



# CONFLICT MINERALS REPORTING FORM

The purpose of this document is to collect sourcing information on tin, tantalum, tungsten and gold used in products

Mandatory fields are noted with an asterisk (\*). This information collected in this template should be updated annually. Any changes within the annual cycle should be provided to your customers.

### Company Information:

Company Name(*):	
Declaration Scope(*):	
Description of Scope:	
Company Unique Identifier:	
Address:	
Authorized Company Representative Name (*):	
Representative Title:	
Representative Email(*):	
Representative Phone:	
Date of Completion(*):	

### Answer the following questions 1-6 based on the declaration scope indicated above

- Are any of the following metals necessary to the functionality or production of your company's products that it manufactures or contracts to manufacture? (\*)

	Answer (Yes/No):	Comments:
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

- Do the following metals (necessary to the functionality or production of your company's products) originate from the DRC or an adjoining country? (\*)

	Answer (Yes/No):	Comments:
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

- Do the following metals (necessary to the functionality or production of your company's products) come from a recycler or scrap supplier? (\*)

	Answer (Yes/No):	Comments:
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

- Have you received completed Conflict Minerals Reporting Templates from all of your suppliers? (\*)

	Answer (Yes/No):	Comments:
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

5. For each of the following metals, have you identified all of the smelters your company and its suppliers use to supply the products included within the declaration scope indicated above? (\*)

	<b>Answer (Yes/No):</b>	<b>Comments:</b>
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

6. Have all of the smelters used by your company and its suppliers been validated as compliance in accordance with the Conflict-Free Smelter (CFS) Program and listed on the Compliant Smelter List for the following metals? (\*)

	<b>Answer (Yes/No):</b>	<b>Comments:</b>
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

**Answer the Following Questions at a Company Level**

<b>Question</b>	<b>Answer</b>	<b>Comments:</b>
A. Do you have a policy in place that includes DRC conflict-free sourcing? (*)		
B. Is this policy publicly available in your website? (*)		
C. Do you require your direct suppliers to be DRC conflict-free? (*)		
D. Do you require your direct suppliers to source from smelters validated as compliant to a CFS protocol using the CFS Compliant Smelter List? (*)		
E. Have you implemented due diligence measures for conflict-free sourcing? (*)		
F. Do you request your suppliers to fill out a Conflict Minerals Reporting Template? (*)		
G. Do you request smelter names from your suppliers? (*)		
H. Do you verify due diligence information received from your suppliers? (*)		
I. Does your verification process include corrective action management? (*)		
J. Are you subject to the SEC Conflict Minerals disclosure requirements rule? (*)		

## **INSTRUCTIONS FOR FILLING OUT FORM:**

These **six questions** define the usage, origination and sourcing identification for each of the metals. Responses to these questions shall represent the 'Declaration Scope' selected in the company information section.

1. If the answer provided for any metal listed is **"No"**, no further responses are required and your declaration is considered complete.

If the answer provided for any metal listed is **"Yes"**, responses are required for Questions 2 through 6, as indicated by the yellow highlighted fields.

2. For each metal, select the appropriate response regarding its origination.
3. For each metal, select the appropriate response regarding its origination.
4. For each metal, select the appropriate response best representing the status of your supplier data collection activities.
5. For each metal, select the appropriate response best representing the status of your smelter identification efforts.
6. For each metal, select the appropriate response based on a comparison of the smelters in your supply chain to the published CFS Compliant Smelter List.
  - Refer to the link above the comment section for verifying smelter status.
  - Provide comments in the Comment sections as required to clarify your responses.

## **Instructions for completing Questions A. – J.**

- A. Please answer "Yes" or "No". Provide any comments, if necessary.
- B. Please answer "Yes" or "No" If "Yes", provide the web link in the comments section.
- C. Please answer "Yes" or "No". Provide any comments if necessary. "DRC conflict-free" is defined in the US Dodd-Frank Wall Street Reform and Consumer Protection Act as "products that do not contain conflict minerals that directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo or an adjoining country".
- D. Please answer "Yes" or "No". The Conflict-Free Smelter (CFS) List is a list of mineral smelters and refiners who have been validated to be in compliance with the CFS program. For the current list and more information about the program please go to [www.conflictreesmelter.org](http://www.conflictreesmelter.org). Provide any comments, if necessary.
- E. Please answer "Yes" or "No". Examples of due diligence measures may include: communicating and incorporating into contracts (where possible) your expectations to suppliers on conflict-free mineral supply chain; identifying and assessing risks in the supply chain; designing and implementing a strategy to respond to identified risks; verifying your direct supplier's compliance to its DRC conflict-free policy, etc. These due diligence measure examples are consistent with the guidelines included in the internationally recognized OECD Guidance.
- F. Please answer "Yes" or "No". If "No", please describe what you request your suppliers to complete (e.g., certificate of compliance, custom form, etc.).
- G. Please answer "Yes" or "No". Provide any comments, if necessary.
- H. Please select the best response which indicates if and how your company verifies the responses provided by your suppliers. Please refer to the following definitions when responding:
  - "3rd party audit" refers to on-site audits of your suppliers conducted by independent third parties.
  - "Documentation review only" refers to a review of supplier submitted records and documentation conducted by independent third parties and, or your company personnel.
  - "Internal audit" refers to on-site audits of your suppliers conducted by your company personnel."
- I. Please answer "Yes" or "No". If "Yes", please describe how you manage your corrective action process.
- J. Please answer "Yes" or "No". The SEC conflict minerals disclosure requirements apply to US exchange-traded companies that are subject to the US Securities Exchange Act. For more information please refer to [www.sec.gov](http://www.sec.gov).