



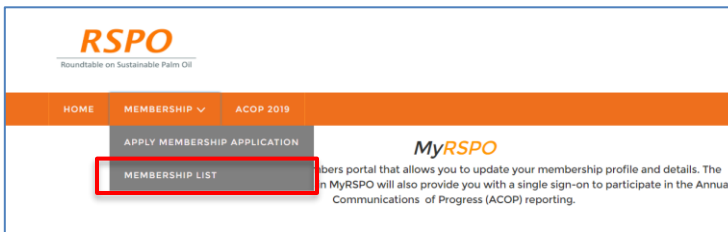
# Guide on Adding Subsidiary at MyRSPO

## STEP 1: LOGIN

- a. Login to MyRSPO [here](#) with your credentials.  
(please ensure you have activated your MyRSPO credentials via [First-Time-Login](#))

## STEP 2: MEMBERSHIP PROFILE

- a. To access your membership profile, please click on Membership tab > Membership List.

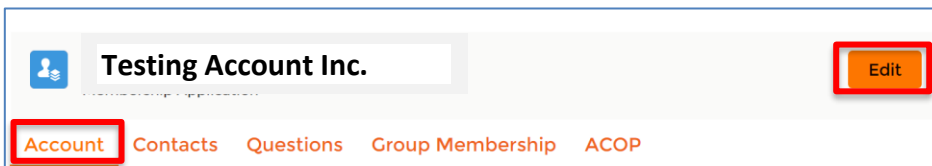


- b. Thereafter, click on the APP under the Application ID.

YOUR APPLICATIONS				
Application ID	Organisation Name	Membership Category	Membership Sector	Membership Status
APP012196	Burger Queen	Ordinary	Consumer Goods Manufacturers	Active

## STEP 3: SET as a PARENT COMPANY

- a. Go to "Account" tab and click "Edit".



- b. Choose "Parent Company" under the question "Are you a parent/subsidiary?".

- c. Click on "Save".

## STEP 4a: For adding a subsidiary who is an existing RSPO Member

- Go to “Group Membership” tab.
- Click on “+ Create Group Member”.
- Tick the box for “Is RSPO member?”.
- Key-in the RSPO membership number of the subsidiary.  
*(Please do not input the parent’s RSPO membership number)*
- Complete the form as indicated in the respective field.  
*(Same fields in grey are not editable)*
- Click on “Save” and repeat the same steps to add another subsidiary (if any).

The screenshot shows a form for adding a subsidiary. At the top, there is a checkbox labeled "Is RSPO member?" which is checked. Below it is a text field for "Membership Number" containing "0-0000-00-000-00". A red box highlights a "Search" button with a magnifying glass icon, and a red arrow points from it to a callout box that says "Search function will be available soon." Below the membership number are several dropdown menus for "Group Member Name", "Type", "Nature Of Business", "Country", and "Region", all currently set to "--None--". The "Region" field is greyed out. At the bottom, there are "Save" and "Cancel" buttons. A note at the bottom states: "(The list of countries and regions are in accordance with the UN M49 standard)".

## STEP 4b: For adding a subsidiary who is NOT an existing RSPO Member

- Go to “Group Membership” tab.
- Click on “+ Create Group Member”.
- Click on the name of current RSPO member.
- Complete the form as indicated in the respective field.
- Click on “Save” and repeat the same steps to add another subsidiary (if any).

Is RSPO member?

\* Group Member Name

\* Type

\* Nature Of Business

\* Country

\* Region

(The list of countries and regions are in accordance with the [UN M49](#) standard)

RSPO will be contacting you for additional documents, such as annual report or shareholder document for verification.

Click [here](#) for more information.

Membership helpdesk email: [membership@rspo.org](mailto:membership@rspo.org)