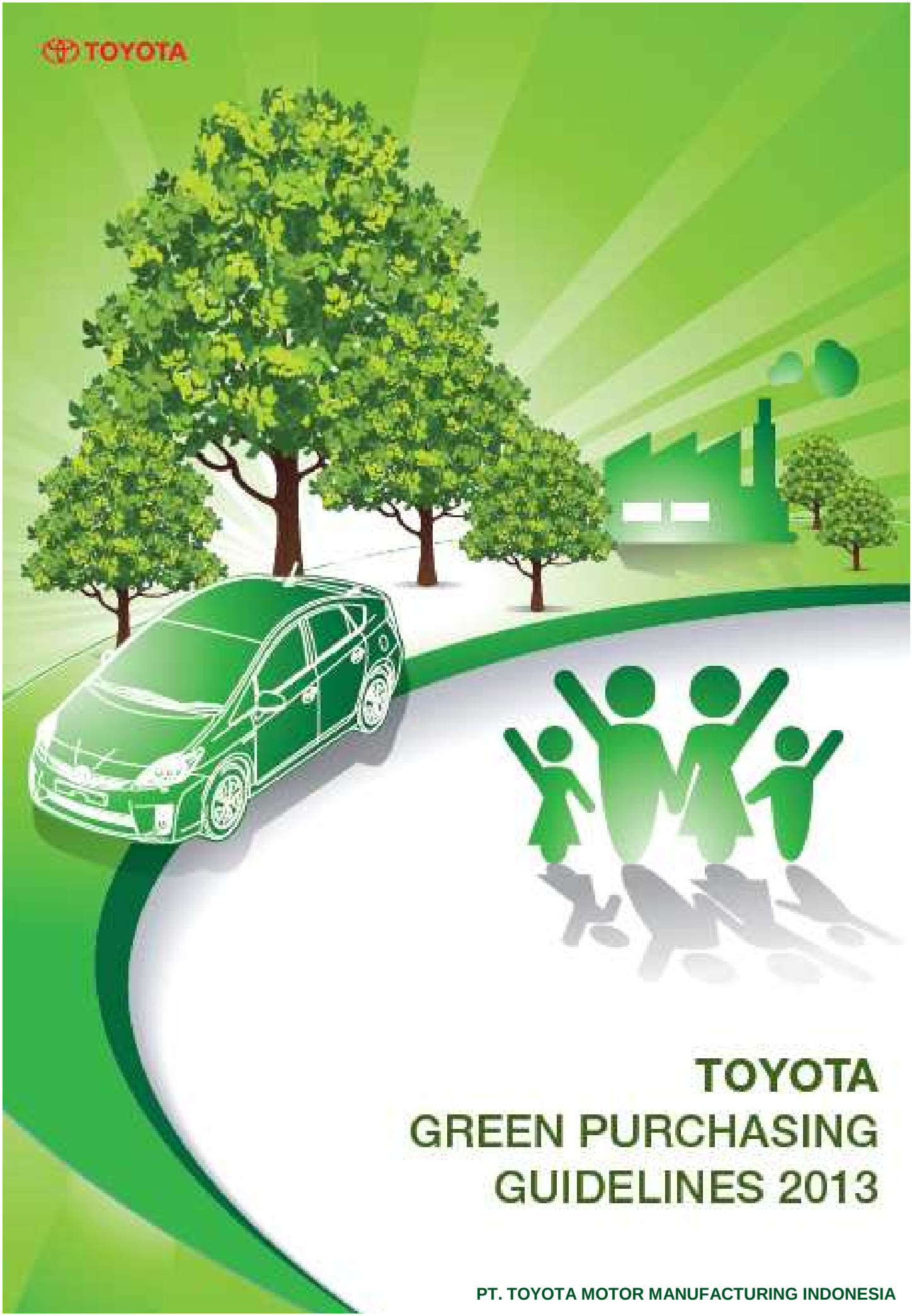

TOYOTA GREEN PURCHASING GUIDELINES 2013

PT. TOYOTA MOTOR MANUFACTURING INDONESIA

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I. Introduction

Since Toyota Motor Corporation (TMC) has been established in 1937, Toyota Group has been making continuous effort to contribute to the sustainable development of society by the manufacturing and provision of high-quality and innovative products and services.

Based on its experience over the years, Toyota established its own methods and values to be shared among Toyota group companies, and summarized them into what is known as the "Guiding Principles at Toyota" (originally issued in 1992 and revised in 1997). Paragraph 3 of the Guiding Principles specifies our environmental responsibility: "Dedicate ourselves to providing clean and safe product and to enhancing quality of life everywhere through all our activities. "This responsibility form the fundamental principle of our environmental initiative.

To provide clean and safe product, it is essential for all Toyota Group companies, including TMMIN and business partner to make effort for the environmental preservation and social responsibility activities, by complying with applicable laws and regulations, preventing global warming, managing and reducing the use of substance of concern and increasing environmental awareness among employees, communities and society.

In the light of this background, TMMIN issued Toyota Green Purchasing Guidelines in October 2008. As based on TMC Global Policy and Indonesia Environment Laws, As TMMIN corporate social responsibility to provide clean and safe product is becoming ever higher, we have revised the Guidelines, taking into consideration recent changes in the environmental laws and regulations.

We would like our business partners to fully understand and comply with this new guidelines in order to reduce environmental load, developt and maintain "Green Supply Chain" and growing together sustainability.

The Toyota Green Purchasing Guideline will be reviewed and update promptly when necessary to keep up with the rapidly changing environmental regulations. You will be informed of any changes and will thus always be able to access the latest version of the Guidelines.

And we hope, through this activities we can get better and brighter future.

