



FAIRTRADE
AUSTRALIA
NEW ZEALAND

Fairtrade ANZ APPLICATIONS POLICY

To manufacture, buy and sell Fairtrade certified products in Australia or New Zealand, you need to obtain Fairtrade **certification** from Fairtrade ANZ, FLO-CERT or another National Fairtrade Organisation. In general, companies located in New Zealand and Australia are registered with Fairtrade ANZ. Companies located outside Australia and New Zealand are certified by FLO-CERT or the local National Fairtrade Organisation.

A company that sells a packaged and labelled product to the consumer needs to also be **licensed**. All potential licensees located in Australia and New Zealand must be licensed by Fairtrade ANZ. All companies located outside Australia and New Zealand who wish to sell labelled finished Fairtrade Certified Products in Australia and New Zealand must be covered by a licence contract with either Fairtrade ANZ, another National Fairtrade Organisation or Fairtrade International

Certification

Fairtrade Standards for producers and traders apply to all volumes sourced. These transparent global standards are easily accessible on the Fairtrade International website and are regularly reviewed. All operators in the supply chain, from the certified farmers through to manufacturers of finished labelled product must be certified by FLOCERT, Fairtrade ANZ or another National Fairtrade Organisation and get a unique FLO-ID number which enables them to trade Fairtrade ingredients.

Licensing

In order to use the Fairtrade mark on packaging, a company has to sign a licence agreement with Fairtrade ANZ (ie become a Licensee). Unless you have signed a licence agreement that specifically gives you permission to use the Fairtrade Mark on a finished product then you are not a licensee. A Licensee will generally also be certified.

The Application Process – 3 steps

1) Submit application

- a) Ensure your supplier has a valid Fairtrade Certification: ask for their Fairtrade FLO ID
- b) Complete and submit the Application Form including:
 - Product and supply chain details
 - Payment of application fee
- c) For composite products (such as cookies or cakes), submit your recipe including:
 - Grams/mls per 100 grams/mls of each ingredient
 - % of each ingredient

2) Certification

- a. Review and Sign Certification Agreement

Fairtrade Australia & New Zealand

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- b. Receive FLO-ID: unique identification number to put on your commercial documents
- c. Receive Permission to Trade Fairtrade, valid for 6 months
- d. Fairtrade will schedule an initial audit within 6 months

3) Become a licensee

- Review & return signed Licence Agreement
- Understand reporting requirements of Fairtrade purchases & sales and fee invoicing
- Submit all revised or new Fairtrade products and artwork for approval
- Report quarterly on Fairtrade sales and volumes (per product and per country) and pay licence fee invoices on time

Evaluation of Applications

Applications will be evaluated impartially and based on objective evidence obtained through a fair, valid and reliable assessment, not influenced by other interests or other parties. The main principles for inspiring confidence are independence, impartiality and competence both in action and appearance. For further details, please see our Impartiality Policy.

If the application is successful, Fairtrade ANZ will grant an initial Permission to Trade. This allows the business to trade in Fairtrade products. Within 6 months, an on-site audit will be conducted to verify conformity with the Fairtrade Trade Standard. After the audit and completion of any Corrective Action Requests, a Fairtrade certificate is issued.

Applications may be denied if in the opinion of Fairtrade ANZ the applicant does not have the capacity to comply with Fairtrade Standards or if their products are out of scope of the Fairtrade Standards.

Discontinuation of Applications

If the application process does not proceed due to the fact that the applicant does not submit missing information or fails to respond to Fairtrade ANZ for more than 6 months after the application process has started, the application will be discontinued. If the applicant wishes to continue, a new application must be started from the beginning. All documents need to be resubmitted, a new invoice for the application fee will be issued and fees already paid cannot be taken into consideration.

Subcontractors and Agents

Sub-contractors do not need to apply to Fairtrade ANZ for licensing or certification as long as they don't take ownership of the ingredients. However companies using them must disclose them

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to Fairtrade and have a Subcontractor Agreement.

Requirements once Application is Accepted

Certified Clients:

- Compliance with the Fairtrade Standards
You can download and familiarise yourself with the [Fairtrade Trader Standard](#) and find an outline of the compliance criteria [here](#).
- Fees:
A yearly fee is payable for certification.
- Audits and reviews
 - Regular scheduled and unscheduled audits will be conducted to ensure continued compliance with the Standards.
 - You must be able to account for and trace all volumes of Fairtrade products in and out of your operation and throughout any processing. The in/out balance must verify that volumes sold as Fairtrade do not exceed volumes purchased. Businesses should therefore keep records of Fairtrade purchases, storage, manufacture and sales and report on the details of their activity. •
 - You should ensure the FLO ID of both buyer and seller is on all transaction documents (ie purchase and sales documents)
 - Keep Fairtrade products identifiable at all stages - include Fairtrade in the product description throughout system and on all commercial documents.

Licensees:

- Fees
 - A minimum annual fee is payable
 - Fees will be charged based on your total Fairtrade sales
- Reporting
Licensees are required to provide a quarterly Flow of Goods report (FoG) that includes sales information (retail and wholesale) of each Fairtrade product - Volume (in kilo or units) and nett invoice value, by country of sale
- Use of the Mark
 - Licensees must ensure artwork incorporating the relevant Fairtrade Mark follows the Guidelines (provided once you are a licensee) and includes the Statement referring to FT ingredients, website and FLO-ID.
 - Artwork must be provided to Fairtrade ANZ (Artwork@fairtrade.com.au) for approval prior to printing or putting online.

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- Selling overseas
 - All Fairtrade ANZ Licensees who wish to sell labelled finished Fairtrade Certified Products outside Australia and New Zealand must ask Fairtrade ANZ to get permission from the destination National Fairtrade Organisation for a “cross border sale”.
 - Similarly, all companies located outside Australia and New Zealand who wish to sell labelled finished Fairtrade Certified Products in Australia and New Zealand must be covered by a licence contract with another National Fairtrade Organisation or Fairtrade International and a cross border agreement made between Fairtrade ANZ and the host organisation.

Decertification

Certification can be removed for failure to comply with the Fairtrade Standards and Compliance Criteria or the Certification Agreement. The applicable sanctions and processes can be found in the Standard Operating Procedures.

Reapplication after De-Certification

In general, operators that have lost the certification for their Fairtrade Certified products for failing to meet Fairtrade Standards may not reapply to Fairtrade ANZ within one year of de-certification. This time period can be shorter if appropriate to the reason for de-certification, but is never less than 3 months.

Although companies may reapply after the respective time period, there is no guarantee that the application will be accepted. Fairtrade ANZ will evaluate each application to verify that the business conforms with Fairtrade Standards. Where there has been a serious non-conformity this will generally require an on-site audit before re-certification. The cost of the audit must be covered by the applicant.

Operators that are decertified for non-payment of fees can be reinstated if they pay all of their outstanding invoices within 15 days of the date of their decertification.

Complaints

Fairtrade Australia & New Zealand (Fairtrade ANZ) seeks to maintain its reputation as a not-for-profit company delivering high quality professional services. Fairtrade ANZ is also committed to maintaining its responsiveness to the needs and concerns of its licensees and the producers it supports. Any person or organization who is dissatisfied with a service provided by the organization may contact Fairtrade ANZ seek a resolution of their complaint. The Fairtrade Complaints Handling Policy provides further details.

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