

Note on use (delete before sending): replace the placeholders in square brackets. The application date is 30 December 2026; operators that were established as micro or small enterprises on 31 December 2024 have until 30 June 2027 (not for wood that already fell under the EU Timber Regulation). The paragraph on suppliers in the EU stays in only if the supplier may have placed the products on the EU market itself. The questionnaire (Excel) and the geodata template (CSV, GeoJSON) are available at polygon-one.com/en/eudr-supplier-questionnaire-template and polygon-one.com/en/eudr-geodata-suppliers.

[Your company]

[Street, number]

[Postcode, city]

[Phone, email]

[Supplier's name]

[Contact person, function]

[Street, number]

[Postcode, city, country]

[Place], [Date]

Information under the EU Deforestation Regulation (EU) 2023/1115 on your deliveries to [your company]; reply by [date, four weeks after sending]

Dear Ms [Name], dear Mr [Name],

Regulation (EU) 2023/1115 on deforestation-free supply chains applies from [30 December 2026] to products made from wood, coffee, cocoa, rubber, oil palm, soya and cattle. As [importer and operator] we have to submit a due diligence statement for the products we buy from you ([product, CN code]) before placing them on the EU market. For this we need, under Article 9 of the Regulation, information that only you as our supplier can provide.

We therefore ask you to provide the following information for every delivery from [date or delivery] by [date]:

1. Geolocation of every plot of production: for plots up to four hectares one coordinate pair inside the plot with its size, for plots over four hectares a polygon describing the outline; in each case in WGS84 with at least six decimal places, as a GeoJSON file [or in the attached CSV template or through our supplier portal at [link]]. One polygon per plot of land; for cattle the coordinates of all establishments where the animals were kept.
2. Harvest period or period of production per plot (harvest date or harvest season, for wood the duration of the felling).
3. Product and quantity per delivery with the CN code, for wood also the common name and the full scientific name of the species.
4. Evidence that production complied with the law of the country of production, for example land titles or land use rights, harvest, felling or clearing permits, concessions, export licences and, for wood, a FLEGT licence where available.
5. Your confirmation that the goods delivered were at no stage mixed with goods of unknown origin or from other plots, and details of certifications, if any.
6. Your company details (name, address, email address) and a contact person for queries.

If you placed the products on the EU market yourself and are therefore an operator within the meaning of Article 2(15) of the Regulation, we need, instead of the geodata, the reference number of your due diligence statement and the associated verification number, each linked to the delivery item (Article

4(7)). If you are a downstream operator or trader, confirmation of your role and your company details are enough. Please state the numbers on the [invoice or delivery note] from now on.

To record the information we have prepared the attached questionnaire (Excel): the sheet “Supplier master data” once, the sheet “Deliveries and plots” with one row per plot. Please attach geodata files and evidence as annexes. If you cannot supply individual details, or not by the date stated, please send us a short note so that we can find a solution together.

We use your information solely for our due diligence under the Regulation and present it only to the competent authorities. We do not need personal data of individual farmers; the coordinates of the plots are enough. On request we mark the geodata as confidential in the due diligence statement so that our customers do not see them.

Without this information we may no longer place the products on the EU market from the date stated. We value our cooperation with you and are glad to support you with the data collection, for example with the geodata template or in a short call with [contact person, phone].

Yours sincerely

[Name]

[Function]

[Your company]

Enclosures: EUDR supplier questionnaire (Excel); [geodata template as CSV and GeoJSON]; [access link to the supplier portal]

Legal basis: Regulation (EU) 2023/1115 as amended by Regulation (EU) 2025/2650, Article 2(15), (28) and (40), Article 4(7), Article 5(3), Article 9 and Article 12(5). Model letter by Polygon One GmbH, as at 17 October 2026, not legal advice; it may be used and adapted freely within your own company. Questionnaire and explanations: polygon-one.com/en/eudr-supplier-questionnaire-template