**Form for submitting a request for review of a specific instance**

**to the Latvian National Contact Point (LVNCP) for Responsible Business Conduct**

If you wish to contact the Latvian NCP with a potential specific instance, please first read our Rules of procedure for considering and dealing with complaints brought under the [OECD Guidelines for Multinational Enterprises on Responsible Business Conduct](https://read.oecd-ilibrary.org/finance-and-investment/oecd-guidelines-for-multinational-enterprises-on-responsible-business-conduct_81f92357-en#page1) (hereafter referred to as the Guidelines), and then complete this submission form.

This submission form is intended to provide the minimum elements necessary to assist the Latvian NCP consider the specific instance and carry out an initial assessment in line with its Rules of procedure. Additional information can also be provided accompanying this form. Please note the Latvian NCP will forward any information provided to the enterprise, unless a strongly argued case is made for specified information to be withheld, e.g. need for anonymity for personal safety.

The Latvian NCP will consider complaints relating to a multinational enterprise registered in Latvia, or a Latvian multinational operating in another country. If you wish to issue a specific instance about the activity of a multinational in another country, you should contact the NCP of that country (if it exists).

This form should contain the following:

• the contact details of the person submitting the specific instance or, if the case - the contact details of the organization represented, and of the holders of interests that the specific instance aims to advocate;

• the contact details of the other parties involved as well as of third parties the NCP is asked to consult to obtain further information (if the submitter is unable to do so), with a brief indication of the reasons justifying their involvement;

• the contact details of the multinational company (or companies) or foreign company operating in Latvia against which the specific instance is proposed;

• the indication of the country / countries in which territory(s) the issues arose;

• the detailed description of the facts that object of the dispute, with an indication of the principles and recommendations of the Guidelines that are considered applicable to the specific case, including documents (also in copy) and other elements such as to give relevance and credibility to the specific instance;

• the indication of the data, among those provided within the specific instance, considered strictly confidential and those that should not be shared even with the counterparty(ies). The NCP reserves the right to make its own evaluation about these indications, informing the complainant(s) of its determinations;

• so far as the complainant(s) is aware of, the indication of the national and / or international, public and / or private authorities, as well as of the other NCPs before which a proceeding is pending or has been concluded, concerning the same facts of the specific instance or facts connected (so-called parallel proceedings);

• the request to the NCP to provide its good offices to contribute to the consensual resolution of the issues raised, with the illustration of the expected outcomes;

Within 14 working days from receiving the request, the Latvian NCP will acknowledge receipt of the form and inform the company/companies involved.

If you have any questions about the process to submit a form or wish to submit a specific instance using this submission form, you can email the Latvian NCP at lvncp@mfa.gov.lv.

1. **Identification of the complainant/s**

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| **The complainant/s:**Please provide first name, family name, domicile and telephone number and all useful contact details of whom is submitting the specific instance |   |
| **On behalf of:**If the instance is presented on behalf of someone else (physical persons, bodies, groups, associations, etc.) please provide any useful data for their identification  |  |
| **By virtue of:**Please specify the relation justifying the submission of the instance on behalf of someone else  |  |

1. **Identification of the multinational company/companies towards which the specific instance is submitted**

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| a) Please provide all useful contact details of the company/companies involved in the specific instance |
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| b) Does/Do this/these company/companies is /are already aware of the issue/issues?  |
| [ ] Yes[ ] No[ ] PartlyIf YES or PARTLY, please report their position, answer and/or the subsequent reaction/s |

1. **Identification of any interested third party that the NCP should consult to obtain further information (if the submitter is unable to do so)**

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| a) Please provide all useful data and/or contact details to identify and get in contact with the third parties  |
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1. **Description of the issue/issues objected in the specific instance**

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| a) Please indicate the relevant Chapters and paragraphs of the Guidelines affected by the case  |
| GL’s Chapters | GL’s Paragraphs |
| [ ] I. | Concepts and Principles |  |
| [ ] II. | General Policies |  |
| [ ] III. | Disclosure  |  |
| [ ] IV. | Human Rights |  |
| [ ] V. | Employment and Industrial Relations  |  |
| [ ] VI. | Environment  |  |
| [ ] VII. | Combating Bribery; Bribe Solicitation and Extortion  |  |
| [ ] VIII. | Consumer Interests  |  |
| [ ] IX.  | Science and Technology  |  |
| [ ] X. | Competition  |  |
| [ ] XI.  | Taxation |  |

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| b) Please, specify the country/ies or territory/ies where the situation occurs/occurred: |
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| c) Please describe the facts related to the issue/issues, possibly linking the allegations to the above-mentioned GL’s chapter/s and paragraph/s: |
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| d) Please, illustrate the outcomes expected from a possible conciliation / mediation |
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1. **Parallel proceedings**

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| (a) Is there any pending or concluded proceeding on the issue before other national / international public / private authorities? (Administrative Authority, Judicial Authority, Public Security, Authority, Arbitration Board...). |
| [ ]  Yes[ ]  No[ ]  Don’t knowIf YES, please indicate what authority has been seized and when:Is the case still pending?[ ]  Yes[ ]  No[ ]  Don’t know |

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| b) Is any other NCP from countries adhering to the GL, have been seized of this issue (even by someone else initiative)? |
| [ ]  Yes[ ]  No[ ]  Don’t knowIf the issue has been submitted to other NCPs, please indicate which NCPs are involved and which NCP is mainly responsible for assisting the parties (Leader NCP) |

1. **Confidentiality**

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| 1. Please state below the data that the NCP is asked to keep confidential:
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| 1. Please, specify what data should not be disclosed in particular to the parties stated at points 2) and/or 3):
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1. **Documentation**

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| Please provide a numbered list of documents, attached in copy to this form, that aim at supporting the specific instance  |
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