

CMRT Form Completion Guide

July 2026



RMI CMRT Download Page

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Conflict Minerals Reporting Template

The Conflict Minerals Reporting Template (CMRT) is a free, standardized reporting template developed by the Responsible Minerals Initiative (RMI) that facilitates the transfer of information through the supply chain regarding mineral country of origin and the smelters and refiners being utilized. The template also facilitates the identification of new smelters and refiners to potentially undergo an assessment via the RMI's Responsible Minerals Assurance Process (RMAP).

Download the CMRT Template

Download the latest version of the CMRT (version 6.6) below. Click [here](#) for a downloadable version of the most up-to-date Smelter Reference List and [here](#) for the revision history. The RMI recommends using CMRT v. 6.5 or higher for the Reporting Year.

[Download CMRT](#) 

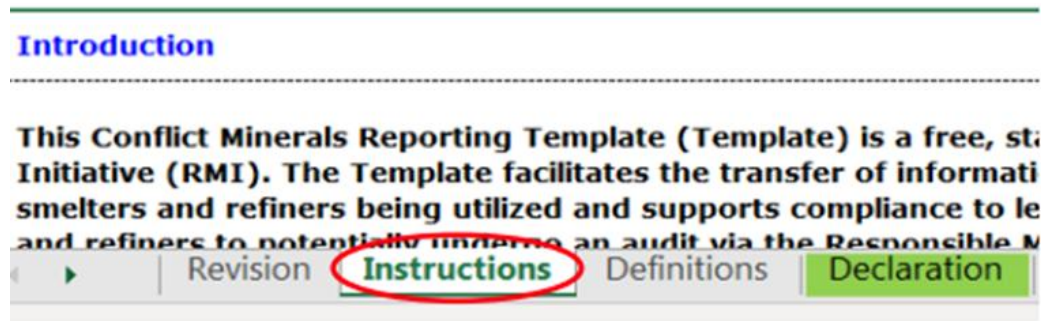
The changes you will see in CMRT v. 6.6 (released April 17, 2026) include:

- Change to Product List to include "Requester Product Number" and "Requester Product Name"
- Enhancements which do not conflict with IPC-1755
 - Update to ISO short names for countries, states / provinces
- Updates to Smelter Reference List and Standard Smelter List

<https://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/>

How to Fill the Conflict Minerals Reporting Template

Instructions & Definitions Worksheets



This Instruction worksheet provides instructions to complete all the questions listed in Declaration Worksheet i.e.

- Company Information (Row 8-22)
- Question 1 to 8 (Row 25-71)
- Questions at company level (Row 75-89)

Also provides instructions to fill Smelter List Worksheet.

Dodd-Frank	2010 United States legislation 1502 ("Dodd-Frank") (http://www.congress.gov/bills/111/1502)
DRC	Democratic Republic of Congo

Navigation: Revision, Instructions, **Definitions**, Declaration

The Definitions worksheet provides the definition of list of terms relating to conflict minerals.

How to Fill the Conflict Minerals Reporting Template

Declaration Worksheet

Language Options

Select the preferred language for completing the CMRT.

Company Information

Enter the company's legal name and contact details of the person responsible for the CMRT submission.

Tin, Tantalum, Tungsten and Gold (3TG) Questions

Answer the declaration questions related to the company's use and sourcing of 3TG minerals.

Company Sourcing Policy Information

Provide information about the company's responsible minerals sourcing policies and processes.

Note:

- Fields shown in yellow are mandatory to fill
- If any field turns grey, it should not be filled.

Language Options

Company Information

Tin, Tantalum,
Tungsten And Gold
(3TG) Questions

Company Sourcing
Policy Information

A screenshot of the Conflict Minerals Reporting Template (CMRT) form. The form is divided into several sections, each with a header and a table of questions. The sections are: Language Options, Company Information, Tin, Tantalum, Tungsten And Gold (3TG) Questions, and Company Sourcing Policy Information. The form is titled 'Conflict Minerals Reporting Template (CMRT)' and includes the logo of the European Union. The form is a table with multiple rows and columns. Some cells are highlighted in yellow, indicating mandatory fields. The form is a table with multiple rows and columns. Some cells are highlighted in yellow, indicating mandatory fields.

