

Minimum Due Diligence for Sponsors

Each entity with which Clemson University conducts business, whether in a funding, in-kind support, non-monetary, or other transactional capacity, should be a duly organized legal entity in good standing.

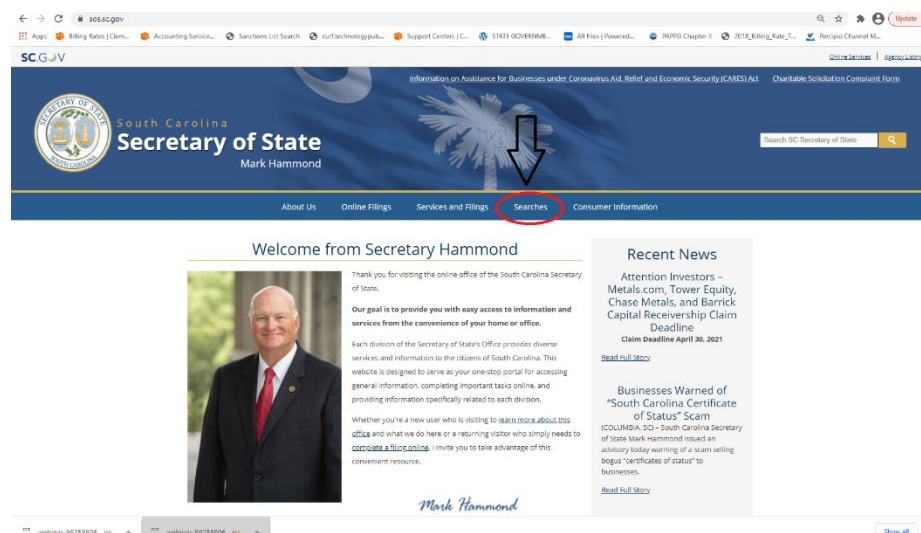
For domestic entities, this means that the company (both non-profit and for-profit) has completed registrations with the Secretary of State for the state in which the entity is incorporated. Start by clicking the link for the state that the company's office that you are working with is located.

Alabama	Hawaii	Massachusetts	New Mexico	South Dakota
Alaska	Idaho	Michigan	New York	Tennessee
Arizona	Illinois	Minnesota	North Carolina	Texas*
Arkansas	Indiana	Mississippi	North Dakota	Utah
California	Iowa	Missouri	Ohio	Vermont
Colorado	Kansas	Montana	Oklahoma	Virginia
Connecticut	Kentucky	Nebraska	Oregon	Washington
Delaware	Louisiana	Nevada	Pennsylvania	West Virginia
Florida	Maine	New Hampshire	Rhode Island	Wisconsin
Georgia	Maryland	New Jersey	South Carolina	Wyoming

