**FAIR TRADE FORUM - INDIA**

***Secretariat****: # K-1/132, First Floor, C R Park, New Delhi-110019, Delhi, India Website : www.fairtradeforum.org.in*

***Membership Application Form***

FTF-India welcomes NGOs/Trusts/Cooperatives/ Companies and Individuals as members who share vision, values and the objectives of Fair Trade Forum-India and those who want to be part of this National network. This will help in strengthening the Fair-trade concept; and network for better impact and mutual benefit for both the Producers and the Consumers.

Along with completed application form, documents as listed in the application are to be sent for consideration:

**For Office use only**

Area / Region / State Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Receipt of application : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Sponsored / recommended by

Region : (1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 : (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check List Date \_\_\_\_\_\_\_\_\_\_\_\_\_ : Fully Cleared Partially Cleared

Membership Approved Rejected Sought Clarification

Membership No. & Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **1.** | **Name of the Organisation / Fair Trader**(in Capital letters) |  |
| **2.** | **Name of the Chief Executive of the organisation** |  |
| **3.**  | **Date of foundation of the organisation** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  |  |  |  |  |  |

 |
| **4.** | **Name of the person to be Contacted****E-mail ID****Contact Number** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **5.** | **Full Postal Address for Communication** |
| **Post Office** | **District** |
| **City** | **Pin code** |
| **State** | **Tel:** |
| **E-Mail Id:** |
| Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social platforms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Servicing courier company to your area- ------------------------------------------- |
|  |
| **6.** | **Type of Organisation** |
| * Artisans’/Producers’ Group
 | * Producer Support Organisation
 |
| * Intermediary (Marketing) Org
 | * Supportive of Fair Trade
 |
| * Marketing Intermediary
 | * Organiser of Exhibitions/

support events |
| * Others (Specify)

-------------------------------------- |  |
|  |
| **7.** | **Legal Status of the Organisation** |

|  |  |
| --- | --- |
| Registered |  |
| Unregistered |  |
| No intention to Register |  |

 |
| **8.** | **Details of Registration in India** |
| * Societies Registration Act
 | * Private Company
 |
| * Indian Trust Act
 | * Public Sector
 |
| * Cooperative Societies

Registration Act | * Institution
 |
| * Foundation
 | * Individual Fair Trader
 |
| * Section 25 Company
 |  |
| * Others (Specify)

------------------------------------ | * Registration No(if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **9.** | **Particulars of Registration** |
| Year of Registration |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 |
| Year of Functioning  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 |
| Place of Registration  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Registered area of Operation |

|  |  |
| --- | --- |
| * Village Level
 | * Block Level
 |
| * Dist Level
 | * State Level
 |
| * Multi State
 | * National Level
 |

 |
|  |
| **10.** | **Please share**  | * PAN Number -------------------------------
* TAN Number ---------------------------------
 |
|  |

|  |  |  |
| --- | --- | --- |
| **Do you have** | **Yes** | **No** |
| **Export License** |  |  |
| **80 G**  |  |  |
| **12 A**  |  |  |

 |
| **11.** | **Whether Registered under FCRA, Ministry of Home Affairs, Govt of India**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | NO |  |

 |
| **12.** | **Registration with any other Government authority**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Specify:  |
| **13.** | **If you are / your organization is a member of any Regional, National or InternationalFair Trade Network (s), please give details including their address** |
| **Sr No.** | **Name of the Network** | **Membership Since** |
| a. |  |  |
| b. |  |  |
| c. |  |  |
| d. |  |  |
| e. |  |  |
|  |
| **14.** | **During last three years has your organization received any****support financial support from the Govt/International****Agency**  | * Yes
* No
 |
| If yes, | Support for | * Exhibitions
* Capacity Training
* Capital cost
* Projects
 |
| To share with others, please attach write up and press clippings on-

