****

**Letter of intent**

Date:

To: EU level sector organisation(s), of which the undersigned company is a member

**[Company name] confirms its intent to implement the Principles of Good Practice**

I hereby confirm that [company name] is committed to the Principles of Good Practice in vertical relations in the food supply chain and supports the Framework for their implementation and enforcement.

The respect of these Principles makes good business sense and The Supply Chain Initiative allows us to demonstrate that we take their application seriously.

I am aware that the Framework implies a series of commitments as outlined in the Annex to this letter.

I confirm that within a reasonable time and preferably within 6 months of signing this letter, I will have taken the measures necessary to comply with the Principles and the Framework before proceeding to formal registration.

[signed by (an) executive(s) with the power to commit

the whole company in the EU including all subsidiaries in the EU]

**Information on [Company name]**

 **[Company name] operates in the following country /ies:**

 Austria

 Belgium

 Bulgaria

 Croatia

 Cyprus

 Czech Republic

 Denmark

 Estonia

 Finland

 France

 Germany

 Greece

 Hungary

 Ireland

 Italy

 Latvia

 Lithuania

 Luxembourg

 Malta

 Netherlands

 Poland

 Portugal

 Romania

 Slovakia

 Slovenia

 Spain

 Sweden

 United Kingdom

**[Company name] operates predominantly in the following sector***: (tick a box)*

 Farming  Wholesale Manufacturing  Retail

**[Company name] is an SME[[1]](#footnote-1)** *(select Yes or No)*

Yes

**Annex**

**Framework for the Implementation of the Principles of Good Practice**

**Company commitments and actions**

|  |
| --- |
| **In brief:*** Companies can decide whether to sign up to the framework
* If they decide to sign, they agree to:
	+ Abide by the Principles of Good Practice in vertical relationships in the food supply chain
	+ Accept to solve any disputes related to the application of these Principles through any of a defined set of dispute resolution options
	+ Accept to implement all other mandatory features of the framework
	+ Register their participation on a dedicated, publically accessible website
 |

**Mandatory features**

Before registration

* Secure top management support for registration
* Carry out a self-assessment by reviewing internal procedures as appropriate to ensure compliance with the principles, including (if necessary):
	+ Setting up/adapting training to ensure compliance with the Principles. Training should be underway but does not need to be completed by the time registration takes place.
	+ Ensuring ability to participate in all dispute resolution options as of the moment of registration.
	+ Communication to business partners as of the moment of registration.
	+ Identify contact person(s) for internal dispute resolution and for process-related issues

Registration

|  |
| --- |
| By registering, a company confirms:1. the completion of the self-assessment
2. that it has taken the necessary measures to comply with the principles and procedures for implementation and enforcement
3. that it is prepared to engage in the dispute resolution options the Framework provides for individual and aggregated disputes
 |

Registration

* is by an executive or a number of executives having the power to commit the whole company in the EU including all subsidiaries in the EU (i.e. more than one executive may have to sign in case the company structure necessitates this).
* requires the designation of a contact person for internal dispute resolution at the time of registration
* requires the designation of a process contact person at the time of registration
* is on a dedicated public website. The names and titles of registering executives and contact persons of all registered companies will be published on the website.

Implementation

* Set up an internal dispute resolution procedure independent of commercial negotiations, impartial and quick.
* Ensure the ability to activate all dispute resolution options (including mediation and arbitration). This may require review and, if necessary, modification of contracts.
* Complete training to ensure compliance with the Principles
* Inform business partners of registration to the framework (companies are free to choose means)
* Companies are encouraged to offer public information on their participation in the framework
* Commitment to refrain from commercial retaliation in case of a complaint
* Commit to remedy a non-respect of the process commitments if flagged up by the Governance Group
* Participation in a mandatory annual survey by each national subsidiary for which the framework applies
1. Employees ≤ 250 and either turnover ≤€50mio or balance sheet≤ €43 mio [↑](#footnote-ref-1)