

SPECIFIC INSTANCE SUBMISSION FORM

NCP

CROATIAN NATIONAL
CONTACT POINT

Submission date	
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I. INFORMATION ABOUT THE SUBMITTER

Name and surname	
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Company/organisation	
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E-mail	
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Phone number	
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Postal address (street, city, country)	
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Are you submitting the instance on behalf of other persons or organisations, and if so, on whose?	
What is your interest (or mandate) in the specific instance?	
Are you afraid of retaliation (retaliation can include threats of harm to an individual, their family, or other close persons, inappropriate threats of termination of employment or services, or unjustified threats of legal action)?	
II. CO-SUBMITTER (IF APPLICABLE)	
Name and surname	
Company/organisation	
E-mail	
Phone number	
Postal address (street, city, country)	
Are you submitting the instance on behalf of other persons or organisations, and if so, on whose?	
What is your interest (or mandate) in the specific instance?	
Are you afraid of retaliation (retaliation can include threats of harm to an individual, their family, or other close persons, inappropriate threats of termination of employment or services, or unjustified threats of legal action)?	
III. ENTERPRISE AGAINST WHICH YOU ARE FILING A SPECIFIC INSTANCE	
Name of the enterprise	
Location of the enterprise (including details of the headquarters' location and location from the filed specific instance)	

Description of the enterprise's operations and its corporate structure (if known)	
Contact person (if known / if you have a recommendation)	
Phone number	
E-mail	

IV. SUBJECT OF THE SPECIFIC INSTANCE

Chapters and sections in the OECD Guidelines and accompanying documents allegedly violated by the company's conduct	
Location/country where the adverse impact is occurring/has occurred	
Case facts description - as concisely and clearly as possible, with relevant dates, locations, and parties, provide facts or detailed examples of situations assumed to violate a certain chapter and section of the Guidelines	
List detailed information and/or evidence supporting the above claims	
Is any of this information confidential (for example, due to legal restrictions or personal security reasons)? If so, which?	

<p>Is the complaint relevant to the National Contact Points of other countries, and if so, which countries? And why?</p>	
<p>What is the submitter's goal in filing the specific instance?</p>	
<p>What are the desired outcomes of mediation?</p>	
<p>What actions does the submitter think the enterprise should take to resolve the issue?</p>	
<p>For supply chain instances: please provide information about the relationship of the enterprise against which the specific instance has been filed with the enterprise allegedly violating relevant chapters of the Guidelines.</p>	

V. PRIOR CONTACT WITH THE ENTERPRISE AGAINST WHICH THE SPECIFIC INSTANCE HAS BEEN FILED / PARALLEL PROCEEDINGS

<p>Has your enterprise or organisation been in contact or taken any initiative to establish contact with the enterprise against which the instance has been filed? If so, detail how it was done and what the outcome of the contact was. Submit all documents you have in relation to this, such as meeting minutes etc.</p>	
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<p>Has this instance been decided in court, administrative or other relevant proceedings in the Republic of Croatia or in a third country? Has this instance been discussed by a National Contact Point or another extrajudicial mechanism in a third country? If so, submit all documents you have in relation to this, such as meeting minutes etc.</p>	
<p>Have any other activities been undertaken to try to find a solution? If so, please describe which.</p>	

VI. GENERAL INFORMATION

<p>How did you find out about the NCP?</p>	
<p>How did you find out about the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct?</p>	

VII. ATTACHMENTS

<p>Are you attaching anything to your submission form to file a specific instance?</p>	
<p>If so, list all the attachments:</p>	

NOTES

By filing this form to submit a specific instance, you confirm that you are aware:

- that the information provided in this form and all accompanying documents and other attachments will be forwarded to the enterprise mentioned in the form, unless declared confidential and with an explanation of why such confidentiality is necessary;
- that the National Contact Point has a policy of transparency in its procedures and that all information you provide in this submission form may be publicly disclosed, unless declared confidential and with an explanation of why such confidentiality is necessary; and
- that the consideration of a specific instance by the National Contact Point involves your active participation and respect for deadlines, as much as possible, set by the National Contact Point for resolving the instance.

AN INSTANCE CAN BE SUBMITTED:**Electronically, to the Secretariat's e-mail:**

nkt-oecd@mvep.hr / oecd-nkt@mingor.hr

In paper form by hand or by mail to the address of the Secretariat:

Ministarstvo vanjskih i europskih poslova

n/p OECD — Nacionalna kontaktna točka

Trg N.Š. Zrinskog 7-8, HR-10000 Zagreb

How to file a complaint, by OECD Watch:

<https://www.oecdwatch.org/how-to-file-a-complaint/>

The logo consists of the letters 'NCP' in a bold, black, sans-serif font. The letters are stylized with rounded, overlapping shapes, giving it a modern and dynamic appearance.

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