

# Vendor Due Diligence and Third-Party Risk Assessment Form

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Department: Legal & Procurement

**Instructions:** This form must be completed for all new vendors providing services or software that interact with NexaCore's IT environment, process customer data, or manage sensitive financial transactions (High and Medium Risk only).

## 1. Vendor Information

Field	Input
Vendor/Supplier Name:	
Service/Product Provided:	
NexaCore Department Requesting:	
Contract Value (Annual):	

## 2. Risk Scoring (To be completed by Procurement/IT)

Risk Category	Score (1-5, 5=Highest)	Justification
Data Access Risk		Does the vendor access NexaCore customer data or internal employee PD?
Financial Stability Risk		Is the vendor financially stable enough to deliver the service for the contract duration?
Geographic/Jurisdiction Risk		Is the vendor located in a high-risk regulatory or sanctions jurisdiction?

<b>Business Continuity Risk</b>		Is this a single-source supplier for a critical function (e.g., core cloud provider)?
<b>OVERALL RISK RATING:</b>		(Low: 1-5, Medium: 6-10, High: 11+)

### 3. Mandatory Compliance Checklist

Requirement	Vendor Confirmation (Y/N/NA)	Evidence (e.g., Audit Report)
ISO 27001 Certification		
Proof of Data Localization (if applicable)		
Signed NDA and Data Processing Addendum (DPA)		
Acceptance of ABC/Sanctions Policy		
Cybersecurity Incident Response Plan Review		

### 4. Final Approval

Risk Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_