

FAIRTRADE MARK APPLICATION FORM

Please complete the form and return by email to Licensing@fairtrade.com.au

A non-refundable application fee will be invoiced upon lodgement of this application form.

Australian Applicants: \$AUD220 (incl GST) **New Zealand Applicants:** \$NZD250 (incl GST)

1. COMPANY INFORMATION

Registered Business Name		
Registered Company Number (e.g. ABN – Australia)		
Brand Name		
If you are making this product for another business, please list		
Business website		
Primary Contact	Name	
	Position	
	Phone	
	Mobile	
	Email	
Secondary Contact	Name	
	Position	
	Phone	
	Mobile	
	Email	
Postal Address		

Business' Registered Address	
Provide details if this company had previous Fairtrade certification, or close association (e.g. ownership) with previously certified operators.	
Are you processing & packaging the products?	
Are subcontractors used as part of the manufacturing & packaging the product?	
If yes, please provide company names, contact details and address	
Addresses of manufacturing and storage facilities	
Estimated product launch date	

2. RETAIL INFORMATION (THIS SECTION IS VOLUNTARY; IT IS USED TO DETERMINE WHETHER YOU QUALIFY AS A SMALL LICENSEE)

Annual turnover (not just Fairtrade)?	
Projected annual Fairtrade sales?	

3. KEY CONTACTS IN YOUR ORGANISATION

Role	Name	Position	Email
Director/Head Influential Person			
Account Payable			
Person responsible for Fairtrade business development opportunities			
How many staff are there in your company?			

3. KEY CONTACTS CONT.

<p>The Fairtrade Connect system is our online program for product registration, artwork approvals and reporting your sales (transaction report). Connect also gives you access to Artwork files and the guidelines for the use of the Fairtrade Mark. Refer to page 19 of the Information Toolkit for Licensee responsibilities.</p>			
<p>Please list below the person(s) and their email address(es) of who will be responsible for maintaining your Connect information. These contacts will be given a Connect login:</p>			

4. REPORTING & RECORD KEEPING

Please tick to acknowledge your responsibilities as a licensee:

Provide transaction report of your Fairtrade sales

Pay applicable annual licensing and certification fees

Maintain records of physical traceability

Submit artwork for approval prior to printing and use (allowing at least 10 working days for feedback)

I have read the Fairtrade Standards, Licensee Information Kit and am aware of my responsibilities as a Fairtrade Licensee.

Print name:

Sign:

6. FAIRTRADE PRODUCTS AND SUPPLY CHAIN

List the products you wish to become licenced to sell as Fairtrade:

Single Ingredient Products

Name of the product	Fairtrade ingredient	Direct supplier name & FLOID	Producer group name & FLOID

Composite Ingredient Products

List Fairtrade Ingredients and Non-Fairtrade Ingredients (Ingredient weight per 100 grams/mls). Please attach more pages if necessary

Ingredient	Weight	Fairtrade (Yes/No)	Direct supplier name & FLOID	Producer group name & FLOID

Does the final product have an organic certification?

Yes

No

If yes, which certification body (eg NAASA ACO OFC TOP)?

In what countries do you intend to sell this product?

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