

## Carbon Disclosure Project 2010 Information Request

We request a reply to the following questions by 31 May 2010.

Please respond to the information request using our Online Response System (ORS). In early February 2010, instructions on how to access the ORS will be sent to you by e-mail. If you are unable to respond via the ORS, please e-mail [respond@cdproject.net](mailto:respond@cdproject.net). You may also be asked to share your response to these investors with the members of CDP's Supply Chain and Public Procurement programs if they are your customers (see [www.cdproject.net/programmes](http://www.cdproject.net/programmes)). In this case, you will be notified by email on 1 April and asked for your approval for this.

We encourage companies to consult the CDP 2010 reporting guidance, (see [www.cdproject.net/cdp-guidance](http://www.cdproject.net/cdp-guidance)), and to use the guidance within the ORS.

Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please respond with what you have as this is more valuable to us than no response.

Companies will be able to explain why some questions are not relevant to their business. This symbol  $\zeta$  indicates those questions. For example, the symbol appears after question 15.1:

15.1 Please provide data on sources of Scope 3 emissions that are relevant to your organization.  $\zeta$ (15.2)

When  $\zeta$ (15.2) is selected, a text box will open with a prompt for an explanation:

15.2 Please explain why not.

This pattern is followed whenever the  $\zeta$  appears. In these cases, companies can explain why the question is not relevant to their company instead of answering the question.

We encourage companies to assess the relevance of questions in accordance with the principles of "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development ([www.ghgprotocol.org](http://www.ghgprotocol.org)).

According to these principles, which are also set out in the CDP guidance, information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Next to certain CDP 2010 questions is the number of the CDP 2009 question that covered the same subject. Please note the wording may have changed. Please see the guidance for details.

CDP has written a draft framework which companies are invited to trial in reporting their greenhouse gas (GHG) emissions to CDP in 2010. The aim of the framework is to increase comparability of emissions figures, providing further guidance where required. It is not intended to introduce a new set of rules, rather it draws on existing reporting requirements and protocols, including the GHG Protocol, and will describe the approach that companies should take where they are subject to mandatory reporting requirements but also wish to provide information on emissions not covered by these requirements (see [www.cdproject.net/cdp-framework](http://www.cdproject.net/cdp-framework)).

The ORS has evolved to request data in a more structured format to allow for greater automated analysis of responses by data-users. Therefore, there are fewer free text fields and more tables with fields with drop down menus and fields that only accept numerical values.

Please note that the reporting period for which you will be providing data will be collected on a page of the ORS before the actual start of the CDP 2010 questionnaire.

### Sector-specific Question Modules and Instructions

In addition to questions 1-22 that follow, specific questions have been prepared for companies in the electric utility, auto and auto component manufacture, and oil and gas sectors. These are based on reporting frameworks devised by the Institutional Investors Group on Climate Change, Ceres and the Investors Group on Climate Change (Australia/New Zealand). These modules will be presented within the ORS and can be previewed at: [www.cdproject.net/cdp-questionnaire](http://www.cdproject.net/cdp-questionnaire). Companies with businesses in these sectors should answer questions 1-22 for all businesses within their consolidated boundary and provide information specific to businesses in those sectors in answer to the additional questions.

Within the main questionnaire, there are notes that only apply to companies in the electric utility, auto and auto component manufacture, and oil and gas sectors. These are indicated by a green background.

Governance

1. Group and Individual Responsibility: (CDP 2009 Q25)

1.1 Where is the highest level of responsibility for climate change within your company?

If it is at board committee or other executive body level:

1.2 What is the mechanism by which the board committee or other executive body reviews the company’s progress and status regarding climate change?

If it is at a lower level:

1.3 Please explain how overall responsibility for climate change is managed within your company.

Individual Performance: (CDP 2009 Q26)

1.4 Do you provide incentives for the management of climate change issues, including the attainment of greenhouse gas (GHG) targets?

