



CERTFOR SYSTEM MANUAL

DN-01-01, September 2015

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1. Introduction

This document was formulated in order to describe how the CERTFOR Chilean Forest Management Certification system (CERTFOR System) is managed. It constitutes the structure and scope of system documentation in order to establish guidelines to be followed for internal management of the Technical Secretariat and relations between the system and different stakeholders involved in forest certification processes.

2. Objective

To determine the general framework and sequence of actions to be executed in order to ensure CERTFOR system's appropriate functioning.

3. Scope

The System Manual applies to all users and stakeholders in the CERTFOR System: accreditation bodies, certification bodies, companies and forest owners, national and international authorities, non-governmental organisations (NGOs), representatives of indigenous peoples, research organisations, universities and purchaser groups, among others.

This document was created 1 October 2005 and revised in June 2008, December 2010 and September 2015.

4. Terms and Definitions

a. Authorised body

A body authorised by the PEFC Council to manage a certification system in representation of the PEFC Council.

Note: The PEFC National Secretariat is also an authorised body that operates in its country (in Chile, the CERTFOR Executive Secretariat), or another body authorised by the PEFC Council to manage the certification system.

b. License issuing body

This is the body responsible for issuing a license to use the CERTFOR and/or PEFC logo(s).

Note: The license issuing body may be the PEFC Council or an authorised body (in Chile, the CERTFOR Executive Secretariat).

c. Notification body

The body responsible for issuing CERTFOR and PEFC certification body notifications.

Note: The notification body may be the PEFC Council or an authorised body (in Chile, the CERTFOR Executive Secretariat).

d. Standard

A document formulated in consensus with and approved by an authorised body that provides, for common and repetitive use, rules, guidelines or characteristics for activities and their results in order to ensure optimum grade or order in a specific context.

Note: Standards must be based on the consolidated results of science, technology and experience, and shall be designed to promote optimum benefits for the community.

e. Normative Documents

Normative documents are those documents that must be mandatorily implemented at certified bodies, certification bodies, accreditation bodies and in the certification system (these are auditable documents). The use and application of these documents are regulated by a contract.

f. System Procedures

These are voluntary and/or operational documents that facilitate the understanding and implementation of mandatory documents by system users, complementing their use so that these can be more enforceable and easier to interpret.

g. Internal Procedures

These are documents for internal use by the Executive Secretariat and/or by Members of the CertforChile Corporation. The documents explain processes related to CERTFOR System institutionalism and its relation with the different organisations.

h. Requirements for CERTFOR/PEFC Certification System users.

These are requirements that must be complied with by the CERTFOR/PEFC certification system, and by certified organisations, users of the CERTFOR and/or PEFC logo(s), certification bodies or accreditation body.

5. Certification Stakeholders



a. The Chilean Sustainable Forest Management Certification System(CERTFOR System)

The Chilean Sustainable Forest Management Certification System (CERTFOR System) is a national non-profit system incorporated in late 2002 with public funds assigned to Fundación Chile, with support from the Production Development Corporation (CORFO) and the National Forestry Institute (INFOR).

Two years later, and as a fundamental part of the purpose behind its incorporation, in 2004 CERTFOR accomplished its goal of achieving international recognition, being endorsed by PEFC. This milestone made Chile the first non-European country to achieve and maintain said recognition.

The international endorsement process required CERTFOR to be evaluated and audited by an international third party body.

Fundación Chile (FCH) was the organisation that coordinated the CERTFOR System incorporation project. The CertforChile Corporation was organised and incorporated during said process. The corporation was comprised of a group of stakeholders representing different forest sustainability sectors in order to provide overall guidelines for the system. For the following ten years, FCH was the body responsible for CERTFOR management administration by means of the Executive Secretariat, providing institutional support for its growth and positioning in the country and reporting its development and results to the CertforChile Corporation each year.

After 10 years of operation and increasing representativity of the system in Chile, in August 2012 FCH and the Corporation evaluated CERTFOR status, considering it to be a valid and self-sufficient system. It was consequently agreed that FCH would withdraw and leave direct administration of the System to the CertforChile Corporation in order to continue to independently promote sustainable forest management and its related industries.

b. PEFC - Programme for the Endorsement of Forest Certification Systems

PEFC is the Programme for the Endorsement of Forest Certification systems. The programme provides international projection for the certification system. By obtaining a PEFC license, a certified organisation can disseminate its commitment to sustainability at an international level. PEFC considers a complete revision of the CERTFOR System every five years -starting in January 2002- in order to adapt to national and international changes in the forest certification environmental sustainability context.

c. CertforChile Corporation

An independent non-profit organisation that represents the institutionalism behind the Chilean Sustainable Forest Certification System (CERTFOR System). The organisation determines administrative guidelines for the system, which are executed by the Executive Secretariat.

d. National Standards Institute (INN)

INN is the body that accredits certification bodies so that these can conduct certification audits. Accreditation provided by INN to certification bodies to qualify these to audit CERTFOR standards is valid for three years and is evaluated on an annual basis. Once a CERTFOR Standard is formulated it is announced and incorporated into the National Standards Institute (INN) standards system.

e. Certified Bodies

Bodies that have passed an audit system using Sustainable Forest Management (FMS) or Chain of Custody (CoC) standards and that have obtained a certificate issued by a certification body.

f. Certification Bodies

Certification bodies are organisations that are accredited by the INN and are entitled to conduct certification and follow-up audits for any CERTFOR standard in Chile. In addition, these bodies are responsible for delivering certificates to companies that have successfully completed audit processes.

The CERTFOR system was designed to be inserted into national institutionalism. It is an independent certification system that was endorsed by PEFC in 2004. PEFC delegates audit processes to an independent third party, which reinforces system credibility.

6. System Administration

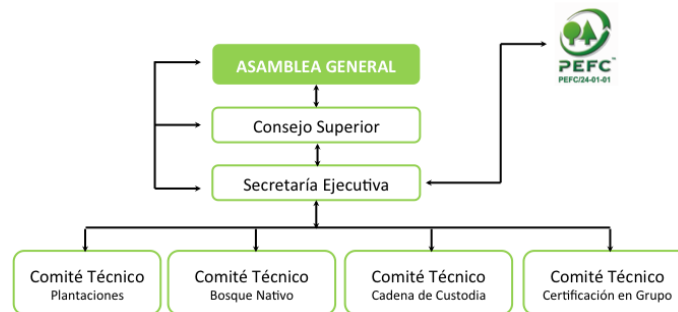
6.1. Ownership

CertforChile Corporation is a privately owned non-profit corporation that owns the Chilean Sustainable Forest Management Certification System (CERTFOR System), whose main objective is to manage and regularly update CERTFOR certification system standards and procedures.

The Corporation is currently recognised by the Ministry of Finance, a procedure that must be annually renewed in accordance with Internal Procedure PI-01-08 Ministry of Finance Annual Renewal.

6.2. System organisation

The CERTFOR System organisational structure is indicated in the following figure:



a. General Assembly

This is a meeting attended by all active members of the CertforChile Corporation. The institution's general guidelines are determined at this meeting and this group constitutes the highest body within the corporation. It is comprised of nationally renowned persons belonging to several areas of interest related to the forestry sector or to sustainability. This General Assembly meets once a year in order to provide a summary of the activities or events of the previous year, which are finally summarized in an Annual Report.

b. High Council

The Corporation is directed by a High Council, known as the Forest Certification High Council, which is comprised of seven members: a President; a Vice-President; a Secretary; a Treasurer and three Councillors. The members of the High Council serve as such for one year and may be re-elected indefinitely. The High Council meets every three months, incorporating tactical and strategic decisions and guidelines.

c. Executive Secretariat

There is an Executive Secretariat that reports to the High Council. The Executive Secretariat is responsible for compliance with, enforcement and execution of agreements made by the High Council or by the General Assemblies.

The Executive Secretariat is directly managed by the CertforChile Corporation and has the following duties:

- Organizing High Council activities and proposing future projects for the institution and fulfilment of its purposes, and
- Taking all measures required to further the Corporation's interests in conformity with its Articles and which are compatible with good administration.

- Delivering licenses to use the CERTFOR and/or PEFC Logo(s).

The Executive Secretariat relates with PEFC on two levels:

- It is responsible for representing PEFC in Chile, which enables the Secretariat to act in representation of the international organisation based on a contract with the PEFC Council (Annex 1. PEFC System Administration Contract and Annex 2. Contract for Use of the PEFC Logo). Termination of the contract between the PEFC Council and the CERTFOR Executive Secretariat (National Secretariat) automatically eliminates all CERTFOR/PEFC certificates and all licenses to use the CERTFOR and/or PEFC logo(s) issued by the authorised body.
- It is responsible for responding to information and maintenance requirements for the PEFC technical documentation system.

d. Technical Committee

Technical Committees are strictly technical agencies comprised of natural persons and/or representatives of organisations, representatives of different stakeholders related to the forest sector or to sustainability. The purpose of these committees is to make proposals and provide specialised consultancy to the High Council by means of Executive Secretariat coordination. Their duties include the formulation of rough drafts for the different standards that will be subsequently approved by the High Council.

7. System Documentation

7.1. Development and revision of standards

The CertforChile Corporation creates mechanisms for the development of CERTFOR certification standards based on Normative Document DN-01-02 Procedure for the Development and Revision of CERTFOR System Standards and requirements determined by the PEFC Council. In addition, these certification standards are reviewed once every five years in order to adapt to a change in the economic, social and environmental forest certification scenario in Chile and around the world.

7.2. CERTFOR certification standards

CERTFOR certification standards are based on fundamental principles that are structured by means of Criteria, Indicators and Verifiers. Each Principle is subdivided into Criteria that determine specific aspects of the Principle. Each Criterion has indicators that represent minimum requirement levels to ensure compliance with the Criterion and each Indicator has Verifiers that make the standard operational and determine compliance levels for each Indicator.

