



NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS (NCCF)

**Procedure for PEFC Notification of Certification Bodies Operating  
NCCF Trees outside Forests Certification and Chain of Custody Certification**

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**NCCF-STD-NCB-ToF 01 /2019**

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**Document Title:** NCCF-STD-NCB-ToF 01/2019

**Approved By:** Governing Body NCCF

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## **Foreword**

The Network for Certification and Conservation of Forests (NCCF) is a not for profit organization registered under Societies Registration Act, 1860. NCCF is involved in developing Forest Certification scheme in the country. It is an institutional mechanism to ensure collaborative and streamlined efforts for development of National Forest Certification System and Standards. It aims to promote the implementation of improved Forest practices in the country and further the development of healthier, sustainable: economically beneficial, environmentally responsible and socially appropriate in accordance with national policies, institutional frameworks and sustainability usage norms.

The Network for Certification and Conservation of Forests (NCCF) is the National Governing Body of the National Forest Certification Scheme and Standards (NFCSS) and has overall responsibility for the smooth working/functioning of the NFCSS while maintaining its credibility.

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## 1. Objectives

This procedure describes the requirements for PEFC notification of certification bodies operating forest management/ToF system or chain of custody certification under the Network for Certification and Conservation of Forests (NCCF) in India.

## 2. Scope

This procedure covers the PEFC notification by NCCF of certification bodies providing certification for the India Criteria and Indicators for Forest Management/ToF Certification or subsequent editions of these standards or PEFC International Standard PEFC ST 2002 Chain of Custody of Forest Based Products-Requirements (Chain of Custody of Forest and Tree Based Products –Requirements).

As NCCF is the PEFC National Governing Body (NGB) in India. The certification body is providing PEFC recognised certification, the certification body shall apply to NCCF to obtain the PEFC notification using the application form as shown in Appendix 3.

## 3. Conditions for PEFC Notification

### 3.1. Forest Management/Trees outside Forests

The certification body applying for PEFC notification for operating against the NCCF Forest Management/ToF certification under the National Forest Certification Standards and Scheme (NFCSS) (India) shall fulfill the requirements mentioned as under:

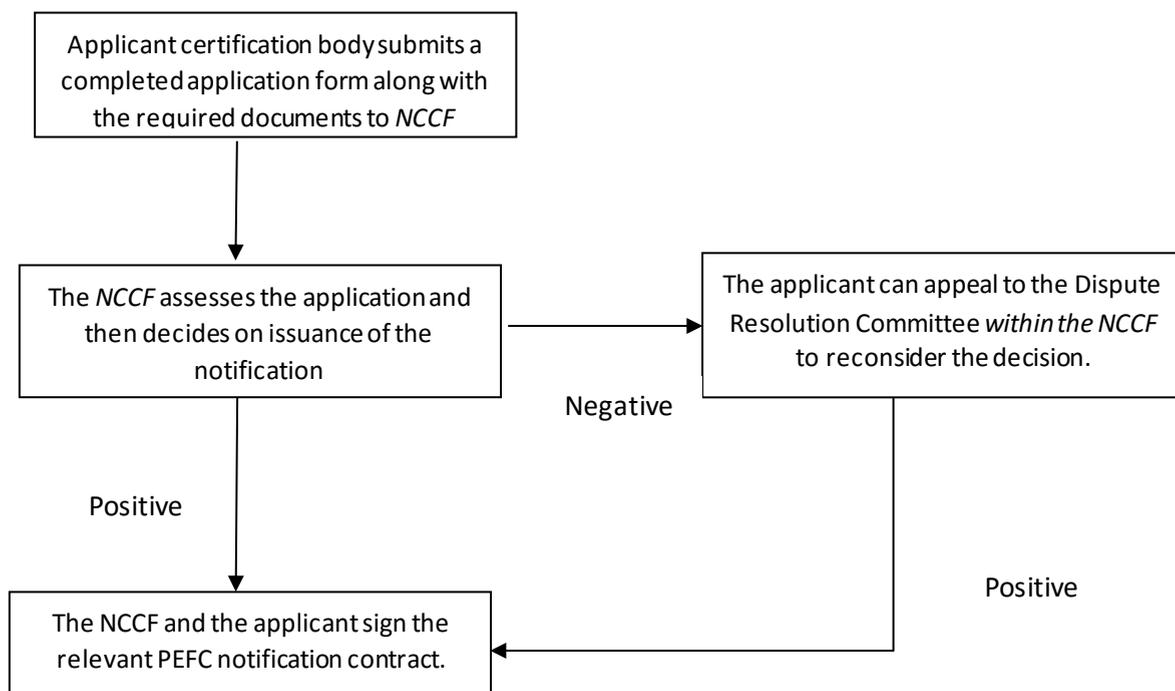
- a. be a legal entity, such as a company, business or society, within India ; and/or if outside India, be a legal entity in the country concerned
- b. agree to be listed on the publicly available Internet based databases /list on NCCF and PEFC Council websites respectively, with information that will include the certification body's identification data and/or other data as specified in the Internal Rules for the PEFC Registration System
- c. for certification body within India, have a valid accreditation certificate issued by an Accreditation Body (or India's national accreditation body) that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF)
- d. for certification body outside India, have a valid accreditation certificate issued by accreditation bodies that are signatories of the Multilateral Recognition Arrangement (MLA) for product certification of IAF or IAF's Regional Accreditation Groups such as European co-operation for Accreditation (EA), Interamerican Accreditation Cooperation (IAAC), Pacific Accreditation Cooperation (PAC) and Southern African Development Community in Accreditation (SADCA)
- e. the accreditation certificate shall be issued against the ISO/IEC 17021:2012/15, Conformity assessment – Requirements for Bodies providing audits and certification of management systems in special cases and ISO/IEC 17065:2012, Conformity assessment – Requirements for Bodies Certifying Products, Processes and Services for FM/ToF/CoC cases
- f. to sign a PEFC Notification Agreement for operating forest management/ToF certification (Appendix I) with NCCF
- g. ensure that its client organization has applied for or entered into a Logo Usage License Agreement with NCCF for the use of the PEFC Logo

