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**APPLICATION FORM**

Carrying out Inspection and Certification of Compliance under the Terms for

**ROUNDTABLE ON**

**SUSTAINABLE PALM OIL**

**(RSPO)**

根据可持续棕榈油圆桌倡议标准条款进行检验和合规认证

供应链认证体系

申请表

|  |  |
| --- | --- |
| **RSPO SUPPLY CHAIN CERTIFICATION SYSTEMS** |  |

**APPLICATION FORM – RSPO SCC 申请表 - RSPO SCC**

Please complete this application form and return it to your local Control Union office. We will provide you with an offer and discuss the best way in moving forward towards a certification audit.

请填妥此申请表并交回您所在国家当地的Control Union办公室。我们将为您提供报价，并讨论进行认证审核的最佳方式。

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| **INSTRUCTIONS TO APPLICANT 申请方须知** |
| * This RSPO SCC Application form must be completed prior to us making an offer   此RSPO SCC申请表必须在我方发出要约之前完成   * Kindly complete the form and sign the client declaration   请填写表格并签署客户声明 |

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| **CLIENT INFORMATION (AS REGISTERED WITH THE RSPO) 委托方信息（在RSPO网站登记注册的信息）** | | |
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| Organisation Name  机构名称 | : |  |
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| Address 地址 | : |  |
| City 城市 |  |  |
| Country 国家 | : |  |
|  |  |  |
| Office Contact No.  办公电话 | : |  |
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| VAT No, if applicable 税号 |  |  |
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| RSPO Membership No  RSPO会员号 | : |  |
|  |  |  |
| PalmTrace” /all of them if different activities  PalmTrace ID, 如果有多个请全部填写 | : |  |
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| **PRIMARY CONTACT PERSON INFORMATION (THE PERSON RESPONSIBLE/IN-CHARGE) 主要联系人（负责人）信息** | | |
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| Contact’s Name 联系人 | : |  |
|  |  |  |
| Position / Title Held with the Company 职务职位 | : |  |
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| Office Direct Line No. 电话 | : |  |
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| Mobile No. 手机 | : |  |
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| E-mail Address 邮箱 | : |  |

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| **GUIDANCE TO APPLICANT 申请指导** |
| **Supply Chain Model 供应链模式**  For **the Identity Preserved, Segregation and Mass Balance** supply chain models, either the operator at the facility level or its parent company that is seeking certification shall be a member of the RSPO  对于身份保持、分离和混合供应链模式，申请认证场所运营商或其母公司都必须是RSPO的成员   * **Identity Preserved (IP) 身份保持**   The Identity Preserved Supply chain model assures that the RSPO certified oil palm products delivered to the end user is uniquely identifiable to a single mill and its supply base and is kept physically isolated from all other oil palm sources throughout the supply chain (including other segregated RSPOCSPO sources)  身份保护供应链模式确保交付给最终用户的RSPO认证油棕产品对于单个工厂及其供应基地是唯一可识别的，并且在整个供应链中与所有其他油棕来源(包括其他隔离的RSPO CSPO来源)保持物理隔离   * **Segregation (SG) 分离模式**   The Segregation supply chain model assures that RSPO certified oil palm products delivered to the end user comes only from RSPO certified sources. It permits the mixing of RSPO certified palm oil from a variety of sources  分离供应链模式确保交付给最终用户的RSPO认证油棕产品仅来自RSPO认证的来源。它允许混合各种来源的RSPO认证棕榈油   * **Mass balance (MB) 混合模式**   The Mass balance supply chain model administratively monitors the trade of RSPO certified oil palm products throughout the entire supply chain, as a driver for mainstream trade in sustainable palm oil  贸易中RSPO认证的棕榈油与非认证的棕榈油混合在一起，前提是总量得到控制  **General 通用**   * For members seeking certification for difference operational units that are not governed under one Central Office or ICS, separate application forms must be submitted for each operational unit   会员如欲为不属同一中心办公室或内部控制体系(ICS)管辖的不同操作单元申请认证，必须为每个运作单元分别提交申请表格   * Please give details of each operational unit with the correct set detail as listed below   请提供每个操作单元的详细情况   * Add or subtract rows as necessary   根据需要增减行数 |

