This application is designed to collect the information that SCS Global Services needs to determine your organization’s intended scope of certification under our applicable service offerings. Please complete the application to the best of your ability. Upon receipt of the application, a Program Specialist will contact you for additional information if needed, or a proposal for your audit. All SCS proposals are submitted to applicants free-of-charge, and there is no obligation to contract with us for our certification services.

**All information contained herein is considered confidential.**

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| SECTION 1: ORGANIZATION INFORMATION | | | | | | |
| **1. NAME & ADDRESS** | | | | | | |
| **Organization Legal Name** (as name would appear on a contract)**:** | | | | | | |
| **Organization Legal Status** (e.g., Inc., Ltd., GmbH., Sdn. Bhd., etc.)**:** | | | | | | |
| **Trade Names (i.e., DBA), if applicable:** | | | | | | |
| **Parent Company Name, if applicable:** | | | | | | |
| **Street:** | | | | | | |
| **City:** | | **State/Province:** | | | | **Postal Code:** |
| **Country:** | | | | | | |
| **Main Phone:** | | | **Website:** | | | |
| **2 CONTACT INFORMATION** | | | | | | |
| **CHAIN OF CUSTODY PROGRAM CONTACT:** | | | | | | |
| **First Name:** | | | **Last Name:** | | | **Title:** |
| **Direct Phone:** | | | **Email:** | | | |
| **BILLING CONTACT:** | | | | | | |
| **First Name:** | | | **Last Name:** | | | |
| **Direct Phone:** | | | **Email:** | | | |
| 3. **COMPANY PROFILE** | | | | | | |
| Description of Organization (*please include details of any wood fiber-based products your company sells)*: | | | | | | |
| Business Category (*Please check all that apply*) | | | | | | |
| **Trader** | | | | **Manufacturer** | | |
|  | **Broker and/or Trader**  *(does not take physical possession of product, e.g. 3PL only)* | | |  | **Primary Manufacturer (e.g. sawmill, paper mill)**  *(sourcing of roundwood or chips)* | |
|  | **Distributor, Wholesaler, and/or Retailer**  *(takes physical possession of product)* | | |  | **Secondary Manufacturer (e.g. millwork shop, furniture manufacturer)**  *(all other manufacturing)* | |
|  | **Logger and/or Timber Broker**  *(harvests logs or other wood fiber directly from the forest)* | | |  | **Printer**  *(manufactures printed materials)* | |
|  | | | | | | |
| SECTION 2: CERTIFICATION INFORMATION | | | | | | |
| **PLEASE MARK EACH SCHEME FOR WHICH YOU WILL REQUIRE CERTIFICATION:** | | | | | | |
|  | **FSC®: Forest Stewardship Council®** | | |  | **PEFC™: Programme for the Endorsement of Forest Certification** | |
|  | **SFI: Sustainable Forestry Initiative®** | | |  | **Sustainable Biomass Program (SBP)** | |
|  | **LHV: LegalHarvestTM Verification** | | |  | **Other/Not Sure:** | |
| **PREFERRED AUDIT DATE/WEEK:** | | | | | | |
| **DOES YOUR COMPANY HAVE A DEADLINE FOR ACHIEVING CERTIFICATION THAT WE SHOULD BE AWARE OF?  YES  NO**  **If yes, when?** | | | | | | |
| **Has your company ever applied for Chain of Custody or Certified Sourcing certification with SCS or another certification body in the last 5 years?  YES  NO**  **If yes, please list the certification body and outcome of your application:**        **Has your company ever held a Chain of Custody certificate?  YES  NO**  **If yes, please provide the following information:**   1. **Name of certification body:** 2. **Certificate code:** 3. **Dates of Validity:**   **Please provide the latest available audit report from the last five (5) years with this application, if applicable.** | | | | | | |
| **Does your company intend on using scheme trademarks?  YES  NO**  **If yes, please describe your intended usage:** | | | | | | |

