



FOREST PRODUCT

CHAIN OF CUSTODY (CoC) CERTIFICATION QUESTIONNAIRE

Email to: _____ **@sgs.com** **Ph:** _____

Thank you for your interest in SGS. Information provided in this questionnaire will be used to prepare a proposal detailing Chain of Custody Certification Services. An SGS representative may contact you if further information is required. If you have any questions regarding this form or our services, please contact your local SGS office.

Company Information

Company Legal Name (as it should appear on the certificate)		
Trading As Names (any other names company does business as, and should also appear on the certificate)		
Check appropriate box: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other _____		
Address		
City	State	Zip
Address		
>> IMPORTANT; PLEASE PROVIDE BILLING ADDRESS if different than above		
City	State	Zip

➤ **Please provide the name/city of the nearest Major airport:** _____

What are you applying for?

<input type="checkbox"/> New Chain of Custody Certification	<input type="checkbox"/> Transfer from another Certif. Body
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Which Standards are you interested in ? (please check all that apply)

<input type="checkbox"/> FSC CoC See FSC's Admin Fee table, next page	<input type="checkbox"/> SFI CoC	<input type="checkbox"/> PEFC CoC See PEFC's Admin Fee table, next page	<input type="checkbox"/> Unaccredited Supply chain evaluation (Lacey/EUTR)
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If you selected FSC CoC certification you must sign and submit an FSC License Agreement. If you did not receive a License Agreement with this application, please ask for one.

Please provide a brief description of your business: (include what material is purchased and product sold)

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Number of Employees:	<input type="checkbox"/> Multiple locations ? (please attach a list of locations, & include: address, location type, & employee count)
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<p>Outsourcing: The practice of contracting an internal business process (i.e. activities or tasks that produce a specific service or product) to another organization. Outsourcing activities usually take place outside the organization's facilities. However, the organization may establish outsourcing agreements with other companies operating within its facilities when the organization has no control or supervision over the activities performed by the contractor.</p>			<p>Do you "outsource?"</p> <input type="checkbox"/> no <input type="checkbox"/> yes
<p>If yes, please provide the following information:</p>			
<p><u>Company name</u></p>	<p><u>City / State</u></p>	<p><u>Type of Service</u> (<i>bindery, die cutting, etc</i>)</p>	<p>How often do you use them? <u>weekly/monthly</u></p>
			<p>Are they (FSC, SFI or PEFC) <u>Certified?</u></p>

Business Type – please check the item(s) that best describe your business

<input type="checkbox"/> A	<p>Trader: A person or legal entity that buys and sells wood and/or non-timber forest products and who takes legal possession of the goods. Traders do not conduct any transformation of these products, either directly or through outsourcing. NOTE: Installation of finished products, kiln drying of wood, the filling of packaging, and cutting to size are not considered product transformation</p>
<input type="checkbox"/> B	<p>Assembled products: Products that are constructed from two or more solid wood and/or chip and fiber components, assembled together to form another product. Examples include furniture, shelving units, musical instruments, plywood, blockboard, laminated veneer lumber, laminated flooring, laminated particle board, and printed materials containing different paper components.</p>
<input type="checkbox"/> C	<p>Paper product conversion (<i>e.g. re-cutting, sheeting, envelope manufacturer, laminating</i>)</p>
<input type="checkbox"/> D	<p>Printing and publishing</p>
<input type="checkbox"/> E	<p>Primary manufacturing: Any processing that transforms roundwood into materials other than roundwood. For chip and fiber products, primary manufacturing includes the pulp mill as well as the paper mill stage.</p>
<input type="checkbox"/> F	<p>Reclaimed material: Material that demonstrably would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and reclaimed as input material, in lieu of virgin material, for re-use, recycling, re-milling in a manufacturing process or other commercial application.</p>

Please check the system to be used by your company (Typical system per business type above is listed under each system type)

<input type="checkbox"/> Transfer System/ Physical Separation Method (A Chain of Custody system applied at the product group level, which allows outputs to be sold with a claim that is identical to the material category and, if applicable, the associated percentage claim or credit claim)	<input type="checkbox"/> Percentage System (Chain of Custody system applied at the product group level which allows all outputs to be sold with a percentage claim that corresponds to the proportion of input over a certain period in time)	<input type="checkbox"/> Credit System (A Chain of Custody system applied at the product group level which allows a proportion of outputs to be sold with a credit claim corresponding to the quantity of inputs.)
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> **Applicable Standard** (standards are available at no charge by following the appropriate links below)

