



## Registration form for Fair Trade Certification

### Section 1: GENERAL INFORMATION

<b>Name of Farmer/ Producer</b>	
<b>Address of the work station/Unit</b>	
<b>Additional address of the work station/Unit</b>	
<b>Contact Number</b> (with STD code number)	
<b>Mobile Number</b>	
<b>Email address</b>	
<b>Company/Organization status</b>	<ul style="list-style-type: none"> <li>• Sole Proprietorship – having a valid bank account</li> <li>• Partnership Firm</li> <li>• Public Limited Company</li> <li>• Private Limited Company</li> <li>• Society</li> <li>• Trust</li> <li>• Producer Company</li> <li>• Cooperative</li> <li>• Section 8 Company</li> <li>• Self Help Group</li> <li>• Individual / Artisan Group</li> <li>• Farmer / Farmer Group</li> </ul>
<b>Whether company is having any Brand name</b> (if yes, please mention and attached brand name, certificate number and photo copy)	
<b>Whether the Company/Origination is registered or not</b> (if registered mention registration number)	
<b>Whether any other</b>	<ul style="list-style-type: none"> <li>▪ FSSI/FDA</li> <li>▪ ISO</li> </ul>



<b>registration number</b> (if registered mention registration/Certificate number)	<ul style="list-style-type: none"> <li>▪ VAT / CST</li> <li>▪ Service Tax</li> <li>▪</li> </ul>
<b>Any awards received from Gov. or Private organation</b> (specify name of award and attached certificate) (if more than 5 products, attached list of award)	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
<b>Total Number of Management team</b>	
<b>Name and position of Management team with their post.</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<b>Head of the company</b>	<ul style="list-style-type: none"> <li>▪ Chairman</li> <li>▪ Managing Director</li> <li>▪ Partner</li> <li>▪ Proprietor</li> <li>▪ Other</li> </ul>
<b>Education qualification of head of the company</b>	
<b>Any other qualification of Head of the company</b> (Attach detail profile)	
<b>Profile of origination</b> (Attach profile of company if available)	
<b>Total number of Employee</b>	<ul style="list-style-type: none"> <li>▪ Male _____ (full time___/Part-time___)</li> <li>▪ Female _____ (full time___/Part-time___)</li> <li>▪ Child labor _____ (full time___/Part-time___)</li> </ul>



<b>Wages</b>	<ul style="list-style-type: none"> <li>▪ Male – Per Day _____ Per Month _____</li> <li>▪ Male- Per Day _____ Per Month _____</li> <li>▪ Female- Per Day _____ Per Month _____</li> <li>▪ Female- Per Day _____ Per Month _____</li> </ul>
<b>Total number of products</b>	
<b>Name of Products</b> (if more than 5 product, attach separate list of products)	1. 2. 3. 4. 5.
<b>List of raw material required and source of procurement</b> (if more than 5 product, attach separate list of purchase products)	1. 2. 3. 4. 5.
<b>Annual Sales for last three year of the organization:</b> Please provide an attested Balance Sheet or CA certificate for the same (see section 3 of form)	<u>Sr / Year / Amount</u> <u>1</u> <u>2</u> <u>3</u>



**Section 2: SELF DECLARATION**

I, hereby agree to extend all reasonable cooperation to Shop for Change in their inspection of our production / sourcing / sales procedures.

I hereby declare that: (Please check Yes or No for each statement.) Yes / No

Sr No	Particular	YES/NO
1	All products are made in India.	
2	My production unit does not use child labor.	
3	I purchase all raw materials on fair purchase terms	
4	I pay the State Minimum Wage to my employees (if relevant).	
5	My work environment offers sufficient space, light, and ventilation	
6	The factory has been approved to operate under the Factories Act of 1948.	

On behalf of the applicant organization, I undersigned \_\_\_\_\_, hereby agree,

- to extend all reasonable cooperation to Shop for Change in their inspection of our production / sourcing / sales procedures
- to submit my organization’s balance sheet or a CA certification authenticating my annual sales to Shop for Change.
- to undertake to abide by all the terms and conditions of the Fare Trade Certification in accordance with Section 4 of this form
- to supply the documents required in section 3 of this form
- to undertake that if any of the information supplied in the above application form is found to be wrong, the application may be rejected.
- to supply samples, in case Shop for Change – Fare Trade requires them.

