

## SUPPLIER DATA REQUEST TEMPLATE

# EU Battery Regulation 2023/1542 — Annex XIII Data Collection

Use this template to formally request the Battery Passport data fields required under Annex XIII of EU Regulation 2023/1542 from your cobalt, lithium, nickel, manganese, or natural graphite suppliers. Complete the [BRACKETED] fields before sending.

YOUR COMPANY DETAILS (SENDER)	SUPPLIER DETAILS (RECIPIENT)
[YOUR COMPANY NAME]	[SUPPLIER COMPANY NAME]
[Registration Number / CIPC Number]	[Supplier Registration Number]
[Street Address, City, Country]	[Street Address, City, Country]
[Contact Name, Title]	[Contact Name, Title]
[Email Address]	[Email Address]
[Date: _____]	

**SUBJECT: Formal Request for EU Battery Regulation 2023/1542 Annex XIII Compliance Data**

Dear [SUPPLIER CONTACT NAME],

We are writing to formally request specific data from your company that is required for our compliance with **EU Regulation 2023/1542 on batteries and waste batteries** (the EU Battery Regulation). This Regulation requires that every EV battery and industrial battery placed on the EU market from **18 February 2027** must carry a QR code linked to a verified Digital Battery Passport containing the data fields specified in Annex XIII of the Regulation.

As a supplier of [MINERAL/MATERIAL: e.g. cobalt / lithium / nickel / manganese / natural graphite] to our battery supply chain, your company is a data source for several mandatory Annex XIII fields. We are required to collect, verify, and include this data in our Battery Passport before the 18 February 2027 deadline.

We respectfully request that you provide the following information by [RESPONSE DEADLINE DATE]. If you have any questions about these requirements or need assistance understanding what data is required, please contact us at the details above or visit [batterypassport.co.za](https://batterypassport.co.za) for a full explanation of each data field.

**DATA FIELDS REQUIRED FROM YOUR COMPANY**

FIELD	DESCRIPTION	FORMAT	YOUR RESPONSE
<b>Geographic origin</b>	Country of mining and country of processing for [MINERAL]	Country name (ISO 3166)	
<b>Supplier legal name</b>	Full legal name of your company as registered	Legal name + registration no.	
<b>Supplier address</b>	Registered address of your company	Street, City, Country	
<b>Mine/facility name</b>	Name of the mine or processing facility supplying this material	Facility name + GPS coordinates	
<b>Recycled content %</b>	Percentage by weight of post-consumer recycled [MINERAL] in this supply	% (e.g. 0%, 8%, 16%)	
<b>Recycled content methodology</b>	Standard or methodology used to calculate recycled content	Standard name (e.g. ISO 14021)	
<b>Recycled content verifier</b>	Name of third-party body that verified the recycled content figure	Verifier legal name + accreditation no.	
<b>Due diligence policy</b>	Reference to your company's supply chain due diligence policy	Document title + date + URL or attachment	

FIELD	DESCRIPTION	FORMAT	YOUR RESPONSE
<b>Due diligence audit</b>	Reference to most recent third-party supply chain audit	Audit body + date + reference number	
<b>CAHRA risk assessment</b>	Confirmation of whether your operations are in a conflict-affected or high-risk area (CAHRA)	Yes / No + supporting documentation	
<b>Carbon footprint (Scope 1+2)</b>	Carbon footprint of your mining/processing operations per tonne of [MINERAL] output	kg CO <sub>2</sub> e / tonne (Scope 1 + Scope 2)	
<b>Carbon footprint verifier</b>	Name of third-party body that verified your carbon footprint figure	Verifier legal name + accreditation no.	

Please return the completed data fields to us by **[RESPONSE DEADLINE DATE]**. If any data is not yet available, please indicate the expected date of availability. We may need to request third-party verification of the data you provide — we will contact you separately to arrange this if required.

Please note that failure to provide this data by the deadline may affect our ability to include your materials in our Battery Passport and may require us to seek alternative suppliers who can provide the required Annex XIII data.

We appreciate your cooperation and look forward to your response. For further information about the EU Battery Regulation and the data fields requested, please visit [batterypassport.co.za](https://batterypassport.co.za).

Yours sincerely,

[SIGNATORY NAME]

[TITLE]

[COMPANY NAME]

[DATE]