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| DATE COMPLETED: |  |  | **SPP IDENTIFICATION CODE(#SPP)[[1]](#footnote-1):** | |  | | | |
| PLACE COMPLETED: |  |
|  | | **Type of application**  *\*Check the type of procedure you are going to perform* | **FIRST TIME** | |  | **RENEWAL OF THE CERTIFICATE** |  |

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| **ORGANIZATION** | | | |
| FULL NAME OF THE SMALL PRODUCERS’ ORGANIZATION: | | | |
| ORGANIZATION EMAIL: | | | COUNTRY OF THE ORGANIZATION: |
| SHORT NAME OF THE ORGANIZATION: | | |  |
| WEBSITE: | | SKYPE: | |
| TELEPHONE OF THE ORGANIZATION (COUNTRY CODE + AREA CODE + NUMBER) | | | |
| **OFFICE ADDRESS** | | | |
| COUNTRY |  | | |
| STREET |  | | |
| CITY |  | | |
| STATE |  | | |
| POSTAL CODE |  | | |
| **TAX DATA** | | | |
| EMAIL |  | | |
| BUSINESS NAME |  | | |
| BANK ACCOUNT |  | | |
| FISCAL ADDRESS |  | | |

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| **CONTACTS** | | | | | | | | |
| Position | NAME | PATERNAL SURNAME | MATERNAL SURNAME | PHONE(S) | EMAIL(S) | COUNTRY | CITY |
| *Executive, Administrative, Manager, Communication, Certification, Decision making* |
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| **GENERAL DATA** | | | | | | | | | | | | | | | |
|  | I DECLARE THAT I AM A DEMOCRATIC ORGANIZATION AND COMPLY WITH THE SPP RULES | | | | | | | | | | | | | | |
| NUMBER OF PRODUCER MEMBERS OF THE PRODUCT(S) TO BE INCLUDED IN THE CERTIFICATION | | | | | | | | | | | | |  | | |
| NUMBER OF MEN | | | | |  | | | NUMBER OF WOMEN | | | | | | |  |
| TOTAL NUMBER OF PRODUCER MEMBERS IN THE ORGANIZATION | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | |
| SIZE OF THE PRODUCTION UNIT PER PRODUCER OF THE PRODUCT(S) TO BE INCLUDED IN THE CERTIFICATION. | | | | | | | | | | | | | | | |
| AVERAGE SIZE | | R: | | | | | MAXIMUM SIZE | | | | R: | | | | |
|  | | | | | | | | | | | | | | | |
| **OPERATION DATA** | | | | | | | | | | | | | | | |
| 1. *Select the degree of your organization of small* | | | | | | | | | | | | | | | |
| Imagen que contiene alimentos, dibujo  Descripción generada automáticamente | Imagen que contiene dibujo  Descripción generada automáticamente | | | | | Imagen que contiene dibujo  Descripción generada automáticamente | | | | | | Imagen que contiene dibujo  Descripción generada automáticamente | | | |
| FIRST GRADE | SECOND GRADE | | | | | THIRD GRADE | | | | | | FOURTH GRADE | | | |
| It has as members the producers as individuals | They have first-grade OPP members (and eventually first-grade and / or individual members). | | | | | They have second-tier OPP members (and eventually first-grade and / or individual members). | | | | | | They have third grade OPP members (and eventually second or first grade members and / or individual members) | | | |
| If the organization is 2nd, 3rd or 4th grade, indicate the number of Organizations you have. | | | | | | | | | | | | | |  | |
| 1. *Mark with a color if your organization wants to include any additional qualifier for use complementary to the graphic design of the Small Producers' Symbol.* | | | | | | | | | | | | | | | |
| YES | | | | | | | | NO | | | | | | | |
| If "yes", state which qualifier you wish to use | | | | | | | | | | | | | |  | |
| 1. *Mark the scope of the small producers' organization.* | | | | | | | | | | | | | | | |
| PRODUCTION | | | PROCESSING | | | | | | EXPORT | | | | | | |
| 1. *Mark with a color if you subcontract the services of processing plants, trading companies, or companies that import or export.* | | | | | | | | | | | | | | | |
| YES | | | | | | | | NO | | | | | | | |
| Note: If the answer is yes, please fill in the following table | | | | | | | | | | | | | | | |
| LIST OF SUB-CONTRACTED COMPANIES | | | | | | | | | | | | | | | |
| COMPANY NAME | | | | SERVICE PERFORMED | | | | | | REGISTERES AS SPP? | | | | | |
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| 1. *DESCRIBE YOUR INFRASTRUCTURE (collection centers, processing areas or additional offices)* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
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| 1. *Does it have an internal control system to comply with the criteria of the general standard of the small producers’ symbol? if so, explain.* | | | | | | | | | | | | | | | |
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| **CERTIFICATIONS** | | | | | | | | | | | | | | | |
| FILL THE TABLE ACCORDING TO THE CERTIFICATIONS YOU HAVE, (EXAMPLE: EU, NOP, JASS, FLO, etc).   |  |  |  |  | | --- | --- | --- | --- | | Certification | Certification entity | Date of renewal  (dd/mm/yyyy) | Is it in transition? | | Yes, No, Partially | | ORGANIC CERTIFICATIONS | | | | |  |  |  |  | |  |  |  |  | | OTHER CERTIFICATIONS | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | | | | | | | |

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| **PRODUCTS** | | | | | | | |
| *Details of the products for which you want to use the symbol* | | | | | | | |
| **Type of product (Raw material, semi-processed, processed)** | **General product (e.g. coffee, fruit, honey)** | **Specific product (e.g. soluble coffee, frozen fruit, honey)** | **Certifications** | **Volume** | | **Destination countries** | **Product Characteristics** |
| **Estimated to market** | **As a finished product** |
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| *If "Renewal of certificate" was selected* | | | |
| **SPP SALES** | | | |
| *Did you have SPP sales during the previous certification cycle?* | | | |
| YES | | NO | |
|  | | | |
| If yes, please indicate the range of the total value of your SPP sales from the previous certification cycle according to the following table | | | |
| Up to $ 500,000 dollars | |  | |
| Between $ 500,000 and $ 1,000,000 dollars | |  | |
| Between $ 1,000,000 and $ 1, 500,000 dollars | |  | |
| More than $ 1,500,0000 dollars | | SPECIFY: | |
|  |  |  |  |
| Note: In cases where transactions are greater than US $ 1,500,000, a Full In Situ Assessment is performed every two years instead of every three years. (Procedure for certification of Small Producer Organizations SPP). | | | |

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| **COMMITMENTS** |
| 1.- With the sending of this application the interest to receive a Certification proposal is manifested.  2.- The Certification process will begin at the moment that the receipt of the corresponding payment is confirmed.  3.- The delivery and receipt of this application does not guarantee that the Certification process will be positive.  4.- Know and comply with all the requirements of the General Standard of the Symbol of Small Producers that apply as Small Producers Organization, both Critical and Minimum, regardless of the type of evaluation carried out. |
|  |
| Enter the name of the person who is responsible for the veracity of the information in the format and who will follow up on the application by the applicant (the name must also be registered in the contact section). |
|  |

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| Select the Certification Bodies that will receive your application | | | |
|  | | | |
| CERTIMEX | MAYACERT | BIOLATINA | BCS |
| IMOCERT | BIOTROPICO | CONTROL UNION | TERO |
|  | CERES | QCS |  |

1. Yellow area to be completed by *SPP Global* [↑](#footnote-ref-1)