

Part 1: A company name information/organization					
1.1. Organization Name (Company, Association, etc)					
Company Name (which will be displayed on the contract) :			<i>[Filled with the legal name of the organization of the deed of establishment / latest amendment]</i>		
Address :		<i>[Filled with the full address of the organization head office. Consists of building name, floor, block, street name, number, village name, sub-district name]</i>			
City :		Province/State :	<i>[Province/country]</i>	Postal Code :	<i>[postal code]</i>
Country :		<i>[[Filled with the Country]</i>			
Website :		<i>[Filled with the organization website]</i>			
Type of business :		<i>[Filled with the type of business]</i>			
1.2. Contact Person Who Will Sign This Contract					
First Name : <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Last Name :		Position :	
<i>[Filled with your first name]</i>		<i>[Filled with your last name]</i>		<i>[Filled with your position]</i>	
Contact Number : <i>[Filled with your contact number]</i>		E-mail : <i>[Filled with your e-mail]</i>			
VAT Number :		<i>[Filled with your VAT number]</i>			
1.3. Company Affiliates For Other Entities (Subsidiary / Branch Company) if applicable					
Company Name : <i>[Filled with your subsidiary/branch company name]</i>			Relationship with the company : <i>[Filled with your relationship with the subsidiary/branch company]</i>		
Is there any cooperation previously between your company and PT Mutuagung Lestari Tbk? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kind of services that you used? <i>[Filled with your services that you used when you have cooperation previously with PT Mutuagung Lestari Tbk]</i>					
1.4. Company Organization Chart					
<i>[Filled with the Company Organization Chart]</i>					

Part 2: Business Process/Business	
2.1. Description of business flow chart/business process (input to output)	
<i>[Describe business process of the organization include input and/to output]</i>	
2.2. Information on certification scope <i>[Selected certification scope and standard GGL based on the sector the organization operates]</i>	
Certification Scope : <input type="checkbox"/> Producer (for woody biomass producers) <input type="checkbox"/> First Collector (for PKS collector) <input type="checkbox"/> Trader (for trading of GGL certified material) <input type="checkbox"/> Storage (for companies that include storages in their scope) <input type="checkbox"/> End-user (for end-users that (co) fire GGL certified material (Power Plants only)) Other : (Please specify)	
Standards are you applying for : <input type="checkbox"/> Applying for the first time <input type="checkbox"/> GGLS1 Chain of custody <input type="checkbox"/> GGLS2 Agricultural source criteria <input type="checkbox"/> GGLS4 Transaction and product certificate <input type="checkbox"/> GGLS5 Forest management criteria <input type="checkbox"/> GGLS6 Power plant criteria <input type="checkbox"/> GGL1d Instruction document for supplying Japanese market FIT Please let us know if you are already certified under any endorsed GGL scheme as mentioned in GGL 1c :	
Type of material with annual volume (tonnes/litres/gallons)	<i>[Filled with the type of material with annual volume]</i>
Changes in the scope ¹ <i>(Please indicate below change of scope)</i>	

¹ In case of any changes or additions to the scope (e.g., additional mills or storages), please provide a brief description and complete all tables with the requested new scope. If the change of scope includes changes to the total supply base, please include a new map with an explanation of the changes to the supply base.

Part 3: Supply Base Information

3.1. Feedstock Production Unit(s)/Supply Base *(To be completed by a biomass producer)*

[Please describe below the activities of all farming / forest units, including the central administration office and a map of the total supply base with an explanation on how the supply base is defined If it concerns changes mention all the units and indicate which one is changed, added or withdrawn.

Note: Only applicable for category 1 to 4 feedstock]

Name and address of unit(s) (Or attach a list)	Farm or Forest	Area. Ha.	Estimated annual volume	*Type of certificate	Summary of activities and changes if applicable
<i>[List name and address of units]</i>	<i>[Filled with whether it is farm or forest]</i>	<i>[Filled in with how much the area is in hectares]</i>	<i>[Filled in with how much the estimated annual volume]</i>	<i>[Filled with the typo of certificate, if is endorsed certificates]</i>	<i>[Filled with describing of activities from the unit]</i>

**GGL endorsed certificates (see GGL 1c)*

3.2. CPO mills from which PKS is procured *(To be completed by a PKS collector)*

[If it concerns changes mention all the units and indicate which one is changed, added or withdrawn]

Name and address of the mill(s) (Or attach a list)	Area	Area. Ha.	Estimated annual volume	*Type of certificate	Summary of activities and changes if applicable
<i>[List name and address of units]</i>	<i>[Filled with whether it is farm or forest]</i>	<i>[Filled in with how much the area is in hectares]</i>	<i>[Filled in with how much the estimated annual volume]</i>	<i>[Filled with the typo of certificate, if is endorsed certificates]</i>	<i>[Filled with describing of activities from the unit]</i>