### 3.2.Chain of Custody

The certification body applying for PEFC notification for operating chain of custody certification against the PEFC Chain of Custody standard fulfil the requirements mentioned as under:

- a. be a legal entity, such as a company, business or society, within India ; and/or if outside India, be a legal entity in the country concerned
- b. agree to be listed on the publicly available Internet based databases or list on NCCF and PEFC Council websites respectively, with information that will include the certification body's identification data and/or other data as specified in the Internal Rules for the PEFC Registration System
- c. for certification body within India, have a valid accreditation certificate issued by the Accreditation Body (or India 's national accreditation body) that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF)
- d. for certification body outside India , have a valid accreditation certificate issued by accreditation bodies that are signatories of the Multilateral Recognition Arrangement (MLA) for product certification of IAF or IAF's Regional Accreditation Groups such as European co-operation for Accreditation (EA), Interamerican Accreditation Cooperation (IAAC), Pacific Accreditation Cooperation (PAC) and Southern African Development Community in Accreditation (SADCA)
- e. the accreditation certificate shall be issued against the ISO/IEC 17065:2012, Conformity assessment – Requirements for Bodies Certifying Products, Processes and Services, and the scope of the accreditation shall explicitly include the PEFC ST 2002, or subsequent editions.
- f. to sign a PEFC Notification Agreement for operating chain of custody certification (Appendix 2) with NCCF
- g. ensure that its client organization has applied for or entered into a Logo Usage License Agreement with NCCF for the use of the PEFC Logo.

### 4. PEFC Notification Issuance Procedures



## **5. Obligations of the PEFC Notified Certification Body**

### **5.1. Forest Management**

The PEFC notified certification body operating Forest Management/ToF certification shall:

- a. Carry out forest management/ToF certification to NCCF forest management/ToF certification standard within India which is within the scope of the valid accreditation.
- b. Inform NCCF about any changes in its accreditation status, the scope of which covers forest management/ToF certification.
- c. Provide NCCF, without undue delay, information on every forest management/ToF certificate that the PEFC notified certification body issues to a client organization covered by the PEFC notification and/or information on any changes to currently issued certificates. The range of data is specified by NCCF.
- d. Pay NCCF the annual notification fee for every forest management/ToF certificate when invoiced by NCCF. The amount of the fees is specified in Appendix 5, NCCF Notification Fee Schedule and can be changed by NCCF Governing Body during the validity of the Agreement. Any change to the Agreement between NCCF and the PEFC notified certification body resulting from a change in the rates will take effect the year following that in which NCCF has informed the PEFC notified certification body, in writing, of the change.
- e. Inform certificate holders about the range of information it is reporting to NCCF and that this information (except the certificate holder's turnover) will be made publicly available on the PEFC Information Register.
- f. Ensure that its client organization has applied for or entered into a Logo Usage License *Agreement with NCCF*.

