



## QUESTIONNAIRE FOR CHARITY ORGANISATIONS

- NGOS, ASSOCIATIONS, FOUNDATIONS -

OCM/PM-02/SE/014

Version : 1.0

Updated on: 09/06/2020

### I INTRODUCTION

Orange Cameroon is committed to conducting business in a healthy and honest manner and to adopting a zero-tolerance policy towards corruption in all its activities. Orange Cameroon expects its partners to comply with applicable anti-corruption laws and share its commitment to zero tolerance for corruption.

You are filling this questionnaire because Orange Cameroon has or could establish a partnership with your association/organization. Orange Cameroon conducts a review of its partners to ensure that they meet its integrity, ethics and compliance requirements.

### I. PROJECT DESCRIPTION

- 1.1 Project name\_\_\_\_\_
- 1.2 Summary description of the project\_\_\_\_\_
- 1.3 Number of beneficiaries/persons affected\_\_\_\_\_
- 1.4 Project location\_\_\_\_\_
- 1.5 Project start date\_\_\_\_\_
- 1.6 Project end date\_\_\_\_\_
- 1.7 Key steps in the project\_\_\_\_\_
- 1.8 Budget estimate in FCFA: \_\_\_\_\_
- 1.9 Financial support requested in Euro\_\_\_\_\_
- 1.10 Other support requested\_\_\_\_\_
- 1.11 Other partners providing financial support to the project\_\_\_\_\_
- 1.12 Comments\_\_\_\_\_

### II. MANAGING COMPANY

- 2.1 Type of organization\_\_\_\_\_
- 2.2 Organization name\_\_\_\_\_
- 2.3 Organization missions\_\_\_\_\_
- 2.4 Country of organization\_\_\_\_\_
- 2.5 Number of employees\_\_\_\_\_
- 2.6 Number of volunteers\_\_\_\_\_
- 2.7 Web site\_\_\_\_\_
- 2.8 The organisation was created\_\_\_\_\_
- 2.9 Official registration number of the organisation\_\_\_\_\_
- 2.10 Organisation address\_\_\_\_\_
- 2.11 List of board members and managers of the organisation:\_\_\_\_\_
- 2.12 Previous partnerships with other Orange Cameroon entities\_\_\_\_\_

### III. SIGNATORY TO THE CONVENTION

- 3.1 Civility\_\_\_\_\_
- 3.2 Contact name\_\_\_\_\_



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- 3.3 Contact's first name \_\_\_\_\_
- 3.4 Function \_\_\_\_\_
- 3.5 Contact address \_\_\_\_\_
- 3.6 Phone \_\_\_\_\_
- 3.7 Address mail \_\_\_\_\_

### IV. FINANCIAL INFORMATION

- 4.1 Account holder \_\_\_\_\_
- 4.2 Bank name \_\_\_\_\_
- 4.3 Bank address \_\_\_\_\_

### V. CONFLICT OF INTEREST

- 5.1 Are employees or former employees of the Companies of the Orange Group or Orange Cameroon involved in the current transaction?
- Yes If so, please include name, first name and function: \_\_\_\_\_
- No
- 5.2 Is a person involved in the current transaction in a conflict of interest situation with Orange Cameroon, an Orange Cameroon employee or anyone connected to the current transaction?
- Yes If so, please specify their name, first name and function as well as the reason why there would be a conflict of interest: \_\_\_\_\_
- No
- 5.3 Is a person involved in the current transaction able to unduly influence Orange Cameroon or someone related to the current transaction?
- Yes If so, please specify their name, first name and function and associated context elements: \_\_\_\_\_
- No

### VI. ETHICS AND COMPLIANCE

- 6.1 Does the organisation have a relationship with a government or a State? And if so, what kind of relationship? \_\_\_\_\_
- 6.2 Is a member of the government or a State a member of the board or board of directors of the organisation? \_\_\_\_\_
- 6.3 Are politically exposed people involved in the organisation? \_\_\_\_\_
- 6.4 In the course of the proposed project, are consultants or subcontractors involved? \_\_\_\_\_
- 6.5 Has your organisation outlined an ethics and compliance programme? \_\_\_\_\_
- 6.6 Are you the subject of any litigation or a court decision/arbitration ruling? \_\_\_\_\_

#### Documents to be attached (compulsory):

- The association's statutes
- Annual report and balance sheet for the previous year
- Previous year's report of auditors



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Document signed as a duly authorized representative of the association by:

Name, first name: \_\_\_\_\_

Function: \_\_\_\_\_

Date : \_\_\_\_\_

Signature and Stamp :

### PROTECTION OF PERSONAL DATA

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*How do we use the personal information collected in this questionnaire?*

By providing us with the information in this questionnaire, you are informed that you are providing and/or we are collecting data that will be used by Orange Cameroon to ensure compliance with its legal and regulatory obligations, as well as compliance with its internal governance and good business practices in the evaluation of third parties ("Due Diligence").

For the performance of any contract or service that Orange Cameroon may enter into with your organization, we may be required to process personal data: in this case, it will be treated confidentially and will only be used for the following purposes, in accordance with privacy laws and regulations:

- Assess the compliance risks of Orange's existing and potential partners, suppliers, subcontractors or customers;
- Ensure compliance with legal, regulatory and governance obligations and good business practices
- Engage with and manage partners.

**End**