If so,

1.5 Please complete the table.

Who is entitled to benefit from those incentives?	The type of incentives

## Risks and Opportunities

### 2. Process to Identify Risks and Opportunities: (CDP 2009 Q1-6)

- 2.1 Describe your company's process for identifying significant risks and/or opportunities from climate change and assessing the degree to which they could affect your business, including the financial implications.

### 3. Regulatory Risks: (CDP 2009 Q1)

- 3.1 Do current and/or anticipated regulatory requirements related to climate change present significant risks to your company?

### 4. Physical Risks: (CDP 2009 Q2)

- 4.1 Do current and/or anticipated physical impacts of climate change present significant risks to your company?

### 5. Other Risks: (CDP 2009 Q3)

- 5.1 Does climate change present other significant risks – current and/or anticipated – for your company?

### 6. Regulatory Opportunities: (CDP 2009 Q4)

- 6.1 Do current and/or anticipated regulatory requirements related to climate change present significant opportunities for your company?

### 7. Physical Opportunities: (CDP 2009 Q5)

- 7.1 Do current and/or anticipated physical impacts of climate change present significant opportunities for your company?

### 8. Other Opportunities: (CDP 2009 Q6)

- 8.1 Does climate change present other significant opportunities – current and/or anticipated – for your company?

*Where the answer to any of questions 3-8 is yes, please provide individual answers to the following questions, as you will be prompted to do so in the ORS.*

- What are the current and/or anticipated significant risks/opportunities and their associated countries/regions and timescales?
- Describe the ways in which the identified risks/opportunities affect or could affect your business and your value chain.
- Are there financial implications associated with the identified risks/opportunities?
- If so, please describe them.
- In the case of risks: describe any actions the company has taken or plans to take to manage or adapt to the risks that have been identified, including the cost of those actions.
- In the case of opportunities: describe any actions the company has taken or plans to take to exploit the opportunities that have been identified, including the investment needed to take those actions.

*Where the answer to any of questions 3-8 is no, please answer the following question:*

- In the case of risks: explain why you do not consider your company to be exposed to significant risks – current or anticipated.
- In the case of opportunities: explain why you do not consider your company to be presented with significant opportunities – current or anticipated.

*Where the answer to any of questions 3-8 is "Don't know", please explain why not.*

**Oil and gas** sector companies should include their estimated value of assets exposed to extreme weather events in table O&G2.1 and their financial contributions towards renewable and clean energy technologies in table O&G3.2.

## Strategy

### 9. Strategy: (New for CDP 2010)

9.1 Please describe how your overall group business strategy links with actions taken on risks and opportunities (identified in questions 3 to 8), including any emissions reduction targets or achievements, public policy engagement and external communications.

### Targets: (CDP 2009 Q23)

9.2 Do you have a current emissions reduction target?

*If you do not have a target:*

9.3 Please explain why not and forecast how your Scope 1 and Scope 2 emissions will change over the next 5 years.

*If you are in the process of developing a target:*

9.4 Please give details of the target(s) you are developing and when you expect to announce it/them.

*If you have had a target and the date for completing it fell within your reporting year, please answer questions 9.5 and 9.6.*

9.5 Please explain if you intend to set a new target.

*If you have an emissions reduction target:*

9.6 Please complete the table.

Target type	Value of the target	Unit	Base year	Emissions in base year (metric tonnes CO <sub>2</sub> -e)	Target year	GHGs and GHG sources to which the target applies	For recently completed targets only: was target met?

### Emission Reduction Activities: (CDP 2009 Q23)

9.7 Please use the table below to describe your company's actions to reduce its GHG emissions. **¿(9.8)**

Actions	Achieved or anticipated annual energy savings (if relevant)	Achieved or anticipated annual emission reductions	Investment made or planned to enable actions (if relevant)	Achieved or anticipated annual monetary savings (if relevant)	Timescale of actions and associated investments (if relevant)

9.9 Please provide any other information you consider necessary to describe your emission reduction activities.

### Engagement with Policy Makers: (CDP 2009 Q28)

9.10 Do you engage with policy makers on possible responses to climate change including taxation, regulation and carbon trading?

