



## **APPLICATION TO PARTICIPATE IN GLOBAL FOREST & TRADE NETWORK-**{COUNTRY}****

The Global Forest & Trade Network (GFTN) is WWF's initiative to eliminate illegal logging and drive improvements in forest management. Participation in the GFTN must be formalized by the Participant entering into a participation agreement with the host organization of a GFTN local office.

The terms and conditions for all GFTN Participants are detailed in the Global Forest & Trade Network Participation Rules, copies of which are available on the GFTN website <http://gftn.panda.org/>. Applicants are strongly advised to read the Participation Rules before completing the application form.

Please complete this application form and return to:

**{Local GFTN Manager Name}**  
**{Local GFTN Manager Contact Details}**

### Summary of application process

1. Completion and return of this application form
2. GFTN acceptance of the application
3. Scheduling of baseline appraisal(s) of responsible purchasing systems and/or any uncertified forest management units
4. Agreement on content of Public Information Document and approval of action plan(s) for responsible purchasing and/or any uncertified forest management units
5. Execution of Participation Agreement
6. Participation in GFTN

### 1. Applicant Details

|  |  |
|--|--|
| <b>Company name</b>                                      |  |
| <b>Corporate headquarters/main office postal address</b> |  |
| <b>Main telephone</b>                                    |  |
| <b>Website</b>   |  |
| <b>Parent company</b>                                    |  |

[illegible]



Complete the following table for all **facilities, factories and businesses** within the scope of your application. Delete inapplicable rows and add new rows as needed. If not a trade applicant delete table and write "not applicable"

| Type of Operation/business             | Location(s) | Number of sites included | Legally registered trading name(s) | Registered business address |
|--|-------------|--------------------------|------------------------------------|-----------------------------|
| Building materials distribution        |             |                          |                                    |                             |
| Construction                           |             |                          |                                    |                             |
| End user (specify .....)               |             |                          |                                    |                             |
| Financial services                     |             |                          |                                    |                             |
| Forest products distributor / importer |             |                          |                                    |                             |
| Integrated forest products             |             |                          |                                    |                             |
| Local Authority                        |             |                          |                                    |                             |
| Manufacturer - consumer products       |             |                          |                                    |                             |
| Manufacturer - panels                  |             |                          |                                    |                             |
| Manufacturer - paper products          |             |                          |                                    |                             |
| Manufacturer - wood products           |             |                          |                                    |                             |
| Other - <i>SPECIFY</i>                 |             |                          |                                    |                             |
| Printer                                |             |                          |                                    |                             |
| Publisher                              |             |                          |                                    |                             |
| Purchasing office                      |             |                          |                                    |                             |
| Retailer                               |             |                          |                                    |                             |
| Retailer - DIY                         |             |                          |                                    |                             |
| Sawmill                                |             |                          |                                    |                             |

#### 4. Operations excluded from the scope of participation

List here the name and location of each **forest management unit**, processing facility or trading operation which will remain outside the scope of participation. If not a forest applicant delete table and write "not applicable"

| Forest management units | Name | Location | Country |
|-------------------------|------|----------|---------|
|                         |      |          |         |
|                         |      |          |         |
|                         |      |          |         |
|                         |      |          |         |



Complete the following table for all **facilities, factories and businesses excluded** from the scope of your application. Delete inapplicable rows and add new rows as needed. If not a trade applicant delete table and write "not applicable"

| Type of Operation/business             | Location(s) | Number of sites included | Legally registered trading name(s) | Registered business address |
|--|-------------|--------------------------|------------------------------------|-----------------------------|
| Building materials distribution        |             |                          |                                    |                             |
| Construction                           |             |                          |                                    |                             |
| End user (specify .....)               |             |                          |                                    |                             |
| Financial services                     |             |                          |                                    |                             |
| Forest products distributor / importer |             |                          |                                    |                             |
| Integrated forest products             |             |                          |                                    |                             |
| Local Authority                        |             |                          |                                    |                             |
| Manufacturer - consumer products       |             |                          |                                    |                             |
| Manufacturer - panels                  |             |                          |                                    |                             |
| Manufacturer - paper products          |             |                          |                                    |                             |
| Manufacturer - wood products           |             |                          |                                    |                             |
| Other - <b>SPECIFY</b>                 |             |                          |                                    |                             |
| Printer                                |             |                          |                                    |                             |
| Publisher                              |             |                          |                                    |                             |
| Purchasing office                      |             |                          |                                    |                             |
| Retailer                               |             |                          |                                    |                             |
| Retailer - DIY                         |             |                          |                                    |                             |
| Sawmill                                |             |                          |                                    |                             |

**Specific Forest products purchased by the applicant that are not within the scope of participation**

***Modify or delete draft text as appropriate.***

1. Forest products that are purchased for the participant's own use (ie. items not used as materials for products manufactured by the participant, or for resale), including -
  - a. office paper and stationery
  - b. furniture and fittings for office, factory or trading premises
  - c. materials used in construction of office, factory or trading premises
  - d. packaging for consumer goods and equipment.
2. Items with less than 5 % timber content.
3. ***Other excluded product types to be specified including reason and any future intention to bring same into the scope.***



## 5. Nomination of key personnel

| Senior manager responsible for the realization of commitments made by the applicant related to participation |  |
|--|--|
| Name   |  |
| Title  |  |
| Address  |  |
| Email  |  |
| Telephone  |  |
| Mobile   |  |

| Person responsible for the Applicant's day-to-day contact with the GFTN |  |
|---|--|
| Name  |  |
| Title   |  |
| Address   |  |
| Email   |  |
| Telephone   |  |
| Mobile  |  |

## 6. Supporting documents

In support of this application, please find attached

| Documentation   | Attached |
|---|----------|
| A copy of the Applicant's certificate of incorporation  |          |
| Other documentation requested by GFTN- <b>{country}</b> (please list) <ul style="list-style-type: none"><li><b>{name of document}</b></li></ul> |          |
| Supporting information provided by applicant to GFTN- <b>{country}</b>  |          |
| Applicant's expectations from GFTN- <b>{country}</b> .  |          |

## 7. Declaration

On behalf of **{Applicant}**, I apply for admission as a Participant of GFTN-**{country}** in the participation category and participation scope indicated above.

I declare that the particulars above are correct and accurate and that I have read, and agree to, the Global Forest & Trade Network Participation Rules.

I undertake to refrain from the promotion or use of any designation denoting status as an Applicant to GFTN-**{country}** through either on or off- product claims, in compliance with the GFTN Communication Code of Practice.



I permit the GFTN-**{country}** Manager or his/her nominated assessor to undertake unannounced visits to applicant premises for the purpose of assessing suitability for participation in GFTN-**{country}** and to complete the steps needed to qualify as a participant (e.g. to undertake baseline appraisals).

I commit to preparing a Public Information Document at the time designated by the GFTN-**{country}** Manager.

I accept that WWF can accept or reject applications, and that where an application is accepted, full participation comes after WWF is satisfied that the applicant has satisfactorily completed all steps required to meet the eligibility requirements and this is confirmed by entering into a participation agreement with the relevant GFTN-**{country}** office.

|                  |  |
|------------------|--|
| <b>Signature</b> |  |
| <b>Name</b>      |  |
| <b>Position</b>  |  |
| <b>Date</b>      |  |

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*Office use only:*

*Date rec'd:*

*Notes:*