Masahiro Nonami
President
PT. Toyota Motor Manufacturing Indonesia

II. TMMIN Guiding Principles

1. Honor the language and spirit of the law of every nation and undertake open and fair corporate activities to be a good corporate citizen of the world
2. Respect the culture and customs of every nation and contribute to economic and social development through corporate activities in the communities
3. Dedicate ourselves to providing clean and safe products and to enhancing the quality of life everywhere through all our activities
4. Create and develop advanced technologies and provide outstanding products and services that fulfill the needs of customers worldwide
5. Foster a corporate culture that enhances individual creativity and teamwork value, while honoring mutual trust and respect between labor and management
6. Pursue growth in harmony with the global community through innovative management
7. Work with business partners in research and creation to achieve stable, long-term growth and mutual benefits, while keeping ourselves open to new partnerships

(Adopted January 1992, revised April 1997)

"Contribution towards Sustainable Development" (Adopted January 2005)

We, TOYOTA MOTOR MANUFACTURING INDONESIA, take initiative to contribute to harmonious and sustainable development of society and the earth, based on our Guiding Principles.

We comply with local, national and international laws and regulations as well as the spirit thereof and we conduct our business operations with honesty and integrity.

In order to contribute to sustainable development, we believe that management interacting with its stakeholders as described below is of considerable importance, and we will endeavor to build and maintain sound relationships with our stakeholders through open and fair communication.

Customers

* Based on our philosophy of "Customer First," we develop and provide innovative, safe and outstanding high quality products and services that meet a wide variety of customers' demands to enrich the lives of people around the world. (Guiding Principles 3 and 4).

* We will endeavor to protect the personal information of customers in accordance with the letter and spirit of each country's privacy laws. (Guiding Principles 1)

Employees

* We respect our employees and believe that the success of our business is led by each individual's creativity and good teamwork. We stimulate personal growth for our employees. (Guiding Principles 5)

* We support equal employment opportunities, diversity and inclusion for our employees and do not discriminate against them. (Guiding Principles 5)

* We strive to provide fair working conditions and to maintain a safe and healthy working environment for all our employees. (Guiding Principles 5)

* We respect and honor the human rights of people involved in our business and, in particular, do not use or tolerate any form of forced or child labor.
(Guiding Principles 5)

* Through communication and dialogue with our employees, we build and share the value “Mutual Trust and Mutual Responsibility” and work together for the success of our employees and the company. (Guiding Principles 5)
* Management of each company takes leadership in fostering a corporate culture, and implementing policies, that promote ethical behavior.
(Guiding Principles 1 and 5)

Business Partners
* We respect our business partners such as suppliers and dealers and work with them through long-term relationships to realize mutual growth based on mutual trust. (Guiding Principles 7)
* Whenever we seek a new business partner, we are open to any and all candidates, regardless of nationality or size, and evaluate them based on their overall strengths. (Guiding Principles 7)
* We maintain fair and free competition in accordance with the letter and spirit of each country’s competition laws. (Guiding Principles 1 and 7)

Shareholders
* We strive to enhance corporate value while achieving a stable and long-term growth for the benefit of our shareholders. (Guiding Principles 6)
* We provide our shareholders and investors with timely and fair disclosure on our operating results and financial condition. (Guiding Principles 1 and 6)

Global Society/Local Communities

Environment
* We aim for growth that is in harmony with the environment throughout all areas of business activities. We strive to develop, establish and promote technologies enabling the environment and economy to coexist harmoniously and to build close and cooperative relationships with a wide spectrum of individuals and organizations involved in environmental preservation. (Guiding Principles 3)

Community
* We implement our philosophy of “respect for people” by honoring the culture, customs, history and laws of each country. (Guiding Principles 2)
* We constantly search for safer, cleaner and superior technology to develop products that satisfy the evolving needs of society for sustainable mobility. (Guiding Principles 3 and 4)
* We do not tolerate bribery of or by any business partner, government agency or public authority and maintain honest and fair relationships with government agencies and public authorities. (Guiding Principles 1)

Philanthropy
* Wherever we do business, we actively promote and engage, both individually and with partners, in philanthropic activities that help strengthen communities and contribute to the enrichment of society. (Guiding Principles 2)

III. Enhancing and Reinforcing Environmental Management

PT. Toyota Motor Manufacturing Indonesia (TMMIN) expects our business partners to ensure "long-term and stable procurement of the best products at the lowest price in the most speedy and timely manner," based on compliance with all applicable laws, regulations, and social norms and consideration for the environment.

From the standpoint of customers who purchase our products, TMMIN ask our suppliers to "build quality" into all processes for Toyota products, from development to production and shipment / logistics.

TMMIN further request you to undertake the environmental initiatives such as those described below. Specific requests will vary from industry to industry, so please refer to the table below ;

Remark : Toyota will periodically confirm the status of implementation of the activities described in these Guidelines based on the content of each activity.

Environmental Activities	Request (Mandatory/ Voluntary)	Business Partners										Applicable page number
		Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments	Design and construction	Cleaning	Landscaping	
1. Establishmnet of Environmetal Management system (Acquisition or renewal of ISO14001 certification)	Mandatory	O	O	O	O	O	O	⦿ TMMIN : Industry and/or trading value with TOYOTA not less than 5 billion Rupiah / per year				Page 5
2. Management of Product and Material delivered to Toyota												
2.1 Vehicle parts (including parts for customized vehicles), accessories, and raw materials, (including packaging materials for these items)												
A. Management of SoCs and Recycling initiatives												
a) SoC management and material data during the Develop/Design and Engineering change in production part	Mandatory	O	O	O								Page 6
b) Production stage : - Request to management elimination and reduction use of SoCs ; (Pb, Cd, Hg, Cr6+, Asbestos, PBB, PBDE (1-9), Deca-BDE, HBCD, PFOS)	Mandatory	O	O	O	O							Page 6
c) Packaging materials :	Mandatory	O	O	O	O							Page 7
d) Material labeling on plastic/rubber parts :	Mandatory	O	O									Page 7
e) Improving SoCs management system :	Mandatory	O	O	O	O							Page 7
B. ECO-VAS (LCA) Initiatives	Mandatory	O		O								Page 8
2.2 Raw materials, Supplementary Materials, and Packaging Materials used in plants or logistic centers												
A. Management of SoCs and Recycling initiatives				O	O	O		O	O	O	O	Page 9
3. Environmental Initiatives Related to Supplier Business Activities												
3.1 Compliance with environmental laws and regulations		O	O	O	O	O	O					Page 10
3.2 Environmental Performance Improvement	Mandatory	O	O	O	O	O	O					
3.3 Environmental and social distribution (Voluntary activity)	Voluntary	O	O	O	O	O	O					
4. Reduction of CO2 Emission and packaging / wrapping material in Logistics												
4.1 Logistics Performed at the request of Toyota							O					Page 11
4.2 Delivery Logistics		O	O	O	O							

Note :

1. Parts (Vehicle parts) : Business partners who have concluded a Parts Supply Basic Agreement or a Customize and Redesign Supply Basic Agreement

2. Accessories : Business partners who have concluded a Parts Supply Basic Agreement or a Customize and Redesign Supply Basic Agreement
Accessories - Toyota Genuine parts equipped at Toyota dealers (eg. Floor mats, side visors, navigation system, etc.)

