



MUSIKA’S CLIENT DETAIL COLLECTION

SECTION -A

NAME OF ORGANISATION:

PHYSICAL ADDRESS:

PHONE /CELL NUMBERS:

DATE OF INCORPORATION:

TPIN NUMBER:

NAME OF CHIEF EXECUTIVE:

CONTACT PERSON:

CONTACT PERSON’S CELL NUMBER:.....

CONTACT PERSON’S EMAIL ADDRESS:.....

DOES THE ORGANISATION HAVE A BOARD IN PLACE:

WHAT IS/ARE THE COMPANY’S OBJECTIVES:

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MAJOR AREAS OF INTERVENTIONS:.....

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MAJOR INTERVENTION CHALLENGES IF ANY:.....

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.....
EXPERIENCE IN THE ABOVE INTERVENTIONS (PERIOD):..... YRS/ MTHS/ DAYS

HAS ORGANISATION BEEN AUDITED BEFORE:

IF YES, WERE THE ACCOUNTS QUALIFIED OR UNQUALIFIED?..

HAS ORGANISATION EVER HANDLED FUNDS FROM ANY OTHER DONORS:

IF YES, GIVE NAME OF THE
DONOR/S.....
.....
.....

INDICATE MAJOR SOURCES OF INCOME:.
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SECTION -B

MAKE THE FOLLOWING PHOTOCOPIES AVAILED

DOCUMENT DESCRIPTION	TICK TO SHOW AVAILABLE
Certificate of Incorporation	
Articles of Association	
Recent Audited Accounts/ Management accounts if Audit accounts not there.	
Company Profile	
Organisational Structure	

BOARD STRUCTURE, LIST OF DIRECTORS.

- 1.
 - 2.
- Etc.

Provide soft copies where possible to speed process of information collection.

SECTION -C

AFTER WARDS, IF ELIGIBLE TO GO TO THE NEXT SELECTION STAGE, A DUE DILIGENCE EXERCISE WILL BE CONDUCTED USING MUSIKA TOOLS WHICH ALSO EXTENDS TO EXAMINATION OF CLIENT INTERNAL BOOKS OF ACCOUNTS INCLUDING BANK RECONCILIATIONS

TWO TYPES:

1. **BASIC DUE DILIGENCE**
2. **MUSIKA FULL DUE DILIGENCE ASSESSMENT**