Registration questionnaire for Pure licensees

Please fill in all the boxes highlighted in grey.

Registration ID:

You can find your individual Registration ID in the e-mail subject line. Remember to keep this ID and put it as reference in any communication and payment transaction.

# General company information

|  |  |
| --- | --- |
| Name of company: |       |
| FLO ID (if applicable): |       |
| VAT Number: |       |
| Postal Address: |       |
| City: |       |
| Post Code: |       |
| Region (if applicable): |       |
| Country: |       |
| Physical address (if different from above): |       |
| Company main phone line: |       |
| Company main fax: |       |
| Company website: |       |
| Legal responsible of company(name, title): |       |
| E-mail of legal responsible: |       |
| Phone of legal responsible: |       |
| Contact person for FLOCERT:  |       |
| Function/ position: |       |
| E-mail of contact person: |       |
| Phone of contact person: |       |
| Contact for FLOCERT invoices (finance), email address, telephone number |       |
| Main language(s) spoken by employees of your company: |        |

## Products

Please specify the product(s) for which you would like to obtain Fairtrade verification:

## Fairtrade Supply Chain

Please list the immediate supplier(s) from which you plan to source the Fairtrade certified product(s):

|  |  |  |
| --- | --- | --- |
| Product | Name of producer organisation/ company | FLO ID |
|       |       |       |
|       |       |       |
|       |       |       |

# Registration fee payment information

FLOCERT charges a non-refundable administrative registration fee. Upon receipt of the payment, FLOCERT will start processing your registration. Please indicate your individual **Registration ID** on the payment and send us the proof of payment.

|  |
| --- |
| FLOCERT bank details: |
| IBAN: | DE58370501981909151431 |
| Account No. | 1909151431 |
| Beneficiary’s Bank: | Sparkasse Koeln BonnAddress: Firmencenter 712, Thomas-Mann-Str. 61, 53111 Bonn, Germany |
| Beneficiary: | FLOCERT GmbH |
| BIC/SWIFT: | COLSDE33 |

For secure online credit/debit card payments, please follow the link below to our website where you will find all the payment information:

|  |
| --- |
| Credit/debit card payments: |
| Link: | <https://www.flocert.net/make-a-payment/> |

# Additional documents

Please complete your registration by submitting the following documents together with this questionnaire. Please note that in case your registration is incomplete FLOCERT might consider it invalid.

1. Signed FLOCERT verification agreement (document scans accepted)
2. First and last page of the licensing contract with a Fairtrade Organisation or Fairtrade International, or an email from one of these organisations stating that you will become a licensee.
3. Certificate of incorporation (documents that show the legal registration of your company)
4. Proof of payment of registration fee

# Declaration

On behalf of the company named above I am applying for Fairtrade verification for the above-mentioned products. I have filled in this registration questionnaire to the best of my ability and the information provided is accurate and complete. I confirm that I have official responsibility for the Fairtrade verification of the company named above. I confirm that I have understood all requirements for verification.

I agree that FLOCERT acting as a verification body may contact customers and other organisations if the need should arise to verify any of the above stated information. However, FLOCERT guarantees full confidentiality for all confidential business information.

Printed Name:

Position:

Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company stamp:

**Please send the completed questionnaire and documents to the relevant e-mail address:**

|  |  |
| --- | --- |
| Asia (incl. Pacific Islands), Australia and New Zealand:  | asia@flocert.net |
| South, Central America (incl. Caribbean):  | la@flocert.net |
| Africa (includes Palestine and Middle East) | africa@flocert.net  |
| Europe:  | europe@flocert.net  |
| North America | america@flocert.net |

**For further information on the registration and verification process and on related fees please consult the CERT Pure licensee SOP here:** [**https://www.flocert.net/solutions/customised-assurance/pure-licensee-scheme/**](https://www.flocert.net/solutions/customised-assurance/pure-licensee-scheme/)**.**