*If so,*

9.11 Please describe.

## GHG Emissions Accounting, Energy and Fuel Use, and Trading

### 10. Reporting Boundary: (CDP 2009 Q8)

- 10.1 Please indicate the category that describes the company, entities, or group for which Scope 1 and Scope 2 GHG emissions are reported.
- Companies over which financial control is exercised – per consolidated audited financial statements;
  - Companies over which operational control is exercised;
  - Companies in which an equity share is held;
  - Other – please provide details.
- 10.2 Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1 and Scope 2 emissions within this boundary which are not included in your disclosure?

Information about how to respond to this section may be found in “The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)” developed by the World Resources Institute and the World Business Council for Sustainable Development (“the GHG Protocol”). For more information, see [www.ghgprotocol.org](http://www.ghgprotocol.org) and the CDP 2010 reporting guidance.

Please also provide CDP with responses to questions 10, 11, 12 and 13 for the three years prior to the current reporting year if you have not done so before or if this is the first time you have answered a CDP information request.

If so,

- 10.3 Please complete the following table.

Source	Scope	Explain why the source is excluded

### 11. Methodology: (CDP 2009 Q9)

- 11.1 Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions and/or describe the procedure you have used.
- 11.2 Please also provide the names of and links to any calculation tools used.
- 11.3 Please give the global warming potentials you have applied and their origin.

Gas	Reference	GWP

- 11.4 Please give the emission factors you have applied and their origin.

Fuel/material	Emission factor		Reference
	Number	Unit	

## GHG Emissions Accounting, Energy and Fuel Use, and Trading

### 12. Scope 1 Direct GHG Emissions: (CDP 2009 Q10)

- 12.1 Please give your total gross global Scope 1 GHG emissions in metric tonnes of CO<sub>2</sub>-e.
- 12.2 Please break down your total gross global Scope 1 emissions in metric tonnes CO<sub>2</sub>-e by country/region. **¿(12.3)**

Where it will facilitate a better understanding of your business, please also break down your total gross global Scope 1 emissions by business division and/or facility. (Only data for the current reporting year requested.)

12.4. Business division

12.5 Facility

- 12.6 Please break down your total gross global Scope 1 emissions by GHG type. (Only data for the current reporting year requested.) **¿(12.7)**

When providing answers to questions 12 and 13, please do not deduct offset credits, Renewable Energy Certificates etc., or net off any estimated avoided emissions from the export of renewable energy, or from the use of goods and services. Opportunities are provided elsewhere in the information request to give details of activities that reduce or avoid emissions (please see guidance).

Carbon dioxide emissions from the combustion of biologically sequestered carbon i.e. carbon dioxide from burning biomass/ biofuels should be reported separately from emission Scopes 1, 2 and 3. If relevant, please report these emissions under question 17. However, please do include any nitrous oxide or methane emissions from biomass/biofuels in your emissions under the three scopes.

**Electric utilities** should report emissions by country/region using the table in question EU3.

**Oil and gas** sector companies should report group emissions by value chain in answer to table O&G1.1 and and O&G1.2.

GHG type	Scope 1 emissions (metric tonnes)	Scope 1 emissions (metric tonnes CO <sub>2</sub> -e)

### 12.8 Fuel Consumption

Please use the table to give the total amount of fuel in MWh that your organization has consumed during the reporting year. **¿(12.9)**

- 12.10 Please complete the table by breaking down the total figure by fuel type. **¿(12.11)**

Fuels	MWh
Total	
Individual fuels	

### 12.12 Data Accuracy: (CDP 2009 Q19)

Please estimate the level of uncertainty of the total gross global Scope 1 figure that you have supplied in answer to question 12.1 and specify the sources of uncertainty in your data gathering, handling, and calculations.

