



# Supplier Self-Assessment

## 1. Basic Information

(\*mandatory fields)

Applicant's full legal name*:	
Street*:	
Zip code / City*:	
Country*:	
Phone*:	
Fax:	
Email*:	
Internet Website:	
Legal Status:	<input type="checkbox"/> Individual (without registered business) <input type="checkbox"/> Self-employed (with registered business) <input type="checkbox"/> Company Please specify type _____ <input type="checkbox"/> Non-profit organization <input type="checkbox"/> Other Please specify _____

### 1.1 Additional questions for companies

Date of company set up*:	
Business registration number:	
Full names of the authorised signatories*:	
Former company name:	
Company capital:	
Parent, subsidiary, affiliate	

Please list the countries or regions in which your company is registered, owns property, has a bank account, and/or is otherwise qualified to conduct business (please add lines as needed)

Country/Region	Affiliation with the Country/Region (i.e. registered, owns property, has a bank account, etc.)

## 2. Organizational Capacity

### 2.1 Staff

Do you have any part-time or full-time hired staff?

Yes

No

**If yes**, please complete the table below:

Number of staff	2022	2023	2024
Total:			
Percentage of women staff (%)			
Percentage of women staff in managerial positions (%)			

### 2.2 Financial Information *(not applicable for individuals without registered business)*

Do you have an annual financial report?

Yes

(If yes, please attach)

No

If no, please complete the following table:

	2021 (in €)	2022 (in €)	2023 (in €)
Total Turnover:			
Net Profit Margin:			

## 3. Prior Engagement with the Crop Trust

Are you currently a vendor with the Crop Trust or have been awarded a Crop Trust contract in the past five years?

Yes

No

Are there any other current or prior business relationship with the Crop Trust?

Yes

No

#### 4. Eligibility

	YES	NO
<p>Have you or your representatives or any of your subsidiaries or affiliates or their representatives been convicted by a final court decision or a final administrative decision for any human rights violations, child labour, forced labour, modern slavery, violation of freedom of association, right to collective bargaining, sexual abuse, exploitation, discrimination, harassment or financial irregularities including money laundering, corruption, bribery and extortion or for any terrorist activities or activities supporting terrorism and/or terrorist organisations?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If yes, please provide details.</p>		
<p>Have any of your major suppliers or their representatives been convicted by a final court decision or a final administrative decision for human rights violations, child labour, forced labour, modern slavery, violation of freedom of association, right to collective bargaining, sexual abuse, exploitation, discrimination, harassment or any financial irregularities including corruption, bribery and extortion or for any terrorist activities or activities supporting terrorism and/or terrorist organisations?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If yes, please provide details.</p>		
<p>Have you or your subsidiaries or affiliates or their respective representatives, officers, directors, employees or agents ever been a subject of an allegation or investigation for bribery within the past five years?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If yes, please provide details.</p>		

<p>Are you or your subsidiaries or affiliates listed in any of the following sanction lists?</p> <ul style="list-style-type: none"> <li>- United Nations Security Council Sanctions List (<a href="https://scsanctions.un.org/search/">https://scsanctions.un.org/search/</a>)</li> <li>- European Union Sanctions List (<a href="https://www.sanctionsmap.eu/#/main">https://www.sanctionsmap.eu/#/main</a>)</li> <li>- US Department of the Treasury, Office of Foreign Assets Control (OFAC) (<a href="https://sanctionssearch.ofac.treas.gov/">https://sanctionssearch.ofac.treas.gov/</a>)</li> <li>- Sanctions List of Federal Republic of Germany (<a href="https://www.finanz-sanktionsliste.de/fisalis/">https://www.finanz-sanktionsliste.de/fisalis/</a>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are you (including any parent, subsidiary or affiliate) or any company or individual associated with you included on the IIC Oil for Food List?</p>	<input type="checkbox"/>	<input type="checkbox"/>