**GGL endorsed certificates (see GGL 1c)*

3.3. Administration office *(To be completed by all applicants)*

[Please describe below the activities of the company office(s) included in the scope of the certificate (e.g. office building) that deal with GGL certification work. If it concerns changes mention all the units and indicate which one is changed, added or withdrawn]

Name and address of unit(s)	Brief description of activity(ies)	Total Employees (staff + labour)
<i>[List name and address of units]</i>	<i>[Filled with describing of activities from the unit]</i>	<i>[Filled with total employees of the unit]</i>

3.4. Processing unit(s) or locations <i>(To be completed if applicant process biomass (e.g. palletizing, screening, etc.))</i>					
<i>[Please describe below the activities of all processing unit]</i>					
Name and address of the mill(s)	Brief description of process(es)	Total employee (staff + labour)	Applicant's legal ownership of the unit *) (in %)	Quality management system via applicant?	Changes (if applicable)
<i>[List name and address of mills]</i>	<i>[Filled with describing of activities from the mills]</i>	<i>[Filled with total employees of the mills]</i>	<i>[Filled with legal ownership of the mill in %]</i>	Yes/No	<i>[Filled with any changes of the mills, if applicable]</i>
				Yes/No	
				Yes/No	
				Yes/No	

*) In case of different legal entities, please indicate to which extent the legal entities have one shared (uniform) quality management system, which is coordinated by the applicant.

- Yes**, the applicant has one shared quality management system for this unit
 No, this unit has or these units have their own quality management systems in place

3.5. Storage: <i>(To be completed if applicable)</i>			
<i>[Please name and describe below all the storage facilities where the biomass is stored. Specify if the storage units are permanent (e.g. warehouses where stock is kept on a permanent basis) or temporary (e.g. heaps on ports before loading in the vessel)]</i>			
Name and address of unit(s)	Temporary (T) or permanent unit (P)	Quantities of material handled (tonnes)	Are there any subcontracted activities which fall under the responsibility of the applicant? (if yes, please provide a brief description of these activities)
<i>[List name and address of units]</i>	<i>[Filled with whether it is temporary or permanent unit]</i>	<i>[Filled with amount of quantities of material that handled by the units]</i>	Yes/No
			Yes/No
			Yes/No
			Yes/No

3.6. Products	
Please describe below the products (e.g. wood pellets, wood chips, PKS etc.) you want to have certified.	
Name product/product group	<i>[Filled with the name product/product group]</i>

3.7. Market plan (if applicable) [Select based on Market plan product]
Is your company planning to sell to the Dutch Market? <input type="checkbox"/> yes <input type="checkbox"/> no
Is your company planning to sell to the Japanese Market? <input type="checkbox"/> yes <input type="checkbox"/> no

Part 4: Related Information of Certification Process		
Mention the management system certificates that the company has been certified (eg : ISO 9001, ISO 14001 or ISO 17020)		
GGL Assessment plan (time/date): <i>[Filled with the information assessment plan]</i>		
GGL Certification target (time/date): <i>[Filled with the information assessment plan]</i>		
The nearest airport from the audit location	Airport Name: <i>[Filled with the airport name that near from the audit location]</i>	Distance to site: Traveling time (hour):
Comment or additional information: <i>[Filled with any comment or additional information, if applicable]</i>		

Part 5: Authorization
Name of Company PIC on Application Form:
Position:
Signature (Electronic Acceptable):
Date/Month/Year:

Person who reviewed the information and determined that it meets all application requirement
<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete
Name:
Date:
Comment:

If you have any questions about how to complete this form, please contact us:

Ms. Kiki Rizkina
 Marketing Division
 Telp: +62-21-8740202
 email: astrid@mutucertification.com
krizkina@mutucertification.com
ghgservices@mutucertification.com

Guidance:

1. Please complete all sections of this Application Form clearly and thoroughly, including the following parts:
 - Company Information (Part 1),
 - Business Process and Certification Scope (Part 2),
 - Supply Base and Related Units Information (Part 3),
 - Certification Process Information (Part 4), and
 - Authorization (Part 5).
2. If you encounter any difficulties in completing the form, please contact the Marketing Division using the contact details provided on the last page of this form (Ms. Kiki Rizkina via email/phone).
3. The Marketing team **MUST** ensure that the Application Form is fully and properly completed by the client before forwarding it to the Technical Team for review.
4. If any section is found to be incomplete or unclear, the Technical Team will contact the responsible person (PIC) from the client directly for clarification, and the form will be returned to the Marketing team for correction or completion.
5. Ensure that all supporting documents required in this form (e.g., organizational chart, supply base map, list of operational units, etc.) are also attached together with the application form.
6. To avoid delays in audit scheduling and contract issuance, please submit the completed form no later than 5 working days after receiving it.