

CDP's 2016 Climate Change Information Request

CDP works to reduce companies' greenhouse gas emissions and mitigate climate change risk. In 2015, 822 investors with over US\$95 trillion in assets backed CDP's climate change information request.

The following set of questions form CDP's climate change information request. Companies are asked to answer these questions in the Online Response System (ORS) provided by CDP through its website. As such, this document is a representation of the request and whilst the questions will remain the same, the format may differ online particularly where drop down options and tables have been included for ease of response. Guidance is available on the CDP website from December 2015 which details all of the options available and provides screen shots of the ORS to aid companies in completing the request.

We request a reply to the following questions by 30 June 2016.

Please respond to the information request using our Online Response System (ORS). In early February 2016, instructions on how to access the ORS will be sent to you by e-mail. If you are unable to respond via the ORS, please e-mail respond@cdp.net. In addition to investor signatories to the letter requesting your response which accompanies this request, you may also be asked to share your response with the members of CDP's supply chain program if they are your customers. In this case, you will be notified by email in early April 2016 and asked for your approval for this.

We encourage companies to consult CDP's 2016 climate change reporting guidance and CDP's 2016 climate change scoring methodology at www.cdp.net/guidance, as well as use the guidance within the ORS. Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please respond with what you have as this is more valuable to investors than no response at all.

We encourage companies to assess the relevance of questions in accordance with the principles of "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development (www.ghgprotocol.org). According to these principles, information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Where questions have been amended from 2015 to 2016, this is indicated next to the relevant questions.

Sector-specific Question Modules and Instructions

In addition to questions CC0-15 that follow, specific questions have been prepared for companies in the Electric Utilities, Auto and Auto Component Manufacture, Oil and Gas, Information and Communications Technology, and Food, Beverage and Tobacco sectors. This is part of a strategic move by CDP to a more sector based approach. These modules will be presented within the ORS and can be previewed on the CDP website. Companies with businesses in these sectors should answer questions CC1-15 for all businesses within their consolidated boundary and provide information specific to businesses in those sectors in answer to the additional questions.

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The copyright to CDP's annual questionnaire/s is owned by CDP Worldwide, a registered charity number 1122330 and a company limited by guarantee, registered in England number 05013650. Any use of any part of the questionnaire, including the questions, must be licensed by CDP. Any unauthorized use is prohibited and CDP reserves the right to protect its copyright by all legal means necessary.

Contact license@cdp.net for details of licenses and fees

Introduction

CC0. Introduction

CC0.1 Introduction

Please give a general description and introduction to your organization

CC0.2 Reporting Year

Please state the start and end date of the year for which you are reporting data

CC0.3 Country list configuration

Please select the countries for which you will be supplying data

CC0.4 Currency selection

Please select the currency in which you would like to submit your response

CC0.6 Modules

Here companies can choose to respond to a sector module if this has not already been allocated to them by CDP

Management

CC1. Governance

Group and Individual Responsibility

CC1.1 Where is the highest level of direct responsibility for climate change within your organization?

If "Board or individual/sub-set of the Board or other committee appointed by the Board"; "Senior Manager/Officer"; or, "Other Manager/Officer":

CC1.1a Please identify the position of the individual or name of the committee with this responsibility

Individual Performance

CC1.2 Do you provide incentives for the management of climate change issues, including the attainment of targets?

If yes: CC1.2a Please provide further details on the incentives provided for the management of climate change issues

Who is entitled to benefit from these incentives?	The type of incentives	Incentivized performance indicator	Comment

CC2. Strategy

Risk Management Approach

CC2.1 Please select the option that best describes your risk management procedures with regard to climate change risks and opportunities

If "Integrated into multi-disciplinary company-wide risk management processes" or "A specific climate change risk management process" is selected, answer questions CC2.1a - 2.1c:

CC2.1a Please provide further details on your risk management procedures with regard to climate change risks and opportunities

Frequency of monitoring	To whom are results reported?	Geographical areas considered	How far into the future are risks considered?	Comment

CC2.1b Please describe how your risk and opportunity identification processes are applied at both company and asset level

CC2.1c How do you prioritize the risks and opportunities identified?

