

Requirements by Crest Nicholson prior to entering into an agreement for services

Prior to Crest Nicholson entering into an agreement with you for services, we require several pieces of evidence to demonstrate that you are certified to carry either or both the Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification Schemes (PEFC) and that you fully comply with Chain of Custody invoicing requirements.

Crest Nicholson will <u>not</u> enter in an agreement with your company without having received and verified the following information.

Required Evidence Prior to Agreeing to Services	DUE			
 Valid Chain of Custody certificate(s) in your company (or your parent company) name. The certificate must be for type of certified timber you are supplying. 	Return with your quotation during the tender process			
 Example copy of completed invoice or application for payment to Crest Nicholson or other company for timber products and services that correctly meets FSC and PEFC requirements. Crest Nicholson will be looking for: a. Your Chain of Custody number on the form b. Itemised timber list where certified products are clearly noted. 	OR at the Pre-Order meeting			
See examples of correctly completed invoices and application for payment below.	(for subcontractors who have worked with Crest Nicholson			
We require this evidence to ensure you are satisfying FSC and PEFC Chain of Custody invoicing procedures. Your failure to correctly complete an invoice for certified timber affects what we are able to claim as certified publicly.	previously)			

Requirements by Crest Nicholson for applications for payment or invoices

In order to ensure you are paid promptly for your services, you must ensure that your invoice or application for payment is correctly completed. Failure to provide the information we require will delay your payment. Please see examples of correctly completed invoices and applications for payment below.

Requir	ed Evidence on an invoice or application for payment	✓
1.	Your company's unique Chain of Custody number	
2.	 Itemised list of timber products where certified products are clearly labelled or noted. This can be done by: stating the CoC number and the appropriate FSC claim/label (e.g. FSC Mixed Sources, FSC 100%, FSC Mixed 70%) next to each timber product providing an encompassing statement somewhere on the invoice to the effect of 'All products itemised on this invoice are Forest Stewardship certified under certificate XX-COC-000000'. 	

 Linking the listed timber products through a footnote system to your COC, which features on the invoice. 				
3. Invoice is addressed to Crest Nicholson				

Participating in Crest Nicholson's annual audit

Every year Crest Nicholson undertake a robust and detailed audit of its timber supply chain to ensure that it is meeting its public commitments and procuring timber from sustainable sources.

Your participation in the annual audit is critical to Crest Nicholson gathering a complete picture of its supply chain. We expect every subcontractor to participate. Below is an outline of what we expect from you for our auditing purposes and approximate timeframes.

Requirements for the annual audit

Fully complete the Timber Audit Questionnaire sent to you by your Crest Nicholson auditor. The questionnaire will include <u>up to</u> 3 tabs you need to complete:

- 1. Basic company information
- 2. Information about the environmental, social, and supply chain policies you have in place
- 3. Detailed information about the timber products you supplied to Crest Nicholson in the last Financial Year (from November 1st to October 31st), including:
 - a. The type of timber product (door, window, roof batten, etc.)
 - b. The volume in m³ for that product
 - c. The tree species and country of origin for the timber product
 - d. The certification programme under which the timber product is certified

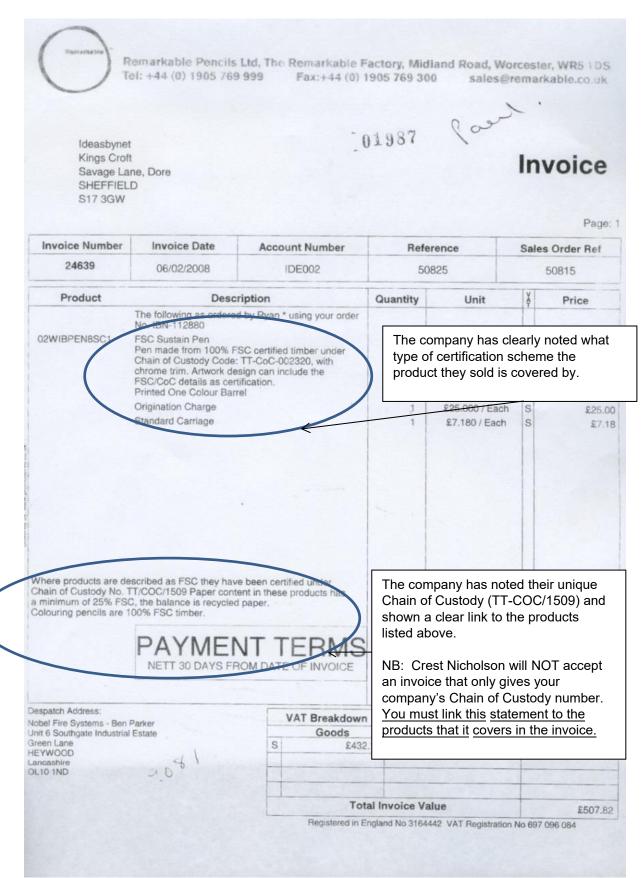
Provide any evidence we require or request from you. This can include:

