| **Questions** | **Answers** |
| --- | --- |
| 1. **GENERAL INFORMATION** | |
| * 1. Type or relationship and its short description | Please describe the type of relationship that is supposed to be entered into with the FIA] |
|  |  |
| * 1. Name and country of the potential partner or stakeholder | Please specify your name and the country where you are based (if a company, please indicate the country of registration) |
|  |  |
| * 1. Name and country of the ultimate beneficial owners | Please specify the name and the country of the individual/s ultimately owning the potential partner or stakeholder or join a list / chart as an annex to this questionnaire (this question should be answered only if the potential partner or stakeholder is an entity). |
|  |  |
| * 1. Percentage of shares held by the ultimate beneficial owners | List of individuals and their respective shareholding |
|  |  |
| * 1. Name and country of the officers and directors | Please specify the name and the country of the officers and directors or join a list / chart as an annex to this questionnaire (this question should be answered only if the potential partner or stakeholder is an entity). |
|  |  |
| * 1. Sub-contractors | Please specify if any sub-contractor and/or assignee will perform all or part the activity. If yes, please specify the name and the country of the sub-contractor/s. |
|  |  |
| * 1. Name and country of the partner bank/s | Please specify the partner banks (name and country) of the potential partner or stakeholder where they would be do business with the FIA |
|  |  |
| 1. **INTERNATIONAL RELATIONSHIPS** | |
| * 1. Will the relationship involve at any stage a country as per the Sensitive Countries list provided below? | Yes/No |
| * 1. If yes, will there be any transactions denominated in USD between the FIA and the potential partner? | Yes/No |
| * 1. Are there any US citizens involved in the relationship, both in the FIA and in the potential partner? | Yes/No |
| * 1. If yes to any of the questions above, please provide more details |  |
| 1. **PUBLIC AUTHORITIES** | |
| * 1. Will the potential partner or stakeholder represent the FIA before any public authority? | Yes/No |
| * 1. Will the potential partner or stakeholder be authorized to make payments to any public authority on behalf of the FIA? | Yes/No |
| * 1. If yes to any of the two questions above, please provide more details |  |
| 1. **PAYMENTS** | |
| * 1. Will there be any payments through an Offshore Financial Center as per the list below? | Yes/No |
| * 1. If yes, please provide more details |  |
| 1. **CONNECTIONS** | |
| * 1. Are there any personal or business connections between the potential partner or stakeholder and any FIA Party (FIA members, FIA body members, consultants, officials, employees)? | Yes/No |
| * 1. If yes, which? |  |
| 1. **ETHICS AND COMPLIANCE POLICIES AND PROCEDURES** | |
| * 1. Do you have policies and procedures in place to prevent ethical misconduct (such as bribery, corruption, money laundering, harassment, etc.) and ensure legal and policy compliance? | Yes/No |
| * 1. If yes, which? |  |
| * 1. Do you provide regular trainings to your employees/stakeholders on topics of Ethical misconduct ( such as bribery, corruption, money laundering, harassment, etc.) and ensure legal and policy compliance | Yes/No |
| * 1. If yes, which? |  |

**Please Provide us the following documents :**

1. If partner/stakeholder is a Company, please provide us with a Certificate of registration of your company (Preferably translated in English/French)
2. Please provide documents confirming your Tax Identification Number and bank account details
3. Please provide identity documents if partner/stakeholder an individual or in case of a company the officers/directors or key managerial personnel of the company ( Passport, driver`s license or any other government issued documentation)

**Highly Sensitive Countries**

* Syria
* Cuba
* Iran
* North Korea
* Russian Federation
* Belarus

**Marginally Sensitive Countries**

* Afghanistan
* Bosnia-Herzegovina
* Central African Republic
* China
* Cuba
* Democratic Republic of Congo
* Guinea
* Guinea-Bissau
* Haiti
* Iraq
* Lebanon

**Offshore Financial Centers**

The International Monetary Fund has identified the following jurisdictions as Offshore Financial Centers. Any connections with those countries triggers money-laundering flags:

* Andorra
* Anguilla
* Antigua
* Aruba
* Bermuda
* British Virgin Islands
* Cayman Islands
* Gibraltar
* Guernsey
* Isle of Man
* Jersey
* Nauru
* Vanuatu