3. Raw materials : Business partners who have concluded a Materials Supply Basic Agreement which use at plant producing Toyota vehicles (eg. Steel Sheet, steel, coating, adhesives, oil, coolant, etc.)

4. Supplementary materials : Business partners who have concluded a Materials Supply Basic Agreement which use at plant producing Toyota vehicles (eg. Cleaning solvent, cutting oil etc. that are not part of a vehicle)

5. Packaging materials : Some business partners who have concluded a Parts Supply Basic Agreement or a Materials Supply Basic Agreement, and business partners who have a contract for equipment packaging work

6. Logistics : Some business partners (logistics companies) who have concluded a Service outsourcing Basic Agreement

7. Equipment, Construction. Cleaning, and landscaping : Business partners who have concluded an Equipment/ Facility Supply Basic Agreement, a Construction Subcontracting Basic Agreement, or a Service Outsourcing Basic Agreement

1. Acquisition or renewal of ISO14001

Toyota undertakes systematic management of environmental preservation activities and works to continuously Improve these activities.

TMMIN would like to request all business partners to create the environmental management systems necessary to implement and continually improve environmental preservation activities and to make efforts to reduce environmental risk and improve environmental performance.

To ensure the proper environmental management, Toyota's suppliers are requested to acquire and maintain ISO14001 certification as describe in table below :

For TMMIN checking on the certification acquisition status of each business partner, please kindly submit "ISO14001 Certification survey form" (Attachment 1) to TMMIN by end of April each year.

Requirement : New Toyota supplier (especially whom supply parts, Accessories, Raw materials and Supplementary Material) must acquired ISO14001 certification within 1 year start business with Toyota.

O : Mandatory request to certify ISO14001 certification
⊙ : To consider by TMMIN based on purchasing / trading value with Toyota

Environmental Activities	Request (Mandatory/ Voluntary)	Business Partners										Request document submitted to TMMIN		
		Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments	Design and construction	Cleaning	Landscaping	Document required	Submit to whom	Due date
1. Acquisition or renewal of ISO14001 certification Remark :Business Partner should reflect requirements of "Toyota Green Purchasing Guidelines" in ISO14001 system to control usage of Chemical Banned Substance	Mandatory	O	O	O	O	O	O	⊙ TMMIN : Industry and/or trading value with TOYOTA not less than 5 billion Rupiah / per year				Summary ISO14001 Certification Survey Form <Attachment 1>	Purchasing Division	End of April each year
1) Certification acquired		Maintainance of certifcation (renewal every 3 years)												
2) Certification not yet acquired (new Toyota Supplier)		Bussiness Partner should acquired ISO 14001 certification within 1 year after starting business with Toyota												

2. Management of Products and Materials delivered to Toyota

"Chemicals are produced and used in ways that lead to the minimization of significant adverse effects on human health and the environment by the year 2020"
-- The Goal of Earth Summit 2002, Johannesberg --

Based on the goal of Earth Summit 2002, SAICM (Strategic Approach to International Chemicals Management), the International agreement was reached in 2006, and the concerned countries are making efforts toward this goal by 2020. It is said approximately 100,000 different chemical substances are currently produced and sold worldwide, some of which have the potential to affect the environment and human health.

Conventionally, laws and regulations on chemical substances are formulated by individual countries, based on the principle of prohibiting the use of potentially hazardous substances. This principle has been changing recently: the mainstream principle today is that each company should evaluate the potential risk of each chemical substance whether its use is prohibited or not, and should manage the use of each substance properly.

Under these circumstances, each company that use chemical substances are required to implement the following items ;
(1) Identify each chemical substance used and evaluate its risk.
(2) Take appropriate countermeasure to avoid the risk.
(3) Provide information to the government and society.

2.1) Vehicle parts (including parts for customized vehicles), accessories, and raw materials (including packaging materials for these items)

A Management of Substances of Concern and Recycling Initiatives

In order to comply with the chemical legislation, such as ELV directive and REACH regulation of EU, all business partners are requested to deliver parts and raw materials etc. in compliance with laws, Toyota standards and various quality management manuals and report the history of their use to Toyota, and implement management of SoC during each process as requirement below ;

Management of SoC	Business Partners							Request document submitted to TMMIN		
	Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments, Design and Constructionm, Cleaning, Landscaping	Document required	Submit to whom	Due date
a) Develop/Design stage ▪ Follow Toyota Techinal Standard **TSZ0001G** : "Methods of Assessing Substances of Concern" when managing information on use of , and reducing or eliminating their use. ▪ Suppliers are requested to enter the data on materials and chemical substances used in product into IMDS by the designated deadline ▪ For applicable substances, use the latest version of **GADSL** (Global Automotive Declarable Substance List) ▪ Suppliers are requested to input material/substance data to IMDS when new part number is released. (Start timing will be announced.) ▪ Toyota will implement IMDS-based material data management globally as a tool for controlling the recycling rates of chemical substance	O	O	O					Material data (IMDS)	<IMDS> (Will be announce later)	* During the parts development/ Design stage, and *During Engineering change in production part
								For Accessories Material Data Sheet <Attachment 3>	TMMIN, ED/QAD	
b) Production stage ▪ Follow Toyota Quality Management Standard QRE329 : "Substances of Concern Management Standard" and other relevant quality management manuals (such as SQAM) as the requirements to control, manage the elimincation and reduction in use of the 10 substances of concerned which specified below ; Lead — **PBB** Cadmium — **PBDE (1-9)** Mercury — **Deca-BDE** Hexavalent Chromium — **HBCD** **Asbestos** — **PFOS** Remark : SoC - Substance of Concern	O	O	O	O				Part/ material/ accessories inspection methode - substance of Concern Non-content confirmation result report <Attachment 2>	TMMIN, ED and/or QAD	Before SOP
								Certificate of Engineering Change to service parts		

