

## GUIDELINES

### IMPLEMENTATION OF MALAYSIAN SUSTAINABLE PALM OIL (MSPO) CERTIFICATION SCHEME FOR PLANTATIONS AND PROCESSING FACILITIES

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#### 1. BACKGROUND

MSPO certification will be implemented on a mandatory basis beginning 31 December 2019. The MSPO Certification Scheme has been developed taking on board relevant domestic laws and regulations, best practices on sustainability and input from the relevant stakeholders.

#### 2. OBJECTIVE

To provide incentives to plantations and processing facilities to obtain MSPO certification.

#### 3. QUALIFYING CRITERIA AND INCENTIVES

The incentives are open to plantations and processing facilities licensed by MPOB. Details on the assistance are as in **Annex 1**.

#### 4. APPLICATION PROCEDURE

All applications must be submitted to MPOCC using *Application Form for Plantations or Processing Facilities* as shown in **Annex 2**. Each entity has to submit its own application.

MPOCC will evaluate all applications and provide conditional approval.

Incentive will be reimbursed upon submission of the relevant original documents to MPOCC.

## **5. APPLICATION**

Applicants are required to submit the application form together with its supporting documents to MPOCC either by:

i) email to [incentive@mpocc.org.my](mailto:incentive@mpocc.org.my); or

ii) regular mail to the MPOCC office at:

Malaysian Palm Oil Certification Council  
15th Floor, Bangunan Getah Asli (Menara)  
148, Jalan Ampang  
50450, Kuala Lumpur

For any further clarification, please contact Mr Cheah Chi Ern at [cheah@mpocc.org.my](mailto:cheah@mpocc.org.my) or Mr Mohd Hasbollah Suparyono at [hasbollah@mpocc.org.my](mailto:hasbollah@mpocc.org.my), or call at 03 - 2181 0192.

Malaysian Palm Oil Certification Council (MPOCC)  
[www.mpocc.org.my](http://www.mpocc.org.my)

**QUALIFYING CRITERIA FOR MSPO INCENTIVE**

<b>NO.</b>	<b>ENTITY</b>	<b>CATEGORY</b>	<b>INCENTIVE</b>
1.	Estate (> 40.46 ha)	40.46 - 1000 ha	70% of auditing fee for MSPO Stage 1 and Stage 2
		> 1000 ha	30% of auditing fee for MSPO Stage 1 and Stage 2
2.	Processing Facilities	Mills, Kernel Crushers, Refineries	30% of auditing fee for MSPO Stage 1 and Stage 2

## Application Form: MSPO Incentive for Plantations or Processing Facilities

1. ORGANISATION DETAILS (PARENT COMPANY)			
Name	:		
Address	:		
Registration No.	:		Fax No. :
Telephone No.	:		Website :
Contact Person	:		Designation :
E-Mail	:		Mobile No. :
2. PREMISES/SITE DETAILS (include information of all units certified)			
Name(s)	:		
Registration No. (if applicable)	:		
Address(es)	:		
Telephone No.	:		Fax No. :
Contact Person	:		Designation :
E-Mail	:		Mobile No. :
Website	:		
3. OTHER INFORMATION			
GPS-coordinate (Office)	:		
Date of Establishment	:		
MPOB License No.	:		
Land Ownership	:		
<b>Legal Entity</b> <i>(Please tick where applicable)</i>	:	<b>Government Agency</b> <input type="checkbox"/> <b>Holding Company</b> <input type="checkbox"/> <b>Cooperative</b> <input type="checkbox"/> <b>Public Listed Company</b> <input type="checkbox"/> <b>Private Company (Sdn. Bhd./Enterprise)</b> <input type="checkbox"/> <b>Others :</b> _____ <input type="checkbox"/>	

<b>4. CATEGORY OF PREMISES</b> (please tick category of premises)			
<b>(a) Oil Palm Estate</b>		<b>(b) Palm Oil Processing Unit</b>	
(i) 40.46 – 1000 ha	<input type="checkbox"/>	(i) Palm Oil Mill	<input type="checkbox"/>
(ii) >1000 ha	<input type="checkbox"/>	(ii) Palm Oil Refinery	<input type="checkbox"/>
		(iii) Palm Oil Kernel Crusher	<input type="checkbox"/>
<b>5. INFORMATION ON THE PREMISE(S)</b>			
<b>(a) Site information</b> (brief description)			
<b>(b) Certification date</b>			
<b>(c) RSPO-certified entity</b> (if applicable only)	<b>Is the unit(s) RSPO Certified?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>If yes,</b> - Certificate Validity : _____ to _____ - Area Certified : _____ ha <small>(provide copy of RSPO Certificate as proof)</small>		
<b>6. By signing this application, I certify that the statements herein are true, complete and accurate to the best of my knowledge. I also provided the required assurances and agree to comply with any resulting terms if I accept the fund. I am aware that any false, fictitious or fraudulent statements of claims may subject me to criminal, civil, or administrative penalties.</b>			
<b>Signature</b>			
<b>Date Signed</b>			

Note: Please refer to the **Guidelines and Annex 1**.

Relevant documents checklist:

- MSPO Certificate
- Audit fee receipt from Certification Body
- Tax Invoice