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| **TYPE OF CERTIFICATION 认证类型** | | |
| **Type**  **类型** | **Description**  **描述** | **Double “click” on box to select**  **在方框上双击点击进行选择** |
| Micro Users  微型用户 | Organisations that use a low volume of oil palm products, of less than  1000 kg per annum.  每年使用不到1000公斤棕榈油的机构组织 |  |
| Single Site Only  单场所 | For single-site certification, the scope of certification is limited to ONE operational unit per application  对于单场所认证，每个认证范围仅限于一个操作单元 |  |
| Multiple Sites  多场所 | * A term used for groups of plantations, farms, mils or refineries etc brought together under a Central Office and administered using an Internal Control System (ICS)   用于将种植园、农场、工厂或精炼厂等聚合在一个中心办公室之下，并使用内部控制体系(ICS)进行管理的术语   * All facilities included in the multi-site certification shall be represented by a Central Office   一个中心办公室必须代表包含在多场所认证中的所有场所   * The Central Office shall document and implement clear rules regarding eligibility for the participation of sites in the certificate   中心办公室要对认证范围内所有场所资格制定明确的书面规则并加以实施   * All Participants sites shall have a legal and/or contractual relationship with the Central office   所有申请认证的场所均应与中心办公室建立法律和/或合同关系   * Multi-site certification is not restricted to a single country and can be performed across borders   多场所认证不局限于单一国家，也可以跨国家进行   * A common centrally administered and documented internal control system (ICS) shall be used and shall be used and monitored by the Central Office   应使用统一的集中管理和文件化的内部控制体系，并由中心办公室监督   * The Central Office shall appoint a management representative with overall responsibility for ensuring that all operational units comply with the RSPO chain of custody requirements. Internal audits of all sites/operations will be carried out on an annual basis and will be reviewed and recorded at the Central Office   中心办公室应任命一名管理代表，全面负责确保所有操作单元符合RSPO监管链的要求。并每年对所有场所/业务进行内部审计，并由中心办公室进行审查和记录   * Different operations within the multi-site certification will be grouped by “Sets”. Each set will operate a common management system and maybe classified as follows:   多场所认证内的不同单元将被分组。每组使用共同的管理系统，并且分类如下：   * + Refining and blending   榨油和混合   * + Kernel Crushing Plants   果仁压榨厂   * + Storage and Distribution   存储和分发   * + Processing (including secondary processing after the refinery)   加工（含榨油后的二次加工）   * + Production (Final Manufacture of end product)   生产（成品的最终制造）   * At least 1 site from each set shall be included in an audit sample.   每组中至少有一个场所包括在审核样本中  Central Office functions shall be audited annually  中心办公室的职能应每年审核一次 |  |
