**FairWild Trader, Processor, Licensee and Microenterprise Registration**

**STEPS FOR REGISTRATION**

1. **You need to complete all applicable sections of this registration form**, including product composition forms all for multi-ingredient products. This information will be treated as strictly confidential. **Completion and signing of the form also acts as your commitment to adhere to the FairWild** [**Trading Rules**](https://www.fairwild.org/s/FairWild-Trading-Rules-version-2-2021.pdf). Email this form to the FairWild Foundation: secretariat@fairwild.org.
2. **If you are a finished goods manufacturer** (i.e. Licensee or Microenterprise) and wish to make FAIRWILD® claims on consumer packaged goods **you need to additionally sign the** [**FairWild License Agreement**](https://www.fairwild.org/s/FairWild-License-Agreement-version-2021.pdf).
3. **Following an initial screening, you will receive an invoice** for the applicable registration fee (as per the [Registration and License Fee schedule](https://www.fairwild.org/s/FairWild-Registration-and-License-Fees-Schedule-version-2023.pdf)). Once the invoice is paid, your registration review will be completed.
4. If no information is missing **you will receive the registration confirmation including a list of approved products** according to the FairWild Labelling categories (see [FairWild Labelling Rules](https://www.fairwild.org/s/FairWild-Labelling-Rules-v42-2023.pdf)). All references to FairWild status of your products is restricted to the products authorised on this list.
5. Before printing/using any consumer labels with FAIRWILD® claims, **please submit the labels to the FairWild Foundation for approval**. Please read the [FairWild Labelling Rules](https://www.fairwild.org/s/FairWild-Labelling-Rules-v42-2023.pdf) regarding permitted claims on products, websites and in other publications.
6. Your registration is **valid until the end of the current calendar year** and will need to be renewed annually by updating the registration form. You will also need to submit an Annual FairWild Turnover Form. This is used to calculate the applicable license or product registration fees. Both forms need to be received by **31 January**.
7. You are also obliged to notify the FairWild Foundation if the following change during the year:
	* changes in suppliers list (of certified products);
	* changes in FairWild product assortment including changes of product composition;
	* changes in the clients you sell or trade to;
	* change of address / moving premises.

The names of registered Processors, Traders, Licensees and Microenterprises will be listed on the FairWild website.

**ATTACHMENTS**

Please ensure you include the following attachments when submitting your completed registration form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents required** | **First buyers** | **Traders / Processors** | **Licensees** | **Microenterprises** |
| Evidence of non-FairWild certifications | ✓ | ✓ | ✓ | - |
| Approved organic supplier list | ✓ | ✓ | ✓ | - |
| Approved fair trade supplier list | ✓ | ✓ | ✓ | - |
| Documentation supporting traceability self-assessment | ✓ | ✓ | ✓ | ✓ |
| Documentation supporting first buyer commitment self-assessment | ✓ | - | - | ✓ |
| Sample label for transport and product packaging | ✓ | ✓ | - | - |

Registration Forms for FairWild Traders, Processors, Licensees and Microenterprises

according to the FairWild Trading Rules

|  |  |
| --- | --- |
| **Business name:** |  |
| **Prepared/updated by** ***(Name & Date)***: |  |

*For completion by FairWild Foundation:*

|  |  |
| --- | --- |
| **Evaluated by:** |  |
| **Registration No.:** |  |

|  |
| --- |
| The company agrees to abide by the [FairWild Trading Rules](https://www.fairwild.org/s/FairWild-Trading-Rules-version-2-2021.pdf) and the [FairWild Labelling Rules](https://www.fairwild.org/s/FairWild-Labelling-Rules-version-4-2021.pdf) and all obligations therein.The company confirms the correctness and completeness of the information included in this form.  |
| ................................................................................................................................................................................*Signature (electronic signatures can be accepted)* |
| ...................................................................................*Place and date of signature* | .........................................................................................*Name & job title of signatory* |

