “Yes” please provide more detailed information below:

4. Declaration

I confirm that I have read, understood and agree to adhere to **IMC’s Business Ethics Policy** (attached).

I certify that to the best of my knowledge, information and belief, the information provided above is correct, complete and not misleading.

Full name (including middle, if any):	
Signature:	
Date:	

IMC Worldwide Privacy Policy

Personal data is held in accordance with [IMC Worldwide Ltd.’s Privacy Policy](#).

Our policy is to treat individuals fairly and within the terms of the law. IMC obtains and holds personal information and data where necessary and only processes or uses the data for specific and legitimate purposes.

Whistleblowing

IMC Worldwide believes strongly in accountability, transparency and respect for individuals. This is particularly important where possible misconduct may negatively impact the beneficiaries of IMC Worldwide.

If you have any concerns or suspicions about unethical behaviour of anyone working with IMC including members of staff, directors, independent consultants, partners, suppliers or clients then please raise it immediately through our independent confidential 24/7 Whistle Blowing hotline (below).

<https://wrs.expolink.co.uk/imcworldwide>

Email address: imcworldwide@expolink.co.uk

In addition, **DFID** has a Whistleblowing Unit (CFWU) which can be contacted through fraud@dfid.gov.uk or by calling +44 (0)1355 843551.