Welthungerhilfe Supplier Declaration Form

Introduction

This Supplier Declaration Form, including the certification by signature, forms part of WHH's supplier due diligence and supplier registration process within the global supplier database. The form is not limited to tendering or competitive procurement procedures, but serves as a general requirement for supplier onboarding, registration, and participation in WHH procurement processes.

All information provided in this form will be captured, maintained, and processed as master data within WHH's digital ERP procurement systems and processes. All data is used exclusively for internal purposes and is not shared with third parties.

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in Sections 1 and 2 below is true and complete.

1. Supplier Information

1.1. General Information

Please provide the following general information about your business, which will be used for purchase order (PO) creation and supplier registration purposes. Please enter only the main business address as stated in the company's legal registration documents. Individuals such as freelancers or consultants should indicate the address at which they are registered for tax purposes.

Business Name (as per registration) *	
Legal Form	
Year Founded / Year Business started	
Street/House number OR description of physical location *	
Additional Address Line	
Region / State / Province	
City *	
Postal Code	
Country *	
Primary Contact Name (Sales / Account	

Manager) *	
Main Sales email Address *	
Telephone Number (with country code, e.g. +254) *	
Preferred communication language *	

Note: All fields marked with an asterisk (*) are mandatory and must be completed.

1.2. Other Information

Please enter the currency of your main business account, which has been confirmed to us in writing by your bank. Only a single account can be recorded as the main account. The account must be registered in the name of the company. Please also provide your tax number. All suppliers must provide either a Tax ID Number or a VAT/GST Number (where applicable).

Account Holder Name (the account holder must be the registered supplier/company) *	
IBAN (or bank account number where an IBAN is not available) *	
SWIFT/BIC Code*	
Country where the bank account is registered (which should match the supplier's country of registration). *	
Currency of your main bank account	
Tax ID No *	
VAT/GST No (if Tax ID Number is not available)	

Note: All fields marked with an asterisk (*) are mandatory and must be completed.

2. Information on Your Managing Officials

Welthungerhilfe upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As described in Section 3.3 below, one of these standards is the rejection of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe works, but it is also an expectation of our institutional donors and banking partners that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision-makers of each supplier. In particular, we request information about your top four managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than four managing officials, please provide details for all of your managing officials and please indicate this when submitting the form.

The data collected below will only be used to compare the information provided against publicly available international sanctions lists and will be protected in accordance with applicable data protection laws. If you have any questions about how your data will be processed or stored, please contact your Welthungerhilfe representative or submit your concern via www.welthungerhilfe.org/complaints.

Managing official 1			
Full name * (given name followed by middle and surname)			
Nationality *			
Address * (at a minimum, country of residence)			
Gender			
Date of Birth*			

Note: All fields marked with an asterisk (*) are mandatory and must be completed.

Managing official 2			
Full name * (given name followed by middle and surname)			
Nationality *			
Address * (at a minimum, country of residence)			
Gender			
Date of Birth*			
Managing official 3			
Full name * (given name followed by middle and surname)			

Nationality *			
Address * (at a minimum, country of residence)			
Gender			
Date of Birth*			
Managing official 4			
Full name * (given name followed by middle and surname)			
Nationality *			
Address * (at a minimum, country of residence)			
Gender			
Date of Birth*			

Note: All fields marked with an asterisk (*) are mandatory and must be completed.

3. Welthungerhilfe policy statement

3.1 Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labor, environment, and anticorruption:

Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labor

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at https://www.unglobalcompact.org

3.2 Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible for handing of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:
https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

3.3 Welthungerhilfe renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decisionmakers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see Sections 1 and 2 above).

4. Supplier declaration

I/We, _____(name of company/Individual) hereby declare that

a) all of the information submitted in Sections 1 and 2 above is true and complete;

b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;

c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;

d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;

e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;

f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);

g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;

h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;

i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;

j) in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;

k) we respect basic social rights and condemn child labor;

l) we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;

m) we support the goals of the UN Global Compact; and

n) we act in accordance with the values of Welthungerhilfe's Code of Conduct.

_____ _____

Location, Date Name, Signature