If "There are no documented processes for assessing and managing risks and opportunities from climate change" is selected:

CC2.1d Please explain why you do not have a process in place for assessing and managing risks and opportunities from climate change, and whether you plan to introduce such a process in the future

Main reason for not having a process	Do you plan to introduce a process?	Comment

Management

Business Strategy

CC2.2 Is climate change integrated into your business strategy?

If yes: CC2.2a Please describe the process of how climate change is integrated into your business strategy and any outcomes of this process

If no: CC2.2b Please explain why climate change is not integrated into your business strategy

CC2.2c Does your company use an internal price of carbon?

If yes: CC2.2d Please provide details and examples of how your company uses an internal price of carbon

Engagement with Policy Makers

CC2.3 Do you engage in activities that could either directly or indirectly influence public policy on climate change through any of the following? (tick all that apply)

- ☐ Direct engagement with policy makers
 ☐ Trade associations
 ☐ Funding research organizations
 ☐ Other
 ☐ No

If "Direct engagement with policy makers" is ticked:

CC2.3a On what issues have you been engaging directly with policy makers?

Focus of legislation	Corporate position	Details of engagement	Proposed legislative solution

If "Trade associations" is ticked:

CC2.3b Are you on the Board of any trade associations or provide funding beyond membership?

If yes: CC2.3c Please enter the details of those trade associations that are likely to take a position on climate change legislation

Trade association	Is your position on climate change consistent with theirs?	Please explain the trade association's position	How have you, or are you attempting to, influence the position

If "Funding research organizations" is ticked:

CC2.3d Do you publicly disclose a list of all the research organizations that you fund?

If "Other" is ticked:

CC2.3e Please provide details of the other engagement activities that you undertake (**CDP 2015 CC2.3g**)

Management

If "Direct engagement", "Trade associations", "Funding research organizations" or "Other" is ticked:

CC2.3f What processes do you have in place to ensure that all of your direct and indirect activities that influence policy are consistent with your overall climate change strategy? **(CDP 2015 CC2.3h)**

If "No" is ticked:

CC2.3g Please explain why you do not engage with policy makers **(CDP 2015 CC2.3i)**

CC3. Targets and Initiatives

Targets

CC3.1 Did you have an emissions reduction or renewable energy consumption or production target that was active (ongoing or reached completion) in the reporting year? **(CDP 2015 CC3.1, amended)**

If you have an absolute target:

CC3.1a Please provide details of your absolute target **(CDP 2015 CC3.1a, amended)**

If you have an intensity target:

CC3.1b Please provide details of your intensity target **(CDP 2015 CC3.1b, amended)**

CC3.1c Please also indicate what change in absolute emissions this intensity target reflects

The following details are requested for targets (in Questions CC3.1a and CC3.1b), to be inputted in tables in the ORS:

- Scope
- % of emissions in scope
- % reduction from base year
- Metric denominator (intensity targets only)
- Base year covered by target
- Base year emissions
- Target year
- Is this a science-based target?
- Comment

Direction of change anticipated in absolute Scope 1+2 emissions at target completion?	% change anticipated in absolute Scope 1+2 emissions	Direction of change anticipated in absolute Scope 3 emissions at target completion?	% change anticipated in absolute Scope 3 emissions	Comment

If you have a renewable energy consumption or production target:

CC3.1d Please provide details of your renewable energy consumption and/or production target **(New for CDP 2016)**

ID	Energy types covered by target	Base year	Base year energy for energy type covered (MWh)	% renewable energy in base year	Target year	% renewable energy in target year	Comment

Management

For all types of target, also:

CC3.1e For all of your targets, please provide details on the progress made in the reporting year **(CDP 2015 CC3.1d, amended)**

% complete (time)	% complete (emissions or renewable energy)	Comment

If you do not have a target:

CC3.1f Please explain: (i) why you do not have a target; and (ii) forecast how your emissions will change over the next five years **(CDP 2015 CC3.1e)**

Emissions Reduction Initiatives

CC3.2 Do you classify any of your existing goods and/or services as low carbon products or do they enable a third party to avoid GHG emissions? **(CDP 2015 CC3.2, amended)**

If yes: CC3.2a Please provide details of your products and/or services that you classify as low carbon products or that enable a third party to avoid GHG emissions **(CDP 2015 CC3.2a, amended)**