|  |  |
| --- | --- |
| * Special Events
 | * Experience Sharing
 |
| * Expectation
 | * Networking Efforts
 |
| * Specialized interests
 |  |

 |
|  |
| **15.** | **Approximately how many individual Artisans/Producers are significantly involved****& working with you/your organization** |
| Male

|  |  |  |
| --- | --- | --- |
|  |  |  |

 | Female

|  |  |  |
| --- | --- | --- |
|  |  |  |

 | Total

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

 |
| **Total percentage of women \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%**Since inception, how many artisans you’ve worked with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **16.** | Staff at your organization

|  |
| --- |
| **Full Timers** |
|  | Paid Staff | Volunteer | Youngsters(below 18) | Children |
| Male |  |  |  |  |
| Female |  |  |  |  |
| Total |  |  |  |  |

|  |
| --- |
| **Part Timers** |
|  | Paid Staff | Volunteer | Youngsters(below 18) | Children |
| Male |  |  |  |  |
| Female |  |  |  |  |
| Total |  |  |  |  |

 |
|

|  |  |  |
| --- | --- | --- |
| **Total percentage of women**  | Full Timers \_\_\_\_\_\_\_\_ | Part Timers \_\_\_\_\_\_\_\_ |

 |
| **17.** | **Details of average monthly income of individual beneficiaries**

|  |  |  |
| --- | --- | --- |
|  | **Male** | **Female** |
| **Below Rs 1500 pm** |  |  |
| **Rs 1501 to Rs 3000 pm** |  |  |
| **Rs 3001 to Rs 5000 pm** |  |  |
| **Rs 5001 to Rs 10000 pm** |  |  |
| **Above Rs 10000 pm** |  |  |
|  |  |  |
| **Minimum wage :** **Maximum Wage :** |

 |
|  |
| **18.** | **Mention your organisation’s special interests and specialization relating to Income****Generation programmes/business activities**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
|  |
| **19.** | **Activities involved in** (tick as many as possible) |
| * Development Oriented Vocational Training/Facilitation
 | * Training cum Production
 |
| * Production related
 | * Production & Marketing
 |
| * Mainly Marketing
 | * Retailing
 |
| * Wholesale
 | * Support Organisation
 |
| * Exports
* Direct
* Through Others
 |  |
|  |
|  |
| **20.** | **List of your product line**1. **Handicrafts**
2. **Textiles**
3. **Food**
4. **Agro Products**
5. **Animal Husbandry**
6. **Leather**
7. **Carpets**
8. **Cottage Industry**
9. **Industry Related**
10. **Miscellaneous items**
11. **Just Trading**

**Please add others if you have specific****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Financial Details** |
| **21.** | **Total turnover (from all business related****activities)**as per the last financial report

|  |
| --- |
|  |

 |
| **22.** | **What is your production capacity per month**1. At the optimum, production level
2. At Minimum level
3. Current production level
 | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **23.** | **Details of Products/services and turnover during the last financial year, specific to your products/services**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
| **24.**  | **Category-wise details of products produced and or traded by your organization and approximate percentage of each item of the product to the total production value/****turnover (attach separate sheet if necessary)** |
| **Sr No** | **Category** | **% of RS Value** |
| 1 | Handicrafts(details) | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| 2. | Textiles | 1. Handloom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Silk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| 3.  | Food | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | Agro Products | 1. Processed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Non Processed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| 5. | Animal Husbandry | 1. Processed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Non Processed \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| 6. | Leather |  |  |
| 7. | Carpets |  |  |
| 8. | Cottage Industry |  |  |
| 9. | Industry related |  |  |
| 10. | Miscellaneous items |  |  |
| 11.  | Just trading |  |  |
|  |
| **25.** | **How many buyers you sell to** | In India \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_International \_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **26.** | **Please furnish sales details based in your last year’sfinancial statements** |
| **Sales Turnover/Sales**1. Local Sales
2. Export Sales
3. Sales in the Mainstream Market
 | Direct \_\_\_\_\_\_\_\_\_\_\_%Through Others \_\_\_\_\_\_%Fair Trade partners \_\_\_\_\_\_%Mainstream Buyers \_\_\_\_\_\_%Domestic Direct \_\_\_\_\_\_\_\_\_%Through Others \_\_\_\_\_\_\_\_\_% |
| **27.** | **Brief details as to how you utilize your excess earnings/profit:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **28.** | **Whenever temporary loss in business transaction has anticipated / has happened how was it managed?****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **28.** | **Challenges faced by your organization** |
| 1. In Production

