

3.7.1. Example

Letter of request for Declaration of Conformity

This document is part of the *International Chemicals Management Toolkit for the Toy Supply Chain* developed by the United Nations Environment Programme (UNEP) in collaboration with the Baltic Environmental Forum (BEF) within the framework of the Global Environment Facility (GEF) project ID: 9771 on Global Best Practices on Emerging Chemical Policy Issues of Concern under the Strategic Approach to International Chemicals Management (SAICM).

Declaration of conformity

Name, Surname, Position
Name of your company (logo)
Company legal info.
Address, contact info, other.

Name of your supplier

Dear <recipient name>,

We would kindly like to ask you to confirm that the products you provide <list of products (product name, identification number)> comply with the requirements of the following legislation and standards:

- <laws/regulation/ standards>

To confirm this, please provide us with a **declaration of conformity**.

The information you provide will allow us to comply with our legal obligations with respect to our products and will help to ensure compliance downstream in the supply chain. We may consolidate the information received in order to further communicate in the supply chain. We commit to guaranteeing the confidentiality of the information when gathering and consolidating data.

As legal requirements or standards may be updated in the future, we may renew our request and specify any additional requirements that will be added or changed.

Sincerely,

Position
Name Surname

Signature

Declaration of conformity including information on migration

Name, Surname, Position
Name of your company (logo)
Company legal info.
Address, contact info, other.

Name of your supplier

Dear <recipient name>,

We would kindly like to ask you to confirm that the products you provide <list of products (product name, identification number)> comply with the requirements of the legislation and standards:

- <laws/regulation/ standards>

To confirm this, please provide us with a **declaration of conformity**.

Please also provide information on migration rates according to the following table.

Product	Chemical substance	CAS no.	Migration level mg/kg
<product name, identifier>	<substance name>	-<CAS no>	

We kindly ask you to also provide valid test certificates for the migration analysis of the listed substances (specify test method or standard).

The information you provide will allow us to comply with our legal obligations with respect to our products and will help to ensure compliance downstream in the supply chain. We may consolidate the information received in order to further communicate in the supply chain. We commit to guaranteeing the confidentiality of the information when gathering and consolidating data.

As legal requirements or standards may be updated in the future, we may renew our request and specify any additional requirements that will be added or changed.

Sincerely,

Position
Name Surname

Signature

Declaration of conformity including test certificates

Name, Surname, Position
Name of your company (logo)
Company legal info.
Address, contact info, other.

Name of your supplier

Dear <recipient name>,

We would kindly like to ask you to confirm that the products you provide <list of products (product name, identification number)> comply with the requirements of the legislation and standards:

- <laws/regulation/ standards>

To confirm this, please provide us with a **declaration of conformity**.

We kindly ask you to also provide **valid test certificates** to prove the compliance of these products.

The information you provide will allow us to comply with our legal obligations with respect to our products and will help to ensure compliance downstream in the supply chain. We may consolidate the information received in order to further communicate in the supply chain. We commit to guarantee the confidentiality of the sources when gathering and consolidating data.

As legal requirements or standards may be updated in the future, we may renew our request and specify any additional requirements that will be added or changed.

Sincerely,

Position
Name Surname

Signature