Due Diligence Form

Date Submitted: | DD/MM/YYYY | Submitted By: | NAME – ORGANIZATION

Organization Name:	*what is the official registered name of the organization?*
Organization Address:	*what is the official address of the organization?*
Organization Website:	*what is the organization's website?*
Contact Information:	*what is the organization's email and phone number?*
Date of Registration:	*what date was the organization registered? DD/MM/YYYY*
Registration Number:	*what is the official registration number provided by the government?*
Head of Organization:	*who is the head of the organization? Please share contact details*
No. of Staff Members:	*how many employees and/or contractors does the organization have?*
Organization Objective:	*what is the organization's mission, vision, and objectives?*

Areas of Operation:	*what locations does the organization work in?*

Country	State	City

Type of Work:	*what causes does the organization work in?*

❖ Human Development Projects:

☐ Health   ☐ Education   ☐ Hunger   ☐ Water/WASH

☐ Poverty   ☐ Housing   ☐ Ramadan   ☐ Sustainability

☐ Children   ☐ Elderly   ☐ Disability

☐ Other _____

	❖ Emergency Relief Projects: ☐ Floods/Tsunami ☐ Earthquake ☐ Fire Outbreak ☐ Shelter/Rehabilitation ☐ Human Conflict ☐ Winter Aid ☐ Other _____
Attachments:	☐ Organization Registration Document/Deed/Constitution ☐ Copies of All Trustee IDs ☐ Previous Year Financial Statements (audited if available) ☐ Active Bank Account Details ☐ Annual Report with Organizational Framework ☐ Recently Completed Project Photos ☐ Project Management Framework ☐ Recently Updated Organization Policies
Review:	*Has your charity been under investigation by any type of agency?* ☐ Yes ☐ No *Have any of your trustees been investigated for any reason?* ☐ Yes ☐ No *Have you had any negative media / reporting recently or in the past?* ☐ Yes ☐ No
Approved By:	*For Tayyab Trust Office Use:*