

**AGA KHAN UNIVERSITY**  
**AWARD SURVEY AND DUE DILLIGENCE QUESTIONNAIRE (FORM A)**  
**SUB CONTRACTORS AND SUBRECIPIENTS (please fill information only in the blue boxes)**

**SECTION A: GENERAL INFORMATION**

Legal Name of Organization

Registered Office address

Contact Person name:  Telephone No:  Fax No:  email:

web site :  Twitter:  Facebook:

- 1 Is your organization incorporated or registered? Please provide the location and year of incorporation or registration? What is your organization type (eg. profit, non-profit, private, governmental, foundation, research organization, university, etc.)?

Please provide a copy of your organization's incorporation/ registration certificate, articles of incorporation, by-laws, any local registrations, and any licenses that may be required to conduct business.

Enclosed  Not enclosed (please explain):

- 2 What is your organization's tax status and tax identification number? The Government of Pakistan may require a withholding tax on payments to you. Can you be able to claim this amount (partially or totally) from your tax authorities through a tax treaty

- 3 What is the name and structure of the governing body of your organization

**SECTION B: INTERNAL CONTROL**

- 1 Do you have an externally audited financial statement of your organization? Yes (please enclose copy or link of audited statement)  No (please explain)

- 2 Do you have an audited indirect cost rate? Yes (please enclose copy or link of audited/ negotiated rate)  No

**SECTION C: COMPLIANCE**

- 1 Does your organization comply to (name of country) Government terms for handling grants? Yes  No

- 2 Is your organization or any individual of the governing body involved in any litigation, mediation, or arbitration, any potential litigation, mediation, or arbitration, or any concluded litigation, mediation or arbitration that can have an effect on the proposed sub-award?

Yes  No

If yes, please provide details (please use separate sheet if required)

- 3 Has your organization or any individual on the governing body ever been investigated, charged, indicted, or convicted of violating any rules or regulations governing the purchase or sale of good or service to or by any government that can have an effect on the proposed sub-award?

Yes  No

If yes, please provide details (please use separate sheet if required)

- 4 Do you have a conflict of interest policy? Yes  No

- 5 Does your organization have a data privacy policy and is capable of keeping information secure and confidential. Yes  No

- 6 Do you have a data retention policy? Yes  No

**SECTION D: CERTIFICATION**

This form must be signed and dated by authorized personnel who has either completed or reviewed the form.

**I certify to the best of my knowledge and belief that the information provided in this questionnaire and the supporting data are correct, and I am authorized to sign this document on behalf of this organization.**

Name of authorised official of the Organization signing this form:

Designation:

Dated

Signature