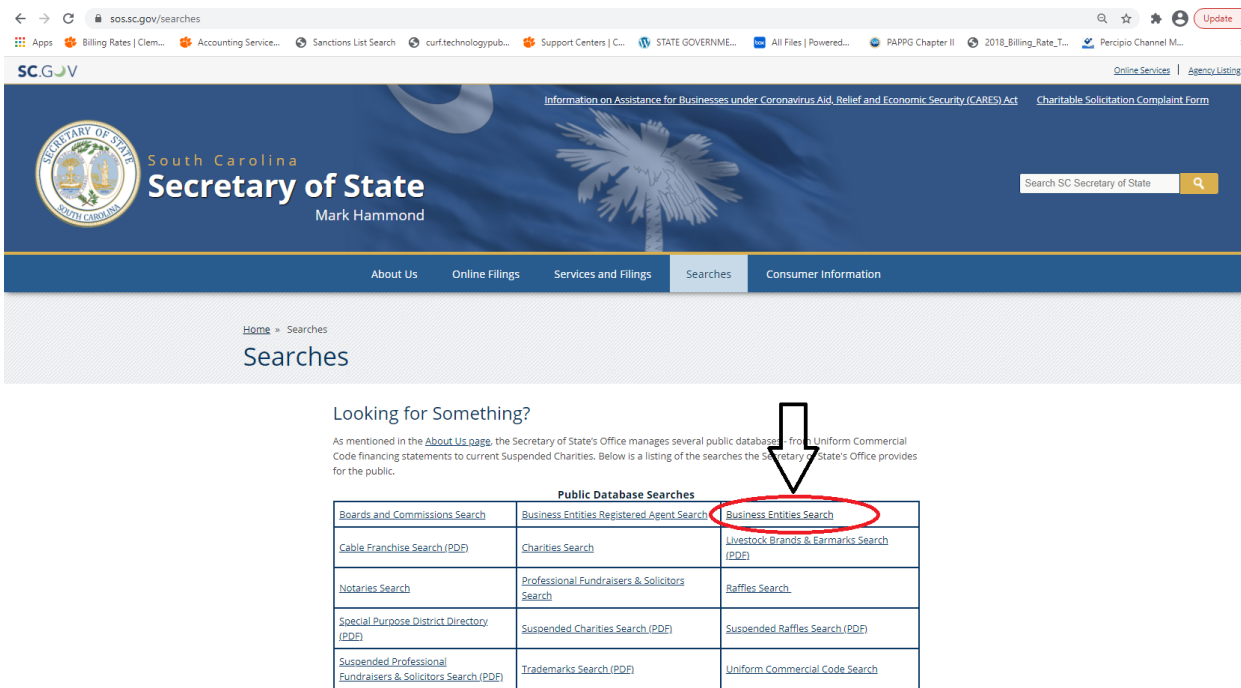
*Texas is not hyperlinked because their Secretary of State website charges a fee just to run a search on a name – even if mistyped or misspelled. In such cases, you can check the Delaware Secretary of State and the New York Secretary of State (as those states are common incorporation states given both their corporate tax rates and their business court systems), or any other state where you know the business operates.

If you do not want to use the hyperlinked states, you can visit the Secretary of State's website for the particular state you are searching. Each website is set up differently, but the user will want to find the webpage dedicated to "Business Search," "Business Records Search," "Business Entity Search," "Search for or Obtain Filed Business Documents," or similar variation.

As an example, the South Carolina Secretary of State Business Search will be highlighted in the walkthrough. If you do not utilize the link above, then begin at the (South Carolina) Secretary of State's homepage (www.sos.sc.gov). Locate the "Search" button and click it.

