

Private and Confidential

INTERNATIONAL LEGAL DUE DILIGENCE QUESTIONNAIRE

[Name of Partner Organisation to be inserted]

DUE DILIGENCE QUESTIONNAIRE FOR

[INSERT NAME]

("the Organisation")

Please supply the following information in respect of the Organisation. We suggest that you retain photocopies of the documents you send us. Please provide us a full set of documents for the Institution and index the documents to correspond with the numbering used below.

Where the information to be supplied may constitute "personal data" or "sensitive personal data" pursuant to the EU General Data Protection Regulation (GDPR), please ensure that, unless appropriate consent has been obtained from the data subject, the data is anonymised prior to its supply.

THE ORGANISATION

1. A copy of the constitutional documents for the Organisation (incorporating any amendments which have been made) notarised where appropriate.
2. Evidence that the Organisation has power to enter into the proposed transaction.
3. Details of the legal framework for the jurisdiction applying to the Organisation in respect of the proposed transaction.
4. Details of the organisation of education in **[name of country]**.
5. Details regarding the regulatory or statutory requirements of central or regional authorities in **[jurisdiction]** (including authorisations or licences which the Organisation would need to obtain) which may (in the opinion of the Organisation) have an effect on the proposed collaboration/transaction.
6. The audited accounts or equivalent records of the Organisation for the last three years.
7. A copy of the management accounts or equivalent records of the Organisation since the end of the last accounting period.
8. Confirmation of the solvency of the Organisation.
9. Details of all mortgages, charges or other security documentation affecting the Organisation and copies of any documentation which may affect the transaction.
10. Details of the tax status of the Organisation.
11. Details of any double tax treaty between UK and **[name of country where Organisation is based]**.

12. Details of any exchange control or currency rules affecting payments of currency into or out of [country where Organisation is based] whether in UK £ sterling or otherwise.
13. Details of the financing arrangements of the Organisation including particulars of all overdrafts, loans and other indebtedness and facilities affecting the Organisation.
14. Details of any state or public sector funding applicable to the Organisation.
15. Details of all third party rights in relation to the Organisation relevant to the proposed transaction.
16. Confirmation that the Organisation owns all its own real property.
17. Confirmation that the Organisation owns all intellectual property rights of its staff and employees.
18. Particulars of all insurance arrangements in place for the Organisation relating to the proposed transaction. Information provided should include, but not be limited to, details of risks covered (liability and indemnity) and the amounts of cover in place. (Attach all relevant schedules).
19. Details of any collaborations with third parties which the Organisation is currently involved with and if any collaborations have recently terminated, an explanation of the reasons for such termination. References will be sought from these organisations.
20. Details of any quotations or tenders which the Organisation has submitted which are relevant to the proposed transaction.
21. Copies of all permits, authorities, registrations, licences, approvals and consents (whether granted by public or private authorities or otherwise) held by the Organisation and necessary to carry on both the Organisation or the proposed transaction.
22. Details of any of the following which is current, or which is known to be pending, threatened or possible in relation to the Organisation or the proposed transaction:
 - 22.1 any litigation or arbitration proceedings (whether as claimant or defendant);
 - 22.2 any prosecution; and
 - 22.3 any investigation or inquiry by a governmental or official body.
23. Details of all relevant grants, subsidies, payments or allowances taken out by or granted to the Organisation in relation to the proposed transaction.

24. Other than as required elsewhere in this questionnaire, please provide details of any liabilities which are relevant to the Organisation or the proposed transaction.
25. Details of any data protection requirements relevant to the Organisation or the proposed transaction.

Please provide all information in the English language with English translation where appropriate.

Please sign the disclaimer below:-

_____ makes every effort to ensure the accuracy of the information contained herein and to the best of its knowledge all information is accurate at the time of signing.

Signed _____

Date _____