RSPO Smallholder Support Fund

**One-Off Audit Certification Proposal Form**

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| 1. Applicant: General Information | |
| 1.1 **Name of Group** |  |
| **1.2 Contact Person** | |
| Name of Proposal Submitter |  |
| Name of Group Manager |  |
| Address |  |
| Country |  |
| Telephone |  |
| Mobile Phone |  |
| Email |  |
| RSPO Membership No. |  |

*Documents required:*

1. *Copy of company registration*

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| 1. Details of Smallholder Group | |
| 2.1 Total Number of members |  |
| 2.2 Total Plantation Area (Hectare) |  |
| 2.3 Estimated total FFB production per year (MT / year) |  |
| 2.4 Estimated total of CSPO production per year (MT / Year) |  |
| 2.5 Smallholders Group Background Information |  |
| 2.6 Is this an initial audit? | yes / no |
| 2.7 Have you conducted an Internal Audit for the Group? |  |
| 2.8 Summary from the Internal Audit |  |

*Documents required:*

1. *Name list of members of the group and the size of land belongs to each of the members.*

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| 1. Sustainability Plan | |
| 3.1 Please describe the Group’s future sustainability plan (3-5 year) |  |

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| 1. Audit Plan | |
| 4.1 Have you identified Auditor to conduct the Audit? | Yes / No |
| 4.2 IF yes, please provide the name and address of the Audit Company |  |
| 4.3 Justification for selecting the above auditor |  |
| 4.4 Estimated Schedule (Date) for the Audit | Date START: |
| Date END: |

*Requirement:*

1. *You are advised to get at least 3 audit quotation from 3 different Audit Firms. Please refer to* <http://www.rspo.org/certification/bodies> *to ensure they are recognised by RSPO.*

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| 1. Requested Amount | | |
| No. | Description of Work | Amount (Currency) |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total |  |

*Requirement:*

1. *Please indicate the currency used for the budget proposed (EUR / USD / IDR / MYR).*

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| 1. Declaration |
| On behalf of the Group, I confirm the assumption of obligations connected in applying for this Fund and I declare that all information included in this proposal are true.  I also agree with the publication of the project if there shall be need. |
| SIGNATURE: |
| Name: |
| Date: |

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| --- | --- | --- |
| 1. Checklist   Before sending the proposal, please make sure that you have fill up the form completely. All information in all sections of this form is important.  Please also ensure that all documents are made available and submitted together with this proposal. | | |
| No. | Document | Please tick (√) |
| 1 | Proposal Form Completed |  |
| 2 | Copy of Company Registration document |  |
| 3 | Name list of members of the group and the size of land belongs to each of the members. |  |
| 4 | Three (3) quotations from Certification Body |  |