I Have applied for Fare Trade Certification, for which I am paying \_\_\_\_\_ through an attached Cheque/Demand Draft/ Internet Banking( NEFT/ RTGS). Please mention the Cheque / DD no / Name of internet banking account: \_\_\_\_\_.

I Agree/ Declare the above for and On behalf of \_\_\_\_\_ (Name of Organization):

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Residential Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Dated: \_\_\_\_\_



### **Section 3: List of Required Documents**

Please attach the following documents to your application:

Note:

1. Please tick the documents that have been attached and FILL IN DETAILS, wherever relevant.
2. Shop for Change will not be able to process applications without the relevant documents.

1. A non-refundable Audit Fee of Rs. \_\_\_\_\_/-. The total amount can be paid through a CHEQUE / INTERNET TRANSFER/ DEMAND DRAFT. Please fill in details of your payment method in the SELF DECLARATION section of this form.
  - If you send a CHEQUE, it should be payable to Shop for Change fair Trade
  - If you send a DEMAND DRAFT, it should be payable to Shop for Change fair Trade
  - If you transfer funds online, please refer to the following details. Please send an email to confirm you transfer on [sameer@shopfrochange.in](mailto:sameer@shopfrochange.in).

ACCOUNT NAME	Shop for Change fair Trade
NAME OF THE BANK	HDFC Bank
BRANCH ADDRESS	Kalina, Santacruz East
SB - INSTITUTION	09981450000133
IFSC CODE	HDFC0001573

(We will email/ post you a receipt once the FEE and APPLICATION FORM are received.)

2. A brief description of how the organization/business was started, by whom, and in what year.
3. An attested photocopy of the organization's Balance sheet for the previous year. OR a certificate from a Chartered Accountant certifying the previous year sales of the organization.
4. A self-attested photocopy of the Certificate of Incorporation issued by the Registrar of Firms or Societies; or the Director of Industries [in case the applicant is a small scale unit]; or similar



5. Other documents authenticating the name of the organization and its registered address. (In case of non-registration, please enclose documentary evidence in the form of publicity / packing material, etc. in support of the Trade-mark(s) / Brand-Names(s).
6. Please provide a physical sample of the products you are manufacturing and high resolution images of the same.
7. If applicant organization is the original manufacturer, please enclose a list of specific addresses of manufacturing facilities [if applicable] and the number of products manufactured in each facility. If organization does not have centralized manufacturing facilities, please enclose a brief description of how this product is manufactured.
8. If the applicant organization is NOT the original manufacturer, please enclose the name and specific addresses of original manufacturer(s) / supplier(s).



#### **Section 4: TERMS AND CONDITIONS**

1. Applicant will provide all information requested by Shop for Change, during application, verification or post certification, in a timely manner.
2. Applicant shall update Shop for Change in case of change of its contact details
3. Applicant will abide by terms and conditions listed in the License Agreement for Fare Trade Logo
4. Use of Fare Trade Seal Applicant shall not:
  - a. Use an incomplete seal
  - b. Use the seal on products that are not covered under the ‘farmer/producer Products’ definition prescribed by Shop for Change
  - c. Use of seal that has expired its validity
  - d. Use the seal without the license number
  - e. Use the seal for any other process which is not certified by Fare Trade.
5. Services are provided to Fare Trade members on need basis. Members are requested to approach us with their requirements which will be evaluated by the Shop for Change team. Appropriate support will then be suggested/ extended by the team.
6. Shop for Change can revoke the Fare Trade seal in case of non- compliance by member of any terms or requirements mentioned in this form, Fare Trade Manual or License Agreement for Fare Trade logo. The member must immediately stop use of Fare Trade logo in such a case.  
All Applications should be posted to:

**Shop for Change Fair Trade**

Basement 1,Devendra Apartment, Sahayog Mandir Path, Ghantali, Thane (W) 400 602

For any application related inquiries, please contact us on:

Mr. Sameer Athawle

[sameer@shopforchange.in](mailto:sameer@shopforchange.in)

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