

The company

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(official company stamp)

as a certificate holder of PEFC-CoC (Chain of Custody), testified by the responsible company representative

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undertakes to fulfil the requirements laid down in the applicable current PEFC CoC standard version (see www.pefc.org). In particular, but not exclusively, the company undertakes the following actions:

1. to obtain a valid **trademark license** from the PEFC Council or a national/regional PEFC authorised body. To use all PEFC trademarks in accordance with the current Trademark Rules, to lead them with the license number and to exclude the trademark symbols ® and TM.
2. to fulfil the **minimum requirements for the management system** in order to implement and maintain the PEFC-CoC. This includes the obligation to create PEFC documented procedures (management manual) or to integrate it in an ISO manual and to update it as required.
3. to fulfil the requirements for the selected **CoC method** (physical separation, percentage method, credit method).
4. to maintain a **list of suppliers**, including information regarding their certification status.
5. to keep **records of purchases of material and product sales** in accordance with the specific requirements of the CoC method used.
6. to keep records regarding the **calculation of the certification percentage**, regarding the **transfer of the percentage** to the outgoing products and regarding maintenance of the volume credits, in so far as applicable.
7. to present the associated **incoming invoices (credit notes etc.)** as documentation of the origin of the raw materials and the **outgoing invoices (credit notes etc.)** as documentation of the sale of certified products; to present associated Supplier Declarations (statement of the certified volumes within a certain period of time). In addition, invoices must include a **statement (claim) regarding the certification status of the product** (including statement of the volume of the PEFC-declared products, e.g. statement of percentage or other clear labelling of the products).
8. to **keep records of internal and external audits**, of nonconformities that have occurred, of corrective actions that were carried out and the achieved results.
9. to keep records of the **system for due diligence regarding controversial sources**, including records of self-declarations, risk assessments and trade and correspondence with suppliers from high-risk sources, if applicable.
To only use materials from sources where **controversial origin** is excluded and transparency is given. **Risk analyses** must be carried out for this purpose.
10. to keep records regarding **complaints and their resolution**.
11. to retain the records for a **minimum period of 5 years**.
12. to convincingly profess the requirements for **social criteria and occupational health and safety** in the Chain of Custody, as laid down in the Declaration of the International Labour Organisation (ILO) of the United Nations regarding fundamental principles and rights at work (1998), and to demonstrate it properly.
13. to inform the certification body of TÜV NORD CERT of any changes affecting the PEFC certification or to report discrepancies if these endanger the transparency and traceability of the origin of the raw materials and the sale of PEFC-certified products.

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(place, date)

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(authorized signature of PEFC person responsible)