

Vendor Due Diligence Checklist Template

Vendor Information

Item	Description / Details	Completed
Company Name		
Contact Person		
Business Address		
Website		
Type of Service/Product		

Corporate Documents

Document	Received	Notes
Business Registration / License		
Articles of Incorporation		
Tax Identification Number (TIN)		
Insurance Certificates		

Financial & Legal

Item	Reviewed	Notes
Financial Statements (past 2 years)		
Credit Check		
Litigation/Legal Issues		

Compliance & Risk

Requirement	Validated	Notes
Data Protection (GDPR, etc.)		
Anti-Bribery/Corruption Policies		
Health & Safety Compliance		

References & Performance

Item	Details	Checked
Client References		
Past Project/Service Records		
Certifications (ISO, etc.)		

Important Notes

- This checklist should be used as a guide and customized based on the nature of the vendor relationship.
- Due diligence helps mitigate risks related to compliance, financial stability, and reputational concerns.
- All collected documents and information should be securely stored and regularly updated.
- Involve relevant departments (legal, compliance, finance) as needed in the vendor review process.