

## Appendix 2 – Guidance (*separate*)

### Dutch Timber Procurement Requirements, Category B evidence

#### Checklist 2: Legal timber source information **Guidance example**

(not required for low risk countries)

Product			
Name of supplier	Contract holder (last stage in the CoC)	Government dept	Agency for Military constructions. Ministry of Defence
Contact person	Mr A. Bartels	Contract number	MD 24/abc/14052009
Contact Details	Address, telephone , e-mail	Date	14-5-2009
Location/name of the forest source		Reference to the relevant Checklist for the supply chain	

Criteria	How does the forest source comply?	Mechanism for verification	Evidence provided or available
L1 The forest owner/manager holds legal use rights to the forest	Ownership evidence, harvesting permits	Second party	Registration and permits
L2 There is compliance by both the forest management organisation and any contractors with local and national laws including those relevant to: <ul style="list-style-type: none"> <li>• Forest management</li> <li>• Environment</li> <li>• Labour and welfare</li> <li>• Health &amp; safety</li> <li>• Other parties' tenure and use rights</li> </ul>	Management plan that incorporates the relevant legislation and is approved by the governmental agency, in combination with checks on the implementation of the plan.	Third party	Audit report
L3 All relevant royalties and taxes are paid	Inventory of fees and taxes. Area fees, stumpage taxes, and sales taxes.	First party	Accounts of dues and payments
L4 There is compliance with the requirements of CITES.  In some cases Criterion 4 may be not relevant (n.r.)	Tree species do not appear on CITES lists	First party	List of species