# CONTACT DETAILS

|  |
| --- |
| **COMPANY CONTACT INFORMATION** |
| *Company Name*: |  |
| *FairWild contact point:*  |  |
| *Postal Address:* |  |
| *Tel.*:  |  | *Fax*:  |  |
| *Email address* |  |

# basic description

Type of business

*Please tick all that are applicable.*

|  |  |
| --- | --- |
| **[ ]**  | First Buyer from FairWild certified collection operations (FairWild trader or processor) |
| **[ ]**  | Intermediate trader or processor of FairWild products (not first buyer, not final brand company) |
| **[ ]**  | Brand company of finished of FairWild products (FairWild Licensee) |
| **[ ]**  | Small scale businesses that manufacture and sell finished products containing FairWild certified ingredients (FairWild microenterprise)  |

Current certifications

*Please tick all that are applicable and attach certificates or documentation supporting your answers*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Certification type** | **Certification** | **Certifier** |
| **[ ]**  | Organic Certification (e.g. USDA, JAS, EU Organic, etc.) |  |  |
| **[ ]**  | Fair trade (e.g. Fair For Life, FairTrade, etc.) |  |  |
| **[ ]**  | Environmental (e.g. UEBT, Wildlife Friendly, etc.) |  |  |
| [ ]  | Other |  |  |

Description of Company and Activities

|  |  |
| --- | --- |
| Activities of your company (Products, Processing techniques, etc.) *Max 100 words* |  |
| Description of your processing / handling steps of FairWild products *Max 100 words* |  |

Subcontracted Activities

Please list all companies which you have subcontracted for processing or handling of FairWild certified raw materials or finished products containing FairWild ingredients (e.g. contracted warehouses, contracted processing or packing units). **N.B. if a subcontractor is used, a business cannot register as a Microenterprise.**

| **Company name** | **Address** | **Activity** |
| --- | --- | --- |
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# Assortment List, Suppliers AND CLIENTS

FairWild certified suppliers, raw ingredients / products

Please list here ALL your suppliers of FairWild certified ingredients and products. If you buy from an intermediate trader, please indicate the originating FairWild collection operation (in brackets) after the supplier name.

**This list needs to be continuously updated and resubmitted to the FairWild Foundation in case of changes.**

| **Supplier name** | **Address** | **Ingredient(s) / Product(s) received** | **Volume of product purchased in past calendar year** |
| --- | --- | --- | --- |
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Organic and FairWild certified suppliers of ingredients used in composition of FairWild products

If you produce multi-ingredient products with FairWild ingredients, the certification status of the other ingredients is also relevant for the FairWild labeling status of the products (See [FairWild Labelling Rules](https://www.fairwild.org/s/FairWild-Labelling-Rules-version-4-2021.pdf)). Therefore, please attach to your email your approved organic supplier list (trading schedule as approved by the organic certification body) as well as your approved fair trade supplier list (not required for Microenterprises).

Assortment

Please list here all FairWild ingredients or single ingredient processed product you produce or trade in. This is the basis for your approved FairWild Assortment list. **For multi-ingredient products, you must use separate** [**FairWild composition sheets**](https://www.fairwild.org/s/FairWild-Product-Composition-Sheet.docx) **to give all details.**

|  |
| --- |
| **FairWild Assortment List** |
| **Article number/Code** | **Product** *Include specifications, e.g. “Juniper dry, whole” / “Juniper dry, powder”* | **Supplier(s) of raw ingredients** | **Certified Organic?** | **Also handle non-certified quality?**  |
|  |  |  |  |  |
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Clients of FairWild products sold / traded by your operation

Please list here all **non-retail** clients of your FairWild products. **N.B. if a business sells FairWild ingredients or products through non-retail channels, they cannot register as a Microenterprise.**

**This list needs to be continuously updated and submitted to the FairWild Foundation in case of changes.**

| **Client name** | **Address** | **Certified ingredient(s) / Product(s) sold to client** | **Volume sold to client in past year** |
| --- | --- | --- | --- |
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# Book Keeping and Traceability