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| SECTION 3: WOOD PRODUCT SALES INFORMATION | | | | | |
| FSC and PEFC have established fee structures to support their global operations as standard bearers. These fees are collected by SCS and passed on directly to FSC and/or PEFC. Depending on the country in which your company is based and desired certification, the standardized fee schedule is based on either your total annual sales of wood products or total number of sites included in the scope of certification, respectively. The estimated fee will be indicated on our proposal to you. ***Note: if you are applying for SFI certification and will be sourcing wood fiber directly from the forest, you must first register as a Program Participant directly with SFI, who collects fees directly from applicants. See:*** [***http://www.sfiprogram.org/files/pdf/sfilicensingapplicationpdf/***](http://www.sfiprogram.org/files/pdf/sfilicensingapplicationpdf/)  Please provide the following sales data for your most recently completed fiscal year so that we may provide you with an estimate of the FSC AAF and/or PEFC fee(s) that your organization would owe as a certificate holder. FSC Annual Administration Fees (AAF) are prorated based on the quarter in which you become certified, whereas PEFC fees are known at the time of the submission of our proposal to you. | | | | | |
| **Total company sales (net revenue, per** [**FSC-POL-20-005 v3-1**](https://fsc.org/en/document-centre/documents/retrieve/e8cd41f1-9831-4e1b-8130-d624956f59a4)**) of all products for the most recent fiscal year:** | | | **Currency:** | | |
| **Total net revenue of all wood and/or wood fiber-based products for the most recent fiscal year:** | | | **Currency:** | | |
| **Fiscal year start date:** | | | **Fiscal year end date:** | | |
|  | | | | | |
| SECTION 4: ADDITIONAL INFORMATION | | | | | |
| **CHAIN OF CUSTODY CERTIFICATION ADD-ONS:**   1. FSC Controlled Wood Certification, if your company plans to source uncertified material for use in FSC product groups (FSC-STD-40-005):  Yes  No 2. FSC Reclaimed Materials, if you plan to use pre- or post-consumer recycled material that does not yet carry an FSC claim (FSC-STD-40-007). For example, tearing down old barns or recycling used newspapers:  Yes  No 3. SFI Certified Sourcing, if you plan on sourcing virgin material for use in conjunction with an SFI Certified Sourcing label:  Yes  No | | | | | |
| **ADDITIONAL SITES TO BE INCLUDED IN THE SCOPE OF CERTIFICATION**  Please complete the table below. If there are greater than 4 sites to be included in the scope, please contact SCS for our participating sites list (PSL) template. | | | | | |
| **SITE NAME:** | **SITE ADDRESS:** | | | **SITE ACTIVITIES**  (Please list all that apply, e.g. headquarters, manufacturing, warehouse, sales office, trademark use, etc.): | **COC CERTIFICATE NUMBER, if applicable:** |
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| **OUTSOURCING/SUBCONTRACTING ACTIVITIES**  For the purpose of CoC certification, outsourcing is defined as the practice of contracting a business service to a third-party organization where that organization takes physical possession of your certified products without taking legal ownership of the material.  **Do you intend to outsource any activities to third parties who will handle, store, or process any of your certified material?**  **Yes  No**  ***If yes, please complete the following table. Should you have more than 3 outsourcers that meet the above criteria, please contact SCS for our Outsourcer List template:*** | | | | | |
| **Subcontractor Company Name:** | | **Subcontractor Address:** | | **Subcontracting Activities**  (e.g. warehousing, kiln drying, converting, printing, binding, laminating) | |
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| SECTION 5: OTHER SERVICES & QUESTIONNAIRE | | | | |
| **1.** **Is your company interested in any of SCS’ other service offerings? If yes, please check all that apply:** | | | | |
|  | **Lacey Act Compliance/EUTR** |  | | **Forest Management** |
|  | **Climate (e.g. Carbon Footprint Verification, Carbon Offsets)** |  | | **Sustainability Services (e.g. Consulting, Supply Chain)** |
|  | **Indoor Air Quality (IAQ)** |  | | **Lifecycle Assessment** |
|  | **Food Safety (e.g. SQF, BRC)** |  | | **Other:** |
| **2.** **What factors contributed to your interest in certification with SCS Global Services? Please check all that apply:** | | | | |
|  | **Buyer Requirement/Customer Interest** |  | | **Strategy/Marketing Benefits** |
|  | **Value Social and Environmental Sustainability** |  | | **Compliance** |
|  | **Supplier Programs** |  | | **Other:** |
| **3. How did you hear about SCS Global Services?** | | | | |
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| Section 7: Affirmation | | | | |
| I agree that the information provided herein is true and correct to the best of my knowledge, and that I am duly authorized to sign this application. If our company decides to pursue certification, I agree to comply with the requirements for certification and to supply any information that is necessary for the audit of the operation and/or products to be certified. | | | | |
| **Print Name:** | | | **Title:** | |
| **Signature** (*electronic accepted*): | | | **Date:** | |

***Please save this application and return via email to:***

*Joseph Kochanski, Director of Sales & Marketing, Chain of Custody Certification Services -* [*jkochanski@SCSglobalservices.com*](mailto:jkochanski@SCSglobalservices.com). *Thank you!*

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| For SCS Affiliate/Head Office use only: | |
| After review of the above application and further discussions with the applicant, for example via phone or email, as necessary to clarify understanding of the intended use of certification, the Application Reviewer has determined the final scope of initial certification to be the following: | |
| **Scope of intended certification (e.g. which standards and the scope of each standard – control systems; audits of CW field sites, Reclaimed Materials suppliers, and/or high-risk outsourcers; trademark use; etc):** |  |
| **Additional comments (e.g. other information and sources used where scope differs from application above):** |  |
| **Name of Application Reviewer:** |  |
| **Date:** |  |