Management of SoC	Business Partners: Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments, Design and constructionm, Cleaning, Landscaping	Request document submitted to TMMIN: Document required	Submit to whom	Due date
c) Packaging materials ▪ Follow **LMS SAZ0001n** : "Supplier manual for chemical management of Chemical Substances in Packaging Materials" ▪ When introducing new packaging material, select material that do not contain any of the prohibited or restricted substances specified in TSZ0001G ▪ When delivering the initial version of newly-adopted packaging material, ensure that any elimination and reduction in the use of the above 10 SoCs **in addition to DMF - Dimethyl Fumarate** (i.e. Total of 11 SoCs : Pb, Cd, Hg, Cr6+, Asbestos, PBB, PBDE (1-9), Deca-BDE, HBCD, PFOS, DMF) is properly managed ▪ Consider to use Rust Preventive Material (* VCI) as listed up in below table. (Reason : Packaging material list up in above table is already submitted to European Chemical Agent) Remark : *VCI : Volatile Corrosion Inhibitor	O	O	O	O				- REACH regulation compliance status <Attachment 4> - Non-content report <Attachment 5> - Contents Reports <Attachment 6> -MSDS (Material Safety Data Sheet)	TMMIN Purchasing Division	Delivering newly-adopted packaging materials
d) Material labeling on plastic/rubber parts ▪ Indicate material in compliance with the relevant laws and regulations in Europe, Japan, Korea, USA ▪ Follow material labelling guidelines of the Japan Automobile Manufactureres Association (JAMA)	O	O						Substance of Concern Non - content Confirma-tion Result Report <Attachment 2>	TMMIN Quality Division	Before start new transaction
e) Improving SoCs management system ▪ Improve mgt system base on the "Attachment file - SoC Management System Check Sheet " which attached to Toyota Quality Control Standard QRE329 : "Substances of Concern Management Standard"	O	O	O	O						

PACKAGING MATERIAL	MANUFACTURING	PRODUCT
VCI Papers	OJI SPECIALTY PAPER	FE-U35 or FE-U35SS
	ADCOAT	VCI Paper ; GK-6 (adpack)
	DAUBERT CROMWELL	Protek Wrap PW32
VCI Films	AICELLO	Boselon 103.403.507
	PARKER INDSTRIES	PIPAK
VCI Oil	PARKER INDSTRIES	Noxrust or Nucle Oil 105ST3
Desicnt Agent	TOYOTA KAKO	Toyota Silicagel
	REXXAM	Sundry-T or HV-30-C, HV-60-C
	NISSO JUSHI	Nisso Dry M

Weight		Requirements	
Rubber Parts	> 200 g	Mandatory	Follow material labeling system for plastic/rubber parts
Plastic Parts	> 100 g	Mandatory	
	< 100 g	Voluntary	

<Relevant standards/manuals>

business partners: Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments, Design and constructionm, Cleaning, Landscaping		Toyota standard, etc: Standard Number	Standard Name
O	O						Standard	TSZ0001G	Methods of Assessing Substances of concern
O	O							TSZ6005G	Method of Material Labeling on Plastic and Rubber Parts
O	O							-	Substances of Concern Management Standard
O	O							-	Rules on Management of Material Labeling on Plastic and Rubber Parts
O	O							-	Antirust Standard for Service Parts
O							Manual	SQAM for production parts	Quality Assurance Manual for Toyota Purchase Parts
O								SQAM for service parts	Supplier Quality Assurance Manual for Service Parts
	O							SQAM for accessories	Supplier Quality Assurance Manual for Toyota Genuine Accessories
O	O							LMS SAZ0002n	Supplier Manual for Management of Chemical Substance in Packaging Materials
		O					Standard	TSZ0001G	Methods of Assessing Substances of concern
		O						-	Substances of Concern Management Standard
		O					Manual	SQAM for material	Quality Assurance Manual for Toyota Purchase Parts

B Eco - VAS (LCA) Initiatives

Toyota Motor Corporation Co., Ltd. (TMC) introduced Eco-VAS, a comprehensive environmental impact evaluation system for vehicle development, in 2005, to reduce environmental impact. Lifecycle assessment (LCA) methods are used to determine the environmental impact of vehicles throughout their life times. Business partners that provide applicable parts and raw materials* are requested to submit environmental data. Please submit data for the items indicated below in accordance with the Parts Manufacturing Environmental Data Survey Guidelines (Based on TMC request through TMMIN).

Note : The Parts Manufacturing Environmental Data Survey Guidelines are not included with this document. If you have any questions concerning the methods of obtaining a copy of the Guidelines, please contact the responsible Toyota department.

For the purposes of LCA, we may confirm the change in environmental impact of any newly adopted parts or any parts whose design has been modified with respect to earlier parts.

Item	Survey data	Survey content
Parts manufacturing environmental data	Parts selected by Toyota (Designated form)	- Energy consumption - Atmospheric releases of CO_2, NOx, and other substances - Waste volume

Document to submit to TMMIN ,when to submit them

Submitted documents	Time submitted
Parts Manufacturing Environmental Data Survey Form (Designated form)	As TMMIN Request

What is Eco-VAS ?

Person In charge or concerned department responsible for a particular vehicle sets environmental impact reduction targets for that vehicle at the planning stage and continually checks target-achievement status from the start of the development process through to the start of production. Items for assessment of environmental impact under Eco-VAS

6 catagories

1. Fuel Effiency
2. Emission
3. Noise
4. Disposal recovery rate
5. Substance of concerned
6. Life cycle environmental impact

2.2) Raw Materials[*1], Supplementary Materials, and Packaging Materials[*2] Used at Plants or Logistics Centers

A) Management of Substances of Concern

In addition to ensuring through legal compliance, Toyota has been an active proponent of voluntary measures to reduce and completely eliminate the use of substances of concern at plants and in production processes.

