To Whom It May Concern:

Norpalm Ghana Limited of Ghana has commissioned SCS Global Services to conduct an RSPO Re-Certification Assessment of its palm oil mill and supply base located near Prestea, Takoradi – Ghana. The assessment will be conducted on 1 Palm Oil Mill and 1 Oil Palm Plantation (Nucleus) and 1 Scheme Smallholder.

SCS Global Services plan to conduct the Re-Certification assessment of Norpalm Ghana Limited mill from **24th to 28th January 2022**. The assessment will be conducted against the Roundtable on Sustainable Palm Oil requirements, including the Principles & Criteria (RSPO P&C 2018 including Supply Chain requirement for mills), using as reference the National Interpretation of the P&Cs for Ghana/2019).

The assessment will cover legal, environment, economical, workers’ health and safety, and social aspects as required by the RSPO Principles & Criteria. Below is general information related to the certification unit.

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mill Name</strong></td>
</tr>
<tr>
<td><strong>PalmTrace ID</strong></td>
</tr>
<tr>
<td><strong>Mill Capacity (tonnage/hour)</strong></td>
</tr>
<tr>
<td><strong>Supply Chain Model</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>GPS Reference (Palm Oil Mill)</strong></td>
</tr>
<tr>
<td><strong>CPO Tonnage (Projection 2022)</strong></td>
</tr>
<tr>
<td><strong>PK Tonnage (Projection 2022)</strong></td>
</tr>
<tr>
<td><strong>FFB Tonnages (Projection 2022)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Farms / Estate / Association</th>
<th>Location</th>
<th>GPS Coordinates</th>
<th>Planted Area</th>
<th>Certified Area (ha)</th>
<th>Annual FFB Projection (MT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGL ESTATE</td>
<td>PRETSEA</td>
<td>4°55' 41&quot; N 1°53'47&quot; W</td>
<td>3391.5</td>
<td>596.89</td>
<td>3988.39</td>
</tr>
<tr>
<td>SCHEME SHD</td>
<td>PRETSEA</td>
<td>4°55' 41&quot; N 1°53'47&quot; W</td>
<td>91.6</td>
<td>0.0</td>
<td>91.6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>3483.1</td>
<td>596.89</td>
<td>4079.99</td>
</tr>
</tbody>
</table>

**New Planting Procedure**

- **NPP Reference Number**: XXX
- **Country of the NPP submission**: XXX
- **Name of Management Unit**: XXX
- **Name(s) of Estate(s) covered under this management plan**: XXX
- **Location of NPP area**: XXX
- **Address of NPP area**: XXX
GPS Reference | XX°XX.XXXXX"N, XX°XX.XXXXX"W
Total area as per permit | XXX
Area for new planting | XXX
Date of Completion | DD/MM/YY

RACP Procedure  | ☒ (Check if N/A)
Liability disclosure | ☐ Yes FARM / ESTATE NAME ☐ No FARM / ESTATE NAME
Annex 2 disclosure | ☐ Yes FARM / ESTATE NAME ☐ No FARM / ESTATE NAME

SCS serves the food industry and agribusiness with a large variety of programs throughout the entire value chain. We have more than 25 years of experience in the development of standards, third-party verification and rigorous scientific analysis to clients around the world, helping them to manage risk and increase their market share, and positioning them as leaders. Among our innovations is the development of the first "Pesticide Free" certification in the 1980s. We were pioneers with the VeriFlora Sustainably Grown standard for flowers and foliage, the Fair Trade standard for social compliance and the development of Starbucks C.A.F.E. Standard Practices to evaluate the responsible purchase of coffee. SCS currently manages this program for Starbucks and accredits certification bodies in Latin America, Africa and Asia. Our agricultural certification programs include, among others, ISCC, RSB, Bonsucro, SQF, GLOBALG.A.P., Tesco, and BRCGS.

SCS Global Services has appointed the following team for the assessment of Norpalm Ghana Limited:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Audit Aspects</th>
<th>Qualification and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph William Osei</td>
<td>Lead Auditor</td>
<td>Environment, Health and Safety Expert, Continuous Improvement</td>
<td>Natural Resources Manager with specialization in Forest Economics and more than 16 years’ experience in forest plantation and natural forest management. He is an RSPO and FSC Lead auditor and has ISO 14001 Lead Auditor certificate. He is also a lead auditor for other certification schemes including the UEBT, VCS, among others. He has led and participated in over 30 forest management/forest Carbon, chain-of custody audits, FLEGT VPA and RSPO baseline and P&amp;C assessment in over 8 countries in Africa. He holds a BSc. in Natural Resources Management from the Kwame Nkrumah University of Science and Technology, Kumasi, Ghana; MSc. in Tropical Forestry with specialization in Forest Economics from the Technology University of Dresden, Germany and Master of Business Administration (MBA) in Strategic Management, from the Paris Graduate School of Management, Paris, France.</td>
</tr>
<tr>
<td>Frank Adu</td>
<td>Auditor</td>
<td>Environment, Best Agronomic Practices, Smallholder Inclusion</td>
<td>Master Degree in Environmental Management &amp; Policy, BSC. Natural Resource Management, Diploma Natural Resources Management</td>
</tr>
</tbody>
</table>
SCS Global Services invites stakeholders to provide written comments on any of the following issues related to the operations of Norpalm Ghana Limited, particularly related to social and environmental impacts.

**Topics that you may wish to comment on are as follows:**
- Environmental Protection
- Biodiversity conservation
- Opportunity for employment
- Company approach to community development
- Your relationship with the company
- Participation in decision making
- Free, prior and informed consent
- Suggestion for improvement

Comments received within 30 days from the date of this notification will be considered during the certification assessment.

Please include the following details in case we need to contact you for additional information or clarification on any issue raised:

Name: ______________________
Address: ______________________
Email: ______________________
Phone number: ______________________

If you wish your comments to be treated confidentiality or remain anonymous, please indicate ‘CONFIDENTIAL’ in your correspondence to us. Please send comments to:

**Ms. Adriana Cala**  
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Emeryville, CA 94608 USA  
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Email: acala@scsglobalservices.com

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Norpalm Ghana Limited  
Post Box MC1249, Takoradi – Ghana, W/Africa  
Tel: + 233 596 99 5330  
Phone: +233 036 219 6984  
Email: savogbedoh@norpalmgh.com

Thank you for your comments and feedback.

Sincerely,

Adriana Cala  
RSPO P&C Technical Manager