



Issuance of KFCC Logo Use Licenses by the KFCC



Korea Forestry Promotion Institute (Kofpi)
Korean Forest Certification Council(KFCC)

475, Gonghang-daero, Gangseo-gu, Seoul, Republic of Korea

Tel : 02-6393-2743

Fax : 02-6393-2718

HP : <https://kfcc.kofpi.or.kr>

Name of Document : Issuance of KFCC Logo Use Licenses by the KFCC

Document Number : KFCC-R-04

Approval by : KFCC

Approval date : 2017. 12. 22.

<Contents>

Chapter 1 General Provisions	1
Article 1. (Purpose)	1
Article 2. (Scope)	1
Article 3. (Responsibility and Authority)	1
 Chapter 2 Work Procedures	 1
Article 4. (General Conditions)	1
Article 5. (License Issuance Process)	2
Article 6. (Generate Label)	2
Article 7. (Annex)	4
- Appendix 1 Application for KFCC Logo usage license	
- Appendix 2 KFCC Logo Usage Contract	
- Appendix 3 Application for ONE-OFF Use of the KFCC Logo	

Issuance of KFCC Logo Use Licenses by the KFCC

Enacted on 22. 12. 2015.

Revised on 22. 12. 2017.

Chapter 1 General Provisions

Article 1 (Purpose) This rule is to define procedures in detail of issuing a licence for the use of certification logos regarding operation of the Korea Forest Certification Scheme (hereinafter referred to as the "KFCC Scheme") run by the Korea Forestry Promotion Institute (hereinafter as the "Kofpi").

Article 2 (Scope) This rule shall be applicable to Kofpi's procedures from reception and processing of an application to the notification of its result to an organization that applies for an approval of a license for the use of certification logos (i.e. logos and labels of the KFCC (Korean Forest Certification Council)) in accordance with the Operation Guideline for Korea Forest Certification Scheme.

Article 3(Responsibility and Authority) ① The chairman of the Korean Forest Certification Council (hereinafter referred to as the "Council") shall have the following reasonability and authority pertaining to a license for certification logos.

- Decision regarding an application for the use of a license for certification logos

②The secretary general shall have the following responsibility and authority.

1. Reception and review of an application for a license for certification logos
2. Notification of the Council's decision to an applicant

- ③ The responsibility and Authority under paragraph ① can be delegated to the Secretary General of KFCC.

Chapter 2 Work Procedures

Article 4 (General Conditions) ① The terms and conditions used in this rule are as follows.

1. A certificate issued by a certification body within the scope of its accreditation that bears the accreditation body's symbol.
2. KFCC recognized certificate is
 - a valid accredited forest management or chain of custody certificate issued by KFCC against KFCC forest management scheme/standard,
 - a valid accredited chain of custody certificate issued by a KFCC notified certification body against the PEFC Council
 - a valid accredited forest management or chain of custody certificate issued by a certification body which is notified by the KFCC, an operating agency of the national forest certification scheme approved by the PEFC Council

②An entity applying for the license shall

1. be a legal entity,
2. agree that the Kthe KFCC Logo FCC collects and makes publicly available the entity's identification and other information as specified by the KFCC.
3. User Group A(Forest owner/manager), shall
 - hold a valid, KFCC recognised forest management certificate,
 - sign the KFCC Logo Use Contract with the KFCC

