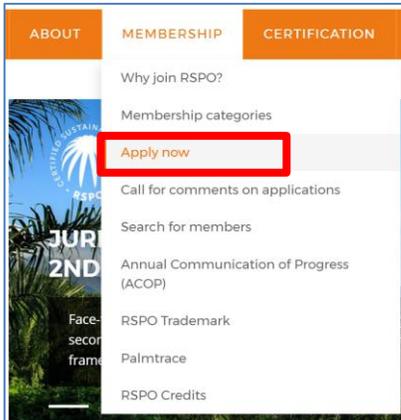


# Guide on Membership Application at MyRSPO

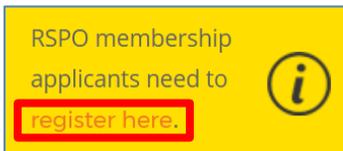


## STEP 1: REGISTER for MyRSPO ACCESS

- Goto RSPO portal ([www.rspo.org](http://www.rspo.org)).
- Click on “MEMBERSHIP > Apply now”.



- Click “register here” if you do not have MyRSPO account.



- Thereafter, please complete the registration process. You will receive email to create your new password for MyRSPO access. (Or click on the [LINK here](#))

- If you have already register for MyRSPO, please proceed to [LOGIN](#).

## STEP 2: APPLY FOR MEMBERSHIP

- To start applying online, please click on “MEMBERSHIP > APPLY FOR MEMBERSHIP APPLICATION”



### STEP 3: CATEGORY & SECTOR

- a. Select the Category and Sector that are applicable to your business nature.
- b. Thereafter, click “APPLY”. (Click [link here](#) for more information on [Membership Categories](#))

**1. SELECT CATEGORY & SECTOR**  
Thank you for applying for RSPO membership. First, please select your membership category below and click APPLY to proceed. If you have any questions, please [email us](#).

<p><b>ORDINARY MEMBERSHIP</b></p> <p>My organisation is directly involved within the palm oil supply chain, or is an associated NGO.</p> <p>- sector -</p> <p>APPLY</p>	<p><b>AFFILIATE MEMBERSHIP</b></p> <p>I work with an organisation (or I am an individual) that is NOT directly involved in the palm oil supply chain.</p> <p>- sector -</p> <p>APPLY</p>	<p><b>ASSOCIATE MEMBERSHIP</b></p> <p>I work with an organisation that has business activities along the palm oil supply chain but limited to purchasing, using, or trading not more than 500 metric tonnes of palm oil and palm oil products annually.</p> <p>- sector -</p> <p>APPLY</p>
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### STEP 4: ORGANISATIONAL DETAILS

- a. Fill in all the required fields including the sub-sector.
- b. You may upload your company logo in PNG and JPEG by clicking “Upload Files”.
- c. Click “Save” and “Next” to proceed.

**2. ORGANISATION DETAILS**

Organisation Name  
TESTING

Select if you are one of the following  
-

Are you a parent/subsidiary company?  
Parent Company

Address  
TESTING

City  
TESTING

State/Province  
TESTING

ZIP/Post Code  
123456

Country/Region  
Azerbaijan

Telephone  
+66-12345678

Fax (optional)

Email  
testing@testing.com

Website (optional)  
www.testing.com

Business Registration Number (please use the full legal entity number)  
CR1234567

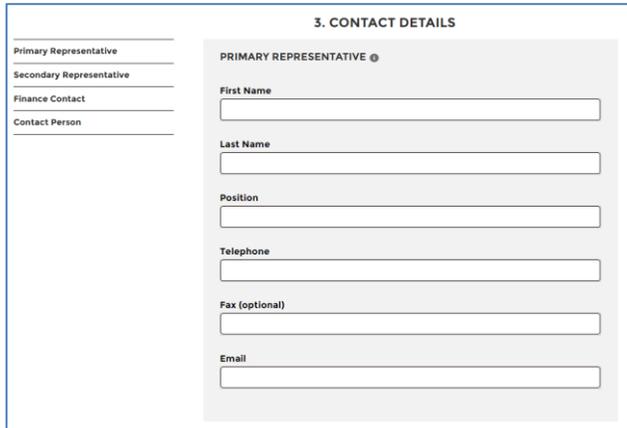
Organisation Details  
Testing the Organisational details

Maximum file size is 20MB  
File: Capture.PNG Remove or Replace: Upload Files Or drop files

PREV SAVE NEXT

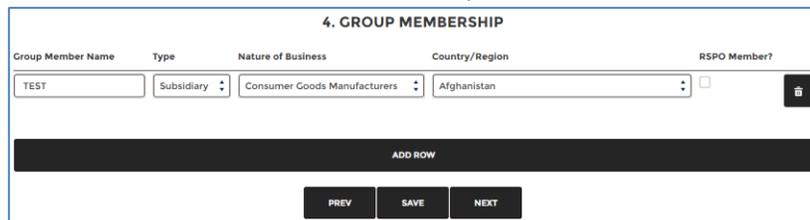
## STEP 5: CONTACT DETAILS

- a. Fill in all the designated contact details:
  - i. Primary Rep → please ensure the person is not nominated for Secondary Rep
  - ii. Secondary Rep → please ensure the person is not nominated for Primary Rep
  - iii. Finance Contact
  - iv. Contact Person → you are the Contact Person.
- b. Click “Save” and “Next” to proceed.