<i>At any time, have you or, to your actual knowledge, any of your subsidiaries (or companies in which you hold any interest), affiliates or major suppliers been involved in any of the following activities:</i>	<b>YES</b>	<b>NO</b>
Manufacture, sale or distribution of any armaments, weapons, other military equipment or related products, or non-dual use components for armaments, weapons, other military equipment or related products	<input type="checkbox"/>	<input type="checkbox"/>
Manufacture, sale or distribution of replica arms marketed to children	<input type="checkbox"/>	<input type="checkbox"/>
Marketing of breast milk substitutes contrary to the WHO Guidelines on Marketing Breast Milk Substitutes (or the manufacture of breast milk substitutes the marketing of which is contrary to the WHO Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>
Manufacture, sale or distribution of tobacco or tobacco products	<input type="checkbox"/>	<input type="checkbox"/>
Programmes, initiatives, research or projects directly or indirectly endorsed, funded or promoted by the tobacco industry or a subsidiary of a tobacco company	<input type="checkbox"/>	<input type="checkbox"/>
Gambling (other than lotteries with charitable objectives)	<input type="checkbox"/>	<input type="checkbox"/>
Manufacture, sale or distribution of pornography	<input type="checkbox"/>	<input type="checkbox"/>

During the last three years, have you been the subject of any major campaign or criticism, including those that may be impending, by a civil society organization, local community, government, the media, or other entity?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details, including measures taken to address such campaign or criticism.		
Are there any other conditions that might disrupt a contractual relationship with the Crop Trust if one were to result or any other information not otherwise requested above that, in your judgment, could be material to a relationship with the Crop Trust or that you believe should be considered and reviewed in commencing a relationship with a prospective provider?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details.		

**5. ESG Performance** *(to be answered only by companies/organizations with 10 or more employees)*

**Human Rights and Protection of Personal Data**

	YES	NO
Do you have policies and processes in place on the protection of human rights? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have policies and processes on the protection of personal data? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a policy commitment to meet your responsibilities to respect and protect human rights? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a due diligence process to identify, prevent, mitigate and account for how you address your impacts on human rights? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have processes to enable the remediation of any adverse human rights impacts you cause or contribute to? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have supplier code of ethics on human rights? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>

**Labour Rights**

	YES	NO
Do you have policies and processes in place on the protection of labour rights? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have policies on occupational safety and health? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have supplier code of ethics on labour rights? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>

**Sexual Harassment**

	YES	NO
Do you have policies and processes in place to mitigate any risks related to sexual abuse, exploitation, discrimination or harassment? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have supplier code of ethics addressing sexual abuse, exploitation, discrimination or harassment? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>

**Environment**

	YES	NO
Do you have an environmental policy? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have supplier code of conduct on environmental protection? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>

**Anti-Corruption and Counter-Terrorism**

	YES	NO
Do you have an anti-corruption and counter-terrorism policy? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you have supplier code of ethics on anti-corruption and counter-terrorism? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>

**Corporate Social Responsibility (CSR)**

	YES	NO
Do you have a grievance mechanism for hearing, processing, and settling grievances for internal stakeholders (e.g. employees) and/or external stakeholders (e.g. local communities)? If yes, please attach	<input type="checkbox"/>	<input type="checkbox"/>
Do you publish sustainability or Corporate Social Responsibility reports? If yes, please attach the most recent report	<input type="checkbox"/>	<input type="checkbox"/>



## Statement of Certification

*I hereby certify that the information provided above is true and accurate to the best of my knowledge.*

*I further acknowledge that the Crop Trust has the right to disqualify this application from the procurement process if the Crop Trust finds that the information provided is not true or accurate.*

Signed on behalf of \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title (Position) \_\_\_\_\_

Date & Place \_\_\_\_\_

**Checklist of documents to be attached to the self-assessment form:**

<b>Document</b>	<b>Individuals without registered business</b>	<b>Self-employed (with registered business)</b>	<b>Companies and other organizations</b>
Duly signed statement of certification	Required	Required	Required
Proof of registration including certificate of authorised signatories	Not required	If available	Required
Organizational chart	Not required	Not required	Required
Latest annual financial statements	Not required	Not required	If available
Statements of successful completion by references	If available	If available	If available
ESG and sustainability statements, policies, codes of conduct, supplier codes of conduct, as available	Not required	Not required	Only for companies/organization with 10 or more employees, to the extent available
Certifications	If available	If available	If available