### **5.2. Chain of Custody**

The PEFC notified certification body operating chain of custody certification shall:

- a. Carry out chain of custody certification to PEFC ST 2002 within India which is within the scope of the valid accreditation.
- b. Inform NCCF about any changes in its accreditation status, the scope of which covers chain of custody certification.
- c. Provide NCCF, without undue delay, information on every chain of custody certificate that the PEFC notified certification body issues to a client organization covered by the PEFC notification and/or information on any changes to currently issued certificates. The range of data is specified by NCCF.
- d. Pay NCCF the annual PEFC notification fee for every chain of custody certificate when invoiced by NCCF. The amount of the fees is specified in Appendix 5, NCCF Notification Fee Schedule and can be changed by NCCF Governing Body during the validity of the Agreement. Any change to the Agreement between NCCF and the PEFC notified certification body resulting from a change in the rates will take effect the year following that in which NCCF has informed the PEFC notified certification body, in writing, of the change.
- e. Inform certificate holders about the range of information it is reporting to NCCF and that this information (except the certificate holder's turnover) will be made publicly available on the PEFC Information Register.
- f. Ensure that its client organization has applied for or entered into a Logo Usage Licence *Agreement with NCCF*.

## **6. Validity of PEFC Notification**

NCCF acknowledges that the period of validity of a certification body's accreditation from the relevant accreditation body may not have an expiry date, only a commencement date, or it may be for a defined period with an expiry date, although accreditations are subject to periodic audits.

- a. The PEFC notification shall be valid for the period of the validity of the certification body's accreditation.
- b. The PEFC notification can be suspended by NCCF if the certification body is suspected of violations of the PEFC Notification Agreement (see conditions in Appendix 1 and 2). If, after investigation, the suspicion is proven to be founded, the PEFC notification can be cancelled by NCCF.
- c. The PEFC notification may be terminated by the notifying body in case of the certification body's non adherence to the conditions of the PEFC notification or in the case of the cancellation of the contract between the PEFC Council and the authorized body.

## Annex 1

### PEFC Notification Agreement for Certification Body operating Forest Management /ToF Certification

between

(1) **Network for Certification and Conservation of Forests (NCCF)**, having its registered office at: EPCH House, Pocket 6 & 7, Sector C, LSC, Vasant Kunj, New Delhi 11007, India (hereafter referred to as "*NCCF*")

and

(2) **Name, address of registered office** and company number of the certification body (hereafter the "*Notified Certification Body*")

#### Recitals:

Whereas NCCF is a not for profit organization registered under the Societies Registration Act 1860 by guarantee incorporated under the laws of India which is principally involved in establishing and operating a forest certification scheme in India and NCCF is the governing body of the National Forest Certification Standards Scheme (NFCSS) and is the owner of the NCCF logo and NFCSS claims.

Whereas Programme for the Endorsement of Forest Certification schemes (hereafter the "*PEFC*") is an independent, non-profit non-governmental organization which promotes sustainably managed forests worldwide through third party certification and is the owner of the PEFC Logo and PEFC claims;

Whereas NCCF is a member of the PEFC Council and has been duly appointed by PEFC Council as the National Governing Body in India, and further that NCCF has an agreement with the PEFC Council to provide the PEFC Logo and PEFC claims in India;

Whereas (name of the Notified Certification Body) is a PEFC Notified Certification Body operating forest management/ToF certification which is recognised by NCCF and the PEFC Council;

Whereas the Notified Certification Body is to be granted notification, and *NCCF* recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organizations which are registered in *India*.

