RSPO
Roundtable on Sustainable Palm Oil

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.
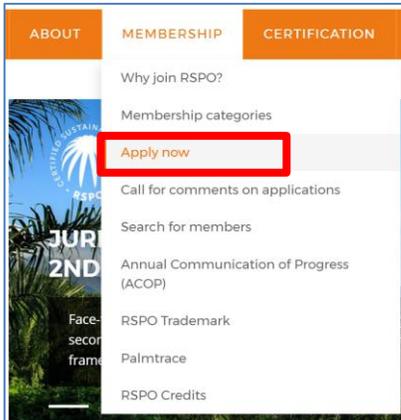
Guide on
Membership Application at MyRSPO
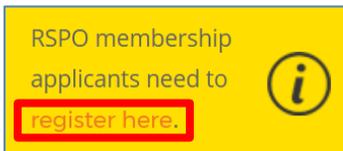
STEP 1: REGISTER for MyRSPO ACCESS

    a.   Goto RSPO portal (www.rspo.org).

    b.   Click on "MEMBERSHIP > Apply now".

    c.   Click "register here" if you do not have MyRSPO account.

    d.   Thereafter, please complete the registration process. You will receive email to create your new password for MyRSPO access. *(Or click on the [LINK here](#))*

- If you have already register for MyRSPO, please proceed to [LOGIN](#).

STEP 2: APPLY FOR MEMBERSHIP

    a.   To start applying online, please click on "MEMBERSHIP > APPLY FOR MEMBERSHIP APPLICATION"

STEP 3: CATEGORY & SECTOR

a. Select the Category and Sector that are applicable to your business nature.

b. Thereafter, click "APPLY". *(Click link here for more information on Membership Categories)*

1. SELECT CATEGORY & SECTOR

Thank you for applying for RSPO membership. First, please select your membership category below and click **APPLY** to proceed. If you have any questions, please email us.

ORDINARY
MEMBERSHIP

My organisation is **directly involved within the palm oil supply chain**, or is an associated NGO.

- sector -

APPLY

AFFILIATE
MEMBERSHIP

I work with an organisation (or I am an individual) **that is NOT directly involved in the