Management of SoC	Business Partners							Request document submitted to TMMIN		
	Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments, Design and constructionm, Cleaning, Landscaping	Document required	Submit to whom	Due date
◆ Ensure that all materials (including oil / lubricant contained in equipment, and agrochemicals and other chemicals) to be delivered or brought in to Toyota do not contain any of the prohibited substances specified in Toyota standard TMR SAS0126n.			O	O	O		O	-	-	-
◆ When planning to adopt a new raw or supplementary material, examine the composition of each material to be delivered, and issue the data that is put on the Report on Composition of Materials to be delivered, Material Safety Data Sheet (MSDS) for chemical substances, Certification of no use of Toyota Banned substance to PE & Environment Division of TMMIN			O	O				- Report on Composition of Materials to Be Delivered - Material Safety Data Sheet (MSDS) for chemical substances - Certification of no use of Toyota Banned substance <Attachement 7>	TMMIN PE & Environment Div.	When planning to adopt new raw or supplementary materials
◆ In accordance with the Supplier Manual for Management of Chemical Substances in Packaging Materials (LMS SAZ0001n), confirm that the packaging materials to be delivered do not contain prohibited substances, and submit a Report on Confirmed Non-Use of SOCs. ■ Consider to use Rust Preventive Material (*VCI) as listed up in below table. Reason : If use packaging material list up in above table, no need to register because they are already submitted to European Chemical Agent Remark : *VCI : Volatile Corrosion Inhibitor					O			- REACH regulation compliance status <Attachment 4> - Non contents reports <Attachment 5> - Content report <Attachment 6> - MSDS (Material Safety Data Sheet)	TMMIN Purchasing	When delivering a newly-adopted packaging material

PACKAGING MATERIAL	MANUFACTURING	PRODUCT
VCI Papers	OJI SPECIALTY PAPER	FE-U35 or FE-U35SS
	ADCOAT	VCI Paper ; GK-6 (adpack)
	DAUBERT CROMWELL	Protek Wrap PW32
VCI Films	AICELLO	Boselon 103.403.507
	PARKER INDSTRIES	PIPAK
VCI Oil	PARKER INDSTRIES	Noxrust or Nucle Oil 105ST3
Desicnt Agent	TOYOTA KAKO	Toyota Silicagel
	REXXAM	Sundry-T or HV-30-C, HV-60-C
	NISSO JUSHI	Nisso Dry M

*1: Raw materials that can adversely affect the environment, such as paints, raw plastic materials, adhesives, and sealants. For details, refer to TMR SAS0126n.

*2: Packaging materials to be delivered to logistics centers

The following is a list of relevant standards/manuals and a list of documents to be submitted to Toyota.

Business partners are requested to confirm the content of these lists and take the action necessary to meet the requirements.

<Relevant standards/manuals>

business partners							Toyota standard, etc		
Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments, Design and constructionm, Cleaning, Landscaping		Standard Number	Standard Name
		O	O				standard	TMR SAS0126n	Substances Whose Use in Raw or Supplementary Materials is Prohibited - TMMIN : Toyota Banned Substance Chemical List
				O			standard	TSZ0001G	Methods of Assessing Substances of Concern
				O			standard	LMS SAZ0002n	Supplier Manual for Management of Chemical Substances in Packaging Materials
						O	standard	MMR SOM6003n	Mechanical Equipment Oiling/Lubrication Standard; Lubricant Labeling Manual (for consumable materials)
						O	standard	UMS BMG0020n	Lawn Maintenance Manual
						O	standard	Materials and chemicals	Toyota Greening Standard Specifications

3. Environment Initiatives Related to Supplier Business Activities

In addition to initiatives by Toyota Motor Corporation(TMC) on an unconsolidated basis, Toyota has teamed with consolidated companies throughout the world to set ambitious targets and work on various environmental improvement activities to achieve the targets. Our business partners should also take an active approach to environmental initiatives in their business activities.

Environmental Initiatives	Business Partners							Request document submitted to TMMIN		
	Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments, Design and constructionm, Cleaning, Landscaping	Document required	Submit to whom	Due date
1) Compliance with environmental laws and regulations Business partner's activities must comply with all applicable environmental laws and regulations.	O	O	O	O	O	O	O	Business partners do not need to submit compliance documents to Toyota, but Toyota will check on compliance as needed.		
2) Improving environmental performance Business partners must work on improving the following items of environmental performance in their business activities: **Environmental Initiatives** 1. Reduction of CO_2 emissions 2. Reduction of VOC* emissions 3. Reduction in the discharge of substances subject to the PRTR* law (As TMMIN request in the future) 4. Reduction of the volume of waste generated 5. Reduction of water consumption	O	O	O	O	O	O	O	Business partners do not need to submit compliance documents to Toyota, but Toyota will check on compliance as needed.		
3). Environmental and Social contribution (Voluntary action) supplier should have environmental and social activities for strengthen relation ship to communities.	O	O	O	O	O	O	O	Business partner do not submit documents to TMMIN,but Toyota will peridocally request business partner to send the report to Toyota, as need		

Remark : *PRTR : Pollutant Release and Transfer Register

4. Reduction of CO2 Emission and Packaging materials in Logistics

Energy use in freight transportation accounted for approximately 10% of Japan's total energyconsumption in FY2008, and reducing this consumption of energy is a major challenge to be addressed.
In this regard, Toyota undertakes active measures to reduce CO2 emissions (energy consumption) in logistics. Toyota is also working to reduce the use of packaging materials.
Our business partners involved are also requested to implement environmental measures in their logistical activities.