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

#### Terms of Agreement

The Parties agree that the following terms and conditions shall apply to the notification of the Certification Body:

#### Article 1: Responsibilities of the PEFC Notified Certification Body

The ***Notified Certification Body*** is obliged to:

- a. Pay *NCCF* an annual notification fee for every certificate when invoiced by the *NCCF*. The amount of the fees is specified in Annex 5, ***Tariffs of the Notification Fee of NCCF*** and can be changed by *NCCF* during the validity of the contract. Any change to the contract between the *NCCF* and the notified certification body resulting from a change in the rates will take effect the year following that in which the *NCCF* has informed the Notified Certification Body, in writing, of the change.

- 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 *NCCF* 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 from *NCCF*

The **PEFC Notified Certification Body** carrying out **Forest Management/ToF certification** is obliged to:

- e. Have and keep valid accreditation issued in compliance with (*the forest/ToF certification scheme's requirements for certification bodies carrying out Forest Management/ToF certification*) and inform *NCCF* 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/ToF certification against (*Relevant Forest Management/ToF standard(s) of the forest certification/ToF scheme*) within the scope of the valid accreditation.
- g. Provide *NCCF* immediately and truthfully with a completed reporting form for each PEFC Forest Management/ToF certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.

**(Note: Depending on the national situation the NCCF itself or a third body might be responsible for registering and keeping track of sites participating in Forest Management/ToF Group Certification)**

- h. Provide *NCCF* upon request, with a list of Forest Management/ToF certificates issued under the scope of notification by *NCCF*, including information defined in the reporting form in the appendix 7 to this document.

## **Article 2: Responsibilities of NCCF**

*NCCF* recognize the accredited certificates issued by the PEFC Notified Certification Body in compliance with this Notification Agreement and these responsibilities should refer:

- a. *NCCF* provides organizations holding forest management certificate with access to the PEFC Logo, which is registered in India, under a Logo Usage License Agreement subject to the conditions and fees specified within and as prescribed by *NCCF*.
  - b. *NCCF* will agree to list on the publicly available and PEFC Council (<https://pefc.org/find-certified/>) Internet-based databases, information that will include the client organization's identification data and/or other data in relation to its certification after the client organization has applied for or entered into a Logo Usage License Agreement.
- c. *NCCF* is obliged to inform the PEFC Notified Certification Body of any changes to the *NCCF* and/or PEFC Council regulations and documentation which affect this Notification Agreement.

## **Article 3: Termination**

- a. *NCCF* as well as the PEFC Notified Certification Body may terminate the Notification Agreement with three months prior notice by a registered letter.
- b. *NCCF* may suspend the Notification Agreement with immediate effect if there are reasons to believe that any provision of the PEFC Notification Agreement is not being adhered to.
- c. Withdrawal, suspension or the end of the validity of the PEFC Notified Certification Body's accreditation will result in automatic termination of this Notification Agreement with effect on the same date as the withdrawal, suspension or the end of the validity of the PEFC Notified Certification

Body's accreditation.

- d. No PEFC Notification Fee is refunded to the PEFC notified certification body in case of temporary suspension or termination of the contract according to the Article 3.
- e. NCCF is not obliged to pay compensation for any costs, expenses, loss or other damages which any temporary suspension or termination causes to the PEFC Notified Certification Body.
- f. The PEFC notification may be terminated by the NCCF in case of the cancellation of the contract between the PEFC Council and the NCCF.

**Article 4: Validity of the Agreement**

The terms of the Notification Agreement come into effect when it has been signed by both parties and shall remain valid for the period of the validity of the certification body's accreditation.

**Article 5: Governing Law – Jurisdiction**

All or any disputes arising out of or touching upon or in relation to the terms of this Agreement including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Indian Arbitration & Conciliation Act, 1996 or any statutory amendments/ notifications thereof for the time being in force. The arbitration proceedings shall be held in New Delhi by a Sole Arbitrator appointed by the PEFC Authorised Body and whose decision shall be final and binding. The Notified Certification Body hereby confirms that he shall have no objection to this appointment.

Signed in duplicate.

