



# **NHBF ASSURED TRADE MEMBER DUE DILIGENCE CHECKLIST**

**FOR TRAINING PROVIDERS & COLLEGES**



## NHBF ASSURED TRADE MEMBER DUE DILIGENCE CHECKLIST (TO BE COMPLETED BY TRAINING PROVIDER/COLLEGE)

1. BUSINESS INFORMATION	
Registered Company Name	
Registered Company Address	
Verify physical business Address (leave out if the same as above)	
Legal and Financial Standing - please confirm valid business registration (e.g., Companies House registration if applicable)	
Please declare any County Court Judgments (CCJs) or bankruptcy proceedings.	
Is the company government funded or privately funded?	

2. INSURANCE AND LIABILITY	
Verify adequate public liability insurance	Please attach copy of certificate
Professional indemnity insurance (if applicable)	Please attach copy of certificate
Employer's liability insurance (if you have employees)	Please attach copy of certificate

3. HEALTH AND SAFETY COMPLIANCE (IF APPLICABLE)	
Review health and safety policy	Please supply certificate
Risk assessment procedures / policy	Please supply certificate

4. DATA PROTECTION AND PRIVACY		
Confirm GDPR compliance and Data Protection Policy	ICO number	Certificate
Verify secure data handling procedures. If you have a Data Protection Officer, can you please supply a name and Position		

## 5. EMPLOYEE MANAGEMENT & ETHICAL BUSINESS

Confirm adherence to current employment laws	Staff Induction / Handbook
Check staff training and development programs (if applicable)	
Company values, mission statement and commitment to diversity and inclusion	

We also need some really important information for your page and what you would like to offer our Members:

### DIRECTORY PAGE INFORMATION

<b>Your Company Bio:</b> We'd love to know more about your business and what makes it special. Please provide us with a short company bio (maximum 1,000 characters) that best describes your unique offerings and values.	
<b>Hi-Res Company Logo:</b> Your logo is the face of your business, and we want to showcase it in the best light possible. So, we need a hi-res company logo (312x196) that represents your brand.	Please attach copy of logo
<b>Social Media Accounts:</b> Share with us all your active social media accounts so that we can connect and engage with you across all platforms.	
<b>Company Contact Information:</b> Help us keep your profile complete and accessible to potential customers. Please provide your company's contact information, including your website address, a company email address, and a phone number.	
<b>Member Offer:</b> Provide us with the special offer or discount details you would like to showcase to our Members. It's a fantastic way to attract more attention and create positive connections.	

TO BE COMPLETED BY NHBF:

## 6. NHBF MEMBERSHIP AND COMPLIANCE

Verify current NHBF Assured Trade Member status	
Check compliance with NHBF Code of Conduct	
Review any complaints or dispute history	

Please complete the document fully and consult with NHBF or legal professionals if you have any concerns or questions during the process.

Return this form with attached certificates to [assuredtrade@nhbf.co.uk](mailto:assuredtrade@nhbf.co.uk).

**Verifier Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

