

Supplier Scheme Compliance Requirement Email

Subject: Action Required - New Compliance Standards for Supplier Scheme

Dear [Supplier Name],

As part of our ongoing commitment to ethical business practices and regulatory compliance, we are implementing new standards that all Supplier Scheme participants must meet by [Deadline].

The updated compliance requirements include:

- Completion of annual sustainability audit (template attached)
- ISO [Number] certification or equivalent quality management documentation
- Conflict minerals declaration
- Updated insurance certificates with minimum coverage of [Amount]
- Background checks for key personnel handling our contracts

These standards align with industry regulations and our corporate responsibility objectives. Failure to meet compliance requirements by the deadline may result in temporary suspension from the scheme until documentation is complete.

Our compliance team is available to assist you through this process. Please contact [Contact Person] at [Email/Phone] if you need guidance or extensions due to legitimate circumstances.

We appreciate your cooperation in maintaining the highest standards.

Respectfully,

[Your Name]

[Title]

[Company Name]

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