

Third Party Attestation Checklist Document

Document Version: 1.0

Date: _____

Prepared By: _____

Third Party Information

Organization Name _____

Contact Person _____

Email _____

Phone _____

Service(s) Attested _____

Checklist

#	Checklist Item	Yes	No	Remarks
1	Verified the identity of the third party	â–ï	â–ï	
2	Attestation statement is clear and unambiguous	â–ï	â–ï	
3	All required supporting documents are attached	â–ï	â–ï	
4	Attestation complies with relevant regulations	â–ï	â–ï	
5	Third partyâ€™s authorization is valid and current	â–ï	â–ï	
6	No conflict of interest is declared	â–ï	â–ï	
7	Review completed by authorized personnel	â–ï	â–ï	

Summary & Comments

Sign-Off

Name	Position	Date	Signature
_____	_____	_____	_____

Important Notes:

- This document serves as evidence of third party attestation and must be stored securely.
- Ensure all checklist items are carefully reviewed and completed as applicable.
- Only authorized representatives should complete and sign this checklist.
- Attach all supporting documentation referenced in the checklist to this record.
- Regularly review and update this template to reflect changes in compliance requirements.

