



Supplier Due Diligence Policy

Greenlight Consultants Limited are required to conduct due diligence checks on partners involved in the supply chain for consultancy services to Greenlight.

Greenlight require the following documents for a Service Supplier to engage in any potential contract term.

- Company Introduction stating nature of business and services available
- Copy of Incorporation Certificate
- Copy of VAT Certificate
- Copy of company's last filed set of accounts
- Copy of Money Laundering Certificate, if applicable
- Owner/Director's/ Proprietor's ID Details
- Company Bank Details
- Copy of Business Utility Bill (less than 3 months old)
- Headed paper complete with Director's Signature

Once the supplier has sent the above information, the directors will review it. The overall risk of the supplier will be established. If the business is identified as a high-risk supplier, further questions will be asked, and site visits will be conducted as appropriate.

All high-risk suppliers will be reviewed every three months; all other suppliers will be reviewed on an annual basis.

Regular reviews of customer and supplier information will be conducted by a Greenlight appointed representative and the final sign off will be conducted by Garry Bygrave.

All initial checks and further reviews will be documented in the customer or supplier file and maintained on an ongoing basis.

Garry Bygrave
Company Director