

ZENTRIQ CERTIFIED FORMS INDEX

Standardized Forms and Templates for Compliance, Governance, and Risk Management

The **Certified Forms Index** is a comprehensive list of all the forms, templates, and documents that must be used by certified enterprises operating under the ZENTRIQ framework. These forms are designed to ensure consistency, transparency, and compliance with regulatory and governance requirements across all domains—financial, digital, human, and cultural.

The use of these certified forms is mandatory for all processes within the company and must be reviewed and updated regularly to reflect any changes in legal or regulatory requirements.

1. Financial Forms

1.1 Invoice Validation Form

Purpose: Used to verify the authenticity, accuracy, and compliance of all incoming invoices.

Contents:

- Supplier Information (Name, VAT Number, IBAN, etc.)
- Invoice Number and Date
- Items/Services Provided
- VAT Calculation
- Payment Terms
- Compliance Checkboxes (e.g., KYC, AML)

Certification: Signed by Financial Operator (Controller) and Risk Verifier (Investigator).

Use Case: Verification of invoices before processing for payment.

1.2 Expense Authorization Form

Purpose: Used to request approval for business-related expenses, ensuring that expenditures are aligned with company policies.

Contents:

- Requester's Information
- Expense Category
- Amount Requested
- Justification and Purpose of the Expense
- Approval Signatures (Manager/Director)

Certification: Signed by the responsible department head and Legal Representative (CEO).

Use Case: Pre-authorization for employee or department expenses.

1.3 Payroll Processing Form

Purpose: Used to process employee salaries, ensuring correct deductions and payments.

Contents:

- Employee Name and ID
- Salary and Benefits Breakdown
- Tax and Social Security Deductions
- Payment Method and Bank Details
- Approval from HR and Financial Operator

Certification: Signed by Financial Operator (Controller) and HR Manager.

Use Case: Processing monthly/quarterly payroll for employees.

2. Digital Forms

2.1 User Access Request Form

Purpose: Used to request access to company digital systems, ensuring that permissions are granted according to the principle of least privilege.

Contents:

- Employee Name and Role
- Requested Access Rights (system, data, tools)
- Justification for Access
- Manager's Approval
- IT Security Officer's Review

Certification: Signed by IT Manager and Department Manager.

Use Case: Access control for internal systems and applications.

2.2 Data Privacy Consent Form

Purpose: Used to obtain explicit consent from individuals regarding the collection, processing, and storage of personal data in compliance with data protection regulations (e.g., GDPR).

Contents:

- Purpose of Data Collection
- Data Being Collected
- Data Processing and Retention Period
- Consent Acknowledgment and Signature
- Contact for Data Protection Queries

Certification: Signed by the individual (data subject).

Use Case: Collecting consent for personal data processing during employee onboarding, customer sign-up, etc.

3. Human Resources Forms

3.1 Employee Onboarding Form

Purpose: Used to collect required information and documentation when hiring new employees, ensuring compliance with labor laws and company policies.

Contents:

- Personal Information (Name, Address, Date of Birth, etc.)

- Job Role and Department
- Emergency Contact Details
- Bank Account Information for Payroll
- Signed Contract and Non-Disclosure Agreement (NDA)

Certification: Signed by HR Manager and Legal Representative (CEO).

Use Case: Onboarding new employees, ensuring regulatory compliance.

3.2 Conflict of Interest Declaration Form

Purpose: Used by employees and board members to disclose any personal or professional conflicts of interest that may affect their duties.

Contents:

- Employee Name and Role
- Description of Potential Conflict(s)
- Nature of the Relationship or Interest
- Acknowledgment of Disclosure Requirement

Signature and Date

Certification: Signed by the individual making the disclosure and reviewed by HR and Legal Representative.

Use Case: Ensuring transparency in decision-making processes and preventing conflicts of interest.

3.3 Employee Performance Review Form

Purpose: Used to assess employee performance and development, ensuring fair and compliant performance evaluations.

Contents:

- Employee Name and Role
- Review Period and Goals Set
- Key Performance Indicators (KPIs)
- Strengths and Areas for Improvement
- Employee Feedback and Comments

- Manager's Evaluation and Signature

Certification: Signed by the employee and manager.

Use Case: Regular performance reviews and feedback cycles.

4. Cultural Forms

4.1 Code of Conduct Acknowledgment Form

Purpose: Used to ensure that employees and stakeholders acknowledge the company's code of conduct, promoting ethical behavior and corporate values.

Contents:

- Acknowledgment of Receipt and Understanding of the Code of Conduct
- Agreement to Adhere to the Code of Conduct
- Signature and Date

Certification: Signed by the employee or stakeholder.

Use Case: Employee onboarding and regular updates on ethical standards and corporate culture.

4.2 Whistleblower Report Form

Purpose: Used to report unethical, illegal, or non-compliant activities within the company, ensuring that employees can safely report concerns.

Contents:

- Description of the Incident or Concern
- Date and Location of the Incident
- Individuals Involved
- Request for Confidentiality (Optional)

Certification: Submitted to the Compliance Officer or designated Whistleblower Representative.

Use Case: Reporting unethical behavior, fraud, or violations of company policies.

5. Legal Forms

5.1 Non-Disclosure Agreement (NDA) Form

Purpose: Used to protect confidential information shared between the company and external parties (e.g., contractors, partners).

Contents:

- Parties Involved
- Definition of Confidential Information
- Terms and Conditions of Disclosure
- Duration of NDA
- Signatures of Both Parties

Certification: Signed by both parties involved (company and external party).

Use Case: Protecting company secrets and intellectual property during collaborations.

5.2 Legal Compliance Report Form

Purpose: Used to ensure that all legal requirements, including regulatory filings, are met and documented.

Contents:

- Overview of Legal Requirements for the Quarter
- Status of Compliance with Each Requirement
- Summary of Actions Taken for Compliance
- Outstanding Legal or Regulatory Issues
- Legal Representative's Approval and Signature

Certification: Signed by Legal Representative and Compliance Officer.

Use Case: Documenting legal compliance status and actions taken to meet regulatory obligations.

Conclusion

The **Certified Forms Index** is a comprehensive catalog of forms and templates that ensure operational consistency, compliance, and transparency across all ZENTRIQ-certified enterprises. These forms are critical for maintaining standardized procedures, and they must be used to ensure that all processes align with governance, risk, and compliance standards.