



Company and individual/company director due diligence for GRAIL non-member agencies

State Library of Queensland's Government Research and Information Library (GRAIL) provides the following fee-based due diligence service for non-member agencies within Queensland Government.

Company and **individual/company director** due diligence requests take several forms and will be subject to negotiation with clients prior to the commencement of any searches.

If you require searches in addition to those detailed below, or variations, please include this in your request.

Please submit all due diligence requests using our [online request form](#).

Please note that client agencies are responsible for notifying and/or seeking permission from people and companies who are the subject of due diligence searches if appropriate.

GRAIL does **NOT** perform criminal history checks. The Queensland Police Service can provide National Police Certificates (*Australia wide Criminal History checks*). More information is available on their [website](#).

*****All due diligence searches are treated confidentially*****

Turnaround times	Service Cost (GST exclusive)
Normal response time is 5 business days . If your request is urgent or you require a response sooner, please contact GRAIL on 3842 9660 or email: grail@slq.qld.gov.au .	Due diligence services are charged at \$160 for the first hour and \$80 per 30-minute increment thereafter . Additional charges apply for each report provided. Costs for each report are listed on the following pages. All costs will be invoiced on completion of request.

What we need from you

To assist GRAIL staff to provide accurate and timely results, please provide the following details.

Company

- Company **ACN** or **ABN**
- Company Name in full

Individual / Company Director

- **Full name/s** (include "also-known-as" and maiden names)
- **Date/s of birth**
- **Place/s of birth** (if known)
- Current **address/es** (if known)

Please also assist us by:

- ✓ Negotiating timeframes for required research.
- ✓ Providing accurate information to facilitate the searches.
- ✓ Negotiating variations to the standard request if required.
- ✓ Providing a cost centre code for the costs incurred.
- ✓ Analysing the results of searches.

The following are included in **standard** due diligence searches.
Please contact **GRAIL** for examples of reports.

Company	
Type of search	Source / Cost (GST exclusive)
Adverse media – Company*	Standard “adverse” media search -- Covers all available Australian media, provided by <i>LexisNexis Newsdesk</i> (list of titles available on request), last 5 years on name of company and named directors.
Company Verification Report[^] - historical and current (company report). <i>(Or similar business research or credit risk rating agency)</i>	\$24 per company.

Company searches can also include searches on all **Company Directors**. These searches are listed below.

Individual / Company Director	
Type of search	Source / Cost (GST exclusive)
Adverse media - Individual/Company Director*	Standard “adverse” media search -- Covers all available Australian media, provided by <i>LexisNexis Newsdesk</i> (list of titles available on request), last 5 years on name of company and named directors.
ASIC Directors Extracts on all company directors. <i>(Or similar business research or credit risk rating agency)</i>	\$30 per director
National Personal Insolvency Index (NPII) (bankruptcy report)	\$35 per person <ul style="list-style-type: none"> Bankruptcy search is conducted via a registered vendor (e.g., AFSA, CITEC Confirm or illion). NOTE: Price may vary depending on provider used, however will not exceed \$35. For information about NPII Searches click here
ASIC Banned and Disqualified Register*	The Banned & Disqualified search provides information about people who have been: <ul style="list-style-type: none"> disqualified from involvement in the management of a corporation. disqualified from auditing self-managed superannuation funds (SMSFs), or banned from practising in the financial services or credit industry.
Queensland Register of Lobbyists (Queensland Integrity Commissioner) *	The Register of Lobbyists is a list of professional lobbyists who wish to lobby Government representatives. It provides the public with significant details about professional lobbyists who represent a client's views to Government representatives.
Queensland Register of Appointees to Government Bodies*	This Register provides access to information about all appointments to Queensland Government bodies including statutory offices, boards, committees, and statutory authorities.

***No additional charge**

Additional **Company** reports available include:

Individual / Company Director	
Type of search	Source / Cost (GST exclusive)
Dual Score Report - current	\$100
Dual Score Report – historical and current	\$111
Company Verification Report^ - current (company report)	\$18
D&B report (comprehensive company report)	GRAIL will advise on request
Risk of failure – historical and current	\$113
Risk of failure - current	\$98
Risk of late payment with trade - current	\$50
Risk of late payment with trade - current and historical	\$66
Risk of late payment - historical and current	\$47
Risk of late payment - current	\$32
International full company report	GRAIL will advise on request
International business information report	GRAIL will advise on request