Level of aggregation	Description of product/ Group of products	Are you reporting low carbon product/s or avoided emissions?	Taxonomy, project or methodology used to classify product/s as low carbon or to calculate avoided emissions	% revenue from low carbon product/s in the reporting year	% R&D in low carbon product/s in the reporting year	Comment

CC3.3 Did you have emissions reduction initiatives that were active within the reporting year (this can include those in the planning and/or implementation phases)

If yes, complete questions CC3.3a, CC3.3b and CC3.3c:

CC3.3a Please identify the total number of projects at each stage of development, and for those in the implementation stages, the estimated CO₂e savings

Stage of development	Number of projects	Total estimated annual CO ₂ e savings in metric tonnes CO ₂ e (only for rows marked *)
Under investigation		
To be implemented*		
Implementation commenced*		
Implemented*		
Not to be implemented		

Management

CC3.3b For those initiatives implemented in the reporting year, please provide details in the table below

Activity type	Description of activity	Estimated annual CO ₂ e savings (metric tonnes CO ₂ e)	Scope	Voluntary/ Mandatory	Annual monetary savings (unit currency – as specified in CC0.4)	Investment required (unit currency – as specified in CC0.4)	Payback period	Estimated lifetime of the initiative	Comment

CC3.3c What methods do you use to drive investment in emissions reduction activities?

Method	Comment

If no: CC3.3d If you do not have any emissions reduction initiatives, please explain why not

CC4. Communications

CC4.1 Have you published information about your organization's response to climate change and GHG emissions performance for this reporting year in places other than in your CDP response? If so, please attach the publication(s) **(CDP 2015 CC4.1, amended)**

Publication	Status	Page/Section reference	Attach the document	Comment

Risks & Opportunities

CC5. Climate Change Risks

CC5.1 Have you identified any inherent climate change risks that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply)

Please identify the relevant categories:

- ☐ Risks driven by changes in regulation
- ☐ Risks driven by changes in physical climate parameters
- ☐ Risks driven by changes in other climate-related developments

CC6. Climate Change Opportunities

CC6.1 Have you identified any inherent climate change opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply)

Please identify the relevant categories:

- ☐ Opportunities driven by changes in regulation
- ☐ Opportunities driven by changes in physical climate parameters
- ☐ Opportunities driven by changes in other climate-related developments

For all of the inherent risks and/or opportunities identified, please provide the following details in the table provided in the ORS:

- Risk/Opportunity driver
- Description
- Potential impact
- Timeframe
- Direct/Indirect
- Likelihood
- Magnitude of impact
- Estimated financial implications of the risk/opportunity before taking action
- Methods you are using to manage this risk/opportunity
- Costs associated with these actions

Where inherent risks and/or opportunities have not been identified for any of the categories:

Please explain why you do not consider your organization to be exposed to these risks/opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure

Emissions

CC7. Emissions Methodology

Base year

CC7.1 Please provide your base year and base year emissions (Scopes 1 and 2) **(CDP 2015 CC7.1, amended)**

CDP requests companies to provide responses to questions CC8, CC9 and CC10 for the three years prior to the current reporting year if you have not done so before or if this is the first time you have answered a CDP information request

Use the table in the ORS to provide the following details for Scopes 1 and 2:

- Base year
- Scope 1 base year emissions (metric tonnes CO₂e)
- Scope 2 location-based base year emissions (metric tonnes CO₂e)
- Scope 2 market-based base year emissions (metric tonnes CO₂e)

Methodology

CC7.2 Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

If you have selected "Other":

CC7.2a If you have selected "Other" in CC7.2 please provide details of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

CC7.3 Please give the source for the global warming potentials you have used

Gas	Reference

CC7.4 Please give the emissions factors you have applied and their origin; alternatively, please attach an Excel spreadsheet with this data at the bottom of this page

Fuel/Material/Energy	Emission Factor	Unit	Reference

CC8. Emissions Data

Boundary

CC8.1 Please select the boundary you are using for your Scope 1 and 2 greenhouse gas inventory

Select from

- Financial control
- Operational control
- Equity share
- Other

Emissions

Scope 1 and 2 Emissions Data

CC8.2 Please provide your gross global Scope 1 emissions figures in metric tonnes CO₂e

CC8.3 Does your company have any operations in markets providing product or supplier specific data in the form of contractual instruments? **(New for CDP 2016)**

CC8.3a Please provide your gross global Scope 2 emissions figures in metric tonnes CO₂e **(CDP 2015 CC8.3, amended)**

Scope 2, location-based	Scope 2, market-based (if applicable)	Comment

CC8.4 Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure?