	Scope 1
Uncertainty range	
Main sources of uncertainty in your data	
Expand on the main sources of uncertainty in your data	

## GHG Emissions Accounting, Energy and Fuel Use, and Trading

### 13. Scope 2 Indirect GHG Emissions: (CDP 2009 Q11)

**Important note about emission factors where zero or low carbon electricity is purchased:**

The emissions factor you should use for calculating Scope 2 emissions depends upon whether the electricity you purchase is counted in calculating the grid average emissions factor or not – see below. You can find this out from your supplier.

**Electricity that IS counted in calculating the grid average emissions factor:**

Where electricity is sourced from the grid and that electricity has been counted in calculating the grid average emissions factor, Scope 2 emissions must be calculated using the grid average emissions factor, even if your company purchases electricity under a zero or low carbon electricity tariff.

**Electricity that is NOT counted in calculating the grid average emissions factor:**

Where zero or low carbon electricity is sourced from the grid or otherwise transmitted to the company and that electricity is not counted in calculating the grid average, the emissions factor specific to that method of generation can be used, provided that any certificates quantifying GHG-related environmental benefits claimed for the electricity are not sold or passed on separately from the electricity purchased. If certificates quantifying the GHG-related environmental benefits claimed for the electricity are sold or passed on separately from the electricity purchased, then you must report using the grid average emissions factor.

13.1 Please give your total gross global Scope 2 GHG emissions in metric tonnes of CO<sub>2</sub>-e.

13.2 Please break down your total gross global Scope 2 emissions in metric tonnes of CO<sub>2</sub>-e by country/region. **¿(13.3)**

Where it will facilitate a better understanding of your business, please also break down your total gross global Scope 2 emissions by business division and/or facility. (Only data for the current reporting year requested.)

13.4 Business division

13.5 Facility

### 13.6 Purchased Energy

How much electricity, heat, steam, and cooling in MWh has your organization purchased for its own consumption during the reporting year? **¿(13.7)**

Energy Type	MWh
Electricity	
Heat	
Steam	
Cooling	

### 13.8 Data Accuracy: (CDP 2009 Q19)

Please estimate the level of uncertainty of the total gross global Scope 2 figure that you have supplied in answer to question 13.1 and specify the sources of uncertainty in your data gathering, handling, and calculations.

	Scope 2
Uncertainty range	
Main sources of uncertainty in your data	
Expand on the main sources of uncertainty in your data	

## GHG Emissions Accounting, Energy and Fuel Use, and Trading

### 14. Contractual Arrangements Supporting Particular Types of Electricity Generation: (CDP 2009 Q12)

14.1 Do you consider that the grid average factors used to report Scope 2 emissions in question 13 reflect the contractual arrangements you have with electricity suppliers?

*If not,*

14.2 You may report a total contractual Scope 2 figure in response to this question. Please provide your total global contractual Scope 2 GHG emissions figure in metric tonnes CO<sub>2</sub>-e.

*Please also,*

14.3 Explain the origin of the alternative figure including information about the emission factors used and the tariffs.

14.4 Has your organization retired any certificates, e.g. Renewable Energy Certificates, associated with zero or low carbon electricity within the reporting year or has this been done on your behalf?

*If so,*

14.5 Please provide details including the number and type of certificates.

Type of certificate	Number of certificates	Comments

### 15. Scope 3 Other Indirect GHG Emissions: (CDP 2009 Q13)

15.1 Please provide data on sources of Scope 3 emissions that are relevant to your organization. **¿(15.2)**

Sources of Scope 3 emissions	Emissions (in metric tonnes of CO <sub>2</sub> -e)	Methodology	If you cannot provide a figure for a relevant source of Scope 3 emissions, please describe the emissions.

