



Fair Trade Group Nepal

G.P.O. Box 13620
House # 6
Jhamsikhel, Lalitpur
Email: ftgnepal@info.com.np

Application for Membership

Dear Sir/Madam,

I, on behalf of (name of organization) am pleased to apply for the membership of Fair Trade Group Nepal. I have understood the membership criteria and procedures and fill this membership form filled and signed.

Name of Applicant

Designation

.....
Signature of Applicant

.....
Date

=====

To process your application for membership, please submit the following documentations properly numbered as shown below.

- 1 A signed copy of the FTG Nepal Code of Practice
- 2 Completed Application form
- 3 A copy of your company/organization registration with Government of Nepal with last renewed date.
- 4 Excerpts from your organisation’s bylaws or constitution which state i) the organisation’s purpose and mission; ii) its date of establishment and iii) who its members are (max 2 pages)
- 5 Copies of audited financial report of your organization of the last three fiscal years.
- 6 Copies of annual progress report of your organization of the past three years, if available

To ensure an efficient processing of your application, please make sure that you submit the hard copies of fully completed application form along with all supporting documentation.

Section 1 Member Profile

Tip: Use the TAB key to quickly jump from field to field. All grey text fields will expand automatically if you need more space. Pressing the ENTER key inside a grey text field will give you an extra line to type in.

1.1 Contact Details

Name of your organization:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Website:

Name of General Manager:

E mail address:

Name of contact person other
than the General Manager:

E mail address:

Name of person
in charge of monitoring:

E mail address:

1.2 Your Organization

1.2.1 What is the legal status of your organization? Please mark the boxes that best describe the legal status of your organization

Co-operative	<input type="checkbox"/>
Private company	<input type="checkbox"/>
Non-governmental organization	<input type="checkbox"/>
Government agency	<input type="checkbox"/>
Institution (eg. university, research facility)	<input type="checkbox"/>
Association	<input type="checkbox"/>
Foundation	<input type="checkbox"/>
No legal status yet	<input type="checkbox"/>
Other (please describe):	<input type="checkbox"/>

1.2.2 Which of the following activities is your organization involved in (please mark all that apply)?

- Microcredit/finance
- Production/processing
- Export
- Retail
- Mail order
- Agent
- Consultancy/business support services
- Coordination of a network
- Education/awareness raising/advocacy
- Wholesale/distribution



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- Marketing
- Promotion of Fair Trade and its principles
- Other (please describe):

1.2.3 Does your organization have a foundation or development organization that is linked but legally separate from it?

- No
- Yes (if you ticked YES, please give brief details below)

1.2.4 Does your organization have its own export license?

- Yes
- No

If not, what is your export channel? _____

1.2.5 Please briefly describe your current commercial/social objectives below.

1.2.6 Please include an organogram of your organization.

1.2.7 Please tell us about the number of people your organization employs directly.

Category	No. of Men	No. of Women
President/CEO		
Board of Directors		
Senior Management		
Admin/Finance		
Technical (R&D, Marketing)		
Production (in-house)		
External Producers		

1.3 Your Business

The following questions are for completion by trading members only. If you are not a trading member, please skip to section 2 of this questionnaire. If any questions do not apply to your organization (for example if you do not work with producer groups), please answer "Not Applicable" or "N/A".

1.3.1 If your organisation had a net profit in the last financial year, how was it used?

1.3.2 What % of your business turnover (by value) is Fair Trade sales? This would include sales to WFTO members, or other Fair Trade organizations who are not WFTO members or sales under the FLO Fairtrade Certification system)?
%

1.3.3 Do you receive any financial support from elsewhere, e.g. NGO support for social programmes
 No
 Yes (if you ticked YES, please describe below)

1.4 Your Products

1.4.1 What type of products/services does your organization produce/provide?

Amount

Food:

Craft:

Non Timber Forest Product:

Others:

Services:

Total:

Please specify which 'other' products you provide:

Please specify which services you provide:



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I/We have read all the instructions and understood. All the information provided here are correct and give full consent to use these information by FTGN for its internal purpose.

Signature

Name

Date

Organizational Seal