In            on

In            on

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Director General

For and on behalf of the NCCF

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For and on behalf of the Notified Certification Body

**Annex 2**  
**PEFC Notification Agreement for Certification Body operating Chain of Custody Certification**

**between**

(1) **Network for Certification and Conservation of Forests (NCCF)**, having its registered office at: EPCH House, Pocket 6 & 7, Sector C, LSC, Vasant Kunj, New Delhi 11007, India (hereafter referred to as "*NCCF*")

and

(2) **Name, address of registered office and company number of the certification body** (hereafter the "*Notified Certification Body*")

**Recitals:**

Whereas NCCF is a not for profit organization registered under the Societies Registration Act 1860 by guarantee incorporated under the laws of India which is principally involved in establishing and operating a forest certification scheme in India and NCCF is the governing body of the National Forest Certification Standards Scheme (NFCSS) and is the owner of the NCCF logo and NFCSS claims;

Whereas Programme for the Endorsement of Forest Certification schemes (hereafter the "*PEFC*") is an independent, non-profit non-governmental organization which promotes sustainably managed forests worldwide through third party certification and is the owner of the PEFC Logo and PEFC claims;

Whereas NCCF is a member of the PEFC Council and has been duly appointed by PEFC Council as the National Governing Body in India, and further that NCCF has an agreement with the PEFC Council to provide the PEFC Logo and PEFC claims in India;

Whereas (name of the Notified Certification Body) is a PEFC Notified Certification Body operating chain of custody certification which is recognised by NCCF and the PEFC Council;

Whereas the Notified Certification Body is to be granted notification, and *NCCF* recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organizations which are registered in *India*, and international sites participating in multi-site Chain of Custody certifications of these organizations.

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

**Terms of Agreement**

The Parties agree that the following terms and conditions shall apply to the notification of the Certification Body:

**Article 1: Definitions**

**Chain of Custody of Forest Based Products–Requirements (PEFCST 2002)**

This is the PEFC ST 2002:2013 which forms part of the agreement documentation and is accessible at <http://www.pefc.org/internet/html/documentation>. PEFC ST 2002 is valid as at the date hereof and as may be from time to time revised by the PEFC Council.

#### **Certification and Accreditation Procedures**

This is PEFC ST 2003, *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard*, which forms part of the contractual documentation and is found in the annex of this contract. PEFC 2003:2012 can be altered or replaced with another document by the PEFC Council.

#### **Conformity assessment – Requirements for bodies certifying products, processes and services**

This is ISO/IEC 17065:2012 – Conformity Assessment Requirements for Bodies Certifying Products, Processes and Services that sets out criteria for bodies operating certification of products, processes and services. This document can be obtained from ISO, national standard organizations or the IAF.

#### **Tariffs of the Notification**

These are the tariffs defined in Appendix 5 which forms part of the contractual documentation and found in the annex of this contract.

#### **Certificate Reporting Form**

This is Appendix 6 which forms part of the contractual documentation and is found in the annex of in the annex of this contract.

### **Article 2: Responsibilities of the PEFC Notified Certification Body**

The Notified Certification Body is obliged to:

- a. Pay *NCCF* an annual notification fee for every certificate when invoiced by the *NCCF*. The amount of the fees is specified in Annex 5, *Tariffs of the Notification Fee of NCCF* and can be changed by *NCCF* during the validity of the contract. Any change to the contract between the *NCCF* and the notified certification body resulting from a change in the rates will take effect the year following that in which the *NCCF* has informed the Notified Certification Body, in writing, of the change.
- 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 *NCCF* 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 from *NCCF*.

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

- a. Have and keep valid accreditation issued in compliance with PEFC ST 2003, and to inform *NCCF* immediately about any changes in the accreditation status of the Notified Certification Body.
- b. The PEFC Notified Certification Body must provide, at the beginning of each year as well as each time it is so requested, updated evidence that it meets the requirements of valid accreditation.

- c. Carry out the chain of custody certification against the PEFC ST 2002 Chain of Custody of Forest Based Products-Requirements within India which is within the scope of the accreditation.
- d. Provide NCCF immediately and truthfully with information on the issuance of chain of custody certificate, as the case may be, to an organization in India covered by the PEFC notification and/or inform of any changes to already issued certificates within the range of data as specified by NCCF.
- e. Pay NCCF the annual notification fee for every chain of custody certificate when invoiced by NCCF. The amount of the fees is specified in Annex 5, PEFC Notification Fee Schedule and can be changed by NCCF Board of Trustees during the validity of the Agreement. Any change to the Agreement between NCCF and the PEFC notified certification body resulting from a change in the rates will take effect the year following that in which NCCF has informed the PEFC notified certification body, in writing, of the change
- f. Ensure that its client organization has applied for or entered into a Logo Usage Licence Agreement with NCCF for the use of the PEFC Logo.
- g. 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.