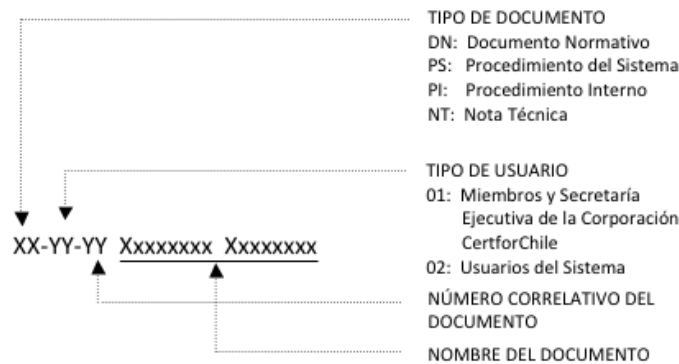
These standards guarantee that a forest is managed sustainably in order to avoid compromising the needs of future generations in environmental, social and economic aspects. In addition, these enable the certification of a processes involved in the generation of a final product and safeguard its traceability.

The CERTFOR System has developed four Certification Standards, which are divided into two categories:

- Sustainable Forest Management (SFM): SFM standards enable verification as to whether a forest is managed sustainably from an environmental, social and economic perspective. This means maintaining forest productivity, protecting biodiversity, managing impacts on soil and water, establishing direct and participatory relations with local communities, respecting indigenous peoples and active concern for worker contracts, health and safety.
- Chain of Custody (CoC): the Chain of Custody (CoC) standard certifies processes involved in the generation of a final product. This allows the safeguarding of product traceability from its origin, considering monitoring and control of production and the transformation of raw materials at all stages of the same until it reaches the end customer.

7.3. Documentation structure and coding

System documentation is divided into normative documents, system procedures and internal procedures (Annex 3. CERTFOR documentation summary tables) and is coded according to the following logic:



7.3.1. Normative Documents (RD)

Normative documents are those documents that must be mandatorily implemented at certified organisations, certification bodies, accreditation bodies and the certification system (these are auditable documents). Use and application of these documents is regulated by a contract.

a. DN-01-01 System Manual

A document describing the CERTFOR System administrative functions, related information and descriptions of each of the normative documents, system procedures and internal procedures in order to be a functional map of the CERTFOR System.

b. DN-01-02 Procedure for the development and revision of CERTFOR System standards

To provide rules for the standard development/revision process determined by CertforChile and thus develop standards in accordance with current regulations, thus further ensuring that documents developed conform to the PEFC endorsement system and requirements, while simultaneously ensuring that system users and those who have access to them gain a thorough understanding of these standards.

c. DN-02-01 Glossary of Terms

This document determines the basic terms used for CERTFOR system documentation in order to standardise the meaning of these terms. The purpose of this glossary is to facilitate the understanding of certain terminology used in system documentation.

d. DN-02-04 Guidelines for Use of the PEFC Logo

Guidelines for Use of the PEFC Logo is an official translation of the PEFC Logo Usage Guidelines from PEFC Documentation and corresponds to Normative Document DN-02-04 Guidelines for Use of the PEFC Logo in CERTFOR Documentation.

These contain requirements to be followed for use and declarations of the PEFC logo, which ensure accuracy and verification while indicating legal protection and copyrights on and off products.

e. DN-02-05 CERTFOR SFM Standard for Plantations

This standard provides the rules, guidelines and/or general characteristics for executing sustainable forest management activities for plantations. These requirements are oriented to implementing forest management in concert with the environment and responsibly from a social perspective, maintaining the sector's economic stability over time.

This standard features 9 principles designed to achieve balance between environmental, social and economic requirements in order to achieve sustainable forest management over time.

The standard was developed in consensus with different stakeholders interested in sustainable forest management, bringing together organisations or individuals representing different sectors, such as private entities, unions, non-governmental organisations, public and private organisations, academia and indigenous peoples, among others.

In keeping with the different system documents, the Sustainable Forest Management Standard for Plantations is constantly being evaluated and improved in order to integrate requirements deemed to be necessary, as well as needs proposed by stakeholders.

f. DN-02-06 CERTFOR SFM Standard for Native Forests

This provides rules, guidelines and/or general characteristics for the execution of sustainable forest management activities for native forests. This is applied when a forest management unit is to be certified where there is commercial production associated to native forests.

This standard is designed to ensure forest management sustainability for native forests being developed in Chile. The requirements of this standard adapt to growth dynamics for native forests in the country, mainly to the timeframes and varieties presented by this type of forests, together with safeguards to be applied when managing these natural resources.

g. DN-02-07 CERTFOR Standard for the Forest-based Product Chain of Custody

The main objective of this standard is to guarantee traceability of raw materials from certified forests, from the time that these products are incorporated into a transformation process until a certified product is completed. In order to achieve a chain of custody and to be able to label final products as certified products, each unit responsible for raw materials, ranging from the forest to distribution channels, must have a Chain of Custody certificate ensuring that the raw materials come from forests managed using sustainability criteria.

As opposed to other standards of this type, the CERTFOR Chain of Custody for Forest-based Products Standard takes special concern to ensure that the company complies with environmental and social requirements during production.

NOTE: An organisation can implement a chain of custody as a multi-site arrangement when its production facilities and processes are separated at several sites belonging to a network, in accordance with the requirements listed in Appendix 2: Implementation of a chain of custody standard at organisations with multiple facilities (multi-site) for Normative Document DN-02-07 CERTFOR Chain of Custody for Forest-based Products Standard.

This document indicates conditions for implementing this system and lists the responsibilities for each of the parts of an organisation involved in this process. Facilities belonging to the organisation do not necessarily have to be owned by a single company, as long as the local branches and the central office are contractually related for this purpose.

In the event of a multi-site chain of custody that has branches in different countries, the contractual relation with the PEFC system will be executed by the National Secretariat in the country where the central office of the multi-site is located, if this is the case (in Chile, the CERTFOR Executive Secretariat). If there is no National Secretariat in the country where the central office is located, the contractual relation with the PEFC System will be directly coordinated with the PEFC Council.

h. DN-02-08 CERTFOR Group Certification Standard

This standard has been developed to encourage the certification of small and medium-sized forest owners. This group certification system enables the reduction of costs associated to the auditing process once the requirements of the SFM standard have been met. The CERTFOR Group Certification Standard determines the organisation required so that these owners can qualify for certification.

i. DN-02-11 Certification and accreditation procedures

Certification bodies auditing CERTFOR standards must go through a transparent and non-discriminatory accreditation process. This procedure is executed by the National Accreditation System in Chile and is operated by the National Standards Institute (INN) Accreditation Division. The INN is a member of the International Accreditation Forum (IAF).

This document, as its main purpose, determines procedures for CERTFOR standard certification and the accreditation of sustainable forest management and chain of custody certification bodies adopted and considered relevant by the PEFC Council. In addition, the accreditation process executed by the INN is explained and additional accreditation requirements required by the CERTFOR System as requirements for the certification of standards endorsed by PEFC are established.

j. DN-02-13 Guidelines for use of the CERTFOR Logo

A document indicating standards to regulate the appropriate use and credibility of the CERTFOR logo in order to guarantee that this is identified, disseminated and used correctly.

Implementation of this document is subject to a contractual relationship between the user of the logo and the CertforChile Corporation. (Annex 04. Contract for a License to Use the CERTFOR/PEFC Logo from the CERTFOR Forest Certification System - Certified Organisations).

k. DN-02-14 Requirements for certified bodies operating certification of the CERTFOR Chain of Custody for Forest-based Products Standard.

This document provides additional specific system requirements for certification bodies operating PEFC and CERTFOR chain of custody certification.

7.3.2. System Procedures (SP)

These are voluntary and/or operational documents that facilitate understanding and implementation of mandatory documents by system users, complementing their use so that these will be easier to interpret.

a. Auditor Manuals

Auditor Manuals are documents designed for auditors or persons wishing to implement a CERTFOR certification standard. These manuals indicate standards with recommendations and comments to facilitate understanding. These documents do not have standard status and are therefore not auditable.

The purpose of these manuals is to guide the certification and follow-up audit process for different standards. These are support documents designed to provide guidelines that will help to improve understanding between the Forest Management Unit being certified and the body accrediting standard compliance. In addition, these documents prevent the standard from being open to different interpretations that could lead to different degrees of exigency.

CERTFOR System Auditor Manuals are listed as follows:

- PS-02-01 Manual for CERTFOR Sustainable Forest Management for Plantations Standard Auditors

- PS-02-02 Manual for CERTFOR Sustainable Forest Management for Native Forests Standard Auditors
- PS-02-03 Manual for CERTFOR Chain of Custody for Forest-based Products Standard Auditors

b. Checklists

These are complementary documents that provide a tool to facilitate the work of auditors certifying CERTFOR standards and persons evaluating compliance with this standard at their companies and to compile comments, observations and compliance with the requirements of each component of the standard structure (Principles, Criteria, Indicators and Verifiers) in a well-organised manner.