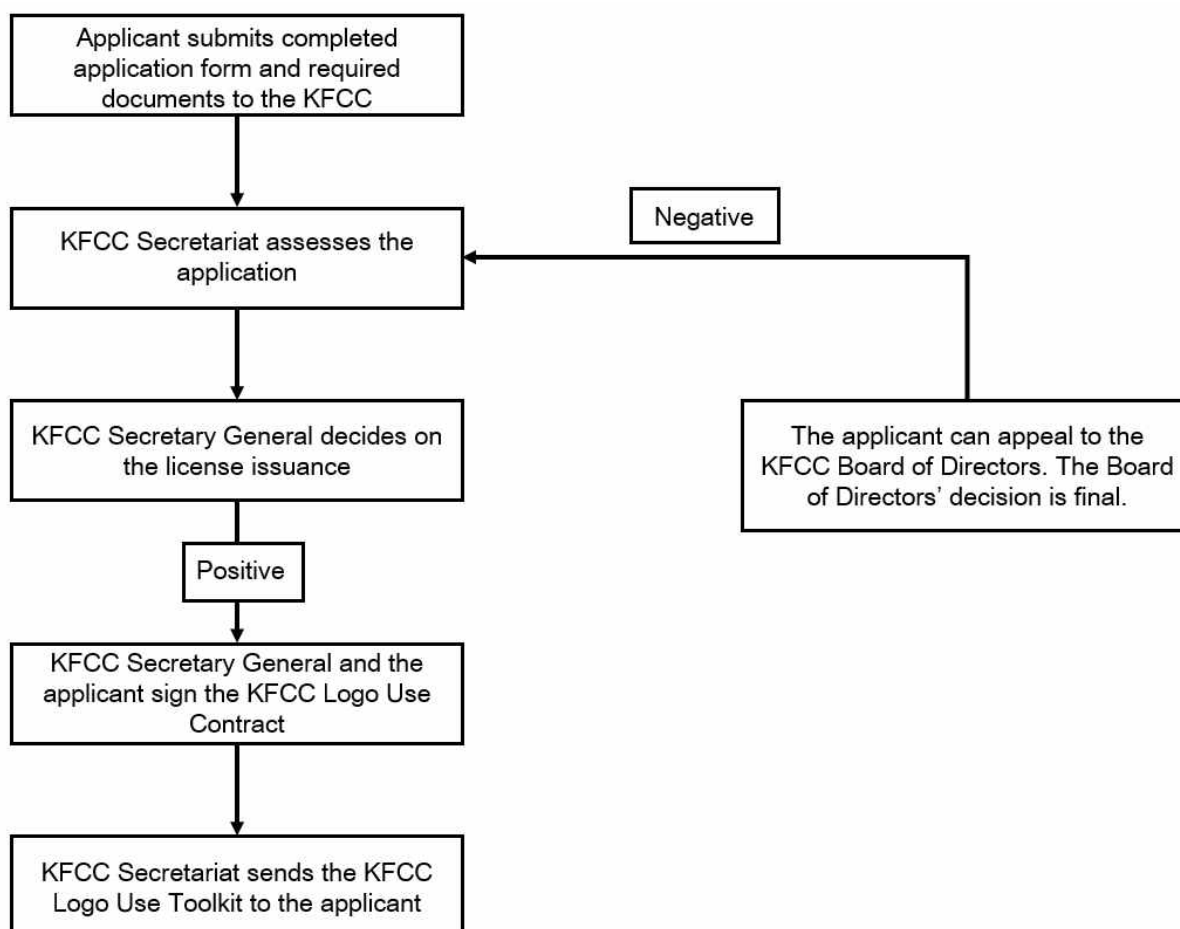
4. User group B(Forest related industries), shall

- hold a valid, KFCC recognised chain of custody certificate
- sign the KFCC Logo Use Contract with the KFCC

5. User Group C(Other users), shall

- identify the purpose of the KFCC logo use that does not conflict with the objectives and good name of the KFCC
- sign the KFCC Logo Use Contract with the KFCC

Article 5(License Issuance Process) ① A process of issuing a certification logo license is as shown in Picture 1.



[Figure 1] License issuance process

②Those who want to apply for a certification logo license shall submit an application form and required documents to Kofpi, using the form in Appendix 1.

③The secretary general shall assess the validity of the application form and documents submitted, and if they are insufficient, he or she shall ask an applicant to send additional materials.

④The secretary general shall report relevant documents to the chairman once the validity of documents submitted has been verified after assessment.

