

Request for quotation for certification against RSPO Supply Chain Certification (RSPO SCC)

Company name	
Parent company (if applicable)	
Name legal representative	
Name contact person for RSPO	
Address	
Country	
VAT number	
Telephone	
Mobile	
Fax	
E-mail	
Website	
RSPO Member number	
eTrace number	
Number of employees ¹	

By what date would the company like to be RSPO SCC certified ² ?	
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The company requests a quotation for following certification option:

- | | |
|--|--------------------|
| <input type="checkbox"/> Individual certification | → go to question 3 |
| <input type="checkbox"/> Multi-site certification ³ | → go to question 2 |
| <input type="checkbox"/> Group certification ⁴ | → go to question 1 |

¹Part-time employees included and converted to full-time equivalents (FTE)

²Please pay attention that you cannot make any claims concerning RSPO certification until you received the RSPO SCC certificate

³Certification option for a group of sites that are part of one legal entity

⁴ Certification option for a group of members that are not part of one legal entity

1. In case of Group Certification:

- all applicant and members are separate legal entities.
- all group members are companies that use up to 500 MT of oil palm products per year.
- all group members employ a maximum of 100 full-time equivalent (FTE) employees

Yes / No

Please submit list of group members with following details:

Names, addresses, contact details, sub-code assigned to follow the group certificate number, a summary of all RSPO products purchased and sold, a description of the scope, the supply chain model(s) applicable.

→ go to question 9

2. In case of Multi-site Certification:

- Are all facilities included in the Multi-site Certification represented by the Central Office?
 Yes / No
- Do all sites have a contractual link? Yes / No
- Does the Central Office document and implement clear rules regarding eligibility for the participation of sites in the certificate? Yes / No

3. Does the company, that requests a quotation for inspection and certification within the scope of RSPO supply chain certification,

- take legal ownership of RSPO Certified sustainable palm oil or palm oil products? Yes / No
- physically handle⁵ the RSPO certified sustainable palm oil or palm oil products? Yes / No

4. Indicate all company locations that handle/process palm oil or palm oil products.

Address	Scope indicating activity (processing, storage, bookkeeping,...) and products	Traceability Model (IP ⁶ , SG ⁷ , MB) ⁸	also non-RSPO (Yes/No)	No. of staff (FTE) ¹
Head Office, see address above				

⁵ Physically handling does include receipt into storage tanks

⁶ IP = Identity Preserved (physical isolation with unique identification throughout the supply chain)

⁷ SG = Segregation (physical traceability),

⁸ MB = Mass Balance (no physical link)

5. Does the company make product claims related to RSPO certified palm oil or palm oil products (business-to-business or business-to consumer)? Yes / No
 If yes, how (communication, agreements, invoices...)?

6. Please describe the raw material (palm oil, palm kernel oil, palm oil products⁹) that will be purchased RSPO certified and also give the traceability model by which it is certified.

Product	Traceability Model
<i>e.g. margarine, emulsifier, crude palm oil</i>	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB

7. Please describe the palm oil products¹⁰ manufactured and subsequently sold by the company for which the company is seeking certification.

Product	Traceability Model
<i>e.g. candles, chocolate bars, olein</i>	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB
	<input type="checkbox"/> IP <input type="checkbox"/> SG <input type="checkbox"/> MB

8. Is the total amount of palm oil used in one year below 1000 kg¹¹? Yes / No

9. Is the company also certified for other quality systems or sustainable standards? Yes / No
 If yes, please list details of certifications held by the company.

Name certification standard	Name of certification body	Certificate valid until

⁹ Products containing palm oil (PO)/palm kernel oil (PKO)/PO or PKO derivate

¹⁰ End product that will be sold as RSPO certified

¹¹ The 1000 kg is about the palm oil content in the product (RSPO and non-RSPO together).

10. Is any activity concerning the processing or production of RSPO certified sustainable palm oil or palm oil products outsourced? Yes / No

If yes, please fill in the name and address of the subcontractor (s) and give a brief description of the subcontracted activity.

Address	Subcontracting activity

Signature and date