

Company Logo/Company Name
& Address

To Supplier:.....

DD/MM/YYYY

Signature
Person in Charge

Information Letter about Hazardous Substances in Products

We sincerely appreciate your cooperation so far and hope that our cooperation will be always durable. According to customer's requirements concerned non-use hazardous substances in products. Therefore, we would like to inform you following items;

Items for Information

1. Be informed [our list of Chemical Substances to be controlled \(*Attachment 1\)](#) and we also request you to control the non-use hazardous substances in Part & material , Packaging and indirect material strictly.
2. In case of [your process change](#) that it makes hazardous substances ([*Attachment 1](#)) contained in parts & materials/Packaging which you delivered to ([Our company/Name company](#)), **you should notify us before the change.**
3. In case of [your parts/materials, process and products occurred non-conformity](#) about any hazardous substances ([*Attachment 1](#)), **you should notify us within 24 hours or 1 day.**
4. In case of [a public institution has ordered your company take measures necessary for making improvement or imposed a penalty, regarding environment-related laws and regulation and other applicable legal requirements,](#) you should notify us immediately.
5. Please you [submit us the update Analysis report once a year](#) and also [Guarantee letter](#) of non-use prohibited substances

Items for request

- ☐ Update & submit "**Analysis Test Report**" (for Cd, Pb, Hg, Cr6+, PBBs, PBDs by "[RoHS directive/Packaging directive](#)")
For Materials/Parts name: _____ Materials/Parts No.: _____
- ☐ Submit "**Guarantee letter**" by sign in [**Attachment 2](#) :
For Materials/Parts name: _____ Materials/Parts No.: _____
- ☐ Submit "**SDS**"
For Materials/Parts name: _____ Materials/Parts No.: _____
- ☐ Fill out & submit us "**Supplier Environment Evaluation Checklist**Attachment 3**"
For Materials/Parts name: _____ Materials/Parts No.: _____

*Could you please return us "**Items for request**" within _____

To (Email) _____

Attachment list;

- * Attachment 1 : (name of document as item1.....)
- ** Attachment 2 : (name of guarantee letter.....)
- *** Attachment 3 : (name of Supplier Environment Evaluation Checklist.....)

We acknowledge the contents as this information.

Acknowledgement (for Supplier)

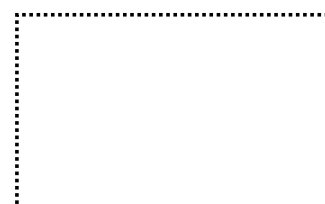
Confirmed by: _____ (Signature)

Position: _____ Date: _____

Division/Department Name: _____

Company Name: _____

Tel. no: _____



Company Stamp

Could you please sign & seal in "**Acknowledgement**", then return us pdf.file within : _____

to Ms./Mr: _____

Dept: _____

Email : _____

Tel : _____