

FAIRTRADE LICENCE APPLICATION FORM

Please complete the form and return by email to Licensing@fairtrade.com.au

A non-refundable application fee is payable on lodgement of this application form.

Australian Applicants: \$AUD220 (incl GST)

New Zealand Applicants: \$NZD250 (incl GST)

All applicants need to complete Section A, please read the outline of section B, C, D & E to determine if you need to complete these.

Section A: (compulsory for all applicants)

- 1: Company information
- 2: Contact details
- 3: Fairtrade Products
- 4: Retail Information
- 5: Reporting and Record Keeping

Section B

If the product you intend to sell is a **single ingredient** (eg coffee, bananas, gold) please fill out this section.

Section C:

If the product you intend to sell is a **composite ingredient** (eg chocolate) please fill out this section. You will need to include the ingredient breakdown of your product and the suppliers for each ingredient.

Section D:

If the product you intend to sell is **cotton** please fill out this section. You will need to outline who completes each stage of the manufacturing process.

Section E:

If you would like to join the **Fairtrade Sourcing Program** please fill out this section. Please refer to page 7 of the Information Kit for more details.

Section A

1: COMPANY INFORMATION		
Registered Business Name		
Registered Company Number (e.g. ABN – Australia)		
Business website		
Primary Contact	Name	
	Position	
	Phone	
	Mobile	
	Email	
Secondary Contact	Name	
	Position	
	Phone	
	Mobile	
	Email	
Postal Address		
Business' Registered Address		

2: Key Contacts within your organisation – please complete as best as you can			
Role	Name	Position	Email
Director/Head Influential Person			
PR/Media			
Quarterly Sales Reporting			
Account Payable			
Artwork			
Corporate Social Responsibility			
Sourcing (procurement/buying)			
Person responsible for Fairtrade			
How many staff are there in your company?			

3: FAIRTRADE PRODUCTS

List the product category(ies) you wish to become licensed to sell as Fairtrade:
(e.g. Coffee, Sugar, Tea, chocolate, cotton etc)

.....
.....

Short description of your intended Fairtrade products
(e.g. Fairtrade Organic Ethiopian)

.....
.....

Will you sell a packaged product direct to consumers?

.....
.....

SECTION 4: RETAIL INFORMATION

How do you intend to sell your Fairtrade products(s)?

- Wholesale Retail
 Export Other:.....
 In my cafe

Specific Targets (e.g retailer)

Annual turnover (not just Fairtrade)?

Projected annual Fairtrade sales?

Are you willing to be contracted by companies to develop their own brand Fairtrade products? If YES, please provide details. (e.g. you buy, roast and package Fairtrade coffee for another roaster selling the product under their brand name rather than yours)

5: REPORTING & RECORD KEEPING

Will you be able to provide quarterly reports of Fairtrade purchases and sales?

Does your record-keeping allow verification of physical traceability?

What documents do you use to track the movement of Fairtrade Products through your business?
(e.g. sales orders, invoices, dispatch orders, etc)

.....
.....
.....
.....

Does your business have an organic certification? Yes No

If yes, which certification body (eg NAASA ACO OFC TOP)?

.....

I have read the Fairtrade Standards, Licensee Information Kit and am aware of my responsibilities as a Fairtrade Licensee.

Print name:.....

Sign:.....

Section B

Please complete single ingredient supply chain details for each product	
Registered brand, product name and SKU as it will appear on packaging	
Will the final product carry an organic certification Mark?	<input type="radio"/> Yes <input type="radio"/> No If, yes which certification body?.....
Pack sizes	
Fairtrade ingredient	
Direct supplier name & FLO ID	
Direct supplier role	
Fairtrade Price & Premium Payer	
Producer Group name & FLO ID	
Are you Processing & Packaging the product?	
Are subcontractors used as part of the Manufacturing & Packaging the product? If yes, please provide company names , contact details and address.
Addresses of manufacturing and storage facilities
Estimated launch date	

