

Initial Contact Form
Portuguese National Contact Point for Responsible Business Conduct (NCP PT)

This form is intended to facilitate the collection of all information required to submit an allegation concerning a failure by a multinational enterprise or one of its subsidiaries to observe the [OECD Guidelines for Multinational Enterprises on Responsible Business Conduct](#) (hereinafter referred to as “the Guidelines”).

Consent Statement

By submitting this form, you declare that:

1. You have read and agree to the terms set out in the [NCP PT Procedure Guide for Handling Specific Instances within the scope of the OECD Guidelines for Multinational Enterprises](#), in particular those concerning transparency, confidentiality and personal data protection, as set out on pages 9 to 11.
2. You acknowledge that the personal data provided through this form will be collected and processed by the Portugal NCP only to the extent necessary for the handling of this allegation, in accordance with the General Data Protection Regulation (GDPR)¹, applicable national legislation and the provisions of the Guide for Handling Specific Instances.
3. You undertake to provide truthful and accurate information which, as far as possible, is duly substantiated and capable of verification, and to identify or provide any available documentary evidence supporting the facts alleged.
4. You acknowledge that, should the allegation meet the necessary conditions to proceed to the Good Offices stage, the Portugal NCP may propose that the parties participate in a dialogue, conciliation or mediation process. Participation in such a process is voluntary, and you undertake to consider any such proposal in good faith.

Submitter details

Name	
Organisation	
Position	
Telephone/Mobile	
Email	
Address	

¹Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC.

If applicable, please identify any additional submitters and/or alternative contacts.

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If the allegation is being submitted on behalf of another person or persons, please provide the complainant's details below:

Name	
Organisation	
Position	
Telephone/Mobile	
Email	
Address	

If applicable, please identify any additional complainants and/or alternative contacts and explain the relationship between the submitter(s) and the complainant(s).

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Details of the enterprise concerned by the allegation

Name		
Country/countries where the issues related to the allegation occurred		
Headquarters	Address	
	Telephone	
	Email	
	Website	
Subsidiary/Branch involved in the allegation	Address	
	Telephone	
	Email	
	Website	

If there is any other information that you consider relevant in this context, including information concerning additional subsidiaries or branches, please provide it below:

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Is there any relationship or connection between the complainant and the enterprise concerned?		Yes
If yes, please explain the nature of the relationship.		

Provisions of the Guidelines allegedly not observed

Please identify the provision(s) of the Guidelines that you consider have not been observed and explain the basis for your allegation.

Chapter	Paragraph(s) / page(s)	Grounds
I – Concepts and Principles		
II – General Policies		
III – Disclosure		
IV – Human Rights		
V – Employment and Industrial Relations		
VI – Environment		
VII – Combating Bribery and Other Forms of Corruption		
VIII – Consumer Interests		
IX – Science, Technology and Innovation		
X – Competition		
XI – Taxation		

Allegation

Please provide a factual description of the conduct of the enterprise that you consider to be inconsistent with the Guidelines, including any resulting harm and affected persons, and indicate when and where the events occurred.

If applicable, please provide any other information that you consider relevant.

If applicable, please describe any contacts with the enterprise concerned regarding the conduct at issue and any responses received.

Please indicate what you expect from the NCP's involvement.

Have you submitted, or do you intend to submit, this allegation to other NCP?		Yes
If yes, please indicate which NCP(s) and explain why.		

Parallel proceedings

Have you already submitted this allegation in any other context or forum (including judicial proceedings, alternative dispute resolution mechanisms or other proceedings)?		Yes
If yes, please indicate where and explain the reason for doing so.		

Documentation supporting the allegation

The allegation submitted to the Portugal NCP should be duly supported by all relevant evidence and documentation. You may provide these documents as attachments to the email sent to the Portugal NCP or, alternatively, provide a link from which the files may be downloaded in the field below.

Please list below all documentation that you intend to share with the Portugal NCP in connection with this allegation, indicating the file format and the channel through which you intend to provide the relevant files.

ID	Item	Format (pdf, mp4, ...)	Channel
1			Link
2			Link
3			Link
4			Link
5			Link
6			Link
7			Link
8			Link
9			Link
10			Link
11			Link
12			Link
13			Link
14			Link
15			Link
16			Link
17			Link
18			Link
19			Link
20			Link

If applicable, please provide the file-sharing link for the documents listed above.