[WB-01] Template of the letter to the Supplier

[LETTERHEAD]

[PLACE AND DATE]

[SUPPLIER NAME AND ADDRESS]

Subject: Access to information about Products and Supply Chains

Dear [RECIPIENT NAME],

I am writing to you regarding our work to meet the requirements of The Clean Wood Act of Japan.

As you may know the Japanese government created the Clean Wood Act in 2016.

The objective of this law is to promote the use and distribution of legally-harvested wood and wood products by encouraging the business entities to check/confirm that the products that they trade are harvested, processed, transported and traded in compliance with the laws and regulations of Japan and/or the countries of harvest.

A wood-related business entity who takes appropriate and reliable measures to ensure the use of legally-harvested wood and wood products can apply for registration under the Clean Wood Act. It can be registered by a Registering Organization designated by the Government of Japan and is allowed to call itself the “Registered Wood-related Business Entity”, which will be publicly notified by the Registering Organization.

Once registered the Registered Entities bears a legal responsibility to take necessary measures including implementation of the due diligence requirement to ensure the use of legally-harvested wood and wood products.

Since we are purchasing wood products from your company, as a Registered Wood-related Business Entity ( まだ未登録であれば “…. from your company, and hope to be a “Registered Wood-related Business Entity,” ) we are required to secure access to information describing your wood and wood products, including the country of harvest, species, quantity, details of the supplier and information on compliance with national legislation. The information provided by you is crucial to us in being able to remove any risk concerns in order to comply with the Clean Wood Act at our end.

We would therefore like to ask your support in allowing access to relevant information about the products we purchase from your company. Please provide your signature on the attached Supplier Consent and Information Form and return it to us.

If you do not wish to disclose confidential information about your sources or supply directly to us, we may ask an independent auditor to assess the information about your supply, in order to confirm the legality and availability of information. This should allow you to avoid directly disclosing confidential information to us.　（この文章はサプライヤーが自分の調達先を明かすことを嫌がる場合に第三者の監査人を起用して情報収集とDDを実施しても良いと考えている場合に追加する）

In order for us to evaluate our procurement of the wood and wood products, we would be grateful if you can fill in the attached excel sheet about the products currently supplied to us.

We greatly appreciate your cooperation on this matter and please feel free to ask any questions.

Best regards,

[SIGNATURE]

[SIGNATORY NAME]

Supplier Consent and Information Form

Undersigned representative of [SUPPLIER NAME] hereby confirms commitment to meet the following requirements:

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