⑤The chairman shall deliberate on an applicant's qualifications and conformity to application conditions, and then decide on an approval.

⑥The secretary general shall notify the chairman's decision to an applicant. If the chairman rejects an approval of the license for the applicant, the secretary general shall provide the reason in a clear manner.

⑦If the license for an applicant is approved, the secretary general shall sign a contract with the approved organization according to Appendix 2.

⑧The secretary general shall keep and manage all relevant documents and records after signing the contract.

⑨Licenses are valid for the following time periods

1. User group A: Validity of the KFCC forest management certificate
2. User group B: Validity of the KFCC chain of custody certificate
3. User group C: Validity of the contract

⑩The KFCC may allow a one-off usage of the KFCC Logo for off-product purposes to users without an individual license(e.g. in newspapers, reports, publications, etc.) under the following conditions:

1. the use shall not conflict the objectives and good name of the KFCC Scheme
2. the KFCC Logo shall be used with the KFCC registration number

3. the disclaimer "Reproduced with the permission of the KFCC" shall be used.

Article 6 (Generate label) ①This rule shall apply to an organisation that has granted approval for the KFCC logo use licenses by the Kofpi in accordance with the 「Operation Guideline for Korea Forest Certification Scheme」

②The Label Generator makes it possible for the object to be certified to be issued a certification logo license quickly and easily.

③The Label Generator can download the label in accordance with 「Trademarks Rules」

④With meeting standard requirements of Trademarks, Label Generator can create various figures.

1. Language: Korean, English
2. Colour: Green, Black, White
3. Frame: With, Without
4. Homepage, etc.

Article 7 (Relevant Forms)

1. Appendix 1 Application for KFCC Logo usage license
2. Appendix 2 KFCC Logo Usage Contract
3. Appendix 3 Application for ONE-OFF Use of the KFCC Logo

APPEND<2015.12.22.>

This rule shall take into effect from the data when it is approved by the chairman.

[Form No. 1]

APPLICATION FOR KFCC LOGO USE LICENSE

I. Applicant's Identification Data

Organisation name			
Address			
Contact person			
Telephone		Fax	
E-mail		Http	

※ In case of application for multi-license covering several sites, the application shall include identification and contact details of all sites for which the application is made.

II. Applicant's Logo User Group

※ Only one category can be marked in single application

A. Forst owners/managers	<input type="checkbox"/> FM certificate holder
B. Forest related industry, Trade	<input type="checkbox"/> CoC certificate holder <input type="checkbox"/> Site of the multi-site CoC certification <input type="checkbox"/> Application for multi-license
C. Other Users	<input type="checkbox"/>

III. Information and Documents for Application Processing:

Certificate number / Expire Date(if Group A and B)	
Confirmation of Participation in Group / regional / multi-site certification	
Turnover for the last year in WON(if Group A or B)	
<u>Documents required for the Application Processing:</u> <input type="checkbox"/> Copy of the KFCC certificate <input type="checkbox"/> Copy of the confirmation of participation in group certification (if group A or B, group/regional/multisite certification) <input type="checkbox"/> List of all sites covered by the application, including full contact details (if application for multilicense, group B)	

IV. Self-Declaration:

I hereby confirm that:

- I have read the KFCC's regulations concerning KFCC logo use and accept them,
- the data included in this application are complete and truthful.

