



SUBCONTRACTOR DUE DILIGENCE FORM

The completion of this document is required to support the selection and review of any potential Subcontractor that Vard Marine Inc. (“VARD”) seeks to utilise, to assist with exploring potential business opportunities. Your cooperation in completing this form is greatly appreciated.

Data Protection Information Notice

The information disclosed herein is collected by VARD for the purpose of considering its potential business relationship with your Company. Any failure of your Company to provide complete answers to all the questions could delay or exclude your company from this process. Further, the provision of incorrect or misleading information may prevent us establishing (or lead us to cease) a business relationship with your Company. Please note that VARD may require additional information and /or may require your company to agree on a remedial action plan.

VARD will use such information and may share it with its Affiliates (as defined hereafter) and their co-ventures and/or designated anti-corruption consultants or experts, in order to identify any possible exposure under any applicable anti-bribery laws. VARD and its Affiliates may also disclose this information in order to comply with any legal obligation or request from a judicial, regulatory or administrative authority.

VARD, as well as any Affiliate, receiving and processing this information is expected to do so for the purpose indicated here-above and they will protect such information consistently with applicable regulations and laws. In consideration hereof, any person referred to in such information has the right to access and/or have rectified any incorrect information related to him/her by addressing the request to VARD.

Please return the completed document to:

NAME:	Procurement Management
EMAIL:	procurement@vardmarineinc.com
PHONE#:	613-238-7979

Vard Marine Inc
2955 Virtual Way Suite 230,
Vancouver,
BC V5M 4X6

1 <u>SUBCONTRACTOR DETAILS</u>
1.1 Company Name:
1.2 Number of Employees:
1.3 DUNS #, if applicable:
1.4 NAICS #, if applicable:
1.5 CAGE/NCAGE Code <i>If Yes please provide a copy of the Approved DD Form 2345:</i>
1.6 Are you recognized as a small business concern under the United States?
1.6.2 If yes, please provide details:
1.7 Are you recognized as a small business concern in Canada?
1.7.2 If yes, please provide details:
1.8 Primary Service or Product Offered:
1.9 Years in Business:



1.13 Owners/ Shareholders who own more than 10% of the company:	
1.13.1 Full Name:	
1.13.2 Shareholding/Ownership %:	
1.13.3 Full Name:	
1.13.4 Shareholding/Ownership %:	
1.14 Please list names of Directors and Principal Officers, including position:	
1.15 Company Primary Point of Contact details:	
1.15.1 Name:	
1.15.2 Title:	
1.15.3 Phone:	
1.15.4 Email:	

2 BUSINESS ETHICS AND CORPORATE RESPONSIBILITIES		
2.1 Has your Company or any Owners, Directors or Principal Officers been a target of a criminal or civil investigation or proceeding during the past five years relating to fraud, bribery, corruption, money laundering, falsification in record keeping, or financial control deficiencies:		
2.1.1	Yes	No
2.1.2	If yes, please provide details:	
2.2 Has your Company or any Owners, Directors or Principal Officers been debarred or suspended from doing business with any governmental entity or public entity?		
2.2.1	Yes	No
2.2.2	If yes, please provide details:	
2.3 Does your Company have internal policies to evaluate third party suppliers and subcontractors, as it pertains to business ethics and anti-corruption?		
2.3.1	Yes	No
2.3.2	If yes, please provide details:	
2.4 Does your Company conduct training for employees regarding business ethics and anti-corruption?		
2.4.1	Yes	No
2.4.2	If yes, please provide details.	
2.5 Does your Company have a whistleblowing policy/procedure or equivalent?		
2.5.1	Yes	No
2.5.2	If yes, please provide details.	
2.6 Does your Company have a Compliance Officer in charge of preventing corruption?		
2.6.1	Yes	No



2.6.2	If yes, please provide details.	
2.7	Does your Company have pending or active claims, investigations, or litigation against the Company?	
2.7.1	Yes	No
2.7.2	If yes, please provide details:	

3 <u>SECURITY (US/ CANADA COMPANIES)</u>
3.1 Does your Company maintain an active ITAR registration with the US Department of State? If not applicable, please indicate N/A:
3.1.1
3.1.2 If yes, please provide registration date:
3.2 Does your Company maintain an active Controlled Goods Program registration with the Government of Canada? If not applicable, please indicate N/A:
3.2.1
3.2.2 If yes, please provide a registration date:
3.3 Does your Company maintain a facility clearance (Secret, NATO Secret, etc.)? If not applicable, please indicate N/A:
3.3.1
3.3.2 If yes, please provide details:
3.4 Who is responsible for cybersecurity within the Company? If not applicable, please indicate N/A:
3.4.1
3.5 Have you ever experienced a significant cybersecurity incident in the past five years? If yes, please define and describe it.
3.5.1
3.6 Do you outsource any IT or IT security functions to third-party service providers? If yes, please name the company, the service provided, and what type of access they may or will have to VARD information.
3.6.1

4 CORPORATE ACCREDITATIONS	
4.1 Is your Company certified with any internationally recognized accreditations in the following areas?	
4.1.1 Quality Assurance	Yes No
If yes, please provide a copy of certification. If no, please provide protocol/procedural details on QA methods undertaken by your Company.	
4.1.2 Environmental Management Standards	Yes No
4.1.3 HSE	Yes No
4.1.4 Information System Security	Yes No
5 DECLARATIONS OF INTEREST	
5.1 Please provide the details of any politically exposed persons, i.e., if any Owners, Shareholders, Directors, or Principal Officers are government officials or have direct connections (family, business,) with government officials.	
5.1.1 Name:	
5.1.2 Job Title:	
5.1.3 Organization:	
5.1.4 Relationship:	
5.1.5 Shareholdings:	
5.2 Where any such individuals and/or relationship are present please complete the Declaration of Interest form included as a separate document titled Declaration of Interest.	
6 FINANCIAL BUSINESS STANDINGS	
6.1 Are the accounts of your Company certified by an independent third-party?	
6.1.1 Yes No	
6.1.2 Company:	
6.2 Annual revenue for:	
6.2.1 Current Financial Year (estimated)	
6.2.2 Average revenue for the previous 3-years	



7	<u>INSURANCE</u>		
7.1	Please provide copies of the Company's current insurance certifications that demonstrate your company has the following coverages in place:		
7.1.1	Employer's Liability	Yes	No
7.1.2	General Liability	Yes	No
7.1.3	Professional Indemnity	Yes	No
7.1.4	Workers Compensation	Yes	No
7.1.5	Cyber Security Insurance	Yes	No
8	<u>REFERENCES</u>		
8.1	Please provide 2 corporate references for VARD's consideration.		
8.1.1	Customer name:		
8.1.2	Customer point of contact:		
8.1.3	Offering brief describing what services were provided:		
8.1.4	Duration of the services provided:		
8.1.5	Customer name:		
8.1.6	Customer point of contact:		
8.1.7	Offering brief describing what services were provided:		
8.1.8	Duration of the services provided:		

IN WITNESS WHEREOF, the information provided by to VARD for review and consideration is confirmed as accurate and true to the best of my knowledge as a designated individual with the appropriate seniority and authority within the company selected as the point of contact for the execution of this document and the details provided herein.

COMPANY NAME:	
SIGNATURE:	
NAME:	
TITLE:	
DATE:	