

## **Preview of the submission form**

You can submit your request by creating an account using our online help desk tool, **Zammad**.

You will be asked to give your submission a title that highlights your request (such as Swiss pharma supply chain, Tracking illegal mines, Flooding in Peru).

Use the submission form on Zammad (750-word limit) to summarize and explain your corporate research request as clearly as possible.

The following questions are part of the submission form:

- 1. Who are you? Tell us about your work and, if applicable, your organization's work.
- 2. Who funds you/your organization?
- 3. Are you submitting this request on behalf of an affected community/individuals? If yes, tell us about them and your relationship with them. If not, tell us how the research may benefit them.
- 4. List the company or companies you need information for.
- 5. What are the social or environmental harms related to these companies' operations?
- 6. Are there any security issues we should be made aware of related to your request?
- 7. What corporate information do you think you need?
- 8. How do you plan to use the information requested?
- 9. Timeline of relevant events and possible future actions.
- 10. How urgent is your request and ideally when do you need this research by?
- 11. Are there any security concerns to consider when communicating with you?
- 12. Contact details of contact person including name, email, phone number. Please indicate if there are security concerns and we will contact you through a secure way.
- 13. How did you hear about The Counter? Were you referred (if yes, by whom)?
- 14. Anything additional related to your request you think we should know?

