



Working Together to Make Trade Work

Via Electronic Mail Only

Dated:

To: <Panelist>
From: Gary C. Martin, President and CEO, NAEGA
Cc: Ryan Olson, Director of Operations, NAEGA

Subject: Confidential information request to Considered Panelist for Clause 20 Certification

Thank you for considering acting on a panel for NAEGA regarding requests for Certification of Clause 20 under the NAEGA 2 model F.O.B. contract. Please hold all communication heretofore in this regard confidential.

In the Matter of Clause 20 Certification Request(s): _____

You are being considered to be a panelist in the above mentioned Clause 20 Certificate request.

We consider it most important that all parties have complete confidence in your ability to serve as a panelist, and in your impartiality to render a decision. Therefore, please disclose any past or present relationships with the parties which may create a conflict of interest, direct or indirect, whether financial, professional, social, or of any other kind. Any doubts should be resolved in favor of disclosure. A panelist's disclosure obligation shall continue throughout the course of the panel proceedings and will require the panelist to disclose, at any stage of the panel proceedings, any such interest or relationship that may arise, or that is recalled or discovered. Disclosure should be made to the President of the Association. Failure to make timely disclosure may result in your suspension from this panel. Your Disclosure will be held confidential by NAEGA.

Please respond in writing to this confidential communication with all conflicts related to the referenced panel. Conflicts of interest do not automatically disqualify you from participating in a panel. However, the President of NAEGA who acts to administer the process and select the panel reserves the right to limit, to the best of his ability, any conflicts that might bring into question the impartiality of the panel.