How to Fill the Conflict Minerals Reporting Template

Company Information

Company Information	
Company Name (*):	
Declaration Scope or Class (*):	
Description of Scope:	
Company Unique ID:	
Company Unique ID Authority:	
Address:	
Contact Name (*):	
Email - Contact (*):	
Phone - Contact (*):	
Authorizer (*):	
Title - Authorizer:	
Email - Authorizer (*):	
Phone - Authorizer:	
Effective Date (*):	

Declaration

Smelter List

Checke

Product List

Smelter

General Guidelines:

- **Company Name:** Write your complete company legal name.
- **Declaration Scope or Class:** Select any option from the drop down.
 - A. **Company:** This means you are reporting 3TG data at company level. Hence, this report should cover all the products manufactured/sold by your company.
 - B. **Product:** The CMRT contains only products that are sold to dormakaba. If you select this declaration, then please update the products in the **Product List** worksheet.
 - C. **User defined :** If you select this declaration then it is mandatory to fill description of scope.
- **Email ID:** Provide one correct email contact in the CMRT
- **Effective Date:** Should be of current reporting year. Cannot be a future date.

How to Fill the Conflict Minerals Reporting Template

Tin, Tantalum, Tungsten, Gold (3TG) Questions

1) Is any 3TG intentionally added or used in the product(s) or in the production process? (*)

Answer

Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

2) Does any 3TG remain in the product(s)? (*)

Answer

Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

From the drop-down menu, select the correct answer for each mineral and if required provide comments in the comments box.

Question 1:

- If you answer "No" for any mineral in Question 1 then question 2 to 8 are automatically blocked out for that mineral
- If you answer "No" for all the minerals, your declaration is considered complete.
- If you answer "Yes" for any mineral in Question 1, then Question 2-8 are to be filled for that mineral.

Question 2: The same logic as question 1 applies.

How to Fill the Conflict Minerals Reporting Template

Tin, Tantalum, Tungsten, Gold (3TG) Questions

3) Do any of the smelters in your supply chain source the 3TG from the covered countries? (SEC term, see definitions tab) (*)

	Answer
Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

4) Do any of the smelters in your supply chain source the 3TG from conflict-affected and high-risk areas? (*)

	Answer
Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

- Answer options:
- Yes
 - No
 - Unknown

Question 3:
If Question 3 is answered "YES" or "NO", please provide the list of smelters or mines that source from these countries in the comments.

Question 4:
If Question 4 is answered "YES" or "NO", please provide the list of smelters or mines that source from these countries in the comments.

Note: Provide the list of all smelters in Smelter List work list.

N

O

P

Name of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"

Location (Country) of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"

Does 100% of feedstock originate from recycled or scrap

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How to Fill the Conflict Minerals Reporting Template

Tin, Tantalum, Tungsten, Gold (3TG) Questions

5) Does 100 percent of the 3TG (necessary to the functionality or production of your products) originate from recycled or scrap sources? (*)

	Answer
Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

Answer option:

- Yes
- No
- Unknown

Question 5:
1.If your answer to this question is "Yes" then you are required to fill column N,O and P in Smelter List worksheet.
2.If the recycler or Scrap sources are unavailable, please answer Question 5 as "Unknown".

N	O	P
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Name of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"	Location (Country) of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"	Does 100% of the smelter's feedstock originate from recycled or scrap source

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How to Fill the Conflict Minerals Reporting Template

Tin, Tantalum, Tungsten, Gold (3TG) Questions

6) What percentage of relevant suppliers have provided a response to your supply chain survey? (*)

	Answer
Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

Answer options:

- 100%
- Greater than 90%
- Greater than 75%
- Greater than 50%
- 50% or less
- None

Question 6:

If your answer is greater than none you must list all the smelters identified in Smelter List worksheet.

N	O	P
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Name of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"	Location (Country) of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"	Does 100% of the smelter's feedstock originate from recycled or scrap source					
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How to Fill the Conflict Minerals Reporting Template

Tin, Tantalum, Tungsten, Gold (3TG) Questions

7) Have you identified all of the smelters supplying the 3TG to your supply chain? (*)

Tantalum (*)

Tin (*)

Gold (*)

Tungsten (*)

Answer

8) Has all applicable smelter information received by your company been reported in this declaration? (*)

Tantalum (*)

Tin (*)

Gold (*)

Tungsten (*)

Answer

N

O

P

Answer options:
- Yes
- No

Question 7 and 8:
If Question 7 is answered "Yes" then you must list all the smelters information in Smelter List worksheet and answer "Yes" for Question 8.