Reduction of CO2 Emission / Packaging Material	Business Partners							Request document submitted to TMMIN		
	Part	Accessories	Raw Material	Supplementary Material	Packaing materials	Logistics	Equipments, Design and constructionm, Cleaning, Landscaping	Document required	Submit to whom	Due date
1) Logistics Performed at the Request of Toyota Business partners who are contracted to carry out logistics of completed vehicles, production parts, and service parts are requested to fully understand Toyota's initiatives to reduce CO2 emissions and use of packaging materials, and cooperate with Toyota in implementing these initiatives. In order to make steady improvements, business partners are requested to maintain data on fuel consumption, distance traveled, fuel efficiency, and other items that indicate monthly performance and CO2 emissions per unit transported, and to report periodically on the status of activities						O		CO_2 emissions report <Attachment 8>	TMMIN Purchasing	end of each month (for the previous month)
2) Delivery Logistics Business partners that deliver parts, raw materials, or supplementary materials to Toyota are requested to take measures to reduce CO_2 emissions from their delivery logistics. They are further requested to cooperate with Toyota in implementing the initiatives to reduce the use of packaging materials.	O	O	O	O				No documents need to be submitted		

IV. Glossary of laws related to chemical substances

(1) EU REACH Regulation

EU's regulation on the Registration, Evaluation, Authorization and Restriction of Chemicals, entered into force in 2007 (EC 07/2006)
It places greater responsibility on industry to manage chemical substances. Under this regulation, each company is required to identify chemical substances used by the company or contained in its product and assess the risks from them. Toyota completed REACH pre-registration in 2008, and have been steadily implementing the full registration procedure starting in 2010.

(2) EU CLP Regulation

EU's regulation on the Classification, Labeling, and Packaging of substances and mixtures, entered into force in 2009 (EC 1272/2008)
This regulation has replaced earlier relevant directives to comply with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This regulation requires EU-based manufacturers and importers of chemical substances to classify the substances by hazard, notify the classification to the appropriate governmental agency, and affix labels to chemical substances.

(3) EU ELV Directive

The ELV directive on the recycling of End-of-Life Vehicles, entered into force in 2000 (2000/53/EC)
To reduce the environmental burden of end-of-life vehicles, this directive requires member states to restrict the use of chemical substances in vehicle parts and establish a network for recovering ELVs to increase the recycling rate. This directive does not apply to certain chemical substances that cannot be replaced by other substances in consideration of reliability.

(4) EU's Packaging and Packaging Waste Directive

The directive on packaging and packaging waste, entered into force in 1994 (94/62/EC)
To reduce the environmental burden of packaging, this directive requires the member states to restrict the use of chemical substances in packaging materials and establish a recovery and recycling system to increase the recycling rate.

(5) Chemical Substances Control Law of Japan

The law concerning the examination and regulation of the manufacture, etc. of chemical substances, enacted in 1974
This law requires prior examination of new industrial chemical substances and regulation of their manufacture and import into Japan depending on the hazardous properties of the substances. The primary objective of this law is to protect human health and plants/animals from possible hazards from chemical substances by evaluating the bioaccumulation potential, degradation properties, and toxicity of chemical substances and controlling their manufacture and import.

(6) PRTR (Pollutant Release and Transfer Register) system

This system requires any industrial facility using more than a certain amount of specified hazardous chemical substances to determine, collect and make public the amounts of chemical substances released by or transferred from the facility.

(7) Hazardous Substance Act, B.E. 2535 <Thailand>

The directive concerning the examination and regulation of the manufacture, etc. of hazadours substance, enacted in 1992
This Act are definite the meaning of hazardous substance, diverse characteristics, classify type and usage of hazardous substances,the responsible and empowered of the ministry. The Act classified hazardous substances into 4 types according to degree of hazard.An Information Center for Hazardous Substances shall be established in the Ministry of Industry as a coordinating center for collection and provision of information relating to hazardous substances. The Minister of Industry is empowered to publish in the Government Gazette additional designated substances being regarded as hazardous substances. All industrials have to comply with the concerned regulations.

(8) Hazardous Substance Act, PP 74 year 2001, attachment II <Indonesia>

B3 (Bahan Berbahaya dan Beracun = Hazardous and Toxic)
The directive concerning the examination and regulation of the manufacture, etc. of hazadours substance, enacted in 2001

V. Other glossary

1) Vehicle parts
Parts for mass-produced or customized vehicles, and service parts

2) Accessories
Pure Toyota parts equipped at Toyota dealers
(for example：floor mats, side visors, navigation systems, etc.)

3) Raw materials
Sheet steel, steel, coating, adhesives, oil, coolants, etc. used
at plants producing Toyota vehicles

4) Supplementary materials
Cleaning solvents, cutting oil etc. that are not part of a vehicle
but are used at plants producing Toyota vehicles

5) Packing materials
Packaging materials delivered directly to Toyota, and those used for the shipment/transportation of vehicle parts and accessories

6) Eco-VAS (Eco-Vehicle Assessment System)
Toyota's comprehensive environmental impact evaluation system,
that allows the systematic assessment of the environmental impact
a vehicle will have as the result of its production, use and disposal

7) LCA (Life Cycle Assessment)
A method of evaluating a product's environmental impact through out
its whole lifecycle, from production to disposal

8) VOC (Volatile Organic Compounds)
Organic compounds, such as solvents of paints and adhesives, that tend to evaporate under normal temperatures and pressures

9) ELV (End-of-Life Vehicles)
Any vehicle that has come to the end of its useful life. Under the ELV Recycling Law, all vehicles collected by collection operators are defined as ELV.

10) IMDS (International Material Data System)
A material data collection system common to the automotive industry. Suppliers of vehicle parts, etc. are expected to enter into this system data on product materials and contained chemical substances using a standardized format and process.

11) GADSL (Global Automotive Declarable Substance List)
A list of reportable chemical substances, common to the automotive industry. The list has been agreed upon by the automotive manufacturers, automotive parts suppliers, and chemical manufacturers in Japan, Europe, and the U.S. to use when data is entered into the IMDS.