If yes: CC8.4a Please provide details of the sources of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure **(CDP 2015 CC8.4a, amended)**

Source	Relevance of Scope 1 emissions from this source	Relevance of location-based Scope 2 emissions from this source	Relevance of market-based Scope 2 emissions from this source (if applicable)	Explain why the source is excluded

Data Accuracy

CC8.5 Please estimate the level of uncertainty of the total gross global Scope 1 and 2 emissions figures that you have supplied and specify the sources of uncertainty in your data gathering, handling and calculations **(CDP 2015 CC8.5, amended)**

Scope	Uncertainty range	Main sources of uncertainty	Please expand on the uncertainty in your data
1			
2 (location-based)			
2 (market-based)			

External Verification or Assurance

CC8.6 Please indicate the verification/assurance status that applies to your reported Scope 1 emissions

If Scope 1 emissions have been subject to third party verification or assurance (complete or underway):

CC8.6a Please provide further details of the verification/assurance undertaken for your Scope 1 emissions, and attach the relevant statements **(CDP 2015 CC8.6a, amended)**

Verification or assurance cycle in place	Status in the current reporting year	Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 1 emissions verified (%)

Emissions

If "No third party verification or assurance – regulatory CEMS required" is selected:

CC8.6b Please provide further details of the regulatory regime to which you are complying that specifies the use of Continuous Emissions Monitoring Systems (CEMS)

Regulation	% of emissions covered by the system	Compliance period	Evidence of submission

CC8.7 Please indicate the verification/assurance status that applies to at least one of your reported Scope 2 emissions figures

If Scope 2 emissions have been subject to third party verification or assurance (complete or underway):

CC8.7a Please provide further details of the verification/assurance undertaken for your location-based and/or market-based Scope 2 emissions, and attach the relevant statements (**CDP 2015 CC8.7a, amended**)

Location-based or market-based figure?	Verification or assurance cycle in place	Status in the current reporting year	Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 2 emissions verified (%)

CC8.8 Please identify if any data points have been verified as part of the third party verification work undertaken, other than the verification of emissions figures reported in CC8.6, CC8.7 and CC14.2

Additional data points verified	Comment

Carbon Dioxide Emissions from Biologically Sequestered Carbon

CC8.9 Are carbon dioxide emissions from biologically sequestered carbon relevant to your organization?

If yes: 8.9a Please provide the emissions from biologically sequestered carbon relevant to your organization in metric tonnes CO₂

CC9. Scope 1 Emissions Breakdown

CC9.1 Do you have Scope 1 emissions sources in more than one country?

Electric utilities should report emissions by country/region using the tables in EU2

Emissions

If yes: CC9.1a Please break down your total gross global Scope 1 emissions by country/ region

Oil and gas sector companies are requested to provide breakdowns of emissions by value chain segment and activity in the OG module

ICT companies can use the sector module to respond to CC9.2d

FBT companies can use the sector module to provide a breakdown of their emissions by activity

Country/Region	Scope 1 metric tonnes CO ₂ e

CC9.2 Please indicate which other Scope 1 emissions breakdowns you are able to provide (tick all that apply)

- ☐ By business division (CC9.2a)
 ☐ By facility (CC9.2b)
 ☐ By GHG type (CC9.2c)
 ☐ By activity (CC9.2d)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

CC10. Scope 2 Emissions Breakdown

CC10.1 Do you have Scope 2 emissions sources in more than one country?

