

Initial request for contact with the PT NCP

The purpose of this form is to facilitate the collection of all the necessary data for the submission of a non-compliance with the OECD Guidelines for Multinational Companies, namely when a multinational company or its subsidiary does not observe one or more of the principles described in the eleven chapters of the Guidelines.

Before filling this for, it is recommended to consult the [OECD Guidelines for Multinational Enterprises](#). For more information regarding the steps regarding the analysis process of Specific Instances, it is also recommended to consult the *Procedural Guidance for the Treatment of Specific Instances under the OECD Guidelines for Multinational Enterprises*, within the scope of the *OECD Guidelines for Multinational Companies*, available in the area “[Ponto de Contacto Nacional para as Diretrizes da OCDE para as Empresas Multinacionais](#)” (available in [Portuguese](#) and [English](#)) on the DGAE website.

After filling out this form, you must save it and submit it by e-mail or, alternatively, print and send it by letter. You can consult the [PT NCP address on the DGAE website](#).

Identification of the Claimant

Full Name:

If this claim is on behalf of other party(ies), please identify it/them below:

Email Address:

(Optional if you provide a tax address)

Tax Address for Correspondence:

(Optional, if you provide an email address)

Telephone Contact: (Optional)

Identification of the Contact Person

(Fill only if contact person is not the claimant)

Full Name:

Email Address:

(Optional, if you provide a tax address)

Tax address for correspondence:

(Optional, if you provide an email address)

Telephone Contact: (Optional)

Company Identification Subject to the Specific Instance

Multinational Company Name:

Name of the representative in Portugal:

Email address:

Mailing address:

Telephone Contact:

Country(ies) where the company carries out its activity:

Allegation

Indicate the guideline(s) on which the alleged non-compliance is based, with reference to the chapter(s), number(s) and subparagraph(s).

Describe the facts on which the submission of the Guidelines' non-compliance claim is based.

Identify the evidence(s) which corroborates the factual elements presented in the previous point.

Clearly identify which parts of the information shared in this application should be considered confidential during the process of handling the specific instance.

Does the claimant authorize the disclosure of his identity to the company subject to the alleged non-compliance with the Guidelines?

(Answer with “Yes” or “No”)

Describe steps taken by the claimant to mitigate the non-compliance and respective evidence. (If applicable)

Share all relevant information, within the scope of this claim, that has been formally transmitted to national and/or international administrative and/or judicial bodies.