12) MSDS (Material Safety Data Sheet)
A document that provides detailed information on the hazards of a chemical substance, which is necessary for the safe handling of the chemical substance or raw material that contains the substance

13) PBB (Poly Brominated Biphenyl), PBDE (Poly Brominated Diphenyl Ether),
Deca-BDE (Deca-Brominated Diphenyl Ether)
Brominated flame retardants for application to interior materials, seats, carpets, electrical/electronic components, etc.

14) HBCD (Hexabromo Cyclododecane)
Brominated flame retardant for application to seat covers

15) PFOS (Perfluorooctane Sulfonic Acids)
Perfluorinated organic compounds for application as a fluorochemical surfactant in semiconductors, metal plating, electrical/electronic components, etc.

16) DMF (Dimethyl Fumarate)
Applicable as an antimold agent, but use is prohibited in Europe

V. Attachments

Attachment 1	**ISO14001 Certification Survey Form**
Attachment 2	**Substance of Concern Non-content Confirmation Result Report**
Attachment 3	**Material Data Sheet**
Attachment 4	**REACH Regulation compliance status**
Attachment 5	**Non-Content Report**
Attachment 6	**Content Report**
Attachment 7	**Certification of no use of Toyota Banned Substance**
Attachment 8	**CO_2 Emission Report**

Supplementary information

1.Reports and documents submitted by suppliers will not be released outside the company

2. Please direct inquiries concerning these guidelines to the Green Purchasing Guidelines Coordinator ;

PT. TOYOTA MOTOR MANUFACTURING INDONESIA

Purchasing Division

Attachment 1

PT. TOYOTA MOTOR MANUFACTURING INDONESIA
Purchasing Division

ISO 14001 Certification Survey Form

Please fill in the form bellow with respect to your company's acquisition of ISO 14001 Certification

Tick appropriate box		Place (Site)	Acquisition Scope (Enter scope number)	Acquisition Period	Certification Body
Acquired	☐ **New**				
	☐ **Renewed**				
Not Acquired	☐ **Planning to acquire**				
	☐ **No plan to acquire**				

Acquisition Scope Number
1: Company; 2: Office; 3: Production Plant/ Manufacturing; 4: Design Division; 5: Other (please specify)

◆ In the case of new or renewed acquisition , please attach a copy of the acquisition cetificate.

Date		
Company name		
Director in charge of environment affairs		
Contact details	Division	
	person in charge	
	Tel.	
	E-mail address	

Attachment 2

PT. TMMIN Messrs.
Engineering Div. / Quality Assurance Div.

Date ,
Company name
(Supplier Code :)
Div. Name :

Dept. GM/Section/ Chief	In charge

Vehicle Code	
Toyota delivery unit parts number :	
Part name :	
IMDS data presentation to TMMIN	Data transmitting Day: Year: Month :
	Modul ID :

(note) When before upload of TMC IMDS, module ID writing is no-need

Substance of Concern Non-content Confirmation Result Report

About above-mentioned parts, among the substances specified by Toyota Technical Standard TSZ0001G "Substance of Concern Control Standard" , we confirmed that the following requiring control substance pass the standard .
<content>

1. Result of Non content-confirmation

Target Substance	Confirmation Method	Confirmation Result	Remark
1. SOC 4 Substance			[Confirmation method]
1) Pb			(1) Confirm non-content by actual measurement analysis
2) Cd			(2) Trace back supply chain to the material and materials maker and confirm SOC non-content
3) Hg			(material data include : IMDS, JAMA sheet etc.)
4) CR^{6+}			(confirmation result)
2. Brominated Flame Retardants etc.			A: This part is SOC non-content (include: Component parts)
1) PBB			B: This is the relevance to the regulation conformity exclusion or the middle of changing according to TMC plan etc, so some parts are above standard.
2) PBDE (except:DecaBDE)			* Keep the evidence of confirmation result at your company, and at the time of TMC demand, please submit promptly.
3) DecaBDE			
4) HBCD			
5) PFOS			
3. Asbestos			

2. Non-content confirmation result of Special Control Substance (Asbestos)
[writing methode]
1) Check O to Yes/No
2) When question 3 is No, supply chain is written under the QR Attached file 5 "Special Control Parts Judging Check Sheet"
3) When question 3 is Yes, please write applicable No 1)-7) that is QR Attached file 5 table 2 -> Applicable No:
4) When applicable No 6), please write concrete content to the following
Concrete content :

Question 1	Answer	Question 1	Answer	Question 1	Answer	Confirmation Result
This part (Include : component parts) is corresponds to "Table 1: Target Part. " of QR attached file 5.	YES			It corresponds to "Table 2 : Requirements outside of the special control" for the QR attahed file 5.	NO	It is non-content as a result of supplier confirmation (supply chain). Reference place: The supply chain of the lower part of QRE329 attached file 5
	NO	It has SOC content possibility from the parts function and material side ets.	YES		YES	It does not correspond to the Special Control Parts (Special Control substance content possibility parts)
			NO			

Suits to TSZ0001G.

III. Judging Result

Material Data Sheet

(1) Basic Information

Supplier Code	Supplier Name	Reply Due Date	Reply Date

TMMIN		Supplier	
Approved by	Checked by	Approved by	Checked by
MGR	PIC	MGR	PIC

(2) Investigation result of Material and Substance

	DELIVERY PART				COMPONENT PARTS					MATERIAL				SUBSTANCE			
SEQ No	Part Number	Part name	Weight [g/part]	ECI No.	Level	Part Number	Part name	Weight [g/part]	Quantity [/upper part]	Material name	Weight [g/component part]	Material code	VDA Classification	Substance Count	Substance code (CAS No.)	Substance name	Proposition

Document of Data Route : Suppliers --> TMMIN Purchasing -> TMMIN QAD / ED

Attachment 3

To : TMMIN

REACH Regulation Compliance Status

Here by *[company name]* confirms that our product/'s which we supply TMMIN comply/-ies with Regulation (EC) No. 1907/2006 (REACH). The product/'s is/are named below. Regarding substance/'s subject to register under REACH in our product, we inform TMMIN of Only representative1 (OR) information for subbstance/'s while the OR/'s is/are appointed accordance with REACH.