Section C:

Please complete composite product supply chain details for each product																																									
Registered brand, product name and SKU as it will appear on packaging																																									
Will the final product carry an organic certification Mark?	<input type="radio"/> Yes <input type="radio"/> No If, yes which certification body?.....																																								
Pack sizes																																									
<ul style="list-style-type: none"> List of Fairtrade Ingredients and Non-Fairtrade Ingredients according weight x weight (i.e. ingredient weight per 100 grams/mls). Check the Unavailable Fairtrade Ingredients list http://www.fairtrade.net/trade-standard.html If ingredients are not on this list, you will need to show three attempts to source Fairtrade replacements for the Non-Fairtrade Ingredients If the ingredients are not easily sourced, unavailable or there are quality issues you must apply for an exception (to be reviewed every two years). 	<table border="1"> <thead> <tr> <th>Fairtrade ingredient</th> <th>Weight</th> <th>Non-Fairtrade Ingredient</th> <th>Weight</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Fairtrade ingredient	Weight	Non-Fairtrade Ingredient	Weight																																				
Fairtrade ingredient	Weight	Non-Fairtrade Ingredient	Weight																																						
Direct supplier name & FLO ID																																									
Direct supplier role																																									
Fairtrade Price & Premium Payer																																									
Producer Group name & FLO ID																																									
Are you Processing & Packaging the product?																																									
Are subcontractors used as part of the Manufacturing & Packaging the product? If yes, please provide company names, contact details and address.																																								

Addresses of manufacturing and storage facilities
Estimated launch date	

Section D:

Please complete the manufacturing details and mark who is the Fairtrade price and premium payer			
	Name	Country	FLO ID
FLO Registered trader Importer			
FLO Registered Manufacturer CMT			
FLO Registered Manufacturer Knitter/Weaver			
FLOR Registered Manufacturer Spinner			
FLO Registered Processor Ginner			
FLO Certified Producer			

Section E:

Fairtrade Sourcing Program Details		
Which Fairtrade Sourcing Program you would like to join? Cocoa Sugar Both		
Do you manufacturer any products which carry the FAIRTRADE Mark? Yes No		
Which labelling option do you intend to use? Front of pack Back of pack Off-pack only		
How do you intend to communicate your Fairtrade sourcing commitment?		
Short description of your intended products		
What is the current purchasing volume for cocoa and/or sugar?		
What is your projected volume purchases for cocoa and/or sugar for the next 3 years?		
	Cocoa	Sugar
Year	KG	KG
1		
2		
3		
4		
What is your estimated projected product sales?		

PAYING THE APPLICATION FEE

A non-refundable application fee is payable on lodgement of this application form:

Australian Applicants: \$AUD220 (incl GST)
New Zealand Applicants: \$NZD250 (incl GST)

It's important you follow the payment process correctly to ensure your payment is recorded as part of the application process.

We are unable to process your application until your payment is received

Australia

Internet transfer

Account name: Fairtrade Australia and
New Zealand Ltd

BSB: 033-000

Account no: 35 4192

Reference: Please ensure you type the name of your organisation in the reference field.

New Zealand

Internet transfer

Account name: Fairtrade Labelling Australia & New Zealand

Account no: 01-0249-0157433-000

Reference: Please ensure you type 'NL' and the name of your organisation in the reference field.

Eg; "Fair Ted's Foods" would be – NL Fair Ted's Foods

SUBMIT YOUR APPLICATION FORM

Return via email to Licensing@fairtrade.com.au.

FOR ENQUIRIES PLEASE CONTACT:

Australia

Suite 312 Level 3

838 Collins Street

Docklands VIC 3008

T: +61 3 8842 3184

Licensing Licensing@fairtrade.com

New Zealand

PO Box 33 1587

2-31 Hurstmere Rd Takapuna

Auckland 0740

T: +64 9 920 4950

F: +64 9 920 4951

Pravin Sawmy
business@fairtrade.org.nz