



Procedure for applying for Fare Trade certification

Sr. No	Particular	Terms
1	Application	<ul style="list-style-type: none"> ➤ Fill up details, as per the application form. ➤ Submit financial documents, as per the application checklist. ➤ Pay the Application- fees as per the annexure C1
2	Verification	<ul style="list-style-type: none"> ➤ Pay audit fees as per the annexure C1 ➤ Site visit by Shop for Change team. ➤ Verification of the process. ➤ Evaluation by the Shop for Change team. ➤ Pay other charges towards audit e.g. travel food and stay etc.
3	Approval	<ul style="list-style-type: none"> ➤ Inform the applicant upon approval ➤ Applicant to pay Membership fee, as per the fee structure ➤ Applicant to sign the Licensing agreement. ➤ If rejected, the applicant will be intimated through email (In Case of rejection audit charges and audit fees will not be returned.)
4	Membership Package	<ul style="list-style-type: none"> ➤ Issuance of Fare Trade certificate. ➤ Issuance of tags with Fare Trade Seal. ➤ Planning capacity building and marketing activities in consultation with the member.
5	Monitoring	<ul style="list-style-type: none"> ➤ Shop for Change team will conduct periodic monitoring check.

1. **Application:** An application form is a general form that captures the basic details of the applicant such as the legal status, annual sales figures, processes applied by the applicant.
2. **Verification:** Verification includes questions related to the process, quality of the products, social and environment aspects of the organization. This is filled up on site when the Shop for Change representative visits the production facility.

Evaluation Form Evaluation form is an internal document for rating the applicant against the various indicators established for the Certification, including, Benefit directly to Farmer, No Child labour, skill, quality, etc.



3. **Approval** Once the application is approved, the Applicant is required to do the following:

Pay membership as per annexure C1.
4. **Membership Package** After submission and receipt of the paperwork, Shop for Change will issue *Fair Trade Certificate*.
5. **Monitoring** Periodic monitoring will be done by the Shop for Change team to ensure compliance of the member.

Renewal Policy

1. The Shop for Change team will send a reminder to the member 3 months before the expiry of the membership. Members are expected to complete their renewal formalities within these 3 months.
2. In case the member does not intend to renew, they should inform the Shop for Change team as soon as possible.
3. For members renewing after the stipulated time period of 3 months from expiry will have to pay a Late Fee as per the annexure C1.

Renewal Process

1. Upon indication of renewal members must send their latest balance sheet/CA certificate declaring sales for the last year.
2. Yearly audit and compliance of documents.
3. An invoice will be sent to you with the amount of membership fee to be paid for renewal. Please refer to the Membership Fee (based on the Annual Sales) at the time of renewal.
4. A new license agreement will be sent you once your renewal is confirmed.

Monitoring and non compliance policy

1. Shop for Change will conduct surprise checks on the usage of the Seal and use of handmade process.
2. A Shop for Change member is considered guilty of noncompliance under the following situations:



- Using an incomplete seal
- Using a seal that has expired its validity
- Using the seal without the license number
- Using the seal for any other products, that is not certified by Shop for Change.

Such a member will be intimated over email for these actions and instances and 3 notices will be sent via different modes of communication, after which seal will be revoked and legal action will be taken if the applicant continues to use the seal after expiry.