

# BUSINESS PARTNER QUESTIONNAIRE

## Instruction to Business Partner Questionnaire

This Business Partner questionnaire ("Questionnaire") is intended to ensure that Red Flower Publications Private Limited and its business partners/associates comply with the Red Flower Publications Private Limited Business Partner Code of Conduct Policy and applicable anti-corruption laws, anti-money laundering laws, trade sanctions law. Failure to comply with applicable law including anti-corruption laws, anti-money laundering laws, trade sanctions law can result in criminal and civil exposures to both Red Flower Publications Private Limited and to its employees, as well as to subcontractors, freelancers, agents, suppliers, consultants, joint venture partners, or other third parties who are acting on behalf of Red Flower Publications Private Limited ("Business Partner").

Red Flower Publications Private Limited and its Affiliates has zero tolerance policy towards non-compliance with applicable anti-corruption laws, anti-money laundering laws, and trade sanctions law.

Red Flower Publications Private Limited requests that this Questionnaire is fully and accurately completed by all Third Parties. If this is not possible, please indicate the reasons why. Please attach all requested additional documents to this Questionnaire. If a question is not applicable, or if the answer is not known, or estimates are provided, please indicate this in your Response.

Red Flower Publications Private Limited agrees that it will make no use of any of the confidential information provided in the Questionnaire ('Confidential Information') except for the 'Purpose' and will take reasonable precautions to prevent disclosure of 'Confidential Information'. Red Flower Publications Private Limited may provide the 'Confidential Information' for the 'Purpose' to its affiliates and their respective directors, officers, employees, and advisors (including service providers). Red Flower Publications Private Limited may disclose 'Confidential Information' at the request of a court, administrative agency, or other tribunal of competent jurisdiction, provided, however, that in such case Red Flower Publications Private Limited shall only disclose that portion of the 'Confidential Information' that, in its opinion, is required to be disclosed.

Data Protection Statement: In some of the questions below you will be asked to provide personal information including the names and contact information of some individuals, such as your employees, directors, officers and executives as well as information about your customers and sub-representatives. The information provided in this Questionnaire will be used by Red Flower Publications Private Limited for the 'Purpose' explained above. The information will not be used, transmitted, or processed for any 'Purpose' other than that stated above. You are responsible for informing the individuals and customers, as well as any other third party, of the collection, use and transfer of their personal information and you shall obtain necessary permissions from them pursuant to the applicable laws of your country. Red Flower Publications Private Limited and its affiliates or authorized agents may disclose 'Confidential Information' at the request of a court, administrative agency, or other tribunal of competent jurisdiction.

## GENERAL INFORMATION

Registered Company Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Post Code	<input type="text"/>
Select Country	<input type="text"/>
Entity Type	<input type="text"/>
Please provide us with the main business Lines of your company with brief details.	<input type="text"/>
Please indicate the name and country in Which your ultimate parent has its Headquarters: Name/Country	<input type="text"/>

## OWNERSHIP AND MANAGEMENT INFORMATION

Listed company, its subsidiary or controlled company? Yes/No	<input type="text"/>
The company is a listed company, listed on a recognized stock exchange. Yes/No	<input type="text"/>
The company is a subsidiary of a listed company. Yes/No	<input type="text"/>
The company is controlled by a listed company. Yes/No	<input type="text"/>
Details of the shareholder structure	<input type="text"/>
Details of beneficial owner(s) - individual(s)	<input type="text"/>
Are there any Politically Exposed Persons <sup>1</sup> (PEPs) Among your Company's ownership structure? Yes/No	<input type="text"/>
Have there been any significant changes in The ownership structure over the last year? Yes/No	<input type="text"/>
Please provide the names of the Company's Board of Directors and Management Board (In the case of a two tier structure), and time Served in this position.	<input type="text"/>
Are there any PEPs in the Executive Management? Yes/No	<input type="text"/>

## GENERAL AML POLICIES, PRACTICES AND PROCEDURES

Is your country a member of the Financial Action Task Force (FATF)? Yes/No	<input type="text"/>
Does your Company's management commit to applicable anti-money laundering laws and regulations? Yes/No	<input type="text"/>
Does your Company's management commit to applicable anti-bribery laws and regulations? Yes/No	<input type="text"/>