CERTFOR System checklists are listed as follows:

- PS-02-04 CERTFOR Sustainable Forest Management for Plantations Standard Checklist.
- PS-02-05 CERTFOR Sustainable Forest Management for Native Forests Standard Checklist.
- PS-02-06 CERTFOR Chain of Custody for Forest-based Products Standard Checklist.

c. PS-02-08 Certified Raw Material Registry

This is a complementary document used by certified organisations to provide a consolidated record of the purchase and sale of raw materials and certified products, together with the movement of other raw materials used during the calendar year. This document is sent to the CERTFOR Executive Secretariat on an annual basis.

d. PS-02-09 Technical Note for Chemical Products

This procedure constitutes a list of reference for chemical products that are prohibited for use at certified plantations. As reference, the definition of prohibited chemical products published by the World Health Organisation (WHO) in the document WHO Recommended Classification of Pesticides by Hazard and Classification Guidelines, 2004. This document can be consulted at the organisations website: www.who.int/ipcs/publications/pesticides_hazard/en/index.html, with specific reference to the following paragraphs

- Class IA: Classified as Extremely Hazardous
- Class IB: Classified as Highly Hazardous

e. PS-02-13 Claims Processing Procedure

A procedure that must be applied by certified organisations, certification bodies, the National Standards Institute (INN), the CertforChile Corporation and users of the CERTFOR System, whenever claims are received regarding any aspect of forest certification related to the CERTFOR System. The procedure establishes communication mechanisms between interested parties and the different stakeholders during the certification process, application of CERTFOR System standards and the development and review of CERTFOR System standards in order to provide guidelines for the review, management and settling of claims filed by interested parties

f. PS-02-14 Communication between Certifying Bodies and the Accrediting Body and the CertforChile Corporation

This standard indicates the parameters and scope of communication between certification bodies, the National Standards Institute (INN) and the CertforChile Corporation. It is mainly oriented to the type of communication to be used for incorporating organisations into the CERTFOR system.

g. Certification report forms

These forms are used as reference by certification bodies, indicating the minimum contents to be included in certification and follow-up audit certification reports for organisations being certified using CERTFOR standards.

CERTFOR System report forms are listed as follows:

- PS-02-15 CERTFOR Sustainable Forest Management for Plantations Standard Certification Report Standard Form.
- PS-02-16 CERTFOR Chain of Custody for Forest-based Products Standard Certification Report Standard Form.
- PS-02-17 CERTFOR Sustainable Forest Management for Native Forests Standard Certification Report Standard Form

h. PS-02-18 Self-declaration for the providers of non-certified CERTFOR/PEFC services

A document that indicates the minimum requirements to be met by service companies employed by CERTFOR/PEFC certified organisation.

i. PS-02-19 Procedure for establishing a Technical Committee for CERTFOR system standards

A procedure that covers requirements to be met by the CertforChile Corporation as a standard-setting body with regard to establishing a temporary Technical Committee responsible for the development and/or revision of CERTFOR System standards.

j. PS-02-20 Stakeholder mapping procedure

A procedure that covers requirements to be met by the CertforChile Corporation as the standard-setting body for the CERTFOR System. Its objective is to establish mechanisms to involve stakeholders in the development and/or revision of CERTFOR standards. This requires the identification, classification and prioritisation of stakeholders to generate appropriate approach strategies for each of these, specifically key and disadvantaged stakeholders.

k. PS-02-21 Notification of Certification Bodies for Forest Management and Chain of Custody Certification in Chile using CERTFOR System requirements

This document indicates procedures to be used by the CertforChile Corporation to notify certification bodies operating:

- Forest Management certification using CERTFOR System requirements, and/or
- Chain of Custody certification in Chile.

7.3.3. Internal Procedures (IP)

These are documents used internally by the Executive Secretariat and/or the Members of the CertforChile Corporation. They documents explain processes related to CERTFOR System institutionalism and its relation with the different organisations.

- PI-01-01 Invoicing Process
- PI-01-02 Stages Following the Creation and Updating of Standards
- PI-01-03 Environmental Incident
- PI-01-04 Record of Certified Organisations
- PI-01-05 Website Maintenance
- PI-01-06 Mass E-mailing
- PI-01-08 Annual Updating with the Ministry of Finance
- PI-01-09 Organisation of Training Courses for CERTFOR Internal Auditors

- PI-01-10 Determining the Number of Audit Days
- PI-01-11 Extraordinary Authorisation for Use of the CERTFOR/PEFC Logo
- PI-01-13 The CertforChile Corporation General Assembly of Members and High Council

8. Accreditation of Certification Bodies and CERTFOR Auditors

Certification bodies auditing CERTFOR standards must go through an accreditation process in Chile coordinated by the National Certification Institute (INN), a member of the International Accreditation Forum (IAF), in accordance with documents DN-02-11 Certification and Accreditation Procedures, and DN-02-14 Requirements for Certification Bodies Operating CERTFOR Chain of Custody for Forest-based Products Standard Certification. This accreditation is valid for three years and is evaluated on an annual basis.

Certification bodies are entitled to conduct certification and follow-up audits for CERTFOR standards, establish and verify competencies of their lead auditors and to issue certificates for standards used in these audits.

We wish to highlight that the accreditation process and the auditing process are independent of the CertforChile Corporation.

Documents associated to CERTFOR certification bodies and auditors:

- DN-02-11 Certification and Accreditation Procedures
- DN-02-14 Requirements for Certification Bodies Operating CERTFOR Chain of Custody for Forest-based Products Standard Certification
- PS-02-14 Certified Body Communication with the Accreditation Body and with the CertforChile Corporation
- PS-02-15 CERTFOR Sustainable Forest Management for Plantations Standard Certification Report Standard Form
- PS-02-16 CERTFOR Chain of Custody for Forest-based Products Standard Certification Report Standard Form
- PS-02-17 CERTFOR Sustainable Forest Management for Native Forests Standard Certification Report Standard Form
- PI-01-10 Scheduling Audit Days

9. CERTFOR/PEFC Notification

Normative document DN-02-11 Certification and Accreditation Procedures and document PS-02-21 Notification of Certification Bodies for Forest Management and Chain of Custody Certification in Chile using CERTFOR System requirements establish a necessary liaison between the accredited certification bodies, the accreditation bodies and the system owner, in order to comply with PEFC Council requirements.

The certification body signs a contract with the CertforChile Corporation (Annex 5: CERTFOR/PEFC Notification Contract), in which it commits to comply with at least the following requirements:

- Name and information for organisations being certified.
- Scope of the certificate, which is to say the name of the standard used to certify the organisation, the scope of processes, the type of products and the country where the company has its legal domicile.
- Communication conditions between the certification body and the CertforChile Corporation regarding certification reports, incorporation of a new organisation and contract termination with the certified organisation.
- Annual invoicing categories for the certified organisation in order to set the price to be charged for the right to certification and use of the brand.

Certification bodies currently accredited to audit CERTFOR/PEFC standards in Chile are listed as follows:

CERTFOR AUDITING BODY		CONTACT
	Bureau Veritas Certification Chile	Felipe Campos felipe.campos@cl.bureauveritas.com Phone: (56) 2 24859017 (Chile)
CERTFOR AND PEFC AUDITING BODY		CONTACT
	SGS Chile Santiago	Fernando Tapia fernando.tapia@sgs.com Phone: (56) 2 8989693 / (56) 8460962 (Chile)
	SAI GLOBAL	Liliana Niculae liliana.niculae@saiglobal.com Fono:01 210 253 0444 (Canada)
PEFC AUDITING BODY		CONTACT
	AENOR	Madelein Celis mcelis@aenor.com Phone: (56) 2 4999200 (Chile)
	CONTROL UNION PERÚ	Aida Bustamante abustamante@cuperu.com Phone: (51) 1 7190400 (Peru)
	SOIL ASSOCIATION WOODMARK CERTIFICATION	Milan Reska mreska@soilassociation.org Phone: (44) 0 1179142435 (UK)

10. Certificate duration, maintenance and renewal

CERTFOR certificates are issued by the certification body, are valid for a period of five years and will be available at the official website www.certfor.org.

Annual follow-up audits are required in order to maintain this certificate, unless two or more annual audits are conducted in order to verify corrective action compliance.

A new general certification audit is required before a certificate expires in order to renew a certificate.

11. Auditing and Certification Processes

11.1. Auditing process stages

Issuing a SFM or CoC certificate requires an auditing process that sequentially adheres to the following stages:

- a. Stage 1: Certification initiative

When an organisation decides to get certified, it must take on this commitment and notify its workers. The person who will be in charge of the certification process and who will subsequently coordinate requirement compliance must be chosen.

b. Stage 2: Implementation

The organisation may outsource an implementation service or may independently implement the requirements corresponding to the standard it wishes to be certified. Related documentation can be found at www.certfor.org, in the CERTFOR/PEFC Standards link or in the Documentation menu.

c. Stage 3: Certification audit

The organisation shall be required to hire an independent certification body (CB) and to hire its services. The CB will evaluate the organisation's level of compliance with the standard requirements and from there decide whether the company has passed the certification it is applying for or not.

In the case of Sustainable Forest Management (SFM) certification, the audit includes public consultation with nearby communities in the scope of forest heritage management to be certified.

For all standards, certification granted by the CB has a duration of 5 years, which is subject to an annual follow-up audit.

d. Stage 4: Notification to the CertforChile Corporation

Once the audit report has been approved, the certification body will notify the CertforChile Corporation regarding positive certification decisions and will submit a public version of this report, which has been previously reviewed by the certified organisation, in accordance with the requirements established in the procedure for system PS-02-14 Communication between Certifying Bodies and the Accrediting Body and the CertforChile Corporation. This report will be published by the CertforChile Corporation on its website (www.certfor.org) and will be available for anyone wishing to consult the report (this version of the report will not include financial or strategic information about the company). Obligations of certification bodies with the CertforChile Corporation will be regulated by a contract between private parties.

e. Stage 5: Certification rights

When an organisation passes the audit and is certified, it establishes a contractual relationship with the CertforChile Corporation entitling the organisation to use CERTFOR and PEFC documentation and logos. These rights are associated to validity of the certificate and therefore apply as long as the organisation maintains its CERTFOR/PEFC certificate in force.

f. Stage 6: Follow-up audit

Annual follow-up audits will be conducted in order to ensure that SFM or CoC performance levels are maintained or improved by the certified organisation. In addition, these audits will determine whether the corrective actions required have been implemented or not. These follow-up reports will be available at the CERTFOR website (www.certfor.org).

