

(ON THE LETTERHEAD OF THE OPERATOR MEMBER OF CONLEGNO)

## SUPPLIER ACCEPTANCE LETTER

[SUPPLIER NAME AND ADDRESS]

[PLACE AND DATE]

**Subject: agreement to provide the information necessary pursuant to Regulation EU 995/2010 and subsequent secondary legislation**

Dear [SUPPLIER'S NAME],

We wish to hereby inform you of the measures adopted by our company to comply with Regulation EU 995/2010, also known as "EUTR Regulation", which went into effect on 3 March 2013.

The Regulation (by article 1) sets forth obligations for operators who place timber and timber products on the EU market and seeks to counter the trade of illegally harvested timber (and timber products) by means of three key legislative provisions:

1. Forbids illegally harvested timber (and products derived therefrom) from being placed on the European market.
2. Requires operators to keep records of their suppliers and customers.
3. Requires operators (meaning anyone who may introduce timber or timber products to the European market for the first time) to exercise "due diligence"

We would therefore appreciate your assistance in gathering the records necessary to trace the timber supply chain back to the harvesting location, so that our company may place timber and timber products supplied by your Company on the European market.

**More specifically, please fill out the forms attached to this letter** in accordance with the instructions provided; should you not wish to reveal sources to us directly, we can arrange for an independent inspector to verify the information on our behalf and hence keep it utterly confidential.

We remain available to answer questions or provide any clarification you may need in this regard.  
Thanks in advance for your kind cooperation.

Sincerely yours,

[COMPANY/OPERATOR'S SIGNATURE]

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**Note:** Pursuant to the provisions set forth by article 2 of EC Executive Regulation 607/2012, "*Due Diligence shall apply for a period not exceeding 12 months, provided that the tree **species**, the **Country** or Countries of harvest or, where applicable, the sub-national region(s) and **concession(s) of harvest** remain unchanged, without prejudice to the operator's obligation to maintain measures and procedures providing access to the information...*"

## ATTACHMENT 1: SUPPLIER IDENTIFICATION DATA

SUPPLIER: insert company trade name

Name of company representative \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Main business activity \_\_\_\_\_

*I hereby confirm that all information listed in the attachments is true to the best of my knowledge.*

STAMP AND SIGNATURE

DATE

## ATTACHMENT 2

(compiled by the Operator associated with Conlegno)

Required Information	Information supplied
1. compilation date*	
2. complete name of the Operator (trade name)*	
3. operator address*	
4. type of product to be imported (logs, sawn timber, millwork, etc..)*	
5. commercial denomination of the product to be imported (indicate the common trade name of the product)*	
6. TARIC code of the combined nomenclature or customs tariff applicable to the product* (per the attachment to reg. 995/2010)*	
7. scientific name of the tree species the timber or timber products derive from (+)	
8. common name of the tree species the product to be imported is made of*	
9. quantity to be purchased (volume or weight or number of pieces)*	

Note: to be sent only if information pertaining to attachment 3 is received; **attachment 2 is not to be sent to the supplier.**

\* = mandatory field; + =we recommend listing the scientific name of the species to facilitate and expedite the auditing process, and consider it mandatory if the common name of the species is ambiguous

1 = if the documents were already sent pursuant to previous requests, list the date of compilation of said documents.

### ATTACHMENT 3 “Access to the information”

(compiled by the supplier or the operator member of Conlegno referencing the documents in their possession for each item including the corresponding document name and number)

Remember that the attachment must be compiled for each link in the entire the supply chain

Required information	Name and document number
<b>1. Compilation date</b>	
<b>2. Complete name of the supplier</b>	
<b>3. Chamber of commerce registration number of the supplier</b>	
<b>4. Country of Production (origin/harvest) of the timber or timber products, i.e. Country of Origin (harvest) of each tree species the product is made from* (i.e. Certificate of origin...etc.)</b>	
<b>4.1 Sub-national region where the timber was harvested (if applicable) - (a)</b>	
<b>4.2 Harvesting permit (if applicable) - (b)- (i.e. Annual harvesting plans; Annual harvesting licenses; Harvest Declaration...etc.)</b>	
<b>5. Documentation of the rights to harvest timber within the officially recognized territorial boundaries (+) (i.e.: Documents proving ownership of the harvesting area; notarized Real Property Deeds, Property Management Authorizations, Concession contracts or lease agreements; maps showing the boundaries of the subject forested area; definitive UFA use license; Documents proving ownership of the subject forested land; License and Lease payment records; Land Registry records...etc.)</b>	
<b>6. Payments made in relation to the rights to harvest timber, including harvest taxes (+) (i.e. Declaration of timber "royalties" paid to UFA; tax installments paid for harvesting the timber...etc.)</b>	
<b>7. Documentation relative to the transport of timber or timber products - (+) (i.e.: DDT (transport document), CMR (truck transport waybill); AWB (Air waybill); CIM/SMGS (Rail waybill); SWB (Sea waybill); B/L (Bill of Lading); FIATA Documentation (FCR/Freight Acceptance Certificate- FBL/FIATA- FCT/Transport certificate); Parcel receipt (cargo manifest issued by sea freight forwarders in lieu of a bill of lading .... etc).</b>	

<b>8. Documentation relative to wood processing (+)</b> (i.e. Work orders; Purchase orders, product data sheets, BOM (bill of materials.... etc.)	
<b>9. Documentation relative to sales and customs clearance (+)</b> (i.e.: timber lots sale documents; procurement and sale documents (invoices); Customs documents (other than those listed in point 7); (Packing List.... etc.)	
<b>10. Phytosanitary certification (+)</b>	
<b>11. Other (+)</b> – (other types of information pertaining to the timber and timber products compliance with the applicable forestry laws as well as statutory certification schemes and/or legality verification schemes. For example, documents proving that the operator is a timber industry professional; forested land ownership title documents; Forestry Management Plan Approval Notice or equivalent documents; Timber and/or timber products exporters' license; Certificate of origin; Tax statements; VIA (Valutazione Impatto Ambientale - Environmental Impact Assessment) and VAS (Valutazione Ambientale Strategica - Environmental Strategy Assessment); Risks Assessment); EUR 1 – ATR Merchandise circulation certificate..... etc)	

#### Compilation instructions

\*= Mandatory fields

Fields 3 to 9 reference the type of document necessary to ensure traceability of the entire supply chain as required by law.

The name and number of each document attached must be listed in the corresponding field. The documents to be attached are obviously those required by the forestry laws applicable in the country of origin/production/harvest of the timber itself.

(+)= if the documents were already sent pursuant to prior requests, list their compilation date in the corresponding field.

(a) = information regarding sub-national regions is mandatory whenever the risk of the timber having been illegally harvested arises pursuant to legislative differences between sub-national regions of origin.

(b)= information on harvesting concessions is mandatory whenever the risk of the timber having been illegally harvested arises pursuant to legislative differences between sub-national regions of origin. Any type of agreement granting the rights to harvest timber from a specific location is deemed to be a harvest concession pursuant to and in accordance with art. 3, par. 4 line 6 of Regulation 607/2012.)