



15 October 2019

Dear Stakeholders,

Invitation to comment on MSPO Initial Assessment of Hup Guan Estate Sdn. Bhd.

Hup Guan Estate Sdn. Bhd. has appointed Trans Certification International Sdn Bhd to conduct MSPO Initial Assessment of Hup Guan Estate Sdn. Bhd. The assessment will be conducted at 1 estate has been managed by Hup Guan Estate Sdn. Bhd.

Trans Certification International Sdn Bhd plans to conduct initial assessment of Hup Guan Estate Sdn. Bhd. on **15 November 2019**. The assessment will be conducted based on the Malaysian Sustainable Palm Oil (MSPO) MS 2530-3:2013 General Principles for Oil Palm Plantation and Organized Smallholders. Copy of Standard MS 2530-3:2013 can be occupied from Department Standards Malaysia through email at: central@jsm.gov.my. The assessment will cover legal, environment, economical, workers' health and safety, and social aspects as required by MSPO.



The following are the information on the certification unit:

Plantations	Address	Total Area (Ha)	Total Smallholders	GPS Reference
Hup Guan Estate Sdn. Bhd.	Lot 3548, Mukim Temelong, Hulu Perak	68.3919	n/a	-

Trans Certification International Sdn Bhd Company was establishing since 2017 mainly provider sustainable, quality management, product certification. Since 2015, TCI was actively doing audited on behalf of a few of Certification Body. TCI has established a Standard Operating Procedure for Appeal and Complaint that can be occupied TCI website: <https://transcert.com.my/complaint-procedure/>. The TCI Audit Team assigned for the initial assessment of is as follows:

- i) **En. Rizal Ahmad Nazim bin Abd Raof** as Lead Auditor (Legal, Social and Internal and External Stakeholder Consultation)
- ii) **En. Rahmat bin Karto** as Team Member (Environmental and HCV)

In preparation for the assessment, related stakeholders are invited to provide written input to the assessment by commenting on related aspects in Hup Guan Estate Sdn. Bhd. An operation particularly on environment or social aspect. Date and time for consultation of interested parties are as follow:

Date : 15 November 2019

Time : 10.00 a.m. – 12.00 p.m.

Location : Lot 3548, Mukim Temelong, Hulu Perak.



If you do not have the opportunity to attend this assessment meeting, you are invited to meet with the Auditors during the course of the Malaysian Sustainable Palm Oil assessment.

Topic that you may wish to comment 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

Comment received within 30 days from the date of this letter will be considered in the Assessment. Please include the following details in case we may need to contact you for clarification or follow-up on any issue raised by you.

Name:	
Address:	
E-mail:	
Phone Number:	
Fax Number:	



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If you wish your comments to be treated confidentially or to remain anonymous, please mark your reply "IN CONFIDENCE"

Please direct your comments to:

Scheme Coordinator

Norsyahidah Manaf
Trans Certification International Sdn Bhd.
No. B52, Tingkat 1,
Jalan IM3/10, Bandar Indera Mahkota,
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Thank you very much for your input.

Your sincerely,

Norsyahidah Manaf

Scheme Coordinator

Trans Certification International Sdn Bhd