### **Article 3: Responsibilities of NCCF**

NCCF recognize the accredited certificates issued by the PEFC Notified Certification Body in compliance with this Notification Agreement.

- a. NCCF provides organizations holding chain of custody certificate with access to the PEFC Logo, which is registered in India, under a Logo Usage License Agreement subject to the conditions and fees specified within and as prescribed by NCCF.
- b. NCCF will agree to list on the publicly available and PEFC Council (<https://pefc.org/find-certified>) Internet-based databases, information that will include the client organization's identification data and/or other data in relation to its certification after the client organization has applied for or entered into a Logo Usage License Agreement.
- c. NCCF is obliged to inform the PEFC Notified Certification Body of any changes to the NCCF and/or PEFC Council regulations and documentation which affect this Notification Agreement.

### **Article 4: Termination**

- a. NCCF as well as the PEFC Notified Certification Body may terminate the Notification Agreement with three months prior notice by a registered letter.
- b. NCCF may suspend the Notification Agreement with immediate effect if there are reasons to believe that any provision of the PEFC Notification Agreement is not being adhered to.
- c. Withdrawal, suspension or the end of the validity of the PEFC Notified Certification Body's accreditation will result in automatic termination of this Notification Agreement with effect on the same date as the withdrawal, suspension or the end of the validity of the PEFC Notified Certification Body's accreditation.
- d. No PEFC Notification Fee is refunded to the PEFC notified certification body in case of temporary suspension or termination of the contract according to the Article 4.

- e. NCCF and the PEFC Council are not obliged to pay compensation for any costs, expenses, loss or other damages which any temporary suspension or termination causes to the PEFC Notified Certification Body.
- f. The PEFC notification may be terminated by the NCCF in case of the cancellation of the contract between the PEFC Council and the NCCF.

**Article 5: Validity of the Agreement**

The terms of the Notification Agreement come into effect when it has been signed by both parties and shall remain valid for the period of the validity of the certification body's accreditation.

**Article 6: Governing Law – Jurisdiction**

All or any disputes arising out of or touching upon or in relation to the terms of this Agreement including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Indian Arbitration & Conciliation Act, 1996 or any statutory amendments/ notifications thereof for the time being in force. The arbitration proceedings shall be held in New Delhi by a Sole Arbitrator appointed by the PEFC Authorised Body and whose decision shall be final and binding. The Notified Certification Body hereby confirms that he shall have no objection to this appointment.

Signed in duplicate.

In \_\_\_\_\_ on \_\_\_\_\_

In \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Director General

For and on behalf of the NCCF

\_\_\_\_\_  
For and on behalf of the Notified Certification Body

**Annex 3**  
**Application Form for PEFC Notification**

**I. Applicant's Identification Data**

<b>Organization name</b>			
<b>Organization's representative</b>			
<b>Address</b>	<b>Street, No.</b>		
	<b>City</b>	<b>Zip</b>	
	<b>Country</b>		
<b>Contact person</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>E-mail</b>		<b>Http</b>	

**II. Type of certification**

- a. Forest Management certification
- b. Trees outside Forests certification
- c. Chain of Custody certification

**III. Information and Documents for Application Processing:**

**a. Forest Management/ToF certification**

<b>Accreditation number / expiry date of validity</b>	
<b>Accreditation Body Name</b>	
<b>Documents required to process the application:</b>	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021:2011 with the scope of the accreditation explicitly including ( <i>relevant Forest Management/ToF certification standard(s) of the forest/ToF certification scheme</i> ).	

**b. Chain of Custody certification**

<b>Accreditation number / expiry date of validity</b>	
<b>Accreditation Body Name</b>	
<b>Documents required to process the application:</b>	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2012, with the scope of the accreditation explicitly including certification against PEFC ST 2002 ( <i>or scheme specific Chain of Custody standard, if applicable</i> )	

**IV. Self-Declaration:**

I hereby confirm that:

- a. I have read the NCCF's regulations concerning PEFC certification and notification and accept them,
- b. The data included in this application is complete and truthful.