|  |  |
| --- | --- |
|  | Raw Material |
|  | Personnel |
|  | Electricity/Energy |
|  | Finance/Capital |

 |
| 1. In Marketing

|  |  |
| --- | --- |
|  | Domestic/Local |
|  | International  |

 |
|  |
| **29.** | **Please share a brief on your understanding about Fair Trade** |
|  |
| **30.** | **Involvement in activities related to Fair Trade**(tick as many as is being involved) |
| * Training/Capacity building
 | * Education
 |
| * Awareness raising
 | * Linking-up/facilitating
 |
| * Lobbying & campaigning
 | * Advocacy
 |
| * Networking
 | * Others (Specify)

------------------------------------------ |
|  |
| **31.** | **Details of Projects and programmes undertaken in relation to Fair Trade (if in more than one area, mention the name of the area viz. village/town/city/block/taluk and district) and the name of the programme. Attach separate sheet, if necessary** |
| a. |
|  |
| b. |
|  |
| c. |
|  |
| d. |
|  |
| e. |
|  |
| **32.** | **How do you see your Organisation contributing to the Fair Trade Network?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **33.** | **Are there any policies followed for waste management?*** **Yes**
* **No**
 |

|  |  |
| --- | --- |
| **34.** | **Please ensure the following enclosures are enclosed. Give reasons if any one** **is not available/is not possible** |
|  | Sr. No. | Enclosures | Yes | No | If No,(Specify reasons) |
|  |
| a. | Vision, Mission, Aims & Objectives |  |  |  |
|  |  |  |  |  |
| b. | Annual Report for the last Financial Year |  |  |  |
|  |
| c. | Complete Audited Statement of Accounts (for the last three years)from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |
| d. | Brochures/Publications |  |  |  |
|  |
| e. | HR Manual |  |  |  |
|  |
| f.  | Product Catalogue and Current price list |  |  |  |
|  |
| g. | Signed copy of the Code of Practice |  |  |  |
|  |
| h. | Copy of the MoA and Bye laws/Deed/Other legal documents |  |  |  |
|  |
| i. | Resolution of the competent boardseeking organizational membership andthe nomination of the representative  |  |  |  |
|  |
| j. | List of Governing/Managing Body Members |  |  |  |
|  |  |  |  |  |
| k. | Demand Draft No: \_\_\_\_\_\_\_\_\_ dt \_\_\_\_\_\_\_\_for Rs, \_\_\_\_\_\_\_\_\_ in favour of FTFI,drawn on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| l. | Declaration as per the format onletter head |  |  |  |

|  |  |  |
| --- | --- | --- |
| **PLACE:** |  |  |
| **Date:** |  | **Signature of the Chief Functionary** |

**DECLARATION:** (to be given on the letter head)

*This is to solemnly state that on behalf of \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_, the Organisation / network / society seeking membership declare that I / We will uphold the Principles of FTF-India all the time, co-operate in taking active part in the planning, implementation of programmes, sharing experiences and support fellow members for common good and mutual benefit and will abide by the rules and regulations of Fair Trade Forum - India being in force and as may be formulated in future from time to time by the competent authorities..*

Signature

|  |  |  |
| --- | --- | --- |
|  Name of the Chief Functionary | PLACE |  |
| Designation | DATE |  |
| Office Seal |  |  |