

Frequently Asked Questions on Mill List Submission

Can you share the details of Resolution GA15-6b?

Resolution GA15-6b was adopted at the 15th Annual General Assembly of RSPO members in 2018. Details of the resolution are available on [RSPO's website](https://rspo.org/) or via this link: <https://ga.rspo.org/ga15/Resolutions/ResolutionGA15-6b.pdf>

The resolution requires the mill list to be updated every quarter, but the announcement stated biannually. Which is correct?

The change from quarterly to biannually was consistent with the requirements for primary procurement as defined in clause 5.4.5 of the RSPO Supply Chain Certification Standard 2020.

If I am a refinery (i.e. purchasing directly from the mill) and my company has already published the mill list on our website, do I still need to upload the list to MyRSPO?

Yes. You can upload the URL link of the mill list to MyRSPO. The steps for uploading the link are provided in the guidance document [HERE](#).

How does this relate to me as I am a trader/distributor/producer of oleochemical/product manufacturer/end product manufacturer/retailer/not involved in primary procurement?

Resolution GA15-6b requires the same level of transparency from RSPO members who are not involved in primary procurement to make the list of their supplying mills (both RSPO certified and non-certified) publicly available.

THIS RESOLUTION PROPOSES:

- 1) To adopt changes that would make it mandatory for RSPO member organizations involved in primary procurement (i.e. purchasing directly from a mill) to make public their entire third-party supplying mills list, including the supply from its own mills. Lists could be made public on company websites or via the RSPO audit process. The lists should include the name of the supplying mill, the name of the parent company who owns the mill and the mill GPS coordinates. Mill lists should be updated every quarter. The RSPO Secretariat should develop measures to ensure the accuracy of the list is verified by an accredited 3rd party auditor within 18 months of publication.
- 2) For the RSPO Secretariat to review and determine within one year from the date of this Resolution how a similar level of supply chain transparency can be promoted to incorporate RSPO members who are not involved in primary procurement

If our company mainly purchases raw materials (refined palm oil/palm kernel oil and emulsifiers products containing Palm Oil/Palm Kernel Oil) from traders or manufacturers, and none of our raw materials are delivered directly from a mill, do I need to declare the mill list?

Yes, companies who purchase raw materials (e.g. refined Palm Oil/Palm Kernel Oil and emulsifiers products containing Palm Oil/Palm Kernel Oil) directly or indirectly from the mills need to make their list of supplying mills publicly available as required by Resolution GA15-6b.

If our company produces fatty alcohol Segregated (SG) and fatty acid Mass Balance (MB), do I need to submit the mill list in MyRSPO?

Yes, your company needs to submit the list of supplying mills in MyRSPO regardless of the Supply Chain model (IP, SG, or MB).

If our kernel crushing plant receives certified palm kernel from an oil mill located less than 1 km away from our plant, do we need to upload the list of supplying mills?

Yes. Your company needs to submit the list of supplying mills in MyRSPO. Resolution GA15-6b does not set any minimum distance between the oil mill and the buyer. Therefore, you need to make the list of supplying mills publicly available. The steps for uploading the mill list to MyRSPO are provided in the guidance document [HERE](#).

What should I do if my supplier is reluctant to provide the information about their supplying mill?

Since the resolution has been adopted during the 15th General Assembly, RSPO members need to comply with the requirements.

Is the mill list submission mandatory for every Supply Chain Associate?

Yes. Resolution GA15-6b requires the same level of transparency from Supply Chain Associates. Therefore, those who purchase/use/trade less than 500 metric tonnes (mt) of palm oil, need to make their list of supplying mills publicly available.

If I only consume less than 1000 kg of certified material annually, do I need to submit the mill list?

Yes. Resolution GA15-6b does not specify any minimum threshold of palm oil consumption. Therefore, you are required to submit the mill list.

Since I am a producer of oleochemical/product manufacturer/end product manufacturer/retailer, how do I know who is the mill that supplies the palm oil products to me?

You need to contact your supplier (who will get the information from their supplier in an exercise of transparency) and obtain the information about the mill's name, the country where the mill is located, the mill's GPS coordinates, and the name of the parent company who owns the mill.

If I would like to submit the mill list for the second half of 2020, what is the due date?

The platform called 'Mill List' in MyRSPO is now open. Members can upload their mill list for the second half of 2020 through to 31 March 2021 at the latest.

How do I know if I have successfully uploaded the mill list?

There will be a pop-up notification upon successful submission of either a URL or a file.

Can I update this mill list submission from time to time?

Yes, you can update this mill list from time to time, or at least every six months. The RSPO website will always display the last version that you have updated. The steps for updating the mill list is provided in the guidance document [HERE](#).