Name of applicant's representative

Signature

To Chairman of KoFPI's Korea Forest
Certification Committee

[Form No. 2]

KFCC Logo Use Contract

Name of Applicant(Organisation) :

The organisation pledges to observe the following matters including standards and procedures prescribed by Korea Forest Certification Committee of the Korea Forestry Promotion Institute(hereinafter referred to as “the KFCC”), an operating body of the Korean Forest Certification System, to register the logo use under the operating guidelines and KFCC Logo usage rules of the Korean Forest Certification System

- The name of organisation is a logo user under the logo user group x: name of group as defined in the KFCC Logo Use Rules;
- The KFCC is owner and has the copyright on the KFCC logo which is a registered trademark;
- The logo user is to be granted a license for the KFCC logo with registration number and to be allowed to use the KFCC logo according to the KFCC Logo Use Rules;

Article 1(Definition)

1. The KFCC Logo Use Rules

- This is set of requirements for the use of the KFCC Logo defined in KFCC Logo Use Rules, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2(Copyrights to the KFCC logo)

1. For the avoidance of any doubt, the KFCC logo is copyright material and is a registered trademark owned by the KFCC. The initials “KFCC” are covered by copyright and are registered.
2. Unauthorised use of this copyright material is prohibited and may lead to legal

action. The use of the KFCC logo is regulated and governed by KFCC.

Article 3(Responsibilities of the Logo User)

1. The logo user is obliged to use the KFCC logo in accordance with the KFCC Logo Use Rules and together with a registration number issued by the KFCC so as to ensure that the logo user is identifiable on its basis.
2. The logo user is obliged to inform the KFCC immediately and truthfully on any changes concerning logo user's identification data and certified status, the latter in case of logo user group A and B.

Article 4(Responsibilities of the KFCC)

1. The KFCC is obliged to provide the logo user within 2 weeks following the signing the contract.
2. The KFCC is obliged to inform the logo user on any changes of the KFCC regulations and documentation concerning the KFCC logo use which affect this contract.

Article 5(Penalty)

1. The KFCC may impose, in case of user group A and B, 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 20million WON.
2. The KFCC has the right to alter the amount of penalty demanded for use of the KFCC logo in contravention of the contract. The change shall come into effect in the contract between the KFCC and the logo user three months 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 KFCC may revoke the contract temporarily with immediate effect while a

suspicion of contravention of the contract or the KFCC Logo Use Rules is being investigated. In case of suspicion, the KFCC 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 KFCC, which will examine the matter. The KFCC may reverse a decision on the temporary revocation of the contract when the logo user has implemented corrective measures approved by the KFCC and given the KFCC notification that this has been done.

3. The KFCC may terminate the contract with immediate effect if there are reasons to believe that any of the terms of the contract or the KFCC Logo Use Rules are not being adhered to.
4. Withdrawal, suspension or the end of the validity of the KFCC recognised forest management certificate, in case of the group A logo user or KFCC recognised forest management certificate, in case of the group B logo user or KFCC recognised chain of custody certificate, 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. KFCC is not obliged to pay compensation for any costs or ther damages which the temporary revocation or termination causes to the logo user.

Article 7(Reporting and Presentation)

1. KFCC 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 A and B, shall undertake to provide immediately after each audit, the KFCC with a notification, verified by the certification body, of the on-product use of the PEFC logo. In the same conjunction, the logo user shall supply the KFCC with a detailed, free form account of any off-product use of the KFCC logo.

3. The logo user, in case of user group C, shall give the KFCC an annual report containing an itemised, free form account of the KFCC 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.

Article 9(Other terms of the contract)

1. KFCC reserves the right to carry out an on-site inspection of the logo user's operations if it has received a complaint by third party or if the KFCC 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.

Article 10(Arbitration)

1. This contract is subject to Korean Law

YYYY. MM. DD

**Address of Korea Forest
Certification Committee of
the KoFPI**

Name of Applicant(Organisation)

[Name and Signature of Representative]

**[Name and Signature of
Representative]**

[Form No. 3]

APPLICATION FOR ONE-OFF USE of the KFCC LOGO

I. Applicant's Identification Data

Organisation(individual) name			
Address			
Contract person			
Telephone		Fax	
E-mail		Http	

II. Purpose of the KFCC Logo use

Explanation of the intended use of the KFCC logo

Name of applicant's representative
Signature

To Chairman of KoFPI's Korea Forest
Certification Committee