Product Information			
Brand / trade name			
Part Name			
Part Numbers			
1. Substance Name			
Pre-registration Number			
CAS Number		EINECS Number	
OR Information			
OR Name			
Address			
Contact person			
e-mail address			
Phone number			
Fax Number			
2. Substance Name			
Pre-registration Number		EINECS Number	
CAS Number			
OR Information			
OR Name			
Address			
Contact person			
e-mail address			
Phone number			
Fax Number			

[Date]
[Print name] [Signature]

[Job Title / position] [Division]
[Company Name]

[1] OR : An EU-based legal entity is responsible to register a substance, whose non-EU based supplier appointed in order to comply with the REACH regulation.

1/1

To _____

	Packing material no.	Packing material name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Date _____
Company name _____
Supplier code _____
Department _____
Tel. _____
Fax _____
E-mail _____

Approved	Issued by

Non-content report
(Substances of environmentally concerned)

About above packaging material, we confirmed that the following substances of concern is not included among materials according to the Toyota technical standard TSZ0001G "management practice latest edition of the environmental load material".

Prohibited substances name	Check column (make entry confirmation number)	Non-component confirmation method with confirmation number
1. Lead (Pb)		
2. Cadmium (Cd)		
3. Mercury (Hg)		Confirmation number
4. Hexavalent chromium (Cr^{6+})		1. As result of having analyzed the materials, we confirmed non-content.
5. PBB (Polybrominated biphenyls)		
6. PBDE (Polybrominated diphenyl ethers)		2. Checking the supply chain raw materials suppliers, we confirmed non-content.
7. Deca BDE (Decabromo diphenyl ethers)		
8. HBCD (Hexabromocyclo dodecane)		
9. PFOS (Perfluorooctane sulfonates)		
10. Asbestos		
11. DMF (Dimethylfumarate)		

Remarks :

Page A-1-5 Contents report

TO : Toyota Motor Corporation

On Toyota Motor Corporation's (TMC) request ,_____ completes this document in order to guarantee the observance of Regulation (EC) No 1272/2008 (or CLP regulation). In this document, one product should be declared. For other products that we deliver to TMC's affiliates in EU via TMC, we provide the same documents for all products. We submit the signed original document not a copy.

1. Company and Contact Person Information

Company name : _____ Supplier Code for TMC : _____.

Address : _____

Contact person : _____ Division : _____ Job Title : _____.
Phone : _____ FAX : _____.
e-mail Address : _____.

2. Product Information

TMC Part Name : _____.
TMC Part Number :_____.
Brand/Trade Name and/or Number :_____Manufacturer :_____.

Additional product information :
If the above product is sold by _____rather than by the kg to TMC, its quantity per unit is converted into" _____ kg.

Page A-1-6 Contents report

Delivery of _____.

_____ confirm of the classification information of all substances in our product name above in accordance with the CLP regulation and informs the results. We will provide the classification background data on request by TMC and its affiliate.
Any relevant information TMC or its affiliate requests that is not provided this time, we understand that we will provide the information at the time it is available.

1. Classification result of the product named above as **mixture**

	Classification Result																	
DPD																		
GHS																		

2. Classification of each **substance** in the product named above.
We fill in all required information of all substance, which are registered with regulation (EC) No 1907/2006 (REACH), pre-registered with REACH and/or classified "harzardous" under the CLP regulation. This table is continued if the number of substances is larger than 10. If necessary, this table should be continued on other page/-s properly.

No	Substance Name	Cas No	EINECS No	Content of %	REACH Status		CLP Status	Remarks: CMR level or OR information
					Pre-registration	Registration	Classification Result	
1					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
2					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
3					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
4					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	

To be continued to the next page/ "OR" means "Only Representative"

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Delivery of _____.

Continued from the previous page

5					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
6					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
7					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
8					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
9					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	
10					( )Not pre-registered ( ) Pre-registered # ( )	( ) Nov.2010 ( ) 2013 ( ) 2018 ( ) Not decided # ( )	DSD GHS(CLP)	

With my signature, I confirm that this information is completed fully and accurately to the best of my knowledge of Regulation (EC) No 1272/2008 (CLD regulation).

Print name : _____ Signature : _____.
Date : _____.

Company name : _____ Job Title :_____.

APMCs Name : _____ DD. MM. YY.
(Customer

Part No. : _____

Manufacturer Name : _____

Name of Indirect Material : _____

Additional Data/Info : ☐ Exist ☐ None

Company Name : _____
(Supplier code : _____)

Div/ Dept : _____

TEL : _____

e-mail : _____

Superior : _____

PIC. : _____

Certification of no use of Toyota Banned Substance

This shall be applicable to supplier of indirect material that are used for all Toyota's worldwide selling vehicles .

I, on behalf of _____, declare our delivery product
(Company Name)

(including indirect materials) to _____ ,
(Name of Toyota Affiliate)

are and/or will be no banned substance in accordance with Toyota Standard

TMR SAS0126n and Local regulation (if available)

<Verification Methode for no banned substance>

☐ Verified no banned substance by actual analysis of ingredient (refer attached data)

☐ Confirmed no banned substance by supplier data/information.

The official seal
of a company

Comment (if any exception are applied to products or ingredient by law and regulation.)

PT. Toyota Motor Manufacturing Indonesia
Division in charge :

CO_2 Emission Report (Month) :

Reporting Date :

Company name :

Division Name :

Person in Charge :

Tel :

E-mail address :

Type
- ☐ Milkrun truck
- ☐ Interplant truck
- ☐ Car carrier

Record period Starting date .....

Ending date .....

Category	Distance (km)	Energy consumption (liter/month)	Fuel Efficiency (km./liter)	CO_2 emission *2 (ton CO_2)
Truck				
CBU Trailer (Car carrier)				

*1 Must be reported monthly .

*2 Use the following formula for calculating CO_2 emission ,

Formula 1 : Total fuel consumption (liter per month) x 0.0026243 (Ton CO_2 per liter)
or

Formula 2 : [Total running distance (km. per month) / fuel efficiency (km./liter) x 0.0026243 (Ton CO2 per liter)

ECO.

TOYOTA