11.2. Records of certified organisations

The CertforChile Corporation, as CERTFOR System administrator, maintains and publishes information about certified organisation audit processes as part of the system transparency policy. This enables certification status control to be maintained.

Information must be updated whenever changes are made to certified organisation records and this information is regulated in accordance with internal procedure PI-01-04 Records of Certified Organisations and the certified organisation registration sheet (Annex 6. Certified Organisation Registration Sheet).

11.3. Certified hectares

Whenever a certification body conducts a Sustainable Forest Management certification or follow-up audit it shall be required to send a report indicating the total surface area of the audited company to the CertforChile Corporation, in accordance with the procedural requirements for system PS-02-14 Communication between Certifying Bodies and the Accrediting Body and the CertforChile Corporation.

12. Contracts between the CertforChile Corporation and Certified Organisations

When an organisation obtains a certificate in accordance with CERTFOR/PEFC Standards, the following procedure is established:

- a. The certification body sends a notification e-mail to the Executive Secretariat, attaching the certification report, the SFM or CoC certification certificate and Annex 1. Information form regarding organisations certified from document PS-02-14 Communication between Certifying Bodies and the Accrediting Body and the CertforChile Corporation, which indicate the type of certification and the organisation's invoicing level (Annex 7).
- b. Data in the documents submitted is reviewed in order to identify whether the information complies with certification requirements, which is to say that the certification dates and the standard declared in the certificate are correct and coincide with current system information. The organisation's contact data is also verified for accuracy.
- c. Once this information has been confirmed, the Executive Secretariat confirms to the certification body that the information has been received in conformity or with applicable observations.
- d. When reception in conformity has been confirmed, the Executive Secretariat sends an e-mail to the certified organisation's contact reporting notification to the certification body and a Certified Organisation Registration Sheet is sent to the organisation, requesting data that will be subsequently used for contract formulation and to upload information about the corporation to the www.certfor.org and www.pefc.org websites.
- e. Contract formulation, which includes CERTFOR System tariffs (Annex 8. Chilean Sustainable Forest Management Certification System - CERTFOR) starts once the certified organisation's contact has replied to the e-mail and has sent the Certified Organisation Registration Sheet with the data requested. Depending on the type of organisation, the contact is informed that use of the logo is optional, indicating the tariff for the PEFC Logo Use contract and asking whether the company wishes to make use of this license. If the answer is yes, the following contracts are issued:
 - License to Use SFM Documentation (Annex 9. Contract for License to Use Documentation from the CERTFOR/PEFC Forest Certification System for Sustainable Forest Management) and/or License to Use Chain of Custody Documentation (Annex 10. Contract for License to Use Documentation from the CERTFOR/PEFC Forest Certification System for Chain of Custody).
 - CERTFOR/PEFC Logo Use License (Annex 4: Contract for a License to Use the CERTFOR/PEFC Logo from the CERTFOR Forest Certification System - Certified Organisations).

In the event that an organisation does not wish to gain access to the logo license, a contract exclusively granting the organisation a License to Use Documentation is issued depending on the approved certification standard.

Contracts are sent by e-mail to the company requesting revision of documents and following its approval, four physical copies of each contract bearing an original signature are sent to the Executive Secretariat office.

- f. When the Executive Secretariat receives the contracts signed by the certified organisation, the CertforChile Corporation legal representative proceeds to sign the original copy of each contract. Thereafter and in accordance with the organisation's decision regarding access to the license to use of the organisation's logo, official licenses for the organisation to use the PEFC logo are issued, a personalised toolkit is assembled containing the PEFC logo use formats and an access is created to the on-line PEFC logo and label generator. This documentation is sent in a sealed envelope by mail to the organisation's certification contact.
- g. Once this documentation has been sent, the certification body is notified that the organisation's contractual commitment is complete, thus making organisation certification official.
- h. A file containing the following information is then created in the certified organisation's physical folder:
 - Registration sheet
 - Contracts signed
 - PEFC logo use licences in Spanish and in English (if applicable)
 - Correspondence
 - Invoicing
- i. This organisation's information is published at the official CERTFOR System website(www.certfor.org) and is incorporated into the PEFC registration system. The following information shall be made available at the www.pefc.org website:
 - Certification data: company name, certification date and certificate validity date, PEFC license number (if applicable), certification body, certificate number, informative overview, certified products the company sells that are included in the certification scope.
 - A PDF copy of the current and valid certificate.
 - A PDF copy of the public certification report.
 - A PDF copy of the PEFC logo license (if applicable).
 - Certification contract.
 - Commercial contact.

13. CERTFOR and PEFC Logo Licenses

CERTFOR and/or PEFC logo licenses are issued by the CERTFOR Executive Secretariat as the representative of PEFC in Chile. These licenses are subject to a valid FMS or CoC certification certificate issued by an accredited certification body before the accreditation body (in Chile, the INN).

When an organisation requests a license to use the CERTFOR and/or PEFC logo(s), it establishes a contractual relationship with the CertforChile Corporation, which becomes official upon signing a contract (03: Contract for a License to Use the CERTFOR/PEFC Logo from the CERTFOR Forest Certification System - Certified Organisations) and the organisation is given a reproduction set with examples of correct logo use.

Regulatory procedures DN-02-13 Guidelines for CERTFOR Logo Use and DN-02-04 Guidelines for PEFC Logo Use identify types of logo users recognised by the CertforChile Corporation and establish general rules and conditions for using the CERTFOR and PEFC logos and brands.

Reproduction of the CERTFOR and PEFC logos and brands is regulated by these documents, which provide technical specifications regarding their use. This use requires a valid contract between the CertforChile Corporation and the logo users.

We wish to highlight that in order to label final products as certified products, each unit responsible for timber between the forest and retail distribution units must have a CoC Certificate indicating that this timber is from forest managed using sustainability criteria.

The only exception is in the case of CERTFOR certified timber delivered directly without changing owner and without being subjected to any process other than transport, to a specific destination. In this case, the aforementioned CERTFOR SFM Standard CoC is applied.

Certification bodies shall enforce proper use of the logo by certified organisations. In the event that an organisation does not comply with the standards indicated for CERTFOR and/or PEFC logo use, this organisation shall receive sanctions ranging from momentary certification suspension to final certificate termination.

14. Claims Processing Procedure

The CertforChile Corporation attempts to ensure that any claim filed will be managed by sequentially following actions indicated in the procedure for systemPS-02-13 Claims Processing Procedure until the communication cycle has been completed.


A claim shall be understood to be a formal complaint made by an individual stakeholder that is filed due to actions by the certified organisation that the stakeholder feels to be directly affected by.

The procedure established by the CertforChile Corporation for claims processing considers the following:

- Firstly, the claim must be filed to the certification body involved.
- The second instance for the filing of a claim will be the corresponding certification body.
- The third instance for the filing of a claim will be the National Standards Institute (INN).
- The fourth instance for the filing of a claim will be the CertforChile Corporation.

ANNEXES

Annex 1. Contract for administration of PEFC System



PEFC
PEFC/01-00-01

Contract for administration of PEFC scheme

Between

(1) **The Programme for the Endorsement of Forest Certification schemes**, hereafter the "PEFC Council", having its registered office at World Trade Center 1, 10, Route de l'Aéroport, CH – 1215 Geneva, Switzerland

And

(2) **CertForChile Forest Certification Corporation**, hereafter "the authorised body", having its registered office at Avenida Parque Antonio Rabat Sur 6165, Vitacura, Santiago, , Chile.

Whereas "the authorised body" is an entity authorised by the PEFC Council to perform the administration of the PEFC scheme on behalf of the PEFC Council;

Whereas the PEFC Council is the governing body of the PEFC scheme;

Now, therefore the above said parties agree to the following:

Article 1: Definitions

1. Administration of PEFC scheme:

This is set of requirements for the administration of PEFC scheme defined in PEFC GD 1004:2009 which forms part of the contractual documentation and is found in the annex of this contract. PEFC GD 1004:2009 is valid as stated now and as may be from time to time altered by the PEFC Council.

2. Administration tariffs of the PEFC scheme

This is the Appendix to PEFC GD 1004:2009 Administration of PEFC scheme, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Administration of PEFC scheme


1. The authorised body is permitted to issue the PEFC Logo usage licences on behalf of the PEFC Council to entities which are located in Chile. This also covers the issuance of PEFC Logo usage licences to multi-site organisations whose central office is located in Chile and its sites are located in other countries.

2. The authorised body is permitted to issue PEFC notification to certification bodies operating PEFC forest management and/or chain of custody certification against the PEFC endorsed scheme/standard in Chile. This also covers PEFC notification of certification bodies which issue chain of custody certification to multi-site organisations whose central office is located in Chile and its sites are located in other countries.

3. The authorised body is obliged to operate the PEFC Registration System.

4. The authorised body is obliged to have complaints and dispute procedures.

PEFC Council – Programme for the Endorsement of Forest Certification Schemes,
World Trade Center 1, 10 Route de l'Aéroport, PO Box 636, 1215 Geneva, Switzerland
t +41 22 799 4540, f +41 22 799 4550, w www.pefc.org



5. The authorised body shall perform the tasks of the administration of PEFC scheme specified in Article 2 in compliance with PEFC GD 1004:2009, as amended.

Article 3: Fees

1. The authorised body is obliged to pay a fee(s) based on an invoice issued by the PEFC Council. The amount of the fee(s) is specified in the Administration tariffs of the PEFC scheme and can be changed by the PEFC Council during the validity of the contract. The corresponding change in the contract between PEFC Council and the authorised body concerning the fees takes effect the following year after the PEFC Council has informed the PEFC authorised body, in writing, of the change.