| Group Certification  团体认证 | All members included in the group certification shall be represented by a Group manager.  团体认证的所有成员应由一名团体经理代表   * The Group manager shall document and implement clear rules regarding eligibility for members’ participation in the certificate.   对于认证范围内所有场所的资格，集团经理必须将明确的规则书面化并加以实施   * All group members shall have a legal and/or contractual relationship with the Group Manager.   所有团体成员均应与团体经理建立法律和/或合同关系   * Group certification is not restricted to a single country and can be performed across borders.   团体认证不局限于单一国家，也可以跨国家进行   * Group members shall be:   团体成员应为：   * + Separate legal entities   独立的法人代表   * + Use up to 500 MT of oil palm products per year   每年使用不超过500公吨的油棕产品   * Micro users can be a part of group membership.   微型用户可以是团体成员的一部分   * Palm oil mills cannot join a group, with the exception of independent palm oil mills without their own supply base and producing up to 5000 MT palm oil products per year)   棕榈油厂不能加该团体，除了没有自己供应基地和每年生产高达5000公吨棕榈油产品的独立棕榈油厂  The RSPO Supply Chain Certification system shall be operated by a Group Manager.  RSPO供应链认证体系须由团体经理负责运营   * A common centrally administered and documented internal control system (ICS) shall be used and monitored by the Group Manager.   团体经理应使用和监控统一的集中管理和文件化的内部控制体系(ICS)   * The Group entity shall appoint a Group Manager who is appointed management representative with overall responsibility for ensuring that all group members comply with the RSPO Supply Chain Certification Standard requirements. Internal audits of group members shall be carried out on an annual basis and shall be reviewed and recorded by the Group Manager.   法人代表须任命一名团体经理，全面负责确保所有团体成员符合RSPO CoC认证标准的要求。每年对整个团体成员进行内部审计，并由中心办公室进行审查和记录。   * Different operations within the Group certification shall be grouped by sets. The main sets shall operate a common management system and may be classified as follows:   团体认证内的不同操作类型将被分组。主要组应实行统一的管理制度，可分为以下几类:   * + Refining and blending   榨油和混合   * + Transport and distribution   运输和分发   * + Processing (including secondary processing after the refinery)   加工（含榨油后的二次加工）   * + Production (final manufacture of end product)   生产（成品的最终制造）   * At least one (1) site from each set shall be included in an audit sample.   每组中至少有一个场所包括在审核样本中   * The Group Manager shall be audited annually.   团体经理应每年审核一次 |  |
| Book  &  Claim  证书交易 | Model that supports the production of RSPO certified sustainable oil palm products through the sale of RSPO Credits.  通过销售RSPO信用证来支持RSPO认证的可持续油棕产品生产的模式   * One RSPO Credit represents one metric tonne of RSPO certified sustainable oil palm product.   一个RSPO信用代表一公吨RSPO认证的可持续油棕产品  For Oleochemicals, ratios in the RSPO rules for Oleochemicals and its Derivatives shall be used.  对于油脂化学品，应使用油脂化学品及其衍生物的RSPO规则中的比率 |  |