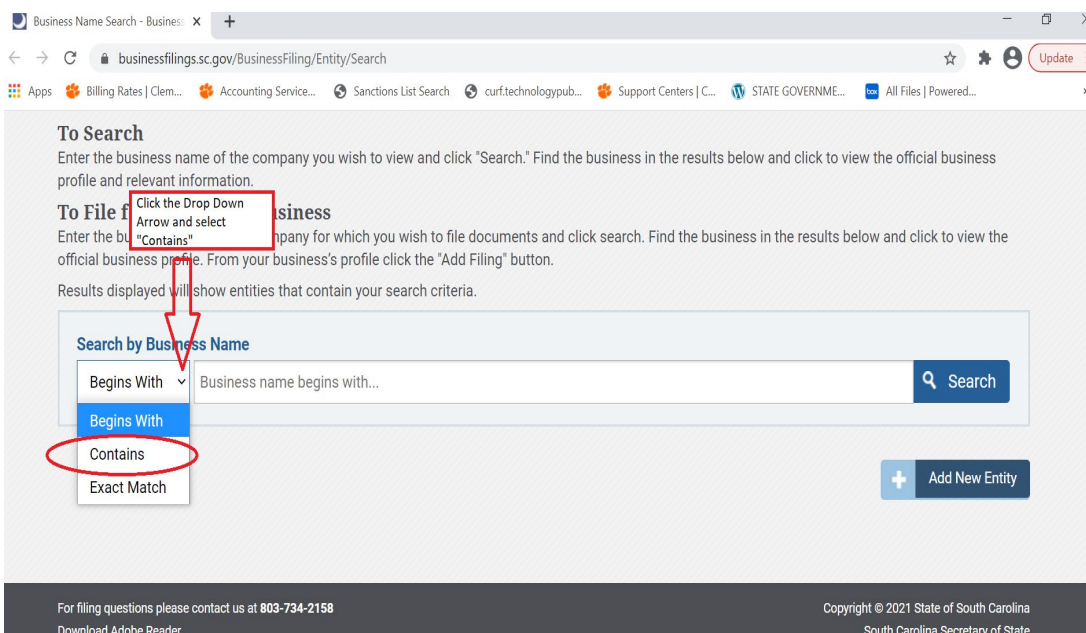


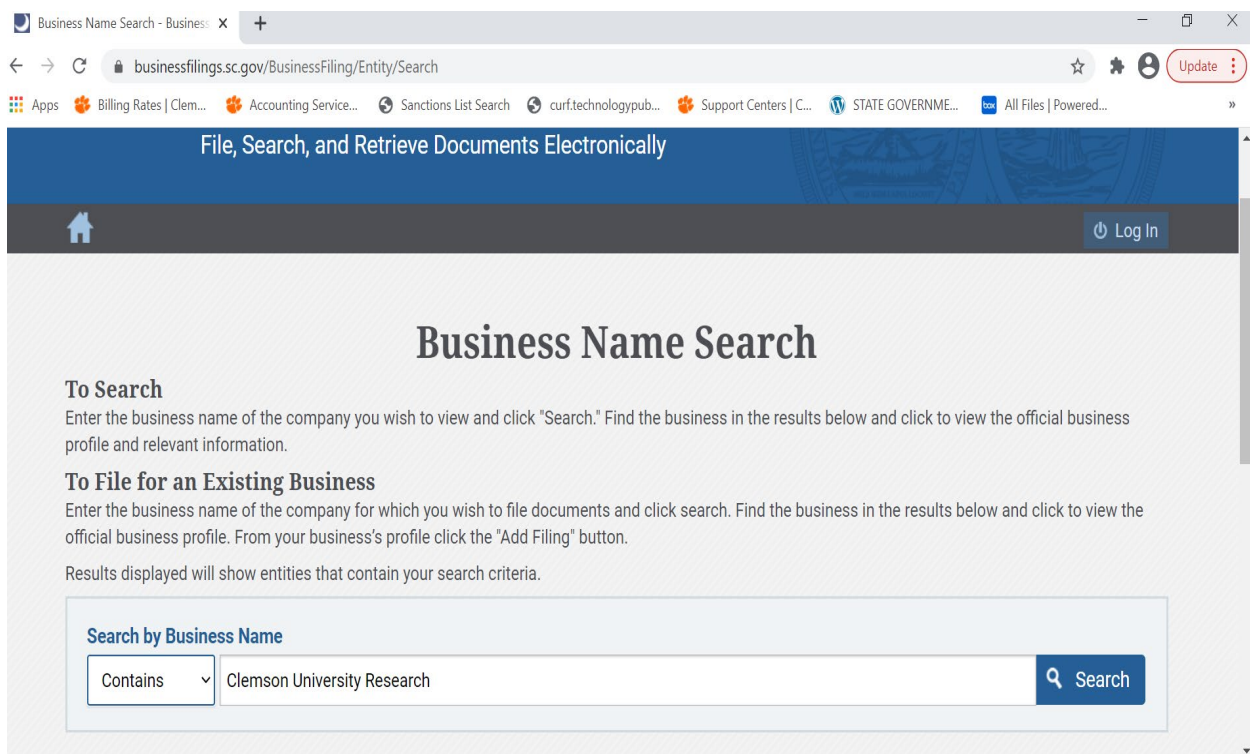
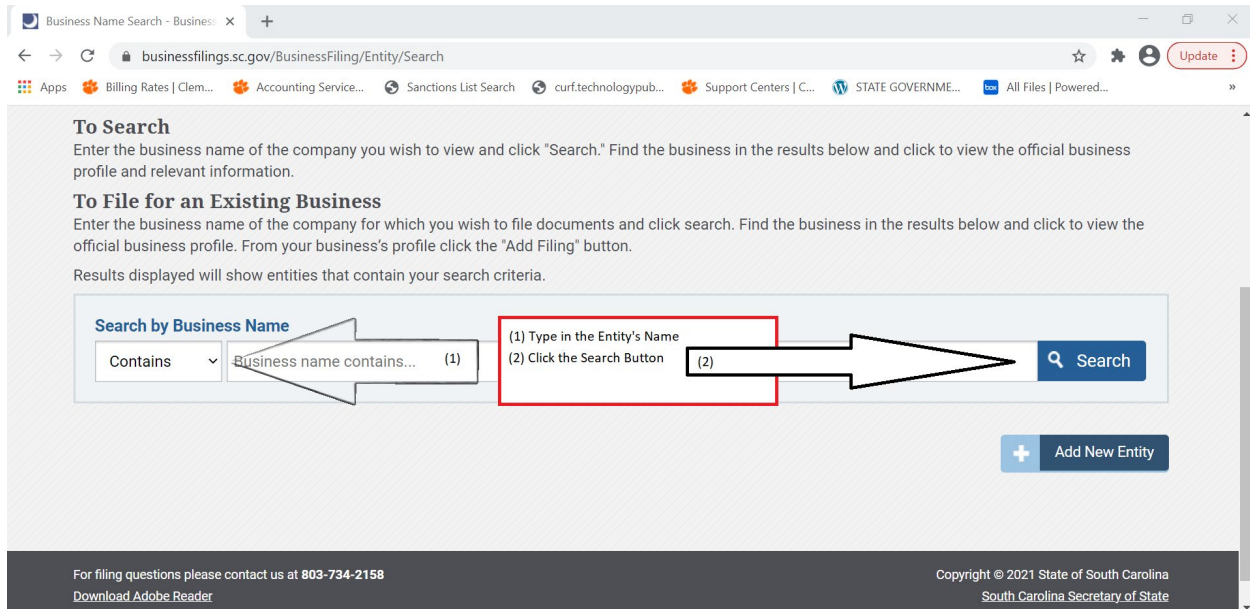
On the next webpage find the “Business Entities Search” hyperlink and click it. After clicking the link a



