



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

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.

Verifier Name _____

Position _____

Date _____



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Email: enquiries@nhbf.co.uk

Web: www.nhbf.co.uk



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