



UTZ Certified
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Kiwa BCS Öko-Garantie GmbH
Attn: Miriam Herr
Marientorgraben 3-5
D-90402 NÜRNBERG
Germany

Date: March 25, 2015
Subject: Approval New LA

Dear Mrs. M. Herr,

I am glad to inform you that UTZ Certified has formally approved yourself (next to your current role as Scheme Manager) as the new **Lead Auditor** for Kiwa BCS Öko-Garantie GmbH for **ChoC** Destination audits – for **coffee, cocoa and tea**.

Congratulations!

This approval allows Kiwa BCS Öko-Garantie GmbH to carry out UTZ certifications for:

- **UTZ Certified Code of Conduct & Chain of Custody** (Audit scopes)
in
- **Coffee & Cocoa & Tea/ Rooibos** (Product Scopes)
in
- **USA, Belize, Caribbean, Costa Rica, Cuba, Dominican Republic, El Salvador, Guatemala, Honduras, México, Nicaragua, Panama, Argentina, Brazil, Bolivia, Chile, Colombia, Ecuador, Franz. Guyana, Guayana, Paraguay, Peru, Suriname, Uruguay, Venezuela, Ethiopia, Ivory Coast, Kenya, Mozambique, South Africa (only Chain of Custody), Tanzania, Tunisie, Uganda, Austria, Belgium, Bulgaria, France, Italy, Luxemburg, Netherlands, Portugal, Romania, Spain, Suisse, Turkey, Cambodia, China (including Hong Kong), Indonesia, Korea, Laos, Malaysia, Philippines, Taiwan Region, Thailand, Vietnam, Iran, Saudi Arabia, United Arab Emirates** (Geographical scope).

Certification Protocol:

The instructions for auditing and reporting are described in the UTZ Certified Certification Protocol. We kindly request to you pay particular attention to the audit procedures, timeliness requirements and the requirements for reporting. This will help us ensure the best possible service to your customers, the UTZ Certified members.

Good Inside Portal (GIP):

UTZ Certified has created an account for Kiwa BCS Öko-Garantie GmbH in the online traceability and certificates handling system, the Good Inside Portal, GIP. You as Scheme Manager will be the **main user** of this account with primary user rights. Please be aware that it is the responsibility of the



Scheme Manager to keep the account information updated and manage the users and rights of users of the account properly. For further information on how to use the GIP, please check the training videos in the GIP. In the 'Downloads' tab of the GIP, there are also *Quick Start Guides* and *Manuals* available with detailed work instructions.

Agreement of Cooperation:

A *Framework Agreement* between UTZ Certified and the approved CB has been signed as part of the collaboration with UTZ Certified.

Further recommendations:

If the Lead Auditor and/or Scheme Manager changes in time, or if Kiwa BCS Öko-Garantie GmbH wishes to expand the approved audit scope, product scope of geographical scope, a new application needs to be submitted to (and approved by) UTZ Certified before carrying out the relevant tasks for UTZ Certified.

When your **accreditation** expires, the Scheme Manager is obliged to send us the renewal of the accreditation.

Questions:

If you have any further questions or remarks, please feel free to contact our *S&C Teams*:

- Coffee: coffeecertification@utzcertified.org
- Tea and Rooibos: teacertification@utzcertified.org
- Cocoa: cocoacertification@utzcertified.org

For support on the use of GIP please contact our *Technical Support Teams*:

- Coffee: coffee@support.utzcertified.org
- Tea and Rooibos: tea@support.utzcertified.org
- Cocoa: cocoa@support.utzcertified.org

For general questions about our programs or Protocol, you can contact *CB Management* at: CBmanagement@utzcertified.org.

UTZ Certified is looking forward to a fruitful and successful cooperation with you!
Good luck with the UTZ Certified certifications!

On behalf of UTZ Certified,

A handwritten signature in black ink, appearing to be "Paul J.M. Schep", written over a series of horizontal lines.

MSc Paul J.M. Schep CIA EMIA RO
Standards & Certification Manager