Name of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"

Location (Country) of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"

Does 100% of the smelter's feedstock originate from recycled or scrap source

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How to Fill the Conflict Minerals Reporting Template

Company Sourcing Policy Information

Question	Answer
A. Have you established a responsible minerals sourcing policy? (*)	
B. Is your responsible minerals sourcing policy publicly available on your website? (Note – If yes, the user shall specify the URL in the comment field.) (*)	
C. Do you require your direct suppliers to source the 3TG from smelters whose due diligence practices have been validated by an independent third party audit program? (*)	
D. Have you implemented due diligence measures for responsible sourcing? (*)	
E. Does your company conduct Conflict Minerals survey(s) of your relevant supplier(s)? (*)	
F. Do you review due diligence information received from your suppliers against your company's expectations? (*)	
G. Does your review process include corrective action management? (*)	
H. Is your company required to file an annual conflict minerals disclosure? (*)	

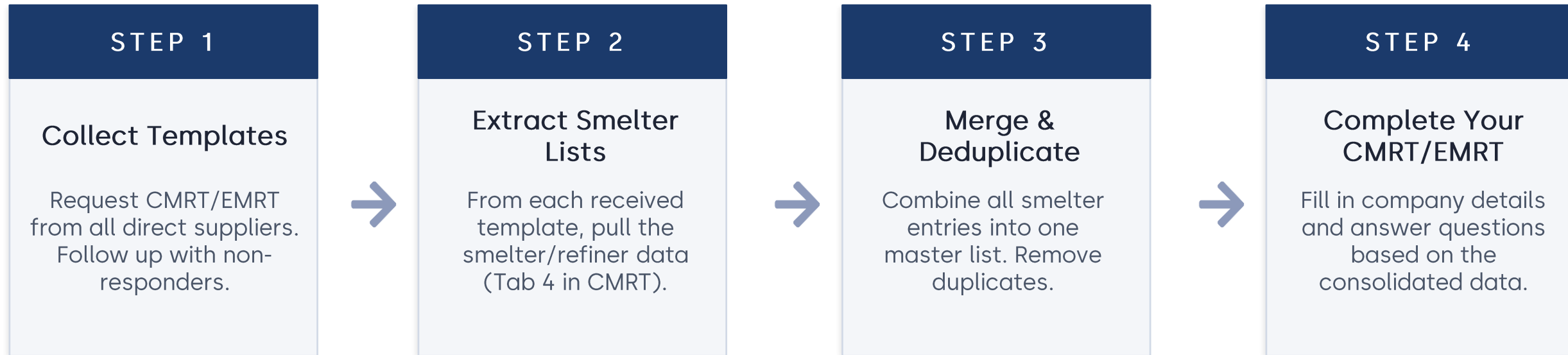
Golden rule:
Only answer “Yes” if the process is documented, implemented, and verifiable.

“Yes” Answers Should Be Supported By:
written policies or procedures,
supplier requirements / Code of Conduct,
CMRT/EMRT collection process,
risk assessment and follow-up activities,
training and internal responsibilities,
records that can be shared during customer or audit reviews.

Strong and Weak Templates

Indicator	CMRT / EMRT Reference	✓ Strong	✗ Weak
Complete Smelter / Processor List	Smelter/Processor List	All smelter/processor names are individually and completely listed	Missing names, aggregated entries, or incomplete list
Valid Smelter IDs (CID / SSN)	Smelter ID fields	IDs match RMI records (valid CID/SSN)	"Not listed," name-only entries, or unmatched IDs
CAHRA / Covered Country Substantiation	CMRT Q3–Q4	CAHRA determination supported with comments and sources	Blank, unsupported, or no evidence provided
Clear Mineral Scope & Consistency (3TG / Extended Minerals)	CMRT / EMRT Q1–Q2	Each mineral clearly declared; answers consistent across Smelter List, CAHRA, and recycled content sections	Scope unclear or inconsistent/contradictory responses
Supplier Response Rate	CMRT Q6 / EMRT Q5	~100% supplier response rate / high coverage	Low supplier response rate / limited coverage
Policy & Public Availability	Policies & Actions A–B	Conflict minerals policy exists and is publicly available	Policy missing or not publicly accessible
Supplier Requirements for Audited Smelters	Policies & Actions C	Requires audited smelters (e.g., RMAP)	No requirement for audited/validated smelters
Due Diligence / Review / Corrective Action	Policies D–G	Documented due diligence process, review mechanism, and corrective actions	No review process or corrective action
Timeliness / Contact / Effective Date	Mandatory Fields	All required fields completed, up to date, and valid	Missing, outdated, or incomplete mandatory information

Consolidating Supplier Templates



Why this matters: Forwarding individual supplier templates directly to dormakaba is not sufficient for our system integration. A consolidated, company-level CMRT/EMRT enables accurate data entry into our compliance platform and ensures your response is properly processed.

Disclaimer

This guide is intended to provide general instructions on how to complete the CMRT and serves as a reference for suppliers during the reporting process. It is provided for guidance purposes only and should not be considered legal, regulatory, or compliance advice. Suppliers remain solely responsible for conducting their own due diligence and for ensuring the accuracy and completeness of the information reported in their CMRT. Where applicable, suppliers should refer to the official guidance published by the Responsible Minerals Initiative (RMI) and any relevant regulatory requirements.