



# 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

### 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](mailto:assuredtrade@nhbf.co.uk).

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

Position \_\_\_\_\_

Date \_\_\_\_\_



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