Article 4: Contract termination and penalties

1. Either party may terminate the contract with three-month prior notice by a registered letter.
2. The PEFC Council may revoke the contract temporarily with immediate effect or terminate the contract with immediate effect if there are reasons to believe that any of the terms of the contract are not being adhered to.
3. PEFC Council is not obliged to pay compensation for any costs or other damages which the temporary revocation or termination causes to the logo user.
4. Penalties imposed on a PEFC Logo user by the authorised body based on PEFC GD 1004:2009 will accrue to the benefit of the PEFC Council and the authorised body in the manner described hereafter. Reasonable costs, including legal expenses, relating to the discovery and the evidence of the misuse will be paid, out of the penalty amount collected, to the contracting party who disbursed them. Seventy-five percent of the remainder will be allotted to the PEFC Council and twenty-five percent to the authorised body.

Article 5: Arbitration


1. This contract is subject to Swiss law
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Canton of Geneva, subject to a right of appeal to the Swiss Federal Supreme Court.

Signed in duplicate.

Geneva on 1st January 2010

For and on behalf of
the PEFC Council


For and on behalf of
the authorised body


PEFC COUNCIL
WORLD TRADE CENTER 1
PEFC Council, Secretary General
1215 GENEVE 15
SWITZERLAND





Annex 2. PEFC Logo Use Contract



PEFC
PEFC/01-00-01

PEFC Logo Use Contract

Between

(1) **The Programme for the Endorsement of Forest Certification schemes**, hereafter the "PEFC Council", having its registered office at World Trade Center 1, 10, Route de l'Aéroport, CH – 1215 Geneva, Switzerland

And

(2) **CertForChile Forest Certification Corporation**, hereafter the "logo user", having its registered office at Avenida Parque Antonio Rabat Sur 6165, Vitacura, Santiago, , Chile.

Whereas CertForChile Forest Certification Corporation is a logo user under the logo user group A: "PEFC National Governing Body" as defined in the PEFC Logo Use Rules;

Whereas the PEFC Council is owner and has the copyright on the PEFC logo which is a registered trademark;

Whereas the logo user is to be granted a license for the PEFC logo with registration number PEFC/24-1-1 and to be allowed to use the PEFC logo according to the PEFC Logo Use Rules;

Now, therefore the above said parties agree to the following:

Article 1: Definitions:

1. The PEFC Logo Use Rules

This is set of requirements for the use of the PEFC Logo defined in PEFC ST 2001:2008, which forms part of the contractual documentation and is found in the annex of this contract. PEFC ST 2001:2008 is valid as stated now and as may be from time to time altered by the PEFC Council.

2. Tariffs of PEFC logo fees

This is the Appendix 4 to PEFC GD 1005:2010 Issuance of PEFC Logo Use Licenses, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Copyrights to the PEFC logo

1. For the avoidance of any doubt, the PEFC logo is copyright material and is a registered trademark owned by the PEFC Council. The initials "PEFC" are covered by copyright and are registered. Unauthorised use of this copyright material is prohibited and may lead to legal action. The use of the PEFC logo is regulated and governed by the PEFC Council.

Article 3: Responsibilities of the Logo User

PEFC Council – Programme for the Endorsement of Forest Certification Schemes,
World Trade Center 1, 10 Route de l'Aéroport, PO Box 636, 1215 Geneva, Switzerland
t +41 22 799 4540, f +41 22 799 4550, w www.pefc.org

1. The logo user is obliged to use the PEFC logo in accordance with the PEFC Logo Use Rules and together with a registration number issued by the PEFC Council so as to ensure that the logo user is identifiable on its basis.
2. The logo user is obliged to pay a PEFC logo use fee based on an invoice issued by the PEFC Council. The amount of the fees is specified in the Tariffs of the PEFC Logo Fee and can be changed by the PEFC Council during the validity of the contract. The corresponding change in the contract between PEFC Council and the logo user concerning the fees takes effect the next year after the PEFC Council informed the logo user, in writing, of the change.
3. The logo user is obliged to inform the PEFC Council immediately and truthfully on any changes concerning logo user's identification data and certified status, the latter in case of logo user group B and C.

Article 4: Responsibilities of the PEFC Council

1. The PEFC Council is obliged to provide the logo user with the PEFC Logo Reproduction Tool Kit within 2 weeks following the signing the contract and the receipt of payment for the logo use fee at the PEFC Council's bank account.
2. The PEFC Council is obliged to inform the logo user on any changes of the PEFC Council regulations and documentation concerning the PEFC logo use which affect this contract.

Article 5: Penalty

1. The PEFC Council may impose, in case of user group B and C, a contractual penalty of a CHF amount being one-fifth the market value of the products to which unauthorised on- or off-product logo use relates, unless the logo user proves that such unauthorised use was unintentional. In the latter case the penalty will be limited to 15,000 CHF.
2. The PEFC Council has the right to alter the amount of penalty demanded for use of the PEFC logo in contravention of the contract. The change shall come into effect in the contract between the PEFC Council and the logo user three months and five days after the former has informed the latter, in writing, of the change.

Article 6: Contract Termination

1. Either party may terminate the contract with three-month prior notice by registered letter.
2. The PEFC Council may revoke the contract temporarily with immediate effect while a suspicion of contravention of the contract or the PEFC Logo Use Rules is being investigated. In case of suspicion, the PEFC Council shall send the logo user a written request for an explanation and notification of the temporary revocation of the contract. The temporary revocation shall remain in effect for a maximum period of one (1) month after the logo user has provided an explanation concerning the suspected misuse to the PEFC Council, which will examine the matter. The PEFC Council may reverse a decision on the temporary revocation of the contract when the logo user has implemented corrective measures approved by the PEFC Council and given the PEFC Council notification that this has been done.
3. The PEFC Council may terminate the contract with the immediate effect if there are reasons to believe that any of the terms of the contract or the PEFC Logo Use Rules are not being adhered

to.

4. Withdrawal, suspension or the end of the validity of the PEFC recognised forest management certificate, in case of the group B logo user or PEFC recognised chain of custody certificate, in case of the group C logo user, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the forest management or the chain of custody certificate.
5. No PEFC logo fee is refunded to the logo user in case of temporary revocation or termination of the contract according to the Article 6, bullet 2, 3, and 4.
6. PEFC Council is not obliged to pay compensation for any costs or other damages which the temporary revocation or termination causes to the logo user.

Article 7: Reporting and Presentation

1. PEFC Council is permitted to present publicly logo user's identification data and information concerning the certification status provided by the logo user.
2. The logo user, in case of user group B and C, shall undertake to provide, immediately after each audit, the PEFC Council with a notification, verified by the certification body, of the on-product use of the PEFC logo, e.g. broken down by product, product category, production unit or similar, to the degree of accuracy that the chain of custody system used by the logo user permits. In the same conjunction, the logo user shall supply the PEFC Council with a detailed, free form account of any off-product use of the PEFC logo.
3. The logo user, in case of user group D, shall give the PEFC Council an annual report containing an itemised, free form account of the PEFC Logo's off-product use.

Article 8: Validity of the Contract

1. The contract enters into force when it has been signed by both parties and the logo user has paid the PEFC logo fees based on an invoice issued by the PEFC Council.

Article 9: Other terms of the contract

1. The PEFC Council reserves the right to carry out (by itself or to commission a third party to act on its behalf) an on-site inspection of logo user's operations if it has received a complaint by third party or if the PEFC Council has reasons to believe that the contract is being contravened. The logo user shall bear responsibility for the costs of said inspection and any other detrimental effects.
2. The logo user, in case of the group B and C, undertakes to enter an agreement with the certification body within three months of signing this contract (a copy to be sent to the PEFC Council) to that effect that, in conjunction with the audits conducted subsequent to signing this contract, certification body will examine the system by means of which the logo user keeps records of the production volumes marked with the PEFC logo and how the Logo is used on them. The certification body shall have a right to inform the PEFC Council of changes of which it

is aware, without consulting the logo user.


Article 10: Arbitration

1. This contract is subject to Swiss law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Canton of Geneva, subject to a right of appeal to the Swiss Federal Supreme Court.

Signed in duplicate.

