

EMRT Form Completion Guide

July 2026



RMI EMRT Download Page

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Extended Minerals Reporting Template

The Extended Minerals Reporting Template (EMRT) is a free, standardized reporting template developed by the Responsible Minerals Initiative to identify pinch points and collect due diligence information in the cobalt and mica supply chains. This is a template that was formally launched on October 20, 2021. The RMI recommends using EMRT v. 2.11 for the Reporting Year.

Download the Template

Download the latest version of the EMRT (version 2.11) below.

[Download EMRT](#)

The changes you will see in EMRT v. 2.11 (released April 17, 2026) include:

- Enhancements which do not conflict with IPC-1755
 - Update to ISO short names for countries, states / provinces
- Corrected date input issue on Declaration tab
- Updates to Smelter Reference List and Standard Smelter List

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

How to Fill the Extended Minerals Reporting Template

Instructions & Definitions Worksheets

Introduction

This Extended Mineral Reporting Template (EMRT) is Initiative® (RMI®). The Template facilitates the transition from origin and smelters, refiners and processors being utilized to the Due Diligence Guidance for Responsible Supply Chain facilitates the identification of new smelters and refiners and the Refining Process.

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ITEM	DEFINITION
Authorizer	This field identifies the individual responsible for providing a different individual identification to provide
Cobalt Refiner	An entity that processes cobalt product for direct use

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Declaration

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

- Company Information (Row 8-26)
- Question 1 to 8 (Row 29-107)
- Questions at company level (Row 114-137)

Also provides instructions to fill Smelter List Worksheet.

The Definitions worksheet provides the definition of list of terms used throughout the EMRT.

How to Fill the Extended Minerals Reporting Template

Declaration Worksheet

Language Options

Select the preferred language for completing the EMRT.

Company Information

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

EMRT Mineral Reporting Questions

Answer the declaration questions related to the company's use, sourcing, and supply chain information for the minerals covered by the EMRT.

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

EMRT Minerals Questions

Company Sourcing Policy Information

The image displays the Extended Mineral Reporting Template (EMRT) form. It is a structured document with multiple sections and fields. The form is titled "Extended Mineral Reporting Template (EMRT)" at the top right. The top left section contains the logo of the Department of Mineral Resources and Energy of South Africa. The form is divided into several main sections, each with a heading in both English and Afrikaans. The sections are: 1. Language Options (Language Options), 2. Company Information (Company Information), 3. EMRT Minerals Questions (EMRT Minerals Questions), and 4. Company Sourcing Policy Information (Company Sourcing Policy Information). The form contains numerous fields, some of which are highlighted in yellow to indicate mandatory fields. The form is designed to be filled out by a company representative, providing detailed information about the company's mineral sourcing and reporting practices.

How to Fill the Extended 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
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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 minerals data at company level. Hence, this report should cover all the products manufactured/sold by your company.
 - B. **Product:** The EMRT 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 EMRT
- **Effective Date:** Should be of current reporting year. Cannot be a future date.

How to Fill the Extended Minerals Reporting Template

Mineral Questions

1) Is any of the specified mineral/metal intentionally added or used in the product(s) or in the production process? (*)

	Cobalt(*)
	Copper(*)
	Graphite(*)
	Lithium(*)
	Mica(*)
	Nickel(*)

Answer

2) Does any of the specified mineral/metal remain in the product(s)? (*)

	Cobalt(*)
	Copper(*)
	Graphite(*)
	Lithium(*)
	Mica(*)
	Nickel(*)

Answer

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 Extended Minerals Reporting Template

Mineral Questions

3) Do any of the smelters or processors in your supply chain source the specified mineral/metal from conflict-affected and high-risk areas? (OECD Due Diligence Guidance, see definitions tab) (*)

	Answer
Cobalt(*)	
Copper(*)	
Graphite(*)	
Lithium(*)	
Mica(*)	
Nickel(*)	

4) Does 100 percent of the specified mineral/metal originate from recycled or scrap sources? (*)

	Answer
Cobalt(*)	
Copper(*)	
Graphite(*)	
Lithium(*)	
Mica(*)	
Nickel(*)	

- 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.

