**Annex B: Sanctions Due Diligence Assessment Template (or alternatively, a Dun and Bradstreet check should be performed)**

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| --- | --- |
| Name of Division or Directorate: |  |
| Name of Department |  |
| Completed by (include name and job title): |  |
| Date: |  |
| Full name of person or entity being assessed: |  |
| Address of person or entity being assessed: |  |
|  |  |
| Where an entity which has beneficial owners is being checked, please also check against those identified beneficial owners |  |
| Full name of beneficial owner (where applicable):  |  |
| Address of beneficial owner (where applicable):  |  |
|  |  |
| Project or context summary: |  |
| Supporting documents (if applicable): |  |
|  |  |
| **Sanctions screening check outcomes** |  |
| UK: <https://sanctionssearchapp.ofsi.hmtreasury.gov.uk/> | Result: No match/close match/match |
| Details of close match/match (if applicable): |  |
| EU:<https://sanctionsmap.eu/#/main> | Result:No match/close match/match |
| Details of close match/match (if applicable): |  |
| US: <https://sanctionssearch.ofac.treas.gov/> | Result: No match/close match/match |
|  |  |
| Details of close match/match (if applicable): |  |
| **Confirmation**I confirm that the checks performed do/do not reveal any sanctions restrictions relating to this person/entity (delete as applicable) | Signed:Approved:  |
| Where screening checks are a positive match, no payment or receipt of funds can proceed. If funds are already held, please seek further advice (see below) as the University may have to freeze assets and report to OFSI.  |  |

Please retain a copy of this form for your records and send a copy to riskandcompliance@kent.ac.uk for approval. This email may also be used for requests for further information and advice when reporting a match or partial match.