In Geneva on 1st January 2010

For and on behalf of
the PEFC Council


PEFC COUNCIL
WORLD TRADE CENTER 1
10 ROUTE DE L' AÉROPORT
1215 GENEVE 15
01 72 21 10 10
PEFC Council Secretary General

For and on behalf of
the logo user



Annex 3. Summarized CERTFOR documentation tables

NORMATIVE DOCUMENTS			
Code	Document Name	Nature of Document	Document Availability
DN-01-01	CERTFOR System Manual	Mandatory	Internal
DN-01-02	Procedure for the Formulation and Revision of CERTFOR System Standards.	Mandatory	Internal
DN-02-01	Glossary of CERTFOR Terms	Mandatory	Public
DN-02-04	Guidelines for PEFC Logo Use	Mandatory	Public
DN-02-05	CERTFOR Sustainable Forest Management for Plantations Standard	Mandatory	Public
DN-02-06	CERTFOR Sustainable Forest Management for Native Forests Standard	Mandatory	Public
DN-02-07	CERTFOR Chain of Custody for Forest-based Products Standard	Mandatory	Public
DN-02-08	CERTFOR Group Certification Standard	Mandatory	Public
DN-02-11	Certification and accreditation procedures	Mandatory	Public
DN-02-13	Guidelines for CERTFOR Logo Use	Mandatory	Public
DN-02-14	Requirements for certification bodies operating CERTFOR Chain of Custody for Forest-based Products Standard certification	Mandatory	Public

SCHEME PROCEDURES			
Code	Document Name	Nature of Document	Document Availability
PS-02-01	Manual for CERTFOR Sustainable Forest Management for Plantations Standard Auditors	Voluntary	Public
PS-02-02	Manual for CERTFOR Sustainable Forest Management for Native Forests Standard Auditors	Voluntary	Public
PS-02-03	Manual for CERTFOR Chain of Custody for Forest-based Products Standard Auditors	Voluntary	Public
PS-02-04	CERTFOR Sustainable Forest Management for Plantations Standard Checklist	Voluntary	Public
PS-02-05	CERTFOR Sustainable Forest Management for Native Forests Standard Checklist	Voluntary	Public
PS-02-06	CERTFOR Chain of Custody for Forest-based Products Standard Checklist	Voluntary	Public
PS-02-08	Record of Certified Raw Material	Voluntary	Public
PS-02-09	Technical Note for Chemical Products	Voluntary	Public
PS-02-13	Claims Processing Procedure	Voluntary	Public
PS-02-14	Communication between Certifying Bodies and the Accrediting Body and the CertforChile Corporation	Voluntary	Public
PS-02-15	CERTFOR Sustainable Forest Management for Plantations Standard Certification Report.	Voluntary	Public
PS-02-16	CERTFOR Chain of Custody for Forest-based Products Standard Certification Report	Voluntary	Public
PS-02-17	CERTFOR Sustainable Forest Management for Native Forests Standard Certification Report.	Voluntary	Public
PS-02-18	Self-declaration for Uncertified Providers of CERTFOR/PEFC Services	Voluntary	Public
PS-02-19	Procedure for Establishing the CERTFOR System Standards Technical Committee	Voluntary	Public
PS-02-20	Stakeholder Mapping Procedure	Voluntary	Public
PS-02-21	Notification of Certification Bodies for Forest Management and Chain of Custody Certification in Chile using CERTFOR System requirements	Voluntary	Public

INTERNAL PROCEDURES			
Code	Document Name	Nature of Document	Document Availability
PI-01-01	Invoicing Process	Mandatory	Internal
PI-01-02	Stages following the Creation and Updating of Standards	Mandatory	Internal
PI-01-03	Environmental Incident	Mandatory	Internal
PI-01-04	Certified Organisation Registration	Mandatory	Internal
PI-01-05	Website Maintenance	Mandatory	Internal
PI-01-06	Mass E-mailing	Mandatory	Internal
PI-01-08	Annual Update with the Ministry of Finance	Mandatory	Internal
PI-01-09	Organisation of Training Courses for CERTFOR Internal Auditors	Mandatory	Internal
PI-01-10	Scheduling Audit Days	Mandatory	Internal
PI-01-11	Special Authorisation to Use the CERTFOR/PEFC Logo	Mandatory	Internal
PI-01-13	General Assembly of CertforChile Corporation Members and High Council	Mandatory	Internal

Annex 4. Contract for CERTFOR/PEFC Logo Use for the CERTFOR Forest Certification System - Certified Organisations

CONTRACT FOR CERTFOR/PEFC LOGO USE FOR THE CERTFOR FOREST CERTIFICATION SYSTEM

In Santiago, Chile, <DATE THE CoC CERTIFICATE ENTERS INTO FORCE>, between the CertforChile Corporation, hereinafter the Corporation, tax list number 65.022.321-7, represented by Mr. André Laroze Bareyre, tax identity number 5.909.378-9, domiciled at Bucarest 046, Office D, Providencia, Santiago, and the company <COMPANY NAME>, Tax List Number: <COMPANY TAX LIST NUMBER>, hereinafter the Company, represented by its <POSITION HELD BY LEGAL REPRESENTATIVE>, Mr. <FULL NAME OF LEGAL REPRESENTATIVE>, tax identity number <LEGAL REPRESENTATIVE'S TAX IDENTITY NUMBER>, domiciled at <LEGAL REPRESENTATIVE'S ADDRESS>, have agreed to the following CERTFOR/PEFC Logo Use License for the CERTFOR System Chain of Custody.

- ONE : For the purposes of this contract, the CertforChile Forest Certification Corporation declares that it acts in representation of itself and the Forest Certification System Endorsement Programme, hereinafter also PEFC, for which it is a representative and licensee in Chile, which in turn owns Intellectual Property rights for PEFC system documentation, as well as trademarks for the PEFC Logo and name.
- TWO The CERTFOR and CertforChile brands and their corresponding logos are owned by the CertforChile Corporation. In turn, the PEFC brand and its corresponding logos are owned by PEFC. The Corporation is entitled to issues licenses for both brands. In both cases said names and logos accredit that certification processes are executed in accordance with CERTFOR/PEFC standard requirements.
The Company declares that is familiar with and accepts all parts of the regulations and guidelines that govern the CERTFOR Forest Certification System.
- THREE : The Company takes out a CERTFOR/PEFC Logo Use License as the holder of a Chain of Custody and/or Sustainable Forest Management Certificate, Number:

< CHAIN OF CUSTODY and/or SUSTAINABLE
FOREST MANAGEMENT CERTIFICATE NUMBER >

This contract will remain in force for the period in which the company holds the aforementioned Chain of Custody and/or Sustainable Forest Management certificate issued by an accredited certification body.

The Company shall be entitled to early termination of this Contract by notifying the Corporation in writing 15 days earlier. The Corporation shall terminate this Contract ahead of time if it detects misuse of the certification system by the Company or failure to pay the annual fee at the established date, notifying the Company 15 days earlier.

The Company is eligible as a PEFC logo user under the classification <GROUP THE LICENSE CORRESPONDS TO - GROUP NAME>; for which purpose a license is granted to use the CERTFOR and/or PEFC logo(s) under number

<PEFC/24-XX-XXXX>

and it is expressly authorised to use said logo in accordance with PEFC Logo Use rules and CERTFOR Logo Use rules, which it declares to be familiar with and to accept.

FOUR : The holder of a CERTFOR/PEFC Logo Use License shall make use of the logo, labels and/or written declarations accompanying the same in conformity with the provisions of the respective annexed Guidelines for Logo Use, which indicate the following, among other aspects:

- a) Rules governing use of the CERTFOR/PEFC logo for the holders of Forest Management and/or Chain of Custody Certificates.
- b) Rules for CERTFOR/PEFC logo use on certified products and for inclusion in complementary material, as advertising or promotion.
- c) How text accompanying the logo are to be worded, whether these be legends or declarations regarding standard compliance.

By means of this contract, the Corporation submits CERTFOR/PEFC Certification System Documentation to the company, which is indicated and described as follows:

- a) Guidelines for CERTFOR Logo Use
- b) Guidelines for PEFC Logo Use

FIVE : CERTFOR/PEFC Logo Use License tariffs are based on a component that is detailed as follows and which comes into effect the date **Chain of Custody and/or Sustainable Forest Management** certificate enters into force.

The general tariffs table applied in this contract is provided as follows:

CERTFOR / PEFC Logo Use	
Invoicing Range (US\$ mm)	Tariff (UF / year)
100 and over	26
50 - 99.9	26
30 - 49.9	20
5 - 29.9	15
4.9 and less	5

Considering the above table and information submitted by the company's certification body, the invoicing range is between US\$ **<INVOICING RANGE >** and therefore the tariff to be applied shall be **<TARIFF<+ VAT>** per year. This tariff is subject to the invoicing range indicated in the table and its annual updates.

Payment shall be made directly by the Company to the Corporation within 30 days after the date the Chain of Custody certificate issued by the certification body enters into force and shall not be redeemable if the Company decides to relinquish certification, in which case only the annual fee corresponding to the current year shall be paid.

The UF value on the invoicing date shall be considered for the purpose of conversion.

The indicated values and conditions, which are set by the Corporation's High Council, shall only be modified by means of a Contract *Addendum* agreed to and signed by both parties.

SIX : Any difficulty arising between the parties with respect to the validity, entry into force, compliance, interpretation or liquidation of this contract shall be resolved by an arbitrator ex aequo et bono appointed by common consent. In the event that common consent is not reached, this shall be resolved by an ordinary court. However, in the latter event, the arbitrator shall be exclusively such in terms of procedure, but shall be required to rule according to law.

SEVEN : For all purposes of this Contract, the Corporation establishes its domicile in the city of Santiago and the Company establishes its domicile in the city of **<CITY>**.

EIGHT : Mr. André Laroze Bareyre's right to represent the Corporation is certified by public deed dated 05 September 2013 signed before Santiago Public Notary Mr. Iván Torrealba Acevedo.

Mr. André Laroze Bareyre declares that, in virtue of the aforementioned mandate, he represents the Corporation and is fully entitled to sign this Contract.

NINE : The right of representation used by Mr. **<NAME OF THE COMPANY'S LEGAL REPRESENTATIVE>** on behalf of the Company **<COMPANY NAME>**, is recorded in public deed dated **<DATE OF DEED OR RIGHT OF REPRESENTATION>** issued in the city of Santiago before the Notary Mr. **<NOTARY'S NAME >**.

TEN : In express conformity with the foregoing, the parties hereby sign four identically worded and dated copies of this contract. Two copies will be kept by the Corporation and two copies will be kept by the Company.

<COMPANY NAME>

CertforChile Corporation

<NAME OF THE COMPANY'S LEGAL
REPRESENTATIVE>
<POSITION HELD BY THE COMPANY'S
LEGAL REPRESENTATIVE>

André Laroze Bareyre
Executive Secretary

CERTFOR/PEFC Notification Contract

Between

(1) **CertforChile Corporation**, having its registered office at *[address]*

And

(2) ***[Certification body]***, hereafter the “Notified Certification Body”, having its registered office at *[address]*

Whereas the Notified Certification Body is operating Chain of Custody certification and Forest Management certification, recognised by the CertforChile Corporation;

Whereas the CertforChile Corporation is the governing body of the Programme for the Endorsement of Forest Certification Systems in Chile, based on an administration contract signed with the PEFC Council.

