

IIBT Agent Due Diligence Process

Steps	Principles	Templates, Form, Policy
Identify Ideal Agent Attributes	Corporate Profile Legal Considerations Organisation Considerations	IIBT Agent Application Form
Conduct Risk Analysis	The Risk Matrix Referee's report	Due Diligence Risk Analysis Matrix

IIBT Internal Due Diligence Checklist



Agent Name: _____
 Location: _____
 Responsible Officer: _____
 Check Completed Date: _____

Criteria	Checked		Attached documents/Notes
	Yes	No	
CORPORATE PROFILE			
Business registration details including location and registering authority			
Company and key staff members profile			
Has any of the owners/executive been convicted of an offence, been bankrupt or deregistered?			
Is the agent aligned to a particular government or party that may be politically risky?			
Reputation			
Knowledge and experience of Australia's quality assurance framework			
Strategic motivation for partnership			
Main Business, client and products			
LEGAL CONSIDERATIONS			
Have a clear understanding of the legal entity, governance structure			
Do they have the authority to activate the intention of the agencyship?			
Where is the company registered?			
Does conflict resolution fall under Australian jurisdiction and law?			
Who in the organisation has authority to approve and sign final legal documents?			
Investigate any regulatory framework or restrictions that IIBT will have to adhere in-country			
ORGANISATIONAL CONSIDERATIONS			
Has a site visit been conducted by an appropriately qualified staff member?			
Premises and infrastructure of the partner?			
Do they have suitably trained staff?			
Link to organisational website			
OTHER INFORMATION AS APPROPRIATE			

Due Diligence Risk Analysis Matrix



Due diligence factors	Ideal agent attributes	Actual attributes	Risk assessment	Mitigating strategies/actions
CORPORATE PROFILE				
Business registration details including location and registering authority	Legally registered in its country to carry on required business			
Company and key staff members profile	Company and key staff have rich industry experience			
Has any of the owners/executive been convicted of an offence, been bankrupt or deregistered?	no offence found and not being bankrupted or deregistered			
Is the agent aligned to a particular government or party that may be politically risky?	No political risk identified			
Reputation	Honest, Reliable and handling business in a professional approach			
Knowledge and experience of Australia's quality assurance framework	Reasonable understanding			
Strategic motivation for partnership	Fully motivated			
Main Business, client and products	Education and migration agent			
LEGAL CONSIDERATIONS				
Have a clear understanding of the legal entity, governance structure				
Do they have the authority to activate the intention of the agencyship?	yes			
Where is the company registered?	A country/region with reasonable and stable legal system supported			
Does conflict resolution fall under Australian jurisdiction and law?				
Who in the organisation has authority to approve and sign final legal documents?				
Investigate any regulatory framework or restrictions that IIBT will have to adhere in-country	Regulations/restrictions are practical and clearly published/announced.			
ORGANISATIONAL CONSIDERATIONS				
Has a site visit been conducted by an appropriately qualified staff member?	Yes			
Premises and infrastructure of the partner?	Professional office with Internet access			
Do they have suitably trained staff?	Staff with required knowledge, skills and industry experience			
Link to organisational website	Professional website with accurate information presented			

- **Low risk** where no further action is required.
- **Medium risk** where mitigating strategies are required. Depending on the risk these strategies might include changing the business model to ensure risk management strategies are included within the contract.
- **High risk** which may be deal breakers. These include risks that are considered too high to mitigate against or information that arises that is outside your organisational strategic scope.