Signature of applicant's representative  
(given in Section I)

**Annex 4  
Application Processing Form**

*(Completed by the NCCF )*

**I. Application Processing:**

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the NCCF and PEFC requirements	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
Contract sent to the applicant	<input type="checkbox"/> Yes		
Signed contract received	<input type="checkbox"/> Yes		
Contract signed by both parties returned	<input type="checkbox"/> Yes		

**II. PEFC Notification Fee Payment by CB to NCCF:**

Year	Amount	Paid on Date	Signature

**III. Application Appeal Process:**

		Date	Signature
Appeal received	<input type="checkbox"/> Yes		
Appeal processed with decision	<input type="checkbox"/> Positive		
	<input type="checkbox"/> Negative		

**IV. Suspension and Termination of the notification:**

Statutes of Decision	Date	Penalty

**Annex 5  
Tariffs of Notification Fee of NCCF**

NCCF charges (amount and currency) fee for Trees outside Forests certification standard(s) in two parts, as applicable:

**a) ToF Claim Fee**

Fee charged from primary manufacturers/traders for using NCCF-ToF certified raw material claim on their invoice on the basis of actual ToF certified material used. NCCF will be charging this directly from the clients. (Charged Quarterly)

**Tariff will be a flat fee i.e. 0.75% of the total invoice value using NCCF-ToF certification claim**

**TCF:  $INV * 0.75$**

**Example:**

1. (INV) Invoice value of wooden products with ToF claim : INR 1,00,00,000 (1 crore)
2. Amount of ToF Claim Fee:  $(1,00,00,000 * 0.0075)$
3. Amount of ToF Claim Fee: INR 75,000

**b) Chain of Custody certification**

Fee charged from clients for CoC Certification Scheme on the basis of their turnover. NCCF will be charging this from clients via their certification bodies. (Charged Annually)

Class	Turnover of the PEFC Certified Organization (INR)	Fee for Manufacturer (INR)	Fee for Trader (INR)
1	Under 50,00,000	Nil	Nil
2	50,00,000 to 1,00,00,000 (1 cr)	7,000	4,000
3	1,00,00,000 to 5,00,00,000	17,000	7,500
4	5,00,00,000 to 10,00,00,000	28,000	10,500
5	10,00,00,000 to 25,00,00,000	42,000	16,000
6	25,00,00,000 to 50,00,00,000	57,000	21,000
7	50,00,00,000 to 100,00,00,000	80,000	42,000
8	100,00,00,000 to 250,00,00,000	1,00,000	60,000
9	250,00,00,000 to 500,00,00,000	1,20,000	80,000
10	500,00,00,000 to 1000,00,00,000	2,40,000	1,40,000
11	Above 1000,00,00,000	3,60,000	2,80,000

In case of multi-site certifications, which are not producer groups, the multi-site organization's turnover is calculated as a sum of turnovers of sites covered by the multisite organization.

**Annex 6**  
**Chain of Custody Certificate Reporting Form**

(to be completed for every certificate and every site covered by a multi-site certificate)

**Contact details:**

<b>Organization name</b>			
<b>Organization's representative</b>			
<b>Address</b>	<b>Street, No.</b>		
	<b>City</b>	<b>Zip</b>	
	<b>Country</b>		
<b>Contact person</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>E-mail</b>		<b>Http</b>	

**Certificate information:**

<b>Certification Body Name</b>	
<b>Certificate number</b>	
<b>Subcertificate number (if applicable)</b>	
<b>Certificate issuance date</b>	
<b>Certificate expiry date</b>	
<b>Accreditation Body Name</b>	
<b>Accreditation Number</b>	
<b>Certified entity turnover for the last year in [currency]</b>	

**Certified product information:**

<b>Product name</b>	<b>Product category code*</b>	<b>Product description*</b>	<b>Species code (can include more than one)</b>

\* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

**Product Categories and Species**

<b>Code</b>	<b>Product categories</b>		
<b>01000</b>	<b>Roundwood</b>		
01010		Sawlogs and veneer logs	
01020		Pulpwood	
01030		Chips and particles	
01040		Wood residues	
01050		Other industrial roundwood	
<b>02000</b>	<b>Fuelwood and charcoal</b>		
02010		Fuelwood (incl chips, residues, pellets, brickets, etc.)	

