

# Vendor Due Diligence Checklist

Here's a short template to streamline your vendor risk assessment process. Feel free to customise and update it to fit your company's specific needs:



## Basic Company Information

<input checked="" type="checkbox"/> Articles of Incorporation (or similar corporate charter)	Yes ▾
<input checked="" type="checkbox"/> Business License	Yes ▾
<input checked="" type="checkbox"/> Company structure overview	Yes ▾
<input checked="" type="checkbox"/> Biographical information of executives and board members	Yes ▾
<input checked="" type="checkbox"/> Location verification	Yes ▾
<input checked="" type="checkbox"/> References from credible sources	Yes ▾



## Financial Information

<input checked="" type="checkbox"/> Tax documents	Yes ▾
<input checked="" type="checkbox"/> Balance sheets	Yes ▾
<input checked="" type="checkbox"/> Company structure overview	Yes ▾
<input checked="" type="checkbox"/> Major assets	Yes ▾
<input checked="" type="checkbox"/> Compensation structure	Yes ▾
<input checked="" type="checkbox"/> References from credible sources	Yes ▾



## Political and Reputational Risk

<input checked="" type="checkbox"/> Watch lists and sanctions	Yes ▾
<input checked="" type="checkbox"/> Lawsuits and regulatory violations	Yes ▾
<input checked="" type="checkbox"/> Politically Exposed Persons (PEP) and law enforcement lists	Yes ▾
<input checked="" type="checkbox"/> Internal risk-related policies and procedures	Yes ▾

## Cyber Risk

- |   |       |
|---|-------|
| ✓ Consumer Financial Protection Bureau (CFPB) reports | Yes ▾ |
| ✓ Negative news reports and social media activity     | Yes ▾ |
| ✓ Complaints and negative reviews                     | Yes ▾ |

- |   |       |
|---|-------|
| ✓ Cyber risk assessment questionnaire   | Yes ▾ |
| ✓ Vendor attack surface analysis  | Yes ▾ |
| ✓ Compliance with cybersecurity frameworks and regulations                                | Yes ▾ |
| ✓ On-site visit to assess security controls   | Yes ▾ |
| ✓ Policies that cover change management, data retention, or privacy                       | Yes ▾ |
| ✓ Thorough vetting of vendor's information security program                               | Yes ▾ |
| ✓ Has the vendor reached an acceptable security rating level or security posture?         | Yes ▾ |
| ✓ Does the vendor have processes for risk mitigation and remediation?                     | Yes ▾ |
| ✓ Are access control policies in place to limit internal access to sensitive information? | Yes ▾ |
| ✓ Does the vendor have an incident response plan in place?                                | Yes ▾ |
| ✓ Does the vendor maintain business continuity plans?                                     | Yes ▾ |

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With Sprinto, managing vendors will just get easier! Here's what makes us stand out:

### Easy Access to Important Info

With Sprinto's new tabular view, you can see all your vendors' details at a glance. No more digging through files! From who's active to their risks and status, it's all there for you to see.

### Better Team Collaboration

We make it simple to assign admins to each vendor so everyone knows who's responsible. Our automated tasks help you run things smoothly as your team grows.

### Simplify Document Handling

Tired of searching for documents? Sprinto's Vendor Documents section keeps everything in one place. You can easily find what you need and keep everything organised.

[Get in touch with our compliance experts](#)

to learn more about vendor due diligence.



If you're looking for an automated compliance platform to help maximize your cyber security budget, talk to Sprinto's experts today! Sprinto is a compliance automation platform that helps organizations much like yours get compliance-ready in as short a time as possible.

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