

## NOTIFICATION FSC APPLICATIONS AND TRANSFERS

Guidance is in orange colour and shall be deleted in the completed document.

### A. FSC COC & FM TRADEMARK LICENSE AGREEMENT (TLA)

This part of the form shall be used by the front office admin to request the launching of a digital FSC Trademark License Agreement in the FSC Database (Salesforce). The SGS Delivering Affiliate needs to complete and submit this form once the client has accepted the proposal, and before the audit takes place.

The completed form shall be sent to the person who is responsible for entering the client information in the FSC Database:

- For COC-Affiliates under the GBS to the GBS,
- For COC-Affiliates with own FSC-Database-Management to the own Database-Manager,
- For all other COC-Affiliates to Marinda van Zyl,
- For FM to Marinda van Zyl.

Once this information is entered and the launch of the digital TLA triggered, FSC will send an email to the client to create a profile on FSC Connect, in which they can digitally sign the TLA.

<b>Date</b>	
<b>SGS Affiliate</b>	
<b>Company Name</b>	
<b>New client or FSC Certificate Code</b>	<input type="checkbox"/> New Client FSC Certificate Code for Existing Clients:
<b>Signatory for the TLA</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. First Name: Last Name: Email Address:
<b>Company Address (if new / changed)</b>	Street: Town/City: ZIP Code: Country:
<b>Certificate type</b>	<input type="checkbox"/> Single Certificate <input type="checkbox"/> Multisite Certificate <input type="checkbox"/> Group Certificate

## B. FSC FM APPLICANTS

The SGS Delivering Affiliate needs to complete this part of the form for all FM initial audits (except for SLIMF), once the client has accepted the proposal and minimum 30 days before the audit takes place. This form can be completed and submitted with Section A (see above). Please send the completed form to the accredited office, Marinda van Zyl.

<b>Project Number</b>				
<b>Proposed dates for:</b>	Pre Assessment	If applicable	Main Assessment	State "not yet scheduled" if applicable. 30 days before the audit the accredited office must be informed about the audit date,!
<b>Company information</b>	Forest type		Total Area	Based on Annual AAF
<b>Audit team</b>	Lead auditor		E mail address	
<b>SGS Contact person for Stakeholders comments</b>	Name		E Mail address	

## C. FSC COC & FM TRANSFER OF CERTIFICATE

Complete this section if a certificate holder would like to transfer the FSC certificate from another CB to SGS. The following documents need to be submitted together with this request:

- Last Audit Report
- FSC certificate issued by the former Certification Body

Requests shall only be submitted if all conditions are fulfilled: The certificate status is "valid" in the FSC Database and no Major NCs are open. In this case the accredited office will register the transfer in the FSC Database. The SGS Affiliate will be informed by the accredited office once the transfer has been accepted and can be further processed.

<b>From:</b> (Certification Body)	
<b>Previous Certificate Number:</b>	
<b>Logo Licence Number:</b>	
<b>Company Name:</b>	
<b>Agreed Transfer Date:</b>	Please note that you must inform the SGS Accredited Office about this transfer date <b>12 days</b> before. E.g transfer date 13.3.2021 – you must submit this document before 1.3.2021. The database must be updated 10 days prior the transfer.
<b>New Certificate Number:</b>	If the new certificate number is not accoladed by the affiliate. provide the applicable short-code: SGS-FM/COC, SGSCH-COC or SGSHK -COC