The information provided in this Application will help SCS to determine eligibility and scope of service.  No charges will be incurred or work conducted until a Work Order is executed

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Company/Organization Information** | | | | | | | | | | | |
| **1.1 COMPANY INFORMATION** | | | | | | | | | | | |
| Company Name (*as it would appear on a contract*): | | | | | | | | | | | |
| Street: | | | | | | | | | | | |
| City: | | | State/Province: | | | | | | | Postal Code: | |
| Country: | | | | | | | | | | | |
| Main Phone: | | | | | | | Website: | | | | |
| Brief Company Description (including mill and supply base): | | | | | | | | | | | |
| Date of company establishment (MM/YYYY): | | | | | | | | | | | |
| **1.2 PRIMARY CONTACT PERSON** | | | | | | | | | | | |
| First Name: | | | | Last Name: | | | | Title: | | | |
| Direct Phone: | | | | Email: | | | | | | | |
| **1.3 COMPANY LEGAL STATUS *(e.g. INC., LLC., GMBH, LTD., NGO)*** | | | | | | | | | | | |
| What is the legal status of your company? | | | | | | | | | | | |
| **1.4 COMPANY AFFILIATIONS WITH OTHER LEGAL ENTITIES *(parent co, subsidiaries)*** | | | | | | | | | | | |
| **1.4.1** List any affiliated companies of which the applicant company is the sole owner or majority shareholder. | | | | | | | | | | | |
| **Company Name** | **Corporate Relationship** (parent co., subsidiary, branch, etc.) | | | | **Location** (city/state/province/country) | | | | | **Contact Person** | |
|  |  | | | |  | | | | |  |  |
|  |  | | | |  | | | | |  | |
|  |  | | | |  | | | | |  | |
| **1.4.2** List any companies with which the applicant company is affiliated but is not the majority shareholder. | | | | | | | | | | | |
| **Company Name** | | **Corporate Relationship** (parent co., subsidiary, branch, etc.) | | | | **Location** (city/state/province/country) | | | **Contact Person** | | |
|  | |  | | | |  | | |  | | |
|  | |  | | | |  | | |  | | |
|  | |  | | | |  | | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 2: Certification Information | | | |
| How would you assess your company’s level of preparedness for an RSPO assessment? | | | |
|  | New to this process |  | Previously certified/audited |
| Comments**:** | | | |
| Have any of the affiliated companies listed above obtained RSPO certification?  Have any of the affiliated companies listed above obtained other relevant certifications? (e.g., ISO 9001, ISO 14001): | | | |
| Desired date /time frame for certification assessment: | | | |
| Desired date / time for award of certification (if warranted): | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 3: Certification Unit Information | | | | | | | | |
| **3.1 GENERAL INFORMATION**  The unit of certification under RSPO is the mill and its supply base. Please describe each affiliated company seeking certification and its supply base to the best of your ability below. | | | | | | | | |
| **Company name** | **Description of mill (# mills/mill name/location)** | | **Mill output (mt):** | | **Supply Chain Model (IP or MB)** | | **Description of supply base**  **(# of estates/scheme SH/independent SH/ outgrowers)** | |
|  |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
| **3.2 APPLICANT INFORMATION**  For the individual company seeking certification under this application, complete the following tables: | | | | | | | | |
| **A. Mill Information** | | | | | | | | |
| Name of Mill(s) | |  | | | | | | |
| Contact Person | |  | | | | | | |
| Program level / Supply Chain Model (IP/MB) | |  | | | | | | |
| Registration with IT trading platform | |  | | | | | | |
| Mill Capacity (mt/hr) | |  | | | | | | |
| **B. Outsourcing/subcontracting** | | | | | | | | |
| Is any operational component of the mill process outsourced or sub-contracted to a separate legal entity? If yes, please describe. | |  | | | | | | |
| **C. Supply Base Information** | | | | | | | | |
|  | | Estate | | Scheme/ Associated SH | | Independent  SH | | Outgrowers |
| Number of Production Units | |  | |  | |  | |  |
| Number of Individual Smallholders | | n/a | |  | |  | | n/a |
| Certified Area (ha) | |  | |  | |  | |  |
| Production Area (ha) | |  | |  | |  | |  |
| HCV Area (ha) | |  | |  | |  | |  |
| Certified FFB Processed (mt) | |  | |  | |  | |  |
| Mill Certified Volume (CSPO) (mt) | |  | | n/a | | n/a | | n/a |
| Mill Certified Volume (CSPK) (mt) | |  | | n/a | | n/a | | n/a |
| **D. Group Certification Details  (Check if N/A)** | | | | | | | | |
| Name of Group | |  | | | | | | |
| Name of Group Manager | |  | | | | | | |
| Level of group organization  (mill/smallholder/etc) | |  | | | | | | |
| Contact Person | |  | | | | | | |
| **E. Supply of Non-Certified FFB from Associated/Scheme Smallholder  (Check if N/A)** | | | | | | | | |
|  | | Scheme/Associated SH | | | | Scheme/Associated Outgrower | | |
| Volume of non-certified FFB (mt) | |  | | | |  | | |
| Production Area (ha) | |  | | | |  | | |
| Number of Individual Smallholders/Outgrower | |  | | | |  | | |
| Name of Cooperative/Association (if relevant) | |  | | | |  | | |
| **F. Flow chart** | | | | | | | | |
| Please submit with your application form a flow chart of the organizational structure of the company, indicating all mills and plantations to be included in the certification scope.  Please indicate if any outsourcing of processing takes place, and the ownership status of all plantations in scope. | | | | | | | | |

|  |  |
| --- | --- |
| Section 4: General Information | |
| **4.1 What factors contributed to your interest in SCS services?** | |
| Compliance  Customer Interest  Supplier Programs | Strategy  Buyer Requirement  Other |
| **4.2 Would you like information on other SCS Services?** | |
| Climate *(Carbon Offset, Carbon Footprint, etc.)*  Food and Agriculture *(Safety, Testing, Sustainability, etc)*  Environmental Claims *(Product Certification, Life Cycle Assessment, etc)* | Responsible Forestry *(FSC, PEFC, Timber Legality)*  Sustainable Seafood *(MSC, ASC, Seafood Safety)*  Sustainability Services *(Consulting, Supply Chain, Sustainability Metrics)* |
| **4.3 How did you learn about SCS Global Services? Who referred you to SCS?** | |

|  |
| --- |
| Section 5: Affirmation |
| I affirm 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. Should our company decide to pursue certification, I agree to supply any information that is deemed necessary for the audit of the operation and/or products to be certified. |
| **Print Name:** |
| **Title:** |
| **Signature** (*electronic or typed accepted*): |
| **Date:** |

Please email to:

Matt Rudolf, Manager, RSPO

[mrudolf@scsglobalservices.com](mailto:mrudolf@scsglobalservices.com)

Phone: 919-533-4886 | Fax: 510-452-6882

We will be in touch as soon as possible.

**Thank you for choosing SCS.**