*Auto manufacturers – please refer to the module for your sector before completing question 15.1.*

### 16. Emissions Avoided Through Use of Goods and Services: (CDP 2009 Q14)

16.1 Does the use of your goods and/or services enable GHG emissions to be avoided by a third party?

*If so,*

16.2 Please provide details including the anticipated timescale over which the emissions are avoided, in which sector of the economy they might help to avoid emissions and their potential to avoid emissions.

### 17. Carbon Dioxide Emissions from Biologically Sequestered Carbon: (CDP 2009 Q15)

17.1 Please provide your total carbon dioxide emissions in metric tonnes CO<sub>2</sub> from the combustion of biologically sequestered carbon i.e. carbon dioxide emissions from burning biomass/biofuels. **¿(17.2)**

### 18. Emissions Intensity: (CDP 2009 Q16)

18.1 Please describe a financial and an activity-related intensity measurement for the reporting year for your gross combined Scope 1 and Scope 2 emissions.

Type of emissions intensity measurement	Units	The resulting figure for Scope 1 and Scope 2 emissions	Please explain if not relevant. Alternatively provide any contextual details that you consider relevant to understand the units or figures you have provided.
Financial			
Activity- related			

*Oil and gas sector companies are also asked to report activity-related intensity metrics in answer to table O&G1.3.*



## GHG Emissions Accounting, Energy and Fuel Use, and Trading

### 19. Emissions History: (CDP 2009 Q17)

19.1 Do the absolute emissions (Scope 1 and Scope 2 combined) for the reporting year vary significantly compared to the previous year?

If so,

19.2 Please explain why they have varied and why the variation is significant.

### 20. External Verification/ Assurance: (CDP 2009 Q18)

20.1 Please complete the following table indicating the percentage of reported emissions that have been verified/assured and attach the relevant statement.

	Scope 1	Scope 2	Scope 3
Percentage of reported emissions that have been externally verified/assured			
Include the verification/assurance statement(s)			

### 21. Emissions Trading and Offsetting: (CDP 2009 Q21 and 22)

21.1 Do you participate in any emission trading schemes?

*Electric utilities should report allowances and emissions using the tables in questions EU5 and EU6.*

If so,

21.2 Please complete the following table for each of the emission trading schemes in which you participate.

*Although some emission trading schemes may apply solely to the operators of facilities, the financial position of facility owners is also affected indirectly by the operation of the scheme. This question therefore applies to both owners and operators of facilities covered by trading schemes. Even if your company does not wholly own facilities, please give the total number of emissions and allowances.*

Scheme name	Time period		Allowances allocated	Allowances purchased	Verified emissions		Details of ownership i.e. owned/ operated/ or both
	Start date	End date			Number	Units	

21.3 What is your strategy for complying with the schemes in which you participate or anticipate participating?

21.4 Has your company originated any project-based carbon credits or purchased any within the reporting period?

If so,

21.5 Please complete the following table.

Credit origination/ credit purchase?	Project identification	Project documentation URL	Verified to which standard?	Number of credits (metric tonnes CO <sub>2</sub> -e)	Credits retired?	Purpose e.g. compliance

## Climate Change Communications

### 22. Climate Change Communications: (CDP 2009 Q27)

22.1 Have you published information about your company's response to climate change/GHG emissions in other places than in your CDP response?

*If so,*

22.2 In your Annual Reports or other mainstream filing? Please attach your latest publication(s).

22.3 Through voluntary communications such as CSR reports? Please attach your latest publication(s).

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## Important Information

This is the eighth time the Carbon Disclosure Project (CDP) has made an information request on behalf of investors. Your company may be receiving this for the first time because in 2010, at the request of signatory investors, we have expanded further the number of companies receiving the questionnaire. To find out more about CDP and the previous responses from other major companies, please refer to our website at [www.cdproject.net](http://www.cdproject.net).

