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Contact:
Ecosystem Restoration Standard
25 Rue de Frémicourt
75015 Paris, FRANCE
info@ers.org

TEMPLATE

Third Party Screening

SUMMARY

In line with the [Anti-Fraud Policy](#), to manage and mitigate all levels of risk, ERS has implemented a monitoring strategy based on three lines of defence: **prevention** (training, assessment of Third Parties, internal rules and procedures), **detection** (whistle-blowing system, internal and accounting controls) and **remediation** (implementation of corrective measures and disciplinary sanctions) in the event of non-compliance. Within this framework, this Third Party Screening is part of the first line of defense: prevention.



Table of *Contents*

Table of Contents	1
Third Party Screening	1
SCOPE	2
GUIDING PRINCIPLES	2
THIRD PARTY SCREENING AND DUE DILIGENCE PROCESSES	4
Gathered Data	5
THIRD PARTY	5
LEADERSHIP	8
SHAREHOLDING	12
OUTCOME	14
SIGNATURE	14
Appendixes	15



Third Party *Screening*

SCOPE

The Third Party Screening process applies to all ERS' Third Parties, with the exception of Developers, who already undergo a full investigation through a [Due Diligence Report](#). As such, it applies to VVBs and Buyers, as well as all subcontractors and partners of ERS' including, but not limited to: accounting firms, legal and technical consultancy, insurance services and suppliers.

GUIDING PRINCIPLES

In line with the [Anti-Fraud Policy](#) and the [Code of Ethics and Business Conduct](#), designated ERS Agents are tasked with executing Third Party Screenings. This report is used to ensure Third Party alignment with ERS' criteria. By cross-referencing provided data with reputable sources, the intention is to confirm stakeholder integrity, verify factual accuracy, assess regulatory compliance, and thus, enable judicious decision-making in ERS' collaborative pursuits. Reputable sources include, but are not limited to:

- [WorldCheck](#) databases;
- [Dun & Bradstreet](#) registries;
- [Transparency International Corruption Perceptions Index](#);
- National and local official databases and registries;
- Industry-specific professional association registries.

To prevent potential risks, the Third Party Screening - or an update of an existing screening - can be triggered in the following situations:

- **Entering a business relationship with a new Third Party.** This applies to individuals or entities that wish to sign a contract with ERS.



- **Reputational concerns.** If rumours, news reports, or public discourse raise concerns about one of ERS' Third Parties' practices or reputation.
- **Financial transactions:** Before executing financial transactions of over 50,000 USD, especially with Third Parties who have not undergone due diligence for more than 2 years.
- **Operational red flags.** Anytime internal operational red flags, such as frequent late payments, irregular documentation, or frequent changes in points of contact, are noticed.
- **Changes in Third Party ownership or management:** If there's a significant change in the ownership, board members, or senior management of a Third Party.



THIRD PARTY SCREENING AND DUE DILIGENCE PROCESSES

	Developers	VVBs	Buyers	Other Third Parties (consultants, brokers, others)
Objective	To collect and cross-check identification information from essential Third Parties before ERS' enters any form of a contractual relationship with them	To quickly evaluate the reputation and basic credentials of Third Parties before establishing any form of business relationship with them		
Required level of assessment	Third Party Due Diligence	Third Party Screening (Third Party Due Diligence if flagged during the screening)		
When ?	When the Project is selected and moves to the Feasibility phase of the Certification process	Upon application or recruitment by ERS	Before entering the Coalition	Before entering a business relationship with ERS
Responsible ERS Entity	Certification Team	Secretariat	External Relations	Administrative Team



Gathered *Data*

THIRD PARTY

Overview of the Third Party's profile.

Entity ID	
Registration name(s)	
Trade name	
Other name	
Entity legal form (NGO, Corporate, Holding, ...)	
Capital	
Registration number	
Registration date	
Place of registration	



Homonymy	
Number of employees	
ISIC Code	
Description of core activities	
Involvement in prohibited industries ¹	
Subsidiaries and affiliates	

Contact information

Address (HQ)	
Former address(s)	
Telephone number	

¹ Alcohol, tobacco, gambling, firearms, weapons, or munitions, pornography, fossil-fuel-based oil, natural gas, or coal extraction, distribution, sale, etc., mining, nuclear power



Email	
Website	

Conclusions



LEADERSHIP

Highlights of the Third Party's three highest-ranking executives. If relevant, please add more than three executives. For corporates, these are generally the Chief Executive Officer (CEO), the Chief Operating Officer (COO) and the Chief Financial Officer (CFO). For NGOs, these are generally the President, the Secretary and the Treasurer.

Executive #1 (CEO or President)		
Name		
First name		
Date of birth		
Position(s)		
ID number		
Nationality		
Appeared in sanction lists?		



Politically exposed person (PEP)?	
Other activities	
Shares held	
Judicial situation	
Reputation	

Executive #2 (COO or Secretary)	
Name	
First name	
Date of birth	
Position(s)	
ID number	



Nationality	
Appeared in sanction lists?	
Politically exposed person (PEP)?	
Other activities	
Shares held	
Judicial situation	
Reputation	

Executive #3 (CFO or Treasurer)	
Name	
First name	
Date of birth	
Position(s)	



ID number	
Nationality	
Appeared in sanction lists?	
Politically exposed person (PEP)?	
Other activities	
Shares held	
Judicial situation	
Reputation	

Conclusions

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SHAREHOLDING

Understanding of ownership structures, significant shareholders, and influence dynamics.

Physical Shareholders			
Shareholder name	Year of birth	Nationality	Held shares (%)

Moral person shareholders #1	
Official name	
Local name	
Registration number	



Country	
Registration date	
Business sector	
Official address	
Legal representatives	
Shareholders	
Penalty lists?	
Reputation	

Conclusions



OUTCOME

Based on the available information, and after meticulous consideration, ERS screening process found that the investigated Third Party is:

- Cleared.** No concerns were identified. ERS may proceed to formal engagement.
- Flagged.** Potential concerns were detected. A [Due Diligence Report](#) is required to escalate for further review or detailed screening.

SIGNATURE

By signing below, the investigator acknowledges the completion of the screening process in accordance with ERS protocols and guarantees the accuracy of the results presented.

[Investigator's team]

[Date of signature]

[Name and position]

[Investigator's signature]



Ecosystem Restoration Standard

info@ers.org | www.ers.org