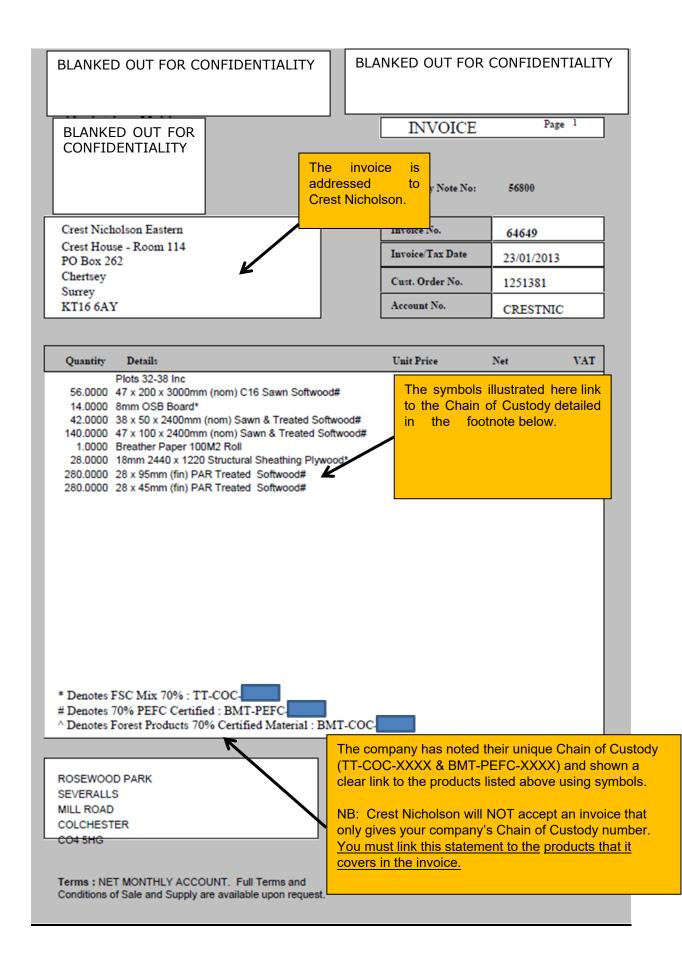
- 5 to 6 copies of invoices or applications for payment you sent Crest Nicholson during the year for your services relating to timber
- A copy of your certification for FSC or PEFC
- Copies of your environmental, social, or supply chain policies

Timeframe for the annual audit

- The annual audit takes place in November and December every year.
- You will receive a request to participate, along with the Timber Audit Questionnaire in the <u>first</u> <u>two weeks of November.</u>
- You will have <u>2-3 weeks</u> to complete your Timber Audit Questionnaire and submit it, along with any evidence we've requested, to your auditor.

Example of a correctly completed invoice:





Example of a correctly completed application for payment:

C] NIC	Crest Nicholson Regeneratic Crest House Pyrcroft Road Chertsey Surrey KT16 9GN Tel: 01932 580 444 Fax: 08703 363 992						e to ain of				
Sub-Contrac	ctor Name:	Shiver me Timbers	Pay	Plea infor	se mak mation to		•		add cation	this s for	
Trade:		Carpenter				nat i	relate	to	o ti	timber	
Site Name:		Bath Riverside - Phase B17		prod	ucts.						
Measured/V	O/Sales Extras				Contract ID:			твс			
FSC Chain	of Custody	BMT-COC-01234 All products marked FSC are FSC Mix 70%				%					
PEFC Chair	of Custody	All products marked PEFC are 70% PEEC certified				ified					
Other Chain	of Custody	none									
Plot	Line No.	Descripti	on			Sub	-Total	\setminus	Tota		
26		Egger Protect (Grey) 2400x600x22MM, FSC				£	-	£	`	-	
		8mm OSB Board, PEFC				£	-	£	\backslash	-	
		28 x 95 mm (fin) PAR Treated softwood, FSA				£	-	£		-	
<u> </u>					Notice itemised certifica classifie	tion	sch	now eme	und tł	ney	are which are sort,

is mandatory.