### **Why is this request from a group of shareholders to a group of companies rather than from an individual shareholder to an individual company?**

- (a) To facilitate ease of reporting for companies by providing one standardized request that requires one response to be delivered to numerous investors.
- (b) To receive data in a common format from the largest companies in the world.

### **Which companies have been written to?**

This information request has been sent to:

- 800 of the largest global companies in developed countries based on market capitalization (FTSE All-World Developed – Large Cap)
- 800 of the largest and mid sized companies in the Emerging Markets based on market capitalization (S&P/IFCI Large/Mid Emerging Market Index)
- 600 of the largest companies in the UK based on market capitalization (FTSE All-Share)
- 500 of the largest companies globally based on market capitalization (Global 500)
- 500 of the largest companies in Japan based on market capitalization
- 500 of the largest companies in the USA based on market capitalization (S&P 500)
- 300 of the largest companies in Europe based on market capitalization (FTSEurofirst 300 Eurozone)
- 250 of the largest electric utilities globally based on market capitalization
- 250 of the largest companies in France based on market capitalization (SBF 250), in partnership with Crédit Agricole S.A.
- 200 of the largest companies in Australia and 50 of the largest companies in New Zealand based on market capitalization (ASX 200 & NZX 50), in partnership with the Investor Group on Climate Change Australia/New Zealand
- 200 of the largest companies in Canada based on market capitalization, in partnership with The Conference Board of Canada
- 200 of the largest companies in Germany based on market capitalization, in partnership with WWF Germany
- 200 of the largest companies in India based on market capitalization, in partnership with WWF India and the Confederation of Indian Industry – CII-ITC Centre of Excellence for Sustainable Development (CII CESD)
- 200 of the largest companies in Korea based on market capitalization, in partnership with the Korean Sustainability Investing Forum (KoSIF), and Eco-Frontier
- 200 of the largest companies in the Nordic region based on market capitalization, in partnership with ATP and KLP
- 180 of the largest US companies issuing bonds (S&P CDS U.S. Investment Grade Index and Markit iBoxx USD Liquid Investment Grade Index)
- 135 of the largest companies in Asia ex-Japan, India, China and Korea (Asia ex-JICK), selected by and in partnership with the Association for Sustainable and Responsible Investment in Asia (ASRIA)
- 100 of the largest companies in Central & Eastern Europe based on market capitalization, in partnership with Iparfejlesztési Közalapítvány (IFKA - Public Foundation for the Progress of Industry)
- 100 of the largest companies in China based on market capitalization
- 100 of the largest companies in South Africa based on market capitalization (FTSE/JSE 100), in partnership with the National Business Initiative (NBI)
- 100 of the largest companies in Switzerland based on market capitalization (SPI Large & Mid Cap (SOCII)), in partnership with Ethos
- 100 of the largest companies in the transport sector globally based on market capitalization
- 85 of the largest companies in Spain based on market capitalization (IBEX 35 and FTSE Spain All Cap Index), in partnership with ECODES
- 80 of the largest companies in Brazil, listed on the BOVESPA São Paulo Stock Exchange, in partnership with the Brazilian Association of Pension Funds – ABRAPP and Banco Real
- 60 of the largest companies in Italy based on market capitalization
- 50 of the largest companies in Latin America based on market capitalization, in partnership with the Brazilian Institute of Investor Relations – IBRI
- 50 of the largest companies in the Netherlands based on market capitalization (AEX & AMX)
- 50 of the largest companies in Russia based on market capitalization (RTS Index)
- 50 of the largest companies in Turkey based on market capitalization (ISE 50), in partnership with Sabanci University Corporate Governance Forum
- 40 of the largest companies in Ireland based on market capitalization
- 40 of the largest companies in Portugal based on market capitalization (PSI)

## Important Information

### What are the financial implications of responding?

CDP has charitable status and seeks to use its limited funds effectively. As such, responses must be prepared and submitted at the expense of responding companies. CDP also reserves the right, where it deems it appropriate in view of its charitable aims and objectives, to charge for access to or use of data and/or reports it publishes or commissions.

