

TRACE*certification* Frequently Asked Questions

What is TRACE <i>certification</i> and who is it for?.....	1
What does it mean to be TRACE Certified?	1
What precludes certification by TRACE?	1
What are the advantages/benefits of becoming TRACE Certified?	2
How do I receive a copy of my report?	2
Will my report be visible to outside parties?	2
What proof will we receive to show our business partners that we are TRACE Certified?	2
How much does it cost to obtain TRACE <i>certification</i> ?	2
How long is a TRACE <i>certification</i> report valid for?	2
Do we have to go through the entire process again to renew our TRACE <i>certification</i> report or just pay the renewal fee?	2
What is the turnaround time for a TRACE <i>certification</i> review?	3

What is TRACE*certification* and who is it for?

TRACE*certification* is a heavily benchmarked and comprehensive due diligence review, analysis and approval process establishing that an individual or organization has been thoroughly vetted, trained and certified by TRACE.

TRACE Certified companies are pre-vetted partners for multinational companies seeking to do business with suppliers, agents and consultants who share their commitment to commercial transparency.

What does it mean to be TRACE Certified?

It means that you or your company have completed a comprehensive due diligence process administered by TRACE, the world’s leading anti-bribery standard setting organization. Certification by TRACE signifies that you have completed internationally accepted due diligence procedures and have been forthcoming and cooperative during the review process. The successful completion of TRACE*certification* demonstrates your commitment to commercial transparency, allowing you to serve as a valued business partner to multinational companies.

What precludes certification by TRACE?

The TRACE*certification* process is demanding and requires candidates to disclose key business, financial and compliance information. Candidates who are unwilling or unable to furnish supporting documentation or otherwise meet the review requirements will not be certified by TRACE. Unresolvable red flags, such as an ongoing investigation, credible negative media reports or inclusion on a sanctions list, will also preclude certification.

What are the advantages/benefits of becoming TRACE Certified?

Completing *TRACEcertification* has several benefits. As a TRACE Certified entity your name, or company's name, will be included in the TRACE Intermediary Directory, a publicly searchable database of potential business partners for multinational companies. You will also have access to our multilingual Global Anti-Bribery online training course; attend TRACE workshops at no cost; receive permission to use the TRACE logo in your marketing materials and on your website; and be recognized in the compliance community for successfully completing the due diligence gold standard.

How do I receive a copy of my report?

All TRACE Certified entities receive a copy of their report automatically through the TRACE Third Party Management System (TPMS) when the report is released.

Will my report be visible to outside parties?

If your report has been sponsored (paid for) by another party, it will be released only to that party. All other parties must request and obtain your consent to view your report. If you have purchased *TRACEcertification* for yourself, your report will not be visible to any party without your consent. Only you can share the report with your business partners. There is no limit to how many business partners you may share your information with.

What proof will we receive to show our business partners that we are TRACE Certified?

Your current and prospective business partners can visit the TPMS to verify that you have completed TRACE Certified Due Diligence and to request a copy of your report. Each time a new company requests a copy of your report, you will be contacted through the TPMS to provide your consent to release your report to that company.

How much does it cost to obtain *TRACEcertification*?

TRACEcertification candidates are charged US\$2,800 for a new report.

How long is a *TRACEcertification* report valid for?

TRACEcertification reports must be renewed annually to remain valid. The cost to renew is US\$1,400.

Do we have to go through the entire process again to renew our *TRACEcertification* report or just pay the renewal fee?

The renewal is much shorter. You will be contacted 60 days prior to your anniversary date by one of our due diligence analysts who will guide you through the process. The objective of the renewal process is to update the information we have on file. At the end of the renewal process we will provide you with an updated report.

What is the turnaround time for a TRACE*certification* review?

The TRACE*certification* review is completed within 2-3 weeks from the date payment is received. The timeliness of completion is largely dependent on the responsiveness of the due diligence candidate undergoing the review. A review can be completed in less than one week with fully engaged candidates.

TRACEcertification is not a guarantee against past or potential wrongdoing by the certified entity or a guarantee against potential liability. A summary of any "red flags" identified during the TRACEcertification review will be included in the report, but not all red flags preclude TRACEcertification.

Companies seeking to do business with TRACE Certified entities must request and read the underlying reports in the context of all facts known to them, their business and their appetite for risk. Depending on the nature, size and scope of the proposed project with an intermediary, more extensive due diligence may be warranted.

Watch our go-second video clip, [TRACE Portable Due Diligence Solutions: Own and Share Your Verified Compliance Information](#).

To request more information or initiate a TRACE*certification* review, visit our website at www.TRACEinternational.org/get-certified or write to info@TRACEinternational.org.

About TRACE

TRACE is a globally recognized anti-bribery business association and leading provider of shared-cost third party risk management solutions. Members and clients include over 500 multinational companies located worldwide. TRACE is headquartered in the United States and registered in Canada, with a presence on five continents. For more information, visit www.TRACEinternational.org.