Whereas the Notified Certification Body is to be granted notification, and the CertforChile Corporation certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in Chile, and international sites participating in multi-site Chain of Custody certifications of these organisations.

Now, therefore the above said parties agree to the following:

Article 1

Definitions:

1. Forest Management certification

This is the document DN-02-05 *Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones*, which forms part of the contractual documentation. It can be altered or replaced with another document by the CertforChile Corporation.

2. Certification and Accreditation Procedures - Forest Management certification

This is the document DN-02-11 *Procedimientos de Certificación y Acreditación* which forms part of the contractual documentation. It can be altered or replaced with another document by the CertforChile Corporation.

3. Chain of Custody of Forest Based Products - Requirements -

This is PEFC ST 2002:2013, *Chain of Custody of Forest Based Products - Requirements*, and DN-02-07 *Estándar CERTFOR de Cadena de Custodia de Productos Forestales*, which form part of the contractual documentation. PEFC ST 2002:2013 or DN-02-12 can be altered or replaced with another document by the PEFC Council or by the CertforChile Corporation, respectively.

4. Certification and Accreditation Procedures - Chain of Custody certification

This is DN-02-14, *Requisitos para Organismos Certificadores que Operan la Certificación del Estándar CERTFOR de Cadena de Custodia*, which forms part of the contractual documentation and is found in the annex of this contract. It can be altered or replaced with another document by the CertforChile Corporation.

5. Certificate Reporting Form

This is Appendix 3 to PS-02-21 *Notificación de Organismos Certificadores para la certificación de Manejo Forestal y Cadena de Custodia en Chile bajo los requisitos del Sistema CERTFOR*, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Obligations of the Notified Certification Body

The Notified Certification Body is obliged to:

- a) Inform the certificate holder that the delivery of the certificate for forest management and/or chain of custody certifications is subject to the validity of a contract with the CertforChile Corporation.
- b) Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council.
- c) Inform certificate holders about the range of information it is reporting to the CertforChile Corporation and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
- d) Inform the certificate holder how to obtain a PEFC Logo use license and access to use a CERTFOR logo from CertforChile Corporation

The Notified Certification Body carrying out Forest Management certification is obliged to:

- e) Have and keep valid accreditation issued in compliance with normative reference DN-02-11 *Procedimientos de Certificación y Acreditación* and inform to the Corporation CertforChile immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- f) Carry out Forest Management certification against DN-02-05 *Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones* within the scope of the valid accreditation.
- g) Provide CertforChile Corporation immediately and truthfully with a completed reporting form for each CERTFOR Forest Management certificate and every site covered by a group certificate, issued within the scope of CertforChile Corporation notification and on changes concerning reported certificates.
- h) Provide CertforChile Corporation, upon request, with a list of Forest Management certificates issued under the scope of notification by the CertforChile Corporation, including information defined in the reporting form in the Appendix 3 to this document.

The Notified Certification Body carrying out Chain of Custody certification is obliged to:

- i) Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 or with DN-02-14 and inform CertforChile Corporation immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- j) Carry out PEFC chain of custody certification against PEFC ST 2002:2013 or against DN-02-07 *Estándar CERTFOR de Cadena de Custodia de Productos Forestales* within the scope of the valid accreditation.
- k) Provide CertforChile Corporation immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by the CertforChile Corporation and on changes concerning reported certificates.

- l) Provide CertforChile Corporation, upon request, with a list of Chain of Custody certificates issued under the scope of notification by CertforChile Corporation, including information defined in the reporting form in the Appendix 3 to this document.

Article 3: Obligations of CertforChile Corporation

1. CertforChile Corporation recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC Logo usage license and CERTFOR Logo usage under the conditions specified by the CertforChile Corporation.
2. CertforChile Corporation is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

Article 4: Contract Termination

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
2. The CertforChile Corporation may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.
3. Withdrawal, suspension or the end of the validity of the Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
4. The CertforChile Corporation is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

Article 5: Validity of the Contract

The contract enters into force when it has been signed by both parties.

Article 6: Governing Law - Jurisdiction

The parties agree that this contract shall be governed by Chilean law, submitting to the jurisdiction of the Ordinary Courts of Justice of Santiago, Chile.


Signed in duplicate.

In on In on

For and on behalf of
the CertforChile Corporation

For and on behalf of
the Notified Certification Body

Annex 6. Certified Organisation Registration Sheet

	CERTFOR CHILEAN SUSTAINABLE FOREST MANAGEMENT CERTIFICATION SCHEME	
	CERTIFIED ORGANISATION REGISTRATION SHEET	
	Revision 2015	

COMPANY INFORMATION:	
COMPANY NAME:	
Tax list number:	
Address:	
City:	
Phone:	
Company's line of business:	
Website:	
Company's annual invoicing level (in US dollars):	
COMPANY'S LEGAL REPRESENTATIVE:	
Name of Legal Representative:	
Position held by legal representative:	
Legal Representative's tax list number:	
Phone:	
E-mail:	
Date, city and name of notary where the public deed certifying the company's legal representation is registered:	
CERTIFICATION CONTACT:	
Name of person responsible for certification:	
E-mail for person responsible for certification:	
Direct phone:	
INVOICING:	
Address for invoicing:	
Name of person responsible for payment:	
E-mail for electronic invoice:	
Direct phone:	

CERTIFICATION (Space reserved for CERTFOR/PEFC)	
Certification Body:	
Certificate Number:	
PEFC Logo License Number:	
Certificate Date:	
Expiry Date:	

COMPANY'S COMMERCIAL CONTACT: When a new customer calls your company, whom should he or she contact to ask for a price quote?	
Name of executive:	
E-mail to request a price quote:	
Direct phone:	
Describe the products or services offered by your company that are certified by PEFC	

Do you wish to purchase a license for PEFC logo use? Yes _____ No _____

Are you a member of Asimpres?: Yes _____ No _____
(If the answer is Yes, please attach a certificate issued by Asimpres.)

Do you have an agreement with GMS?: Yes _____ No _____

Do you have an agreement with Davis Graphics? Yes _____ No _____

Please send this sheet with all requested data to mgomez@certforchile.org and attach a .jpg file with your company's commercial logo for public registration at the www.certfor.org website.
Welcome to the CERTFOR/PEFC Chilean Forest Management Certification System

Annex 7. Annex 1 - Information Form for Certified Organisations

INFORMATION FORM FOR CERTIFIED ORGANISATIONS

The following information must be submitted following any certification or follow-up audit in order to update the CERTFOR-PEFC Registration System.

1) For Sustainable Forest Management Certification

Company Name:	
Date Information was Updated:	

ASSET DESCRIPTION	SURFACE AREA (Ha)
Plantations	
Native Forest	
Others	
TOTAL ASSETS	

General Observations:

2) For Chain of Custody Certification

Company Name:	
---------------	--

ANNUAL INVOICING RANGE (US\$ mm)	SELECT (X)
100 and over	
50 - 99.9	
30 - 49.9	
10 - 29.9	
5 - 9.9	
1 - 4.9	
Less than 1	

General Observations:

Annex 8. Chilean Sustainable Forest Management Certification System - CERTFOR Tariffs

SCHEME TARIFFS			
Sustainable Forest Management Certification Tariffs			
Flat rate:		UF 4.0	
Variable rate:		UF 0.00163 per certified hectare	
Chain of Custody Certification Tariffs			
Forestry Industries		Graphic Arts Sector	
Invoicing Range (US\$ mm)	Tariff (UF/Year)	Invoicing Range (US\$ mm)	Tariff (UF/year)
Over 100	588.5	Over 100	165.0
50 - 99.9	275.0	50 - 99.9	165.0
30 - 49.9	220.0	30 - 49.9	165.0
10 - 29.9	165.0	10 - 29.9	110.0
5 - 9.9	99.0	5 - 9.9	55.0
1 - 4.9	49.5	1 - 4.9	55.0
Less than 0.9	20.0	Less than 0,9	20.0
Logo Use Tariffs			
Invoicing Range (US\$ mm)		Tariff (UF/year)	
Over 100		26.0	
50 - 99.9		26.0	
30 - 49.9		20.0	
10 - 29.9		15.0	
5 - 9.9		15.0	
1 - 4.9		5.0	
Less than 0.9		5.0	

CERTFOR FOREST CERTIFICATION SCHEME FOR SUSTAINABLE FOREST MANAGEMENT
DOCUMENTATION USE LICENSE CONTRACT

In Santiago, Chile, **<DATE THE CERTIFICATE ENTERS INTO FORCE>**, between the CertforChile Corporation, hereinafter the Corporation, tax list number 65.022.321-7, represented by Mr. Guillermo Geisse G., tax identity number 2.447.613-8, domiciled at Bucarest 046, Office D, Providencia, Santiago, and the company **<COMPANY NAME>**, Tax List Number:96.223.620-K, hereinafter the Company, represented by its General Manager Mr. Junichi Ishido, tax identity number**<LEGAL REPRESENTATIVE'S TAX IDENTITY NUMBER>**, domiciled at **<LEGAL REPRESENTATIVE'S ADDRESS>**, have agreed to the following CERTFOR Sustainable Forest Management System Documentation Use License contract.