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| **Applying for additional services 申请额外服务** |
| Pre-assessment 预评估  *(This visit gives you the opportunity to identify existing gaps before the first inspection/audit)*  *（此项服务使您有机会在第一次检验/审核前识别存在的差距）* |

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| **CU CODE**  **CU 编码** | **OPERATIONAL UNIT**  **操作单元** | **DESCRIPTION**  **描述** |
| REF | Refinery or Final Refinery  炼油厂或最终炼油厂 | * A refinery is a production facility that processes crude palm oil into products with more value like refined palm oil.   炼油厂将CPO加工精炼棕榈油等附加价值更高的产品   * A refinery or final refinery that refines CPO/CPKO into derivatives and may also produce a final product   将CPO/CPKO提炼成衍生物并可生产最终产品的炼油厂或最终炼油厂 |
| PRU | Processing  加工 | Intermediate production of a product that undergoes further processing into the final product  经过进一步加工成为最终产品的中间制造 |
| FPU | Final Production  成品 | Final manufacture of product that undergoes no further processing. The manufacturer/processor that uses palm oil based products for manufacturing products designed and intended for consumption or end-use in any way e.g. Food manufacturers, retailers when producing own label products- in house, consumer goods manufacturers, biofuel producers, feed product manufacturers.  不经过进一步加工的最终成品制造商/加工商使用棕榈油为基础的产品以任何方式生产用于消费或最终用途的产品，例如食品制造商、生产自有标签产品的零售商、消费品制造商、生物燃料生产商、饲料产品制造商 |
| STO | Storage  存储 | Tanks, storage facilities of the products  存储罐、储存设施 |
| OTU | Outsourcing  外包 | Tank farms and other services that might not be directly owned by the applicant company  申请企业不直接拥有储油设施以及其他服务的所有权 |
| TRD | Trading or Traders  交易或贸易商 | Participant in the supply chain of RSPO certified oil palm products  that takes legal ownership of oil palm products, derivatives, and/or  purchases and sells futures without physically handling the oil palm products. When selling RSPO certified products, the Trader must pass on the certificate number of the product manufacturer and the applicable supply chain model.  Traders not complying with this definition, need to hold a Supply  Chain Certification.  RSPO认证油棕产品供应链的参与者，拥有油棕产品、衍生品的合法所有权，和/或买卖期货而不实际处理油棕产品。在销售RSPO认证产品时，贸易商必须传递产品制造商的证书编号和适用的供应链模式。不符合此定义的贸易商需要持有供应链认证 |
| ICS | Internal Control Systems  内部控制体系 | Internal Control System for multi-sites  多场所内部控制体系 |
| IM | Independent mill  独立榨油厂 | A mill operating independently of and with no legal relationship to  any specific plantation. This includes through parent or sister  companies.  榨油厂独立运营且与任何特定的种植园均无法律关系，包括母公司或姐妹公司与任何特定的种植园均无法律关系，并考虑种植园的地理可及性 |
| FSC | Food Service Companies  食品服务公司 | Facility/facilities that serves any type of meals and/or snacks for immediate consumption onsite or for take away. This category includes full-service restaurant, fast food outlets, caterers, cafeterias and other places that prepare, serve and sell food to consumers or public. It also includes retail bakeries, as those located in supermarkets conducting par-baking and food service companies that deliver to institutions.  提供任何类型餐点和/或点心供现场即食或外卖的场所。此类公司包括全方位服务的餐馆、快餐店、餐饮店、自助餐厅以及其他制备、提供和出售食品给消费者和公众的场所，还包括零售面包店，以及超市中预烘焙的面包店和向机构提供产品的食品服务公司 |
| KCP | Kernel Crusher Plant  棕榈核油压榨工厂 | A plant that produces Palm Oil Kernel (PKO) and Palm Kernel Expeller (PKE).  生产PKP和PKE的工厂 |

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| **LOCATION ADDRESS FOR MULTI-SITE/Group Certification/Food service CERTIFICATION ONLY**  **多场所/团体认证/餐饮服务认证的地址** | |
| Not applicable to Single Site Certification 不适用于单场所认证 | |
| CU code **CU编码** | Location address of the ICS (Applicable to Multi-Site Certification Only)  ICS的位置地址（只适用于多场所认证） |
| ICS |  |

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| **OPERATIONAL UNIT(S) TO BE INCLUDED IN THIS AUDIT SCOPE (ADD/REMOVE LINES)**  **审核范围内的操作单元（可增/减行）** | | | |
| CU Code **CU编码** | Name of Facility **场所名称** | Location Address **地址** | **Supply Chain Model**  **供应链模式** |
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| **For Outsourcing companies on the scope 适用于范围内有外包的申请方** | |
| **/Please answer the following questions:**  **请回答以下问题：** | **Yes/No**  **是/否** |
| The company is outsourcing a wide range of production related activities  申请认证方将广泛的制造相关活动委托给外部 |  |
| The company is outsourcing to a contractor or a number of contractors on a regular basis;  申请认证方定期将业务外包给一个或多个承包商 |  |
| The contractors (outsourced companies) grade and/or sort the material in the chain during outsourced processing;  承包商(外包公司)在外包加工过程中对供应链中的材料进行分级和/或分类 |  |
| Outsourced company does not physically return the certified product following the outsourced activity~~;~~  外包公司在外包活动后不向申请认证方返还认证产品 |  |
| Contractors are physically transforming products  承包商对产品进行加工处理 |  |
| The company is outsourcing processing across national borders  申请认证方进行跨国外包加工委托 |  |

