

**NEW!**

# STEP BY STEP - ILLEGAL LOGGING DUE DILIGENCE SERVICES

## NEW LEGISLATION FROM 3 MARCH '25



### **Purchase a customisable Due Diligence System**

Get a set of templates you can use to comply with the law, and quickly work through what the changes mean for your business

01



### **Train your people**

Use our training videos and our template due diligence system, or have us train your people in preparation for implementation

02



### **Implement Due Diligence in your procurement processes**

Use the template system to gather information then use it to perform a risk assessment and risk mitigation (if required) in compliance with the law

03



### **Be Updated**

Receive alerts, written instructions of how to change your system, and training when the law changes (or interpretations of it) so that you can keep your system up to date and stay compliant

04



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# THE DETAILS

## Purchase a customisable Due Diligence System



A complete due diligence system compliant with the Illegal Logging Prohibition Act and Rules includes:

- Due diligence system Manual which is instantly customisable by you, and is your guide to getting it right
- Training videos:
  - Video 1: ILPA Rules explained - essential information for your business. Explains simply what the law is, what is required and why
  - Video 2 : Implementing the Hikari Due Diligence System in your Business. This workshop which teaches you how to implement and tailor the procedures in your Business and conduct effective due diligence.
  - Video 3: Informed suppliers - training your suppliers to provide you with the right information the first time. Send a link to your suppliers so that you get the right information the first time completed in your questionnaire. Versions included are:
    - Bi-lingual Mandarin Chinese
    - Bi-lingual Vietnamese
    - Bi-lingual Indonesian
- Supplier questionnaires
  - English only
  - Bi-lingual Mandarin Chinese
  - Bi-lingual Vietnamese
  - Bi-lingual Indonesian
- Risk Assessment worksheets
  - Risk Assessment of Certified Product Pathway
  - Risk Assessment of un-Certified Product Pathway
- Risk Mitigation worksheet
- A process for repeated imports of the same product, saving you valuable time and money
- Record keeping tool

This system will be set up in your own secure Sharepoint environment to facilitate sharing and version control of large files and for you to seek guidance if needed.



## Get Bespoke Help



You may decide you want more help:

- Internal training of your people conducted by us and contextualised to your business?
- Tracing of your supply chain?
- Assistance with getting more information or accurate information from your suppliers?
- Implementing processes in your business?
- Responding to a compliance report or assessment?
- Troubleshooting or interpreting information that has been provided by suppliers?

We have a consultant based in Beijing, China fluent in Mandarin Chinese who can trace your supply chains and staff fluent in Japanese.



**\$380 ph**

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## Annual Maintenance Plan - Updates



The first 12 months from the date of purchase of the Hikari ILPA System includes the annual maintenance fee and provision of updates.

After this date, we will invoice you in the expectation that you will want to remain up to date. You can **opt out** by advising us.

We will advise you on any changes to requirements and provide you with:

**\$700\* p/a**

- Training as needed reflecting changes
- Updates to your Hikari Due Diligence System for you to implement
- Advice notes and compliance bulletins
- Information as to changes that occur
- Invitations to larger training sessions at discounted rates

\*Subject to annual increases as will be advised via invoice and in accordance with our Annual Maintenance Fee Terms.