



World Bank
Department of Institutional Integrity (INT)
Voluntary Disclosure Program (VDP)



VDP PROTOCOL 2

Prospective Participant Prepares the Background Data Sheet

A party seeking to participate in the VDP (the prospective participant) completes the Background Data Sheet, preferably electronically, and returns it to VDP through the World Bank's secure server, or by mail or facsimile. The Background Data Sheet is used in the process of determining the eligibility of the participant and during program implementation. Items number 1 - 4 will already have been provided by the firm in the VDP Request Form. The data requirements for the Background Data Sheet are as follows:

VDP BACKGROUND DATA SHEET		
If additional space is needed to fill out the form, please append an attachment		
DATE:	VDP REG. NO. [GENERATED BY WORLD BANK]:	
FIRM INFORMATION		
Firm Name:		
Headquarters Address:		
City:	Country:	Postal Code:
Telephone:	Fax:	Website:
Chairperson/Managing Director:		
CONTACT PERSON INFORMATION		
Last Name:	First Name:	Title:
Email:		
Mailing address:		
City:	Country:	Postal Code:
Office Telephone:	Mobile (optional):	Fax:
Preferred Mode of Communication (Telephone Number/Mobile Number/Fax/E-mail):		
DETAILS OF PERSON RESPONSIBLE FOR SUBMITTING THE BACKGROUND DATA SHEET (IF DIFFERENT FROM CONTACT PERSON ABOVE):		
Last Name:	First Name:	Title:
Email:		
Mailing address:		
City:	Country:	Postal Code:
Office Telephone:	Mobile (optional):	Fax:
Preferred Mode of Communication (Telephone Number/Mobile Number/Fax/E-mail):		
FIRM STRUCTURE		

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Parent Firm Name:	Chairperson/Managing Director of Parent Firm:
Holding Company:	Chairperson/Managing Director of Holding Company:
Affiliates, which include all subsidiary firms, associated firms, and all other firms within the firm 'Group':	
Affiliates, which include all subsidiary firms, associated firms, and all other firms within the firm 'Group' that have had contracts in World Bank-supported projects:	
Other relevant details:	

OFFICE LOCATIONS
INCLUDING SUBSIDIARIES, ASSOCIATED FIRMS, AFFILIATED FIRMS, AND
ALL OTHER FIRM WITHIN THE FIRM 'GROUP'
(Append in an attachment if necessary)

Office Name:		
Address:		
City:	Country:	Postal Code:
Telephone:	Fax:	Website:
Office Contact Name:	Email:	Telephone:
Office Name:		
Address:		
City:	Country:	Postal Code:
Telephone:	Fax:	Website:
Office Contact Name:	Email:	Telephone:
Office Name:		

VDP BACKGROUND DATA SHEET

If additional space is needed to fill out the form, please append an attachment

Address:		
City:	Country:	Postal Code:
Telephone:	Fax:	Website:
Office Contact Name:	Email:	Telephone:

REGIONS IN WHICH THE FIRM IS ACTIVE (Y/N)

East Asia/Pacific:	Europe/Central Asia:	Middle East/North Africa:
Africa:	Latin America/Caribbean:	South Asia:

ADDITIONAL FIRM INFORMATION

Annual Sales:	Net Worth:	Total Employees:
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Brief description of the business/services offered by the firm:

Are you or have you ever been under investigation in a national jurisdiction? If yes, please describe the investigation and its results:

Are you, any of your staff, or any of your staff's close relatives also staff, Executive Directors, or alternates to Executive Directors of the World Bank? Have you, any of your staff, or any of your staff's close relatives ever been staff, Executive Directors, or alternates to Executive Directors of the World Bank? If yes, please provide the name(s) of any such individual(s), the position(s) they held with the World Bank, and the time period during which they held such position(s).