02020		Charcoal	
<b>03000</b>	<b>Sawnwood and sleepers</b>		
03010		Railway sleepers	
03020		Sawnwood	
<b>04000</b>	<b>Engineered wood products</b>		
04010		Laminated Lumber Products	
04020		Finger Jointed Lumber	
04030		Glue Laminated Products (Glulam)	
04040		Laminated Veneer Lumber (LVL)	
04050		Parallel Strand Lumber (PSL)	
04060		I-Joists / I-Beams	
04070		Trusses & Engineered Panels	
04080		Other	
<b>05000</b>	<b>Wood based panels</b>		
05010		Veneer sheets	
05020		Plywood	
05030		Particle board	
05031			OSB
05032			Other particle board
05040		Fibreboard	
05041			MDF
05042			HDF
05043			Softboard
05043			Hardboard
05044			Insulating board
<b>06000</b>	<b>Pulp</b>		
06010		Mechanical	
06020		Semichemical	
06030		Dissolving	
06040		Chemical	
06041			Unbleached sulphite pulp
06042			Bleached sulphite pulp
06043			Unbleached sulphate (kraft) pulp
06044			Bleached sulphate (kraft) pulp
06050		Recovered paper	
<b>07000</b>	<b>Paper and paper board</b>		
07010		Graphic papers	
07011			Newsprint
07012			Uncoated mechanical
07013			Uncoated woodfree
07014			Coated papers
07020		Household and sanitary paper	
07030		Packaging materials	
07031			Case materials
07032			Folding boxboards
07033			Wrapping papers
07034			Other papers mainly for packaging
07040		Other paper and paperboard	
07050		Converted paper products	
07060		Printed matter	
<b>08000</b>	<b>Wood manufacturers</b>		
08010		Packaging, cable drums, pallets	
08011			Packaging and crates
08012			Cable drums
08013			Pallets
08020		Furniture	
08030		Builders carpentry	
08031			Windows
08032			Doors
08033			Shingles and shakes
08034			Floors
08035			Others
08040		Decorative wood	
08050		Tools and turned wood	
08051			Tools
08052			Children toys
08053			Sport goods
08054			Musical instruments
08055			Other
08060		Other	
<b>09000</b>	<b>Exterior products</b>		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	

09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
<b>11000</b>	<b>Cork and cork products</b>		
11010		Natural cork and cork waste	
11020		Cork manufactures	
<b>12000</b>	<b>Energy</b>		
<b>13000</b>	<b>Non-wood products</b>		
<b>14000</b>	<b>Other</b>		

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		

## Annex 7

### Forest Management/ToF Certificate Reporting Form

(to be completed for every certificate and every site covered by a multi-site certificate.)

**Note:** Depending on the national situation, especially when a high number of small scale forest/tree owners are participating in Group Management Certification (FM/ToF), the registration of forest/tree owners participating in group certification can be registered by NCCF itself, or even by a third party. In this case the data requested in this reporting needs to be collected by the NCCF or the third part from the forest owners directly, and not from the certification body.

#### Contact details:

Organization name			
Organization's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

#### Certificate information:

Certification Body Name	
Certificate number	

<b>Subcertificate number (if applicable)</b>	
<b>Certificate issuance date</b>	
<b>Certificate expiry date</b>	
<b>Accreditation Body Name</b>	
<b>Accreditation Number</b>	
<b>Scope of the certificate (total area in hectares)</b>	

**Scope of Group forest/ToF certificate information:**

#	Participant in Group Certification	Forest Management/ToF unit	Area (ha)	Type of forest*/ToF #

\*1. Primary, 2. Natural, 3. Semi-natural/planted or 4. Forest plantation

# 1a. Block, 2a. Non-Block (Linear), 3a. Non-Block (Isolated and Scattered) 4a. Non-Block (Bund) or 5a. Urban Trees and Forests

**Certified product information:**

Product name	Product category code*	Product description*	Species code (can include more than one)

See the previous page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.