If yes: CC10.1a Please break down your total gross global Scope 2 emissions and energy consumption by country/region (**CDP 2015 CC10.1a, amended**)

Oil and gas sector companies are requested to provide the breakdown of emissions by value chain segment as shown in OG2

ICT companies can use the sector module to respond to CC10.2c

Country/Region	Scope 2, location-based (metric tonnes CO ₂ e)	Scope 2, market-based (metric tonnes CO ₂ e)	Purchased and consumed electricity, heat, steam or cooling (MWh)	Purchased and consumed low carbon electricity, heat, steam or cooling (MWh) accounted in market-based approach

CC10.2 Please indicate which other Scope 2 emissions breakdowns you are able to provide (tick all that apply) (**CDP 2015 CC10.2, amended**)

- ☐ By business division (CC10.2a)
 ☐ By facility (CC10.2b)
 ☐ By activity (CC10.2c)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

Emissions

CC11. Energy

CC11.1 What percentage of your total operational spend in the reporting year was on energy?

CC11.2 Please state how much heat, steam, and cooling in MWh your organization has purchased and consumed during the reporting year **(CDP 2015 CC11.2, amended)**

Energy type	MWh
Heat	
Steam	
Cooling	

CC11.3 Please state how much fuel in MWh your organization has consumed (for energy purposes) during the reporting year **(New for CDP 2016)**

CC11.3a Please complete the table by breaking down the total "Fuel" figure entered above by fuel type **(CDP 2015 CC11.3)**

Fuels	MWh

CC11.4 Please provide details of the electricity, heat, steam or cooling amounts that were accounted at a low carbon emission factor in the market-based Scope 2 figure reported in CC8.3a

Basis for applying a low carbon emission factor	MWh consumed associated with low carbon electricity, heat, steam or cooling	Comment

CC11.5 Please report how much electricity you produce in MWh, and how much electricity you consume in MWh **(New for CDP 2016)**

Total electricity consumed (MWh)	Consumed electricity that is purchased (MWh)	Total electricity produced (MWh)	Total renewable electricity produced (MWh)	Consumed renewable electricity that is produced by company (MWh)	Comment

Emissions

CC12. Emissions Performance

Emissions History

CC12.1 How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to the previous year?

If emissions have increased, decreased or remained the same overall:

CC12.1a Please identify the reasons for any change in your gross global emissions (Scope 1 and 2 combined) and for each of them specify how your emissions compare to the previous year **(CDP 2015 CC12.1a, amended)**

Reason	Emissions value (percentage)	Direction of change	Please explain and include calculation
Emissions reduction activities			
Divestment			
Acquisitions			
Mergers			
Change in output			
Change in methodology			
Change in boundary			
Change in physical operating conditions			
Unidentified			
Other			

CC12.1b Is your emissions performance calculations in CC12.1 and CC12.1a based on a location-based Scope 2 emissions figure or a market-based Scope 2 emissions figure? **(New for CDP 2016)**

Emissions Intensity

CC12.2 Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO₂e per unit currency total revenue **(CDP 2015 CC12.2, amended)**

Intensity figure =	Metric numerator (Gross global combined Scope 1 and 2 emissions)	Metric denominator: Unit total revenue	Scope 2 figure used	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO ₂ e					

Emissions

CC12.3 Please provide any additional intensity (normalized) metrics that are appropriate to your business operations **(CDP 2015 CC12.4, amended)**

Intensity figure =	Metric numerator (Gross global combined Scope 1 and 2 emissions)	Metric denominator	Metric denominator : Unit total	Scope 2 figure used	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO ₂ e						

ICT companies can use the sector module to respond to this question

CC13. Emissions Trading

CC13.1 Do you participate in any emissions trading schemes?

If yes: CC13.1a Please complete the following table for each of the emission trading schemes in which you participate

Scheme name	Period for which data is supplied	Allowances allocated	Allowances purchased	Verified emissions in metric tonnes CO ₂ e	Details of ownership

And if "Yes" or "No, but we anticipate doing so within the next 2 years":

CC13.1b What is your strategy for complying with the schemes in which you participate or anticipate participating?

CC13.2 Has your organization originated any project-based carbon credits or purchased any within the reporting period?