Traceability System

*Please describe here briefly how you assure traceability and separation of FairWild products within your company (from incoming raw ingredients or field produce to final sales). Attach any documents that support this description, e.g. internal policies and procedures.*

| **FairWild Trading Rules Criteria** | **Self-assessed evidence** Max. 150 words per box |
| --- | --- |
| FairWild ingredients and products are clearly identified as FairWild in all purchase and sales documentation, e.g. invoices, delivery notes and purchase orders |  |
| We keep records of all processing and sales of FairWild products. The records allow an ability to trace back all transactions to the origin of the product. |  |
| FairWild ingredients and products are effectively separated from non-FairWild products at all stages until final product composition. |  |
| FairWild products are identified as FairWild at all stages (e.g. special product code or FairWild indication on internal labels). |  |
| **For non-Microenterprises only:** |
| During subcontracted processing / handling of FairWild products, we ensure effective separation and identification in the subcontracted operation. |  |

# Product Labelling

Product labelling when products leave your operation

**For traders and processors:** attach a sample label designed in accordance with the [FairWild labelling rules](https://www.fairwild.org/s/FairWild-Labelling-Rules-version-4-2021.pdf) when returning this form.

**For Licensees:** you must submit complete graphics and label designs for each finished product to the FairWild Foundation for approval, prior to production.

| **FairWild Trading Rules Criteria** | **Self-assessed evidence** Max. 150 words per box |
| --- | --- |
| We have verified that the FairWild ingredients we use originate from FairWild certification collection operations and that all traders who traded (bought and sold) the FairWild products or ingredients until received by us, are duly registered as FairWild registered traders. |  |
| We ensure that all requirements related to labelling, packaging, advertising and use of the FAIRWILD® word or design mark have been followed. |  |
| We have read the FairWild Labelling Rules and confirm that we believe our product claims and other references to FairWild are in line with the requirements.  |  |
| **For Licensees and Microenterprises only:** |
| We commit to send all consumer labels with reference to FairWild to the FairWild Foundation for approval before printing and circulation.  |  |

# Fair trading Aspects (First Buyers from FAirWild Collection)

***Please only complete if you buy directly from certified FairWild Collection operations.***

*Please describe here briefly how you enact fair trade principles in your relationships with collection operations. Attach any documents that support this description, e.g. internal policies and procedures.*

| **FairWild Trading Rules Criteria** | **Self-assessed evidence** Max. 150 words per box |
| --- | --- |
| We have binding purchase contracts. Contracts indicate at least: * Agreed volumes
* Quality specification
* Price and FairWild Premium
* Payment terms and pre-financing (if any)
* Delivery conditions and procedures in case of quality problems
* Arbitration mechanism agreed by both parties
 |  |
| We do not offer to buy FairWild certified products from the FairWild Certified Collection Operation under the condition that the collection company sells a quantity of non-certified product under terms that are disadvantageous to the collection operation. |  |
| We intend to maintain a long term trade relation with all FairWild suppliers. If trade relationships are ended this is done responsibly and with due notice. |  |
| We provide our FairWild Certified Collection Operation(s) with forecasts of intended quantities of purchase. |  |
| Our FairWild Certified Collection Operation(s) get favorable terms of trade, in particular we * pay invoices promptly,
* give adequate order lead times and
* address any quality problems with the objective to find a mutually agreed solution and improve the situation
 |  |
| We have agreed with the FairWild Certified Collection Operation on a fair price (details below) and a FairWild Premium in line with FairWild pricing setting guidance.  |  |
| The FairWild Premium and its payment mode is specified in either individual sales agreements, invoices or in underlying MoUs. Payment of the Premium to the specified Premium account of the FairWild Certified Collection Operation (or other arrangements as agreed by both parties) is documented.  |  |

Prices

*Please indicate here the prices which you have paid for FairWild certified products. If applicable please indicate minimum, maximum and average price paid last season. The FairWild Foundation will keep all provided information strictly confidential. If preferred, please attach a separate document with prices.*

| **FairWild Product** | **Min price paid** | **Max price paid** | **Average price paid** | **FairWild Premium paid** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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**End of Form.**

Please send this form by email to: secretariat@fairwild.org