new tab will open in your web browser for the Business Name Search webpage. Change the search settings to “Contains” (all of the state searches operate with similar parameters within different interfaces).

Type in the Business/Entity’s Name and Click the Search Button. In this example, we will be searching for the “Clemson University Research Foundation,” however we cannot recall its exact name, so we search Contains “Clemson University Research.”





The search for "Clemson University Research" returned 2 results. If Clemson University is going to transact any type of business with an entity, the business must be active and in good standing.

Looking at the results, you can see that one of the entities is in good standing and the other entity is dissolved (no longer in business).

The screenshot shows a search results page on the businessfilings.sc.gov website. The search criteria is 'Clemson University Research'. A green box indicates 'This name is available'. Below the search bar, there are two search results:

Entity Name	Date of Incorporation	Entity Type	Entity Status	Incorporated State
CLEMSON UNIVERSITY RESEARCH CORPORATION	03/26/1993	Corporation	Dissolved (marked with a red X)	South Carolina
CLEMSON UNIVERSITY RESEARCH FOUNDATION	10/07/1982	Nonprofit	Good Standing (marked with a yellow star and a green checkmark)	South Carolina

Some Secretary of States require a fee to verify (via a Certificate of Standing) the legal standing of an entity in the state. In such case we can use an “Active” status as the initial confirmation.

Some Secretary of State sites note an entity type as a “Foreign Corporation” or “Foreign Nonprofit.” This does not necessarily mean that the entity is a non-US entity. This means that the entity is incorporated

in a state other than the state you are searching, but the entity has registered to do business in the state you are searching. The entity should still be coded in InfoEd as a domestic corporation

