***Note:***

* *This form has been designed to gather sufficient information, required to issue the proposal for the assurance of the project organization.*
* *The organization is expected to ensure that all questions should be addressed. The provided information will be treated confidential and only be used for the purpose of contract review by KBS*
* *Please send the filled form to* cdmsales@kbscertification.com

|  |
| --- |
| **Sections A: Organizational Details:**  |
| Organization Name |  |
| Objective/Intended Use |  |
| Address (HO) |  |
| Contact Person |  |
| Contact no. |  |
| Email |  |
| Website |  |
| Products/ Services |  |
| **Scope of Services** |  |
| Standard | [ ]  ISO 14064-1 [ ] CDP [ ] BRSR [ ] Carbon Neutrality [ ] CBAM [ ]  LCA [ ] Water Audit/ Footprint [ ]  Airport Carbon Accreditation [ ]  EDP [ ]  AA1000 [ ]  ISAE [ ]  ISCC [ ]  Other\_\_\_\_\_\_\_ |
| Any specific principle/ parameter/category/models of the reporting/ disclosure standard to be assured, if applicable |  |
| Facilities (sites) to be covered |  |
| Description of the Operations |  |
| Base Year  | Provide the base year considered  |
| Period of verification | DD/MM/YYYY to DD/MM/YYYY |
| Data Management Systems  | ☐ SAP / IT platforms based ☐ Manual data entry and information flow ☐ Mix of both  |
| Data availability  |  |
| GHG Emission Removals  |  |
| Level of Assurance sought (Please tick) | [ ]  Reasonable [ ]  Limited |
| Any past report published, if yes, link? |  |
| Any third-party assurance done for earlier period  |  |
| Are there any specific risks or concerns you would like us to address? |  |
| Any other information |   |
| Date of the completion of this form | DD/MM/YYYY |
| Submitted By:  |  |
| **Section D: Completeness check of the enquiry (for KBS use only)** |
| Checked by |  |
| Dated  | DD/MM/YYYY |
| Allocated KBS reference number | Only to be denoted if contract is WON |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Nature of revision** | **Reviewed by QM (Date)** | **Approved by MD (Date)** |
| 0.0 | Initial adoption | 17-03-2023 | 17-03-2023 |
| 1.0 | Inclusion of provisions of various schemes and programmes | 12-02-2025 | 12-02-2025 |