[PLACE AND DATE]

**[COMPANY NAME AND ADDRESS]**

**[SUPPLIER NAME AND ADDRESS]**

# Subject: Access to Information about Timber Supply Chains

Dear [RECIPIENT NAME],

I am writing to you regarding our work to meet the requirements of the EU Timber Regulation.

As you may know the EU is implementing the EU Timber Regulation (Regulation (EU) No 995/2010) of the European Parliament and of the Council of 20 October 2010 laying down the obligations of operators who place timber and timber products on the market. The regulation seeks to counter the trade in illegally harvested timber and timber products through three key obligations:

1. It prohibits the placing on the EU market for the first time of illegally harvested timber and products derived from such timber;
2. EU operators and traders must keep records of their suppliers and customers.
3. EU operators who place timber products on the EU market for the first time must exercise 'due diligence'.

Since we are purchasing wood products from your company we are required by the regulation to secure access to information describing the timber and timber products, country of harvest, species, quantity, details of the supplier, and information on compliance with national legislation, to assess the risk of illegal timber in this supply chain, based on the information identified above and taking into account criteria set out in the regulation.

We are now writing to seek your consent to;

* **Provide additional information** about the material we purchase from your company. This will help us in securing access to the relevant information about our products required under the EUTR.

[WHERE ADDITIONAL INFORMATION IS REQUIRED ABOUT SUPPLY CHAIN(S), THE FOLLOWING SENTENCE CAN BE ADDED:]

To allow us to evaluate our supply of timber and/or paper products, we request that you complete the attached excel sheet [ENTER NAME OF THE EXCEL FILE (DD-05)], providing information about the products you sell to us.

* **Conduct on-site audits** of your company facilities, with the aim of verifying legality claims regarding the timber and/or paper material we purchase from your company.
* **Collect samples of material** for conducting laboratory testing to verify claims of origin and/or species.

If you do not wish to disclose confidential information about your sources or supply directly to us, we have the opportunity to ask [NAME OF AUDITING BODY], our independent auditing body, to assess the information about your supply and conduct on-site audits, in order to confirm availability of information and confirm compliance with legal requirements without disclosing confidential information to us.

Please complete and return the consent form shown below to confirm your agreement to provide information on supply chains and allow on-site auditing (where required).

We greatly appreciate your cooperation on this and we are happy to answer any questions you should have to this.

Best regards,

[SIGNATURE] Date:

[SIGNATORY NAME]

# Access to Information Consent Form

**[SUPPLIER NAME]**

The undersigned representative of [SUPPLIER NAME] hereby confirms our commitment to meet the following requirements;

1. Agreement to follow all applicable legal requirements.
2. Agreement to exclude timber with unknown or illegal origin from the supply chain.
3. Agreement to provide information about the material or product to [COMPANY NAME], including information about:
   1. Species
   2. Origin (Country, region or concession)
   3. Product type
   4. Supplier
   5. Quantity
   6. Certification status
4. Agreement to allow [COMPANY NAME], and/or external auditors [NAME OF AUDITING BODY] to conduct on-site audits of relevant entities and provide access to all relevant evidence upon request.
5. Agreement to allow [COMPANY NAME], and/or external auditors [NAME OF AUDITING BODY] to collect samples of material for conducting laboratory testing to verify claims of origin and/or species.
6. Agreement to provide information for products/ supply chains at a minimum each year and whenever changes to supply chains are made.
7. Agreement to communicate any changes to supply chains to [COMPANY NAME] immediately and prior to sale of products to [COMPANY NAME].

[IN CASE ADDITIONAL INFORMATION IS REQUESTED ABOUT SUPPLY CHAIN(S), THE FOLLOWING SENTENCE CAN BE ADDED:]

In order for [COMPANY NAME] to evaluate our supply of timber and timber products, we have provided information about the materials sold to [COMPANY NAME], in the attached excel sheet [ENTER NAME OF THE EXCEL FILE (DD-05)].

**I hereby confirm that we have read, understood and agree to comply with the terms in this form.**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Signature:** |  |
| **Date:** |  |



NEPCon has adopted an “open source” policy to share what we develop to advance sustainability. This work is published under the [Creative Commons Attribution Share-Alike 3.0 license](http://creativecommons.org/licenses/by/3.0/). Permission is hereby granted, free of charge, to any person obtaining a copy of this document, to deal in the document without restriction, including without limitation the rights to use, copy, modify, merge, publish, and/or distribute copies of the document, subject to the following conditions: The above copyright notice and this permission notice shall be included in all copies or substantial portions of the document. We would appreciate receiving a copy of any modified version.

This tool is developed by NEPCon under the project “Supporting Legal Timber Trade” funded by the LIFE programme of the European Union and UK aid from the UK government, as well as the project “Responsible Sourcing of Soy, Palm Oil and Cattle” funded by DANIDA, Ministry of Foreign Affairs of Denmark. The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein. This material has been funded by the UK aid from the UK government; however the views expressed do not necessarily reflect the UK government’s official policies. DANIDA, Ministry of Foreign Affairs of Denmark has supported the development of this material, however DANIDA is not responsible for any views of claims presented in this material.



NEPCon (Nature Economy and People Connected) is an international, non-profit organisation that builds commitment and capacity for mainstreaming sustainability. Together with our partners, we foster solutions for safeguarding our natural resources and protecting our climate.

NEPCon | [www.nepcon.org](http://www.nepcon.org) | [info@nepcon.org](mailto:info@nepcon.org)



**www.nepcon.org**