- ONE : By means of this contract, the Company takes out a CERTFOR Sustainable Forest Management System Documentation Use License as the holder of a Forest Management Certificate.
The CertforChile Forest Certification Corporation is the sole and exclusive owner of CERTFOR/PEFC Forest Management System Documentation and this is registered in its name in the Intellectual Property Registry Law 17,336 under the number 165,160; which has been an essential circumstance for the Company to sign this Contract.
- TWO : By means of this contract, the Corporation grants the company a license to documentation constituting the CERTFOR/PEFC Forestry Management system indicated in the foregoing provision in the terms indicated in this contract.
Obtaining CERTFOR/PEFC Forest Management certification implies that the Company passing the audit conducted by an accredited certification body can guarantee a sustainable forest management within the limits of the audited Forest Management Unit, verifying the principles, criteria, indicators and variables for the CERTFOR Sustainable Forest Management standard.
- THREE : This license entitles the Company to make use of CERTFOR/PEFC system documentation and to make this available to all of its personnel by any means deemed appropriate by the Company, according to specifications and regulations the Company declares it is familiar with.
By means of this contract, the Corporation submits CERTFOR/PEFC Forest Certification System Documentation to the Company, which is indicated and specified as follows: CERTFOR Sustainable Forest Management Standard.
- FOUR : This contract will remain in force for the period in which the company holds the a Sustainable Forest Management certificate issued by an accredited certification body.
The Company shall be entitled to early termination of this Contract by notifying the Corporation in writing 15 days earlier. The Corporation shall be entitled to terminate this Contract ahead of time if it detects misuse of the certification system by the Company or failure to pay the annual fee at the established date by notifying the Company 15 days earlier.

- FIVE : Annual tariffs for the License to Use CERTFOR System Documentation are indicated as follows and will become applicable as of the date the Sustainable Forest Management certificate enters into force.
The general tariffs table, which is applied in this contract, is provided as follows:

Sustainable Forest Management Certification	
Flat rate:	UF 4
Variable rate:	UF 0.001630 per certified hectare

Considering the above table and information submitted by the company's certification body, this shall make payment directly to the Corporation within 30 days after the date the Forest Management certificate issued by the certification body enters into force and shall not be redeemable if the Company decides to relinquish certification, in which case only the annual fee corresponding to the current year shall be paid.

The UF value on the date the aforementioned certificate enters into force shall be considered for the purpose of conversion.

The indicated values and conditions, which are set by the Corporation's High Council, shall only be modified by means of a Contract *Addendum* agreed to and signed by both parties.

- SIX : Any difficulty arising between the parties with respect to the validity, entry into force, compliance, interpretation or liquidation of this contract shall be resolved by an arbitrator ex aequo et bono appointed by common consent. In the event that common consent is not reached, this shall be resolved by an ordinary court. However, in the latter event, the arbitrator shall be exclusively such in terms of procedure, but shall be required to rule according to law.
- SEVEN : For all purposes of this Contract, the Corporation establishes its domicile in the city of Santiago and the Company establishes its domicile in the city of <CITY>.
- EIGHT : Mr. Guillermo Geisse G.'s right to represent the Corporation is certified by public deed dated <DATE OF PUBLIC DEED> signed before Santiago Public Notary <NAME OF NOTARY>.
- Mr. Guillermo Geisse G. declares that, in virtue of the aforementioned mandate, he represents the Corporation and is fully entitled to sign this Contract.
- NINE : The right of representation used by Mr. <NAME OF THE COMPANY'S LEGAL REPRESENTATIVE> on behalf of the Company <COMPANY NAME>, is recorded in public deed dated <DATE OF DEED OR RIGHT OF REPRESENTATION> issued in the city of Santiago before the Notary Mr. <NOTARY'S NAME >.
- TEN : In express conformity with the foregoing, the parties hereby sign four identically worded and dated copies of this contract. Two copies will be kept by the Corporation and two copies will be kept by the Company.

<COMPANY NAME>

CertforChile Corporation

<NAME OF THE COMPANY'S LEGAL REPRESENTATIVE>
<POSITION HELD BY THE COMPANY'S LEGAL REPRESENTATIVE>

André Laroze B.
Executive Secretary

Annex 10. Contract for a License to Use CERTFOR/PEFC Forest Certification System Documentation for the Chain of Custody

CONTRACT FOR A LICENSE TO USE CERTFOR/PEFC FOREST CERTIFICATION
SCHEME DOCUMENTATION FOR THE CHAIN OF CUSTODY

In Santiago, Chile, **<DATE THE CoC CERTIFICATE ENTERS INTO FORCE>**, between the CertforChile Corporation, hereinafter the Corporation, tax list number 65.022.321-7, represented by Mr. André Laroze Bareyre, tax identity number 5.909.378-9, domiciled at Bucarest 046, Office D, Providencia, Santiago, and the company **<COMPANY NAME>**, Tax List Number: **<COMPANY TAX LIST NUMBER>**, hereinafter the Company, represented by its **<POSITION HELD BY LEGAL REPRESENTATIVE>**, Mr. **<FULL NAME OF LEGAL REPRESENTATIVE>**, tax identity number **<LEGAL REPRESENTATIVE'S TAX IDENTITY NUMBER>**, domiciled at **<LEGAL REPRESENTATIVE'S ADDRESS>**, have agreed to the following CERTFOR/PEFC Logo Use License for the CERTFOR System Chain of Custody.

- ONE : By means of this contract, the Company takes out a License to Use CERTFOR/PEFC System Chain of Custody Documentation with the Corporation in its position as a Chain of Custody Certificate holder.
The CertforChile Forest Certification Corporation is the sole and exclusive owner of CERTFOR/PEFC System Chain of Custody Documentation and this is registered in its name in the Intellectual Property Registry Law 17,336 under the number 165,160; which has been an essential circumstance for the Company to sign this Contract.
- TWO : By means of this contract, the Corporation grants the company a license to documentation constituting the CERTFOR/PEFC system Chain of Custody indicated in the foregoing provision in the terms indicated in this contract.
Obtaining CERTFOR/PEFC Chain of Custody certification implies that the Company passing the audit conducted by an accredited certification body can guarantee a connection between certified material coming into and products going out of the certified process, verifying the principles, criteria and indicators for the **<CERTFOR Chain of Custody> or <PEFC - Chain of Custody for Forest Products - Requirements>** standard.
- THREE : This license entitles the Company to make use of CERTFOR/PEFC system documentation and to make this available to all of its personnel by any means deemed appropriate by the Company, according to CERTFOR Logo Use specifications and regulations, which the Company declares it is familiar with.
By means of this contract, the Corporation submits CERTFOR/PEFC Certification Documentation to the Company, which is indicated and specified as follows: **<CERTFOR Chain of Custody> or <PEFC - Chain of Custody for Forest Products - Requirements>** Standard.
- FOUR : This contract will remain in force for the period in which the company holds the a Chain of Custody certificate issued by an accredited certification body.
The Company shall be entitled to early termination of this Contract by notifying the Corporation in writing 15 days earlier. The Corporation shall be entitled to terminate this Contract ahead of time if it detects misuse of the certification system by the Company or failure to pay the annual fee at the established date, notifying the Company 15 days earlier.
- FIVE : Tariffs are based on a component that is detailed as follows and which comes into effect the date the Chain of Custody Certificate enters into force.
The general tariffs table, which is applied in this contract, is provided as follows:

CERTFOR CoC Certification	
Invoicing Range (US\$ mm)	Tariff (UF/year)
100 and over	588.8
50 - 99,9	275.0
30 - 49,9	220.0
10 - 29,9	165.0
5 - 9.9	99.0
1 - 4.9	49.5
Less than 1	22.0

Considering the above table and information submitted by the company's certification body, the invoicing range is between US\$ <INVOICING RANGE > and therefore the tariff to be applied shall be <TARIFF <+ VAT> per year. This tariff is subject to the invoicing range indicated in the table and its annual updates.

Payment shall be made directly by the Company to the Corporation within 30 days after the date the Chain of Custody certificate issued by the certification body enters into force and shall not be redeemable if the Company decides to relinquish certification, in which case only the annual fee corresponding to the current year shall be paid.

The UF value on the invoicing date shall be considered for the purpose of conversion.

The indicated values and conditions, which are set by the Corporation's High Council, shall only be modified by means of a Contract *Addendum* agreed to a signed by both parties.

- SIX : Any difficulty arising between the parties with respect to the validity, entry into force, compliance, interpretation or liquidation of this contract shall be resolved by an arbitrator ex aequo et bono appointed by common consent. In the event that common consent is not reached, this shall be resolved by an ordinary court. However, in the latter event, the arbitrator shall be exclusively such in terms of procedure, but shall be required to rule according to law.
- SEVEN : For all purposes of this Contract, the Corporation establishes its domicile in the city of Santiago and the Company establishes its domicile in the city of <CITY>.
- EIGHT : Mr. André Laroze Bareyre's right to represent the Corporation is certified by public deed dated 05 September 2013 signed before Santiago Public Notary Mr. Iván Torrealba Acevedo.
Mr. André Laroze Bareyre declares that, in virtue of the aforementioned mandate, he represents the Corporation and is fully entitled to sign this Contract.
- NINE : The right of representation used by Mr. <NAME OF THE COMPANY'S LEGAL REPRESENTATIVE> on behalf of the Company <COMPANY NAME>, is recorded in public deed dated <DATE OF DEED OR RIGHT OF REPRESENTATION> issued in the city of Santiago before the Notary Mr. <NOTARY'S NAME >.
- TEN : In express conformity with the foregoing, the parties hereby sign four identically worded and dated copies of this contract. Two copies will be kept by the Corporation and two copies will be kept by the Company.

<COMPANY NAME>

CertforChile Corporation

<NAME OF THE COMPANY'S LEGAL REPRESENTATIVE>
<POSITION HELD BY THE COMPANY'S LEGAL REPRESENTATIVE>

André Laroze Bareyre
Executive Secretary