**DUE DILIGENCE QUICK CHECK**

To perform due diligence on potential distributors or other sales intermediaries, collect some important information about the business, the key persons associated with it, and the prospective business relationship. The following list represents some basic items of information that can be useful in evaluating whether a relationship with a potential third party is appropriate. Not all of these items are equally important and there might be other information that could be as important. Adapt the following points to your business as necessary.

**The business**

* Company name, address, registration number
* Years in business
* Number of employees, customer-facing employees
* Key financial information (sales, profit, assets and liabilities)
* Banking reference (name & contact information)
* Trade references (names & contact information)
* Credit rating (if available)

Things to consider:

* Does this business have a good reputation in the community?
* What does a quick internet search reveal about them?
* Are they appropriately staffed?
* Will they be able to make the required payments as they become due?

**Key persons**

* Major shareholders or partners
* General manager
* Key finance person
* Key legal person

Things to consider:

* Do these individuals have a good reputation in the community?
* What does a quick internet search reveal about them?
* Are any of them government officials?
* Are any of them related to any government officials?
* Do any of them have known conflicts of interest with their customers?

**Prospective relationship**

* Products to be sold to this distributor
* Estimated annual sales, the first year and the following 2-3 years
* Territory and targeted end-customers

Things to consider:

* Would products be exported to another country? (If so, Medtronic should first authorize these transactions.)
* Would this party be willing to operate under the ethics and compliance requirements in the Distributor Code of Conduct?