If yes: CC13.2a Please provide details on the project-based carbon credits originated or purchased by your organization in the reporting period

Credit origination or credit purchase	Project type	Project identification	Verified to which standard	Number of credits (metric tonnes CO ₂ e)	Number of credits (metric tonnes CO ₂ e): Risk adjusted volume	Credits cancelled	Purpose, e.g. compliance

Emissions

CC14. Scope 3 Emissions

CC14.1 Please account for your organization's Scope 3 emissions, disclosing and explaining any exclusions

Auto-manufacturers should refer to the sector module before completing question CC14.1

Sources of Scope 3 emissions	Evaluation status	metric tonnes CO ₂ e	Emissions calculation methodology	Percentage of emissions calculated using data obtained from suppliers or value chain partners	Explanation
Purchased goods and services					
Capital goods					
Fuel-and-energy-related activities (not included in Scope 1 or 2)					
Upstream transportation and distribution					
Waste generated in operations					
Business travel					
Employee commuting					
Upstream leased assets					
Investments					
Downstream transportation and distribution					
Processing of sold products					
Use of sold products					
End of life treatment of sold products					
Downstream leased assets					
Franchises					
Other (upstream)					
Other (downstream)					

CC14.2 Please indicate the verification/assurance status that applies to your reported Scope 3 emissions

If Scope 3 emissions have been subject to third party verification or assurance (complete or underway):

CC14.2a Please provide further details of the verification/assurance undertaken, and attach the relevant statements

Verification or assurance cycle in place	Status in the current reporting year	Type of verification or assurance	Attach the statement	Page/ Section reference	Relevant standard	Proportion of reported Scope 3 emissions verified (%)

Emissions

CC14.3 Are you able to compare your Scope 3 emissions for the reporting year with those for the previous year for any sources?

If yes: CC14.3a Please identify the reasons for any change in your Scope 3 emissions and for each of them specify how your emissions compare to the previous year

Sources of Scope 3 emissions	Reason for change	Emissions value (percentage)	Direction of change	Comment

CC14.4 Do you engage with any of the elements of your value chain on GHG emissions and climate change strategies? (Tick all that apply)

- ☐ Yes, our suppliers
 ☐ Yes, our customers
☐ Yes, other partners in the value chain
 ☐ No, we do not engage

If "Yes, our suppliers", "Yes, our customers" or "Yes, other partners in the value chain" is ticked:

CC14.4a Please give details of methods of engagement, your strategy for prioritizing engagements and measures of success

And if "Yes, our suppliers" is ticked, complete questions CC14.4b and CC14.4c

CC14.4b To give a sense of scale of this engagement, please give the number of suppliers with whom you are engaging and the proportion of your total spend that they represent **(CDP 2015 CC14.4b, amended)**

Number of suppliers	% of total spend (direct and indirect)	Comment

CC14.4c If you have data on your suppliers' GHG emissions and climate change strategies, please explain how you make use of that data

How you make use of the data	Please give details

If "No, we do not engage" is ticked:

CC14.4d Please explain why you do not engage with any elements of your value chain on GHG emissions and climate change strategies, and any plans you have to develop an engagement strategy in the future

Sign Off

CC15.1 Please provide the following information for the person that has signed off (approved) your CDP climate change response

Name	Job title	Corresponding job category

Important Information

CDP has been requesting information relating to carbon and climate change on behalf of investors since 2002. To find out more about CDP and the previous responses from other organizations, please refer to our website at www.cdp.net.

Why is this request from a group of shareholders and lenders to a group of companies rather than from an individual shareholder or lender to an individual company?

1. To reduce the reporting burden - one standardized request that requires one corporate response that is then delivered by CDP to multiple investors,
2. To standardize responses and data - data is captured and presented back to investors in a common format.

Which companies will be engaged in 2016?

Companies participating in CDP's programs are selected using economic (market) and environmental criteria. Please refer to our website at www.cdp.net/samples to learn more about the companies targeted by each program and the selection criteria used.

Is there a fee for responding?

CDP is introducing a flat rate administrative fee of US\$975 (or local currency equivalent, excl. VAT) for companies responding to one or more of our investor requests on climate change, water or forests. From 2016 the annual fee will apply to companies listed, incorporated or headquartered in Austria, Benelux, Canada, Denmark, Finland, France, Germany, Ireland, Italy, Norway, Portugal, Spain, Sweden, Switzerland, the UK or the USA.

We will introduce the fee in additional countries in the future as reporting becomes standard business practice in them.