### What is the basis of participation and what will happen to the data received?

Companies responding to CDP 2010 make no claim of ownership in the data they submit and agree that CDP has an irrevocable license to use and copy the responses and their contents without restriction and to authorize others to do the same. Companies responding to CDP 2010 agree that CDP is free to make use of the data including as described below and with respect to public responses otherwise without restriction whatsoever in furtherance of its charitable mission. Companies also agree that CDP will own the databases in which that data is stored, as well as the contents of those databases.

When responding to CDP, you will be given a choice as to whether your response is made public or non-public. We strongly encourage companies to make their responses public which means that the response will be made publicly available from the CDP website as outlined below. Non-public responses will not be made publicly available and will only be used as outlined below.

### For public responses

Companies agree that a public response to CDP 2010 will be used by CDP in furtherance of its charitable mission and that the response may be:

1. Made available as soon as it is received by CDP to its signatory investors, partners, appointed report writers, selected rating agencies and any other parties that CDP deem appropriate,
2. Made publicly available at [www.cdproject.net](http://www.cdproject.net) starting in September 2010 and stored and preserved on CDP's servers indefinitely thereafter,
3. Distributed through selected partners,
4. Compiled in CDP databases and made available in original, modified or adapted form (for a fee or otherwise) for use by commercial and non-commercial organizations,
5. Amalgamated with information about the responding company from other public sources including rating agencies and financial information distributors,
6. Used as a best practice example in CDP literature and research,
7. Used individually or as part of aggregate results in CDP's reports and in any other research conducted or commissioned by CDP,
8. Used in any other way that accords with CDP's charitable mission.

### For non-public responses

Companies agree that a non-public response to CDP 2010 may be:

1. Made available as soon as it is received by CDP to its signatory investors, partners and appointed report writers but not to any other parties, and
2. Used in production of aggregate or anonymous statistics in any CDP report.

### Scoring of responses

CDP and other organizations write and publish reports that include an overview of CDP responses. Some of these reports will include a scoring of responses for the comprehensiveness of the companies' disclosure and on performance factors. Companies agree that their response will not be eligible for scoring by report-writers unless it is submitted in the format prescribed by CDP.

Only the top-scoring companies that have made their response public will be eligible for recognition as leaders based on these scoring approaches.

If a company makes a non-public response, the response may still be scored and that score may be published. Please contact your local CDP office (see [www.cdproject.net/cdp-worldwide](http://www.cdproject.net/cdp-worldwide)) to find out if your response will be scored.

### What if a company wishes to change or update a response?

In order for responses and any revisions to be included in the annual reports CDP publishes in September each year, they must be received by 31 May 2010. Where responses are submitted via the Online Response System, they will become 'read-only' after submission and can then only be amended by CDP staff. CDP can accept revisions to responses in writing at any time and will aim to make these available from [www.cdproject.net](http://www.cdproject.net) within five days of receipt.

## Important Information

### **How can a company confirm its participation?**

On receipt of these documents, please e-mail [respond@cdproject.net](mailto:respond@cdproject.net) to confirm your participation in the Carbon Disclosure Project.

### **What is the legal status of CDP?**

The Carbon Disclosure Project is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, the Carbon Disclosure Project is a special project of Rockefeller Philanthropy Advisors with United States IRS 501(c)(3) charitable status.

The Carbon Disclosure Project is an independent not-for-profit organization holding the largest database of primary corporate climate change information in the world.

Thousands of organizations from across the world's major economies measure and disclose their greenhouse gas emissions and climate change strategies through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to take action to prevent dangerous climate change.

### **Global Reporting Initiative**

The CDP secretariat works with the Global Reporting Initiative (GRI) to ensure that this request and the GRI indicators are closely aligned and complementary.