Smelter Identification Number Input Column	Metal (*)	Smelter Look-up (*)

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How to Fill the Conflict Minerals Reporting Template

Mineral Questions

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

	Cobalt(*)
	Copper(*)
	Graphite(*)
	Lithium(*)
	Mica(*)
	Nickel(*)

Answer

- 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".

How to Fill the Conflict Minerals Reporting Template

Mineral Questions

6) Have you identified all of the smelters or processors supplying the specified minerals/metal to your supply chain?(*)

	Answer
Cobalt(*)	
Copper(*)	
Graphite(*)	
Lithium(*)	
Mica(*)	
Nickel(*)	

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.

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"

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How to Fill the Extended Minerals Reporting Template

Mineral Questions

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

	Answer
Cobalt(*)	
Copper(*)	
Graphite(*)	
Lithium(*)	
Mica(*)	
Nickel(*)	

- 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.

Smelter Identification Number Input Column	Metal (*)	Smelter Look-up (*)

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How to Fill the Extended 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 specified minerals/metals from smelters whose due diligence practices have been validated by an independent third-party audit program? (*)	
	Cobalt (*)
	Copper (*)
	Graphite (*)
	Lithium (*)
	Mica (*)
	Nickel (*)
D. Have you implemented due diligence measures for responsible sourcing? (*)	
E. Does your company conduct supply chain survey(s) of your relevant supplier(s) on the specified minerals/metals? (*)	
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? (*)	

Golden rule:

Only answer "Yes" if the process is documented, implemented, and verifiable.

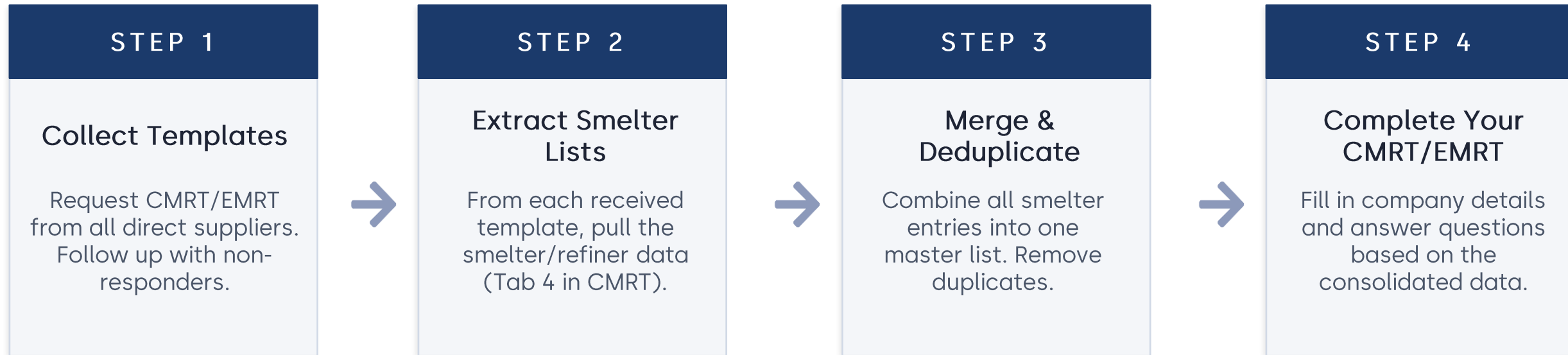
"Yes" Answers Should Be Supported By:

written policies or procedures,
supplier requirements / Code of Conduct,
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 EMRT 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 EMRT. Where applicable, suppliers should refer to the official guidance published by the Responsible Minerals Initiative (RMI) and any relevant regulatory requirements.