

Questionnaire to calculate FSC® administration fee

Based on Policy FSC®-POL-20-005 V3-3 “**Annual Administration Fee (AAF)**”, each FSC® certificate holder pays an annual administration fee to FSC International. This fee shall be collected by the relevant certification body and is transferred 100% to FSC® International. The fee is included in the invoice for the FSC®-CoC audit. The currency exchange rate on the date of the invoice applies.

The amount of the fee varies and is calculated by FSC® based on the aggregate annual forest products turnover of the site(s) included in the certification. Turnover is calculated independent from the certification status of the forest products. The most current fee policy as published by FSC® applies (as published on www.fsc.org).

TÜV NORD therefore requests that you provide annually the following information:

Please fill out digitally and send back electronically signed.

Name of certificate holder (company name):			
Certificate code (if known):	TUEV-COC-		
Processor or trader (please tick)*	<input type="checkbox"/> trader <input type="checkbox"/> processor		
Single, multi site or group** certification (please tick)	<input type="checkbox"/> Single Site <input type="checkbox"/> Multi Site <input type="checkbox"/> Group Certificate		
The company been newly established*** and there is no fully completed fiscal year yet <i>(no further information required in this case)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no		
Beginning and end of the last completed financial year	to		
Annual turnover**** according to the most recently completed annual report, to be stated to the nearest USD	Local currency	Turnover in local currency	Amount in USD
Annual forest products turnover***** in USD, <i>if different from total annual turnover</i> (to be stated in the nearestUSD)	Local currency	Turnover in local currency	Amount in USD
Place, date, representative name of authorized company			
Legally binding signature of company representative			

Please also refer to the explanations on page 2!

* Processor definition of FSC®: A processing entity or processor is a person or legal entity that that buys, takes legal possession of and sells wood and/or non-timber forest products after conducting some transformation of these products, either directly or through outsourcing. The transformation of products could include manufacture and/or changing the composition (e.g. mixing or adding forest-based materials to the product) and/or changing the physical integrity (e.g. re-packaging, re-labelling). For the purposes of this Policy, an individual enterprise that is conducting processing activities or processing and trading activities is treated as Processing Enterprise/Processor. Multi-site CHs conducting both processing and trading activities are treated as Processors.

Traders do not conduct any transformation of these products, either directly or through outsourcing.

** Special regulations apply for *group certifications with both traders and processors*: An AAF corresponding to the aggregate forest products turnover of all processing enterprises in the group plus an AAF corresponding to the aggregate forest products turnover of all traders in the group will be charged. Please contact the FSC® specialist management if this applies to your organization.

*** Prior to 1 July 2022, a newly founded company that has not yet completed a full fiscal year and therefore cannot provide the required forest products turnover figure shall be assigned to Class 1 of the respective category (FSC®-POL-20 005 V3-3, table 2). The forest products turnover will be updated at the following audit. From 1 July 2022, a forest products turnover of USD 100,000 will be entered for newly founded companies.

**** Turnover definition of FSC®: the total revenue of an organization derived from the provision of goods and services, less trade discounts, VAT, and any other Taxes based on this Revenue. This is also less intracompany sales (i.e. after any consolidation where a financial group is existing). Revenue refers to the most recently completed fiscal year and means the total revenue, which is the exact number to the nearest whole USD. The conversion rate upon entering the data into the FSC® Certification Database is the respective rate on the date of the CH's fiscal year-end as per the mid-market rate on OANDA.

***** Forest products turnover definition of FSC®: means the revenue of all certified and uncertified forest products and products containing wood or fibre components. (i.e., all wood products, pulp and paper products, and non-timber forest products according to FSC®-STD-40-004a). It does not refer to 100% non-forest products companies might produce. For clarification, Forest Products Turnover does not refer to related services.

The FSC® AAF policy requires TÜV NORD to report without undue delay if for any reason it is not able to collect any of the mandatory data. TÜV NORD is also obliged to report to FSC® without undue delay if turnover information submitted by certificate holders turn out to be misstated (for any reason). Auditors are obliged to assess turnover figures for plausibility, and to review documents supporting the turnover statement of certificate holders. TÜV NORD expressly reserves the right to assert against the certificate holder all claims to the detriment of TÜV NORD which are made due to incorrect or missing data by FSC®. Among other consequences, in the event of missing turnover data, FSC® may demand a fee that is higher by one (old) AAF class as of the third quarter of 2022, as well as charge interest on additional payments due to subsequently determined higher turnover figures.