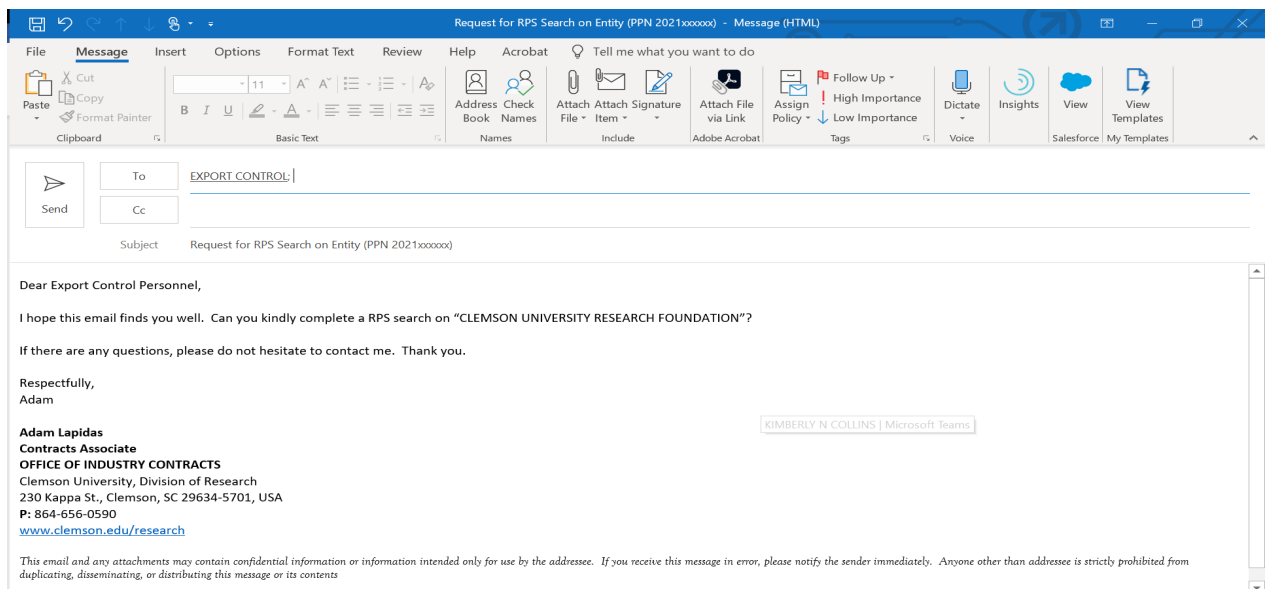
The screenshot shows the profile page for the 'GENERAL ELECTRIC COMPANY' on the South Carolina Secretary of State Business Entities Online website. The page displays the following information:

- Corporate Information:**
 - Entity Type: Corporation
 - Status: Good Standing (marked with a green checkmark)
 - Domestic/Foreign: Foreign (circled in red with a black arrow pointing to it)
 - Incorporated State: New York
- Important Dates:**
 - Effective Date: 06/16/1914
 - Expiration Date: N/A
 - Term End Date: N/A
 - Dissolved Date: N/A
- Registered Agent:**
 - Agent: C T CORPORATION SYSTEM
 - Address: 2 OFFICE PARK COURT SUITE 103, COLUMBIA, South Carolina 29223
- Official Documents On File:**
 - Filing Type: Merger/Share Exchange
 - Filing Date: 01/15/2016

unless you have other information to indicate that the entity is an international company. As you can see from the example for “General Electric Company,” the business is in good standing but is listed as “Foreign” despite its incorporation in the State of New York.

For non-domestic (i.e. international) entities, the company (both non-profit and for-profit) needs to be a registered entity in good standing in its country of incorporation. This can be difficult to confirm. You could ask the company to provide confirmation that it is a registered entity in good standing or you could try to search the business filings in the country where the company is located. If you are not able to confirm either with the company or by searching the business filings in the country where the company is located, proceed directly to the restricted party screening. To initiate a restricted party screening search, email EXPORTCONTROL@CLEMSON.EDU with the subject line “Request for RPS Search on Entity (PPN #)”. In the body of the email, kindly request “an RPS search on ‘[insert correct legal name here]’” or “a restricted party screening on ‘[insert correct legal name here]’.”

Once the correct legal name of the company is located and verified, a restricted party screening should be completed for the entity.



We will rely on the results of the restricted party screening to confirm the entity’s status.

The results of the Restricted Party Screening will be provided to the requester. If there are no matching results from the search, then Clemson is permitted to do business with the entity. If the RPS search returns a match, then the Export Control Officer should be consulted regarding the University’s ability to work with the company.