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| **OUTSOURCE UNIT(S) TO BE INCLUDED IN THIS AUDIT SCOPE (ADD/REMOVE LINES)**  **包括在认证范围内的外包单元(可增/减行)** | | | |
| CU CodeCU编码 | Name of Facility **场所名称** | Location Address **地址** | **Supply Chain Model**  **供应链模式** |
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| **RSPO CERTIFICATION STATUS (APPLICABLE TO CERTIFICATION TRANSFERS ONLY)**  **RSPO认证状态（仅适用于认证机构的变更）** | | |
| *Please confirm if the facility(s) in this Application Form was successfully certified previously by another Certification Body and this is a transfer of certification to Control Union.*  *请确认此申请表中的场所是否已成功通过其他认证机构的认证，并将认证机构变更为Control Union* | | |
| **Yes, this is a transfer of certification**  **是的，变更认证机构** | |  |
| **No, this is a new application for certification**  **否，这是一份新的认证申请** | |  |
| *If YES, then kindly submit with this application the following documents:*  *如果是，请在此申请中提交以下文件:* | | |
| 1. The RSPO SCC Certificate from the previous Certification Body   来自前认证机构的RSPO SCC认证证书 | |  |
| 1. The most recent RSPO SCC Public Summary Report   最新的RSPO SCC公开总结报告 | |  |
| 1. Confirmation of communication to the other CB   与前认证机构的沟通确认 | |  |
| **ADDITIONAL INFORMATION ON CERTIFICATION TRANSFERS (IF APPLICABLE)**  **有关变更认证的其他信息（如适用）** | | |
| Details of any previous certification reports  任何之前认证报告的详细信息 |  | |
| Details of all other certifications held, to include contact details of the certification bodies applicable  持有的所有其他认证的详细信息，包括相关认证机构的联系方式 |  | |
| Description of the company and the process for which the certification is sought  要求获得认证的公司和过程的描述 |  | |
| Please provide details regarding location and travel logistics for the above (*(For example: Nearest airport. Distance and time required from the airport and time between locations).* If applicable, please specify per site or location.  请提供以上(例如:最近的机场)地点的交通详情。从机场到两地所需的距离和时间)。如适用，请指出每个场所或地点。 |  | |

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| **APPLICANT / CLIENT DECLARATION 申请方/客户声明** | | |
| I, the undersigned, being an authorised signatory for the organization, understand that the information given in this application is considered non-confidential and may be shared with other parties.  本人作为该组织的授权签署人，知晓在此申请表中提供的信息将被视为非机密信息，并可能与其他各方共享。  I confirm that I’ve been made aware that Control Union (Malaysia) Sdn Bhd is the primary registered office with the Roundtable on Sustainable Palm Oil (RSPO) that handles all accreditation matters and in accepting any potential offers from any Control Union office for RSPO certification services, the contracting and legal office is Control Union (Malaysia) Sdn Bhd.  本人知晓Control Union (Malaysia) Sdn Bhd是可持续棕榈油圆桌倡议(RSPO)的主要注册办公室，负责处理所有认证事宜。在接受任何Control Union办公室提供的RSPO认证服务时，合同和法律交由Control Union (Malaysia) Sdn Bhd处理。  Furthermore, I confirm that this Application Form has been filled truthfully and shall be used as an integral part of the agreement between Control Union Certifications and the Client.  此外，我确认此申请表已如实填写，并将作为Control Union认证与客户之间协议的组成部分。  I declare that the information given in this application is complete and accurate and request an offer to potentially carry out the RSPO Supply Chain Certifications audit as required under the RSPO Supply Chain Certification Systems document.  本人声明此申请表所提供的资料是完整及准确的，并要求根据RSPO供应链认证系统文件的要求，提供可能进行RSPO供应链认证审核的服务。 | | |
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| Name 姓名 | : |  |
|  |  |  |
| Position职务 | : |  |
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| Signature署名 | : |  |
|  |  |  |
| Date 日期 | : |  |