**Illustrative Questionnaire for the   
 Due Diligence of Investment Managers**

[RESPONSIBLE INVESTMENT 2](#_Toc535328762)

[1. Policy 2](#_Toc535328763)

[2. Governance 2](#_Toc535328764)

[3. Investment Process 3](#_Toc535328765)

[4. Monitoring and Reporting 3](#_Toc535328766)

[5. Additional Responsible Investment Questions 4](#_Toc535328767)

[6. Investment Manager Comments on Responsible Investment Questions 4](#_Toc535328768)

[FURTHER INSTRUCTIONS 5](#_Toc535328769)

| RESPONSIBLE INVESTMENT | | |
| --- | --- | --- |
| *To the reader*: In the first column, if the “N/A” box is selected, the investment manager believes the question is not applicable to the its operations and the investment manager has deliberately left all of the answer choices for that question blank. If the “More” box is selected, this is a signal to the reader that the investment manager has provided additional information on that particular question/response/topic in the rows provided for that purpose starting at page 4 of this document. | | | |
| 1. Policy | | |
| 1.1  N/A  More | (a) Does the investment manager have a policy addressing its approach to the incorporation of environmental, social and governance (ESG) factors within the investment process? | Yes  No, and an explanation is provided below, but the rest of this module has been left blank.  No, and an explanation is provided below, but the rest of the rows for this module have been omitted.  Click here to enter text. |
| N/A  More | (b) Provide a copy of the policy. | Attached/included: Click here to enter text.  Available for review onsite  Available on request: Click here to enter text.  Available online: Click here to enter text.  Not available |
| N/A  More | (c) Indicate the coverage of the policy by asset class, funds, strategy and AUM. | Click here to enter text. |
| 1.2  N/A  More | What is the investment manager’s rationale for adopting a policy to incorporate responsible investment (RI) into the investment decision-making process? | Click here to enter text. |
| 1.3  N/A  More | To which normative codes and initiatives is the investment manager a signatory or a voluntary adherent (e.g., the PRI, national stewardship codes, HFSB Hedge Fund Standards, CFA’s Asset Manager Code of Professional Conduct, AOI Hedge Fund Principles 2014)? | Click here to enter text. |
| 2. Governance | | |
| 2.1  N/A  More | Please indicate the methods of investment manager internal oversight (e.g., oversight by investment committee, firm management, board of directors, etc.) and reporting of RI incorporation across the investment manager’s organisation. | Click here to enter text. |
| 2.2  N/A  More | Please describe how the investment manager has organised RI responsibilities within its investment team(s) and indicate whether the investment manager employs RI professionals. | Click here to enter text. |
| 2.3  N/A  More | Please explain what RI training is provided by the investment manager to its employees. | Click here to enter text. |
| 2.4  N/A  More | Does the investment manager annual employee performance review or remuneration metrics reflect any component for the inclusion of RI? | Yes, and a description is provided below.  No, and an explanation is provided below.  Click here to enter text. |
| 3. Investment Process | | |
| 3.1  N/A  More | (a) Please describe what ESG data, research, third-party consultants, resources, tools and practices the investment manager uses. | Click here to enter text. |
| N/A  More | (b) How are these incorporated into the investment and risk management process? | Click here to enter text. |
| 3.2  N/A  More | Have there been any changes to the investment manager’s RI incorporation process over the past 12 months (e.g., additional resources, information sources)? | Yes, and the changes are described below.  No, and an explanation is provided below.  Click here to enter text. |
| 3.3  N/A  More | Please explain how active ownership practices, both voting and engagements, are integrated into investment decisions. | Click here to enter text. |
| 3.4  N/A  More | Please provide examples where ESG risks and opportunities were incorporated into the investment manager’s investment decisions over the past 12 months. | Click here to enter text. |
| 4. Monitoring and Reporting | | |
| 4.1  N/A  More | Please describe what metrics (internal and/or external) the investment manager uses to measure its progress in the incorporation of RI into the investment process. | Click here to enter text. |
| 4.2  N/A  More | Does the investment manager assess its fund(s)’ exposure to climate risk, and measure and monitor the carbon footprint of its investment portfolio? | Yes, and a description of the assessment process is set out below.  No, and, an explanation is provided below.  Click here to enter text. |
| 4.3  N/A  More | (a) Does the investment manager report to its investors on ESG activities and portfolio ESG risk assessments? | Yes  No, and, as a consequence, (b)-(d) below have been left blank and an explanation as to why not has been provided below.  No, and, as a consequence, the rows for Questions 4.3(b)-(d) in the template DDQ have been omitted and an explanation as to why not has been provided below.  Click here to enter text. |
| N/A  More | (b) How often does the investment manager provide such reports? | Daily  Weekly  Monthly  Quarterly  Annually  Other *(please explain)*: Click here to enter text. |
| N/A  More | (c) In what format(s) does the investment manager provide such reports? *(Select all that apply)* | Group meetings/calls  One on one meetings/calls  Written reports  Newsletters  Other *(please explain)*: Click here to enter text. |
| N/A  More | (d) Please provide examples of such reports. | Attached/included: Click here to enter text.  Available for review onsite  Available on request: Click here to enter text.  Available online: Click here to enter text.  Not available |
| 5. Additional Responsible Investment Questions | | |
| Further Question | Add a question below:  Click here to enter text. | Click here to enter text. |
| 6. Investment Manager Comments on Responsible Investment Questions | | |
| Comment | Enter relevant question number:  Click here to enter text. | Click here to enter text. |

Explanations, Assumptions and Disclaimers

The space below has been provided for investment managers to provide investors with any general explanations, assumptions and disclaimers that are relevant to the responses in this DDQ. If there are explanations or assumptions specific to individual questions, those should be included in the space provided for this purpose at the end of the applicable module with the relevant question(s) identified.

|  |
| --- |
| Click here to enter text. |

**Illustrative Questionnaire for the Due  
 Diligence of Investment Managers**

# FURTHER INSTRUCTIONS

This is the RESPONSIBLE INVESTMENT MODULE.

