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| **No.** | **Engagement costing** | **Staff answer** |
|  | Did I contact local suppliers in the country, including i) 5 lawyers ii) 5 accountants and iii) 5 small local boutique consultants (just like Healy Consultants)? |  |
|  | Did my manager approve my excel spreadsheet of cost comparisons from 5 different suppliers? |  |
|  | What % discount did Client give Healy Consultants? |  |
|  | **Supplier selection** |  |
|  | Does my preferred supplier timely answer my email requests? |  |
|  | Is my preferred supplier consistently available on the phone when I call? |  |
|  | What is your specific supplier staff name and cell phone number? |  |
|  | Over the coming months, is your specific supplier due to go on extended leave? |  |
|  | What is the name and cell phone number of the backup staff of your specific supplier? |  |
|  | Did I speak at least once on phone or through skype with my preferred supplier? |  |
|  | Does my preferred supplier give accurate and complete answers to my emails requests? |  |
|  | Does my preferred supplier provide complete engagement costs? |  |
|  | Is my preferred supplier experienced in engineering the specific corporate structure I want? |  |
|  | Is the supplier senior partner involved in the engagement? |  |
|  | Does my preferred supplier provide all services including bank account, nominee, accounting and tax? |  |
|  | Do I have a quality back up supplier ready to go, if my preferred supplier does a poor job? |  |
|  | Did the supplier follow us on our blog? |  |
|  | Is the supplier a lawyer or accountant? |  |
|  | **Supplier due diligence** |  |
|  | Was my preferred supplier transparent and open to my due diligence request from Healy Consultants? |  |
|  | Did I receive at least a **i)** copy of passport **ii)** recent proof of address **iii)** certificate of incorporation and **ii)** the latest annual return from my supplier? |  |
|  | Will your specific supplier contact receive cell phone calls over their weekend (relevant for Middle East) |  |
|  | Did I receive evidence that my preferred supplier has a license to conduct his business? |  |
|  | My supplier is regulated by what Government body? |  |
|  | Did Cai Xin do a due diligence Google review of my preferred supplier? |  |
|  | Complete the attached and answer each question re social media linx from supplier |  |
|  | **Signature of the exclusive service agreement** |  |
|  | Did the supplier complete and sign each page of the service agreement and its Appendixes? |  |
|  | Did supplier review our country webpage and provide feedback as to how we improve that page? |  |
|  | Did the supplier follow us on Facebook? |  |
|  | Did I the IT Department add a reciprocal link to supplier business web site? |  |
|  | Did Xin review and approve the service agreement? |  |
|  | Did my supplier sign off the detailed project plan? |  |
|  | Did I request multiple suppliers to sign off the detailed project plan? (for complex engagements only) |  |
|  | Did the supplier confirm we can pay **i)** 100% after the engagement is complete or **ii)** 50% before and 50% after completion of engagement? |  |