

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 and agree the membership criteria and procedures and submit this membership form accordingly.

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 ☐ Completed Application form
- 2 ☐ A copy of up-to-date company/organization registration with Government of Nepal and PAN/ VAT registration
- 3 ☐ Organization's bylaws or constitution which state i) the organization's purpose and mission; ii) its date of establishment and iii) list of its current executive/managing board/shareholders/owners/
- 4 ☐ Copies of audited financial report of organization of the last three fiscal years.
- 5 ☐ Copies of annual progress report of organization of the past three years, if available
- 6 ☐ Organizational Profile or brochure with vision, mission and objectives
- 7 ☐ Organizational Personnel Policy and Financial Policy
- 8 ☐ Staff/ worker's payment sheet of the past three months

- 9 ☐ Brief description of activities performed by the organization under social responsibilities
- 10 ☐ Capacity development plan (if available)
- 11 ☐ Compliance Report to the 10 principles of Fair Trade
- 12 ☐ Organogram of the organization
- 13 ☐ List of the external suppliers/producers

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 Head of the Organization:

Mobile Number:

E mail address:

Name of contact person:

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	☐
Private company	☐
Non-governmental organization	☐
Not for Profit Company/Organization	☐
Institution (eg. university, research facility)	☐
Association	☐
Foundation	☐
Proprietorship	☐
Partnership	☐
Other (please describe):	☐

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

- ☐ Microcredit/finance
- ☐ Production/processing
- ☐ Export
- ☐ Retail
- ☐ Wholesale/distribution
- ☐ Marketing
- ☐ Online Business
- ☐ business support services
- ☐ Coordination of a network
- ☐ Education
- ☐ 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 engage in exports?

☐ Yes

☐ No

If not, what is your export channel? _____

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

1.2.6 Please tell us about the number of people your organization is associated/ involved with

Category	No. of Men	No. of Women
Board Of Directors		
President/CEO		
Senior Management		
Other Staff		
Production:		
In- house producers		
External Producers		

producers: engaged in all production activities; all sectors including agriculture, craft and food

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 and other Fair Trade 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?

Specify

Food:

Craft:

Non Timber Forest Product:

Services:



Fair Trade Group Nepal

Hasapota Ganesh Marga,
House no. 563/36-6,
Ward no: 2,
Jhamsikhel, Lalitpur
Email: ftgnepal@info.com.np

I/We have read all the information 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