Your company will be exempt from the fee if (1) it has been written to in 2016 because it meets our economic (market) or environmental criteria (referred to above) and it hasn't participated in CDP in the last three years, or (2) it is responding only to our supply chain request. All self-selected companies (i.e. those that have not been requested to respond to our investor or supply chain requests) from the countries listed above are required to pay the administrative fee whether or not they have responded previously.

CDP is a not-for-profit organization and the administrative fee is a necessary contribution to enable us to maintain the disclosure system in order to support growing traffic. Companies will be automatically prompted to generate their invoice when submitting their responses through our online platform.

What is the basis of participation and what will happen to the data received?

Companies responding to CDP's 2016 climate change information request make no claim of ownership in the data they submit and agree that CDP has an irrevocable license to use and copy the responses and their contents without restriction and to authorize others to do the same. Companies responding to CDP's 2016 climate change information request agree that CDP is free to make use of the data, including as described below and with respect to public responses, otherwise without restriction whatsoever in furtherance of its charitable mission. Companies also agree that CDP will own the databases in which the data is stored, as well as the contents of those databases.

When responding to your investors via CDP you will be given a choice as to whether your response is made public or non-public. We strongly encourage companies to make their responses public which

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means that the response will be made publicly available from the CDP website as outlined below. Non-public responses will not be made publicly available and will only be used as outlined below.

Public responses

Companies agree that a public response to CDP's 2016 climate change information request will be used by CDP in furtherance of its charitable mission and that the response may be:

1. Made available as soon as it is received by CDP to investor signatories, partners, appointed report writers and scoring partners, selected rating agencies and any other parties that CDP deem appropriate,
2. Made publicly available at www.cdp.net starting in October 2016 and stored and preserved on CDP's servers indefinitely thereafter,
3. Distributed through selected partners,
4. Compiled in CDP databases and made available in original, modified or adapted form (for a fee or otherwise) for use by commercial and non-commercial organizations,
5. Amalgamated with information about the responding company from other public sources including rating agencies and financial information distributors,
6. Used as a best practice example in CDP literature and research,
7. Used individually or as part of aggregate results in CDP's reports and in any other research conducted or commissioned by CDP,
8. Used in any other way that accords with CDP's charitable mission.

Non-public responses

Companies agree that a non-public response to CDP's 2016 climate change questionnaire may be:

1. Made available as soon as it is received by CDP to its signatories, partners and appointed report writers but not to any other parties, and
2. Used in production of aggregate or anonymous statistics in any CDP reporting.

Scoring of responses

CDP and other organizations write and publish reports that include an overview of CDP responses. Some of these reports will include a scoring of responses for the comprehensiveness of the companies' disclosure and on performance factors. Companies agree that their response will not be eligible for scoring by report-writers unless it is submitted in the format prescribed by CDP.

Only the top-scoring companies that have made their response public will be eligible for recognition as leaders based on these scoring approaches.

If a company makes a non-public response, the response may still be scored and that score may be published. Please contact your local CDP office (see www.cdp.net/cdp-worldwide) if you want to find out if your response will be scored.

Companies that are not automatically selected for scoring or miss the deadline can choose to request an On-Demand score for a fee. Please email scorefeedback@cdp.net for more information.

What if a company wishes to change or update a response?

Submissions and revisions must be made by companies by 30 June 2016 to be scored and included in the annual CDP reports where applicable. After this date, responses can only be amended by CDP staff and this may incur a fee. CDP cannot guarantee that changes made after 30 June 2016 will be reflected in the reports produced.

Important Information

How can a company confirm its participation?

On receipt of the emailed request, please register via the URL provided. If you have not received the request via e-mail please e-mail respond@cdp.net to confirm your participation in CDP 2016.

What is the legal status of CDP?

CDP Worldwide (CDP) is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, CDP North America, Inc. has United States IRS 501(c)(3) charitable status.

CDP is an independent not-for-profit organization holding the largest collection globally of self-reported climate change, water and forest-risk data.

Thousands of organizations from across the world's major economies measure and disclose their environmental information through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to take action to prevent dangerous climate change and protect our natural resources.

Global Reporting Initiative

CDP works with the Global Reporting Initiative (GRI) to ensure that this request and the GRI indicators are closely aligned and complementary.

CDP Questionnaire Copyright and Licensed Use:

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