Use of this module and the DDQ generally is subject to the [Terms of Use](https://www.aima.org/resource/aima-ddq-terms-of-use.html).

Introduction

The questions in this due diligence questionnaire are based on the United Nations-supported Principles of Responsible Investment (UN PRI) Hedge Fund Responsible Investment Due Diligence Questionnaire (‘HF RI DDQ’). The questions track those in the HF RI DDQ, but in an AIMA DDQ format.

As the HF RI DDQ is a public document, there are no requirements that either the person filling in this form or the recipient be an AIMA member. However, copyright in the questions remains with UN PRI. The original HF RI DDQ and related UN PRI publications may be accessed [here](https://www.unpri.org/download_report/31412).

Documents Requests; Attachments

Various questions in this DDQ request documents to be provided and often multiple options are given for how that information can be delivered. Some of these options require users to include certain additional information to help readers understand where/how they can access those materials:

* **Attached/included –** In the content control box following this option, the user should include the file name of the included or attached document where applicable and describe where and how the documents have been attached or included;
* **On request –** In the content control box following this option, the user should indicate where such requests should be sent and by what method; and
* **Online –** In the content control box following this option, the user should include the web address where the indicated material can be accessed.

Making Changes to the DDQ Template

While AIMA has used all reasonable efforts to produce a questionnaire of general application in connection with a due diligence appraisal of investment managers, prior to any individual investor sending out the questionnaire, it is strongly recommended that the questions are reviewed and, where necessary, supplemented to suit its own requirements and its state of knowledge of the investment manager’s operations.

It is strongly recommended that users neither alter nor delete AIMA’s questions. The value of this questionnaire for investors and investment managers alike lies in the standardisation of the questions to allow investors to easily compare investment managers and to reduce the workload of responding to different forms of questionnaire.

That said, if there are additional questions to be asked, there is a section at the end of each module set aside for this purpose and additions should not be made anywhere else. That space can also be used by an investment manager to provide any clarifications or additional information not otherwise called for by the standard question set.

To signal to readers that there is something relevant to read in the additional questions section, users should tick the **“More”** option in the first column.

If a question is not applicable to the investment manager’s business model, instead of leaving it completely blank or removing the row, consider simply ticking the **“N/A”** option in the first column to signal to investors that the question is not applicable. Although this option has been provided for each row, investment managers should consider selecting the “Not applicable” option among the answer choices where such a choice is available rather than selecting the “N/A” option. Investors may follow up to ask further questions about why an investment manager believes an individual question is not applicable.

**In the event of any questions being altered or removed from this questionnaire (subject to the exceptions below), users are required to remove all references to AIMA from the document but may include the following statement in the header on each page: “This questionnaire is based on the Responsible Investment Module from AIMA’s Illustrative Questionnaire for the Due Diligence of Investment Managers (2017, 2019).”**

The only exceptions to the general rule above are that:

* investment managers presenting the DDQ in Word or PDF form may delete the rows containing the follow-on questions if they select the answer option in a question that signals to investors that template DDQ rows have been omitted;
* investment managers presenting the DDQ in Word or PDF form may delete any tables that have been left blank if they tick the “Table omitted” box in the first column for each row where the omitted table is referenced to signal to investors that the referenced table from the template DDQ has been omitted;
* investment managers may delete the pages containing the “Further Instructions” when presenting the filled in DDQ to recipients;
* investment managers may delete the portions of the “Instructions” throughout that are marked in*red italic text* when presenting the filled in DDQ to recipients. Please note that some “Instructions” are deliberately not in red italics as these are deemed to be instructions that may be necessary for the reader’s understanding of the information presented; and
* if desired, investment managers may remove any “N/A”, “More” and “Table omitted” options that are not ticked in the first column to make the ones that are ticked easier to identify.

Formatting

This DDQ has been formatted to fit on A4-sized paper. However, users that prefer Letter-sized paper can simply change the paper size. Please note that for best results this should be done on a section-by-section basis rather than simply changing it in a single place or changing it while having selected all.

Before finalising your document, you should:

* delete this “Further Instructions” section as well as the section break that separates this from the prior section (this may result in you needing to reset to landscape orientation to re-align the prior section); and
* place your mouse anywhere in the table of contents, right click your mouse, select the “Update field” option and select “Update page numbers only” to update the table of contents; and
* update the page number shown in the “To the reader” note included at the top of each section of questions by right clicking on the page number shown (inside the grey shadowed box representing the field code) and selecting the “Update field” option to update the page number.