## SANCTIONS CERTIFICATE

Has your Company been identified as being on a sanctions list? Yes/No	<input type="text"/>
Has your Company been identified as being on a sanctions list? Yes/No	<input type="text"/>
Is your Company owned by a Sanctioned Entity? Yes/No	<input type="text"/>
Is your Company owned by a Sanctioned Entity? Yes/No	<input type="text"/>
Does your Company have any ownership interest in a Sanctioned Entity? Yes/No	<input type="text"/>
Does your Company have any ownership interest in a Sanctioned Entity? Yes/No	<input type="text"/>

## ANTI-CORRUPTION AND ANTI-BRIBERY

Does the Company have a code of conduct, policies and/or procedures that address anti-corruption? Yes/No	<input type="text"/>
Does the Company have a code of conduct, policies and/or procedures that address anti-bribery? Yes/No	<input type="text"/>
Does the Company have a code of conduct, policies and/or procedures that address anti-corruption? Yes/No	<input type="text"/>
Does the Company have a code of conduct, policies and/or procedures that address anti-bribery? Yes/No	<input type="text"/>

## CONFLICT OF INTEREST DISCLOSURE

Are there situations that create a conflict of interest or potential conflict of interest? Yes/No	<input type="text"/>
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## QUESTIONNAIRE COMPLETED BY:

First name:	<input type="text"/>
Last name:	<input type="text"/>
Job role at the Company detailed above:	<input type="text"/>
Email address:	<input type="text"/>
Contact Number (with ISD code):	<input type="text"/>

## DISCLAIMER

BY SIGNING BELOW (A) I CERTIFY THAT I HAVE PERFORMED SUCH PROCEDURES AND INQUIRIES AS NECESSARY TO ENSURE THAT THE ANSWERS PROVIDED IN THIS DOCUMENT ARE ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE; (B) I HAVE READ AND UNDERSTOOD THE DATA PROTECTION STATEMENT ABOVE AND EXPRESSLY CONSENT TO THE COLLECTIONS, USE, PROCESSING, STORAGE AND TRANSFER OF DATA, INCLUDING THE DATA ABOUT MY COMPANY, MY PERSONALLY IDENTIFIABLE INFORMATION AND THAT OF OTHER PERSONS THAT I IDENTIFY IN THE QUESTIONNAIRE, IN THE MANNER AND FOR THE PURPOSES DESCRIBED IN THIS QUESTIONNAIRE AND IN THE DATA PROTECTION STATEMENT; (C) I ACKNOWLEDGE AND CONFIRM THAT THE INDIVIDUALS AND COMPANIES ENTITIES IDENTIFIED HEREIN HAVE BEEN NOTIFIED OF AND HAVE CONSENTED TO, THE TRANSFER, STORAGE, AND PROCESSING OF THEIR PERSONAL INFORMATION IF AND AS REQUIRED BY APPLICABLE LAWS; (D) I HAVE RECEIVED COPY OF THE RED FLOWER PUBLICATIONS PRIVATE LIMITED BUSINESS PARTNER CODE OF CONDUCT AND AGREE TO COMPLY WITH THE SAME; (E) I ACKNOWLEDGE AND AGREE THAT THE COMPANY AND I WILL REPORT IMMEDIATELY IN WRITING TO THE RED FLOWER PUBLICATIONS PRIVATE LIMITED COMPLIANCE FUNCTION, OF ANY NEW SITUATION WITH THE POTENTIAL FOR A CONFLICT OF INTEREST, WHICH MAY DEVELOP DURING THE COURSE OF BUSINESS ENGAGEMENT WITH RED FLOWER PUBLICATIONS PRIVATE LIMITED.

Date: \_\_\_\_\_ Authorised signature(s): \_\_\_\_\_

Place: \_\_\_\_\_

*(Company shall not try to gain improper advantage or improperly impact a Red Flower Publications Private Limited employee's ability to make sound, impartial, and objective decisions on behalf of Red Flower Publications Private Limited. Company shall disclose any situation that appears to conflict, or could potentially conflict, in any way, with the interests of Red Flower Publications Private Limited. This includes situations where a Red Flower Publications Private Limited employee has an interest in or non-arm's length relationship to the Company's' business.)*