

Annex 3: Supplier Consent Letter Template

[PLACE AND DATE]

[COMPANY NAME AND ADDRESS]

[SUPPLIER NAME AND ADDRESS]

Subject: Consent form for securing access to information for the EU Timber Regulation Requirements

Dear [RECIPIENT NAME],

I am writing 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 (shortly referred to as EUTR) seeks to counter the trade in illegally harvested timber and timber products through three key obligations:

1. It prohibits placing illegally harvested timber and products derived from such timber on the EU market;
2. It puts obligation on the operators (the organizations placing timber on EU market for the first time) Keep records of their suppliers and customers.
3. It requires operators to exercise 'due diligence' when sourcing wood based material to reduce the risk that the material placed on the market is from illegal sources.

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, in addition to assess the risk of illegal timber in his supply chain, based on the information identified above and taking into account criteria set out in the regulation.

As part of this process we are following the European Timber Trade Federation (ETTF) system for due diligence to be able to meet the EUTR requirements.

We would therefore like to ask your support in agreeing to supply relevant information about the material we purchase from your company in case this should be necessary, by signing the attached Supplier Consent and Information Form. This will help us in securing access to the relevant information about our products. If you do not wish to disclose confidential information about your sources or supply directly to us, we have the opportunity to ask an independent auditor to assess the information about your supply instead of us and confirm legality and availability of information without disclosing confidential information to us.

In order for us to evaluate our supply of timber and timber products we would also like you to fill in the attached excel sheet about the timber you are currently supplying to us.

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

Best regards,

[SIGNATURE]

Date:

[SIGNATORY NAME]

Supplier Consent and Information Form

Undersigned representative of [SUPPLIER NAME] hereby confirms commitment to meet the following requirements as outlined in the EU Timber Regulation:

1. Agreement to follow all applicable legal requirements.
2. Agreement to make relevant information about the material or product available to [COMPANY NAME], including information about:
 - a. Species
 - b. Origin (Country, region or concession)
 - c. Product type
 - d. Supplier
 - e. Volume
3. Agreement to exclude timber with unknown or illegal origin from the supply chain.
4. Agreement to allow the [COMPANY NAME], or external auditors to conduct audits of relevant entities including providing access to all relevant evidence if it should be necessary.

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

Signature:	
Date:	
Name:	
Position:	
Company:	