<https://ic.fsc.org/en/document-center/id/91>

<http://www.sfi-program.org/sfi-standards/chain-of-custody-standard/>

<http://www.pefc.org/standards/chain-of-custody>

> FSC CoC Annual Administration Fees

Size Class; *Your company's total annual revenue (for ALL forest products and products containing wood or wood fiber components, including non-FSC material) This is required to calculate the licensing fees charged by FSC.*

We will invoice you, and pay FSC on your behalf so this amount will appear as a line item on the proposal we will submit to you. Note: This fee is subject to change on an annual basis by FSC and charges will be adjusted accordingly.

Please check your class in the table below

Traders - Only operations that do not conduct any changes to the traded products, either directly or through outsourcing, are eligible for this category. **NOTE:** Installation of finished products, kiln drying of wood, the filling of packaging, and cutting to size are not considered product transformation.

Single Certification – Companies with a single site location, possibly with a second warehouse but invoicing only occurs at one location and functions as if under one roof.

Multi-Site - Companies with multiple site locations, invoicing from various sites or with more than one legal entity.

Class	Annual Revenue in USD (\$)	Single COC	Multisite COC	Trader Single	Trader Multisite
1	Less than 200,000	<input type="checkbox"/> USD 77	<input type="checkbox"/> USD 77	<input type="checkbox"/> USD 31	<input type="checkbox"/> USD 31
2	200,000 – 1 Million	<input type="checkbox"/> USD 316	<input type="checkbox"/> USD 316	<input type="checkbox"/> USD 119	<input type="checkbox"/> USD 119
3	> 1 – 5 Million	<input type="checkbox"/> USD 620	<input type="checkbox"/> USD 620	<input type="checkbox"/> USD 235	<input type="checkbox"/> USD 235
4	> 5 – 25 Million	<input type="checkbox"/> USD 1249	<input type="checkbox"/> USD 1249	<input type="checkbox"/> USD 468	<input type="checkbox"/> USD 468
5	> 25 – 100 Million	<input type="checkbox"/> USD 2194	<input type="checkbox"/> USD 2194	<input type="checkbox"/> USD 784	<input type="checkbox"/> USD 784
6	> 100 – 500 Million	<input type="checkbox"/> USD 4667	<input type="checkbox"/> USD 5428	<input type="checkbox"/> USD 1168	<input type="checkbox"/> USD 1284
7	> 500 Million – 1 Billion	<input type="checkbox"/> USD 7816	<input type="checkbox"/> USD 11664	<input type="checkbox"/> USD 2334	<input type="checkbox"/> USD 2451
8	> 1 – 2 Billion	<input type="checkbox"/> USD 10996	<input type="checkbox"/> USD 23327	<input type="checkbox"/> USD 4667	<input type="checkbox"/> USD 4959
9	> 2 – 3 Billion	<input type="checkbox"/> USD 17496	<input type="checkbox"/> USD 34990	<input type="checkbox"/> USD 5833	<input type="checkbox"/> USD 6999
10	> 3 – 5 Billion	<input type="checkbox"/> USD 22550	<input type="checkbox"/> USD 45099	<input type="checkbox"/> USD 7893	<input type="checkbox"/> USD 9021
10+	> 5 Billion+	<input type="checkbox"/> USD 33834	<input type="checkbox"/> USD 56372	<input type="checkbox"/> USD 11275	<input type="checkbox"/> USD 13531

PEFC Annual Fees (charged by PEFC to SGS).

SGS will invoice you, this amount will appear as a line item on the proposal we will submit to you.

Number of Sites being certified	Annual PEFC Annex 4 Notification Fee – <i>invoiced by SGS</i>
1	\$500 /yr
2 – 20	\$1,000 /yr
21 - 40	\$5,000 /yr
41 +	\$10,000 /yr

IN CANADA THE PEFC FEES ARE BILLED DIRECTLY BY PEFC

Contact Details

Contact Person		Email	
Telephone	Fax	Position	website

Other Information

How soon would you be ready for our audit?	
Have you had other contacts with SGS? <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)	

Please email to the contact at the top of page 1.