



PRODUCER CERTIFICATION FUND

Application form

1. Your organisation

Name of your organisation:	
FLO-CERT ID number of your organisation:	
Grade of your organisation (1 st , 2 nd , 3 rd):	
Type of organisation (not-for-profit cooperative, limited company, etc.):	
Country:	
Product(s) you produce for the Fairtrade market:	
Is the product certified organic? If so, by which organisation?	
Initial or renewal certification?	
Full inspection or surveillance inspection?	
Total certification fee to be paid:	
Date of the invoice for the fee:	
For renewal certifications – date of initial certification with FLO:	
Export capacity:	
Have you exported, yet?	
<ul style="list-style-type: none">• If yes, please name your exporter or your own export licence number if applicable	
<ul style="list-style-type: none">• If not, do you have formal contacts with exporters/retailers, yet? Or have you registered as an exporter yourself? What is going to be your way of export? (Please attach letter of intent or other relevant proof of export channel to this application form)	
Volumes produced in total:	
Exportable volumes to the Fairtrade market and qualities of the total volumes:	
Net profit: (of the previous complete financial year in local currency)	

2. Financial information about the organisation:

You may also send copies of your original general balance and / or profit and loss account in addition to the data requested here.

2.1 Profit and Loss¹

Please fill in the profit and loss account below. If you have addition income or expenditure positions, please feel free to use the blank fields or attach copies of your original documents

Currency:.....

	2007	2006
CONTINUING OPERATIONS		
Sales of products		
Sales of services		
Membership fees (if applicable)		
Finance income		
Donor income (donations, grants etc.)		
TOTAL INCOME		
COSTS		
Cost of sale		
Selling and distribution cost		
Administrative expenses (personnel, equipment, stationary etc.)		
Finance costs (banking fees, etc.)		
Other expenses		
TOTAL EXPENDITURE		
Total profit or loss (+ / -)		

¹ Tables based on the International Financial Reporting Standards (IFRS)

2.1 General balance (if applicable)

Currency:

	2007	2006
ASSETS		
Non-current assets		
Property, plant and equipment		
Investment property		
Financial assets		
Pension assets		
Other non-current assets		
Current assets		
Trade and other receivables		
Liquidity		
Other assets		
TOTAL ASSETS		
EQUITY AND LIABILITIES		
Equity		
Seed capital		
Non-current liabilities		
Loans		
Provisions		
Government grants		
Current liabilities		
Trade and other payables		
Other liabilities		
TOTAL EQUITY AND LIABILITIES		

3. Please explain briefly why your organisation needs a grant out of the Producer Certification Fund:

[Empty box for response]

4. General Information

Name of your organisation:	
Name and position of the legal representative of your organisation:	
Postal Address:	
Country:	
Telephone:	
Fax:	
Email:	
Physical Address:	
Telephone:	
Fax:	
Email:	
Website:	

I, the legal representative of the above organisation and authorised to sign contracts, declare that the information given here in this application form is correct:

Name and position of
legal representative:

Date:

Signature: _____

Only SIGNED application forms can be accepted!

Please include a copy of the FLO-CERT invoice for which you are applying.

5. Transfer of a grant

If your application is successful, your organisation will be kindly asked to transfer your own contribution (at least 25 % of the amount of the invoice) directly to FLO-Cert GmbH. As soon as this contribution has been received by FLO-Cert GmbH, your Producer Certification Fund grant will be also transferred to FLO-Cert GmbH from the fund to settle the invoice. Then, you will be able to arrange an inspection visit together with FLO-Cert GmbH. If you have applied successfully for a grant, but have already paid the invoice in advance, the producer certification grant will be transferred to your above-stated local bank account.

Please send the application form and the supporting documents to:

*FLO International eV
Producer Certification Fund
Bonner Talweg 177
53129 Bonn
Germany
Fax: +49 228 2421713
Email: fund@fairtrade.net*

Applications can be sent via email, by fax or by post.

Only SIGNED application forms can be accepted!