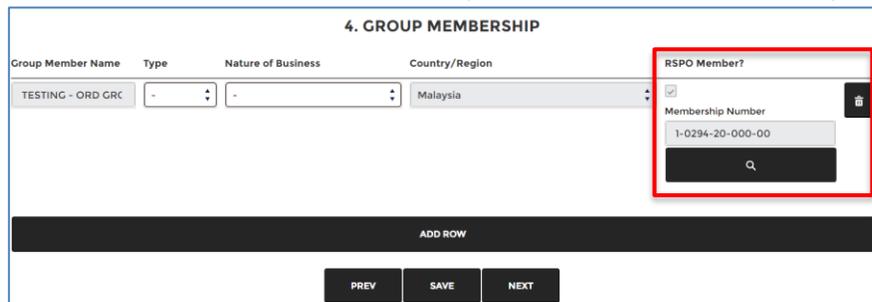


## STEP 6: GROUP MEMBERSHIP ([Click here](#) for information on [Group Membership](#))

- a. This section will be activated if you have selected “Parent Company” at STEP 4: ORGANISATIONAL DETAILS. Click “Add Row” to start adding subsidiary in your membership application.
  - i. Adding subsidiary who is NOT an existing RSPo member.
    - Fill in all the necessary fields.
    - Click “Add Row” to add more subsidiary or click “Save” and “Next” to proceed.



- ii. Adding subsidiary who is an existing RSPo member.
    - Tick the box “RSPo Member?” and search button will appear.
    - Key-in the RSPo membership number of the subsidiary and click search icon.
    - Fill in the necessary fields.
    - Click “Add Row” to add more subsidiary or click “Save” and “Next” to proceed



## STEP 6: QUESTIONS

- A set of question(s) will be listed based on selected answers in STEP 3: CATEGORY & SECTOR.
- Fill in all the required fields. Click **“Save”** and **“Next”** to proceed.

The screenshot shows a form titled "5. QUESTIONS". It contains five text input fields with the following prompts:

- How will your organisation promote the RSPO internally and to other stakeholders?
- Where relevant, what processes is the organisation establishing to engage with interested parties, for example to resolve conflict or to use sustainably produced palm oil?
- Where relevant, how will your organisation work towards implementing the RSPO Principles and Criteria or assessing supplier performance against these criteria?
- Any other information that would support the application such as what your organisation hopes to gain from joining the RSPO.
- Total Land Area (in hectares)

At the bottom of the form are three buttons: "PREV", "SAVE", and "NEXT".

## STEP 7: SUPPORTING DETAILS

- You will need to submit required document(s) based on selected answers in STEP 3.
- Submit all the required documents and tick all the boxes.
- Please click **“Save”** and **“Submit”** to submit your application for processing.

The screenshot shows a form titled "6. SUPPORTING DETAILS". It is divided into two main sections: "DOCUMENTS" and "MEMBERSHIP APPLICATION (IS MADE BY)".

**DOCUMENTS**

- Please attach proof of business registration (e.g. certificate of incorporation, certificate of good standing, article of incorporation or other similar documents) (Required \*)  
Maximum file size is 20MB  
 Or drop files
- Latest Annual Report or Shareholder documents (required document for subsidiary inclusion in Group Membership)  
Maximum file size is 20MB  
 Or drop files
- Organisation status (corporate and ownership structure)  
Maximum file size is 20MB  
 Or drop files
- Disclosure of existing field practices and policies of Corporate Social Responsibility (CSR)/ sustainability policy  
Maximum file size is 20MB  
 Or drop files
- Additional Files  
Maximum file size is 20MB  
 Or drop files
- Additional Files  
Maximum file size is 20MB  
 Or drop files
- Additional Files  
Maximum file size is 20MB  
 Or drop files

**MEMBERSHIP APPLICATION (IS MADE BY)**

Full Name

Position

Email

I understand the terms and conditions of the membership application form, and provide my consent to the terms. I hereby confirm that I have read and accepted the following.

- RSPO Membership rules [Read](#)
- Code of Conduct [Read](#)
- RSPO Privacy Policy [Read](#)

At the bottom of the form are three buttons: "PREV", "SAVE", and "SUBMIT".

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