



Tool 9: Know your partner

Verification of proposed partner form	
Basic information	
Name of partner	<input type="text"/>
Working name (if applicable)	<input type="text"/>
Principal address	<input type="text"/>
Website	<input type="text"/>
Main contact	
Name	<input type="text"/>
Telephone & email	<input type="text"/>
Trustees	
Name	<input type="text"/>
Address	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Senior management staff	
Name	<input type="text"/>
Position	<input type="text"/>
Name	<input type="text"/>
Position	<input type="text"/>

Verification of proposed partner form

Basic information

Name

Position

Name

Position

Legal status and formation of partner organisation

Legal status
(eg company,
unincorporated
association)

Type of governing
document (attach
copy)

Date established

Country

Charity registration
(if applicable)

Relevant policy
documents
(attach)

Working
language(s)

Brief description
of partner's
objects &
activities

Bank details

Name of bank

Sorting code Account number

Partnerships with
other organisations
(if any)

Verification of proposed partner form

Proposed partnership work

Outline of project	<input type="text"/>
Technical and other skills necessary	<input type="text"/>
Estimated overall cost	<input type="text"/>
Estimated time scale	<input type="text"/>
External and other risks identified	<input type="text"/>

Assurance

Summary of other due diligence checks carried out	<input type="text"/>
Confirmed partner is complying with other regulatory requirements, where applicable (eg - accounts lodged on time; registration with relevant regulatory bodies)	<input type="text"/>
Partner's accounts examined	
Year ending	<input type="text"/>
Comments	<input type="text"/>
Year ending	<input type="text"/>
Comments	<input type="text"/>
Year ending	<input type="text"/>
Comments	<input type="text"/>

Verification of proposed partner form

Assurance

Proscribed organisation & designated entity checks made

Date

Outcome (attach)

Partnership agreement signed (attached)

Date signed

Position of partner signatory

References taken up (attached)

Other 'open source' checks (details attached)

Overall conclusion as to suitability, including assessment of capacity to deliver project

Board approval given

Signature and date