



NHBF ASSURED TRADE MEMBER DUE DILIGENCE CHECKLIST

FOR SUPPLIERS



NHBF ASSURED TRADE MEMBER DUE DILIGENCE CHECKLIST

(TO BE COMPLETED BY MEMBER)

1. BUSINESS INFORMATION		
Registered Company Name		
Registered Company Address		
Country of Registration		
Date the business was formed / incorporated		
Verify physical business address		
Legal and Financial Standing -please confirm valid business registration (e.g. Companies House registration)		
Verify appropriate licenses for offered services (If applicable)		
Please declare any County Court Judgments (CCJs) or bankruptcy proceedings		

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	
Verify compliance with relevant industry safety standards	If applicable	

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. ENVIRONMENTAL PRACTICES

Review waste management procedures

Check use of environmentally friendly products (if applicable)

Verify any environmental certifications

6. 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

Your Company Bio: 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.

Hi-Res Company Logo: 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

Social Media Accounts: Share with us all your active social media accounts so that we can connect and engage with you across all platforms.

Company Contact Information: 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.

Member Offer: 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:

7. NHBF MEMBERSHIP AND COMPLIANCE

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

8. QUALITY OF SERVICE

Check customer reviews and ratings Review basic financial stability (e.g., credit check)	
Verify qualifications and certifications of key staff (If applicable).	
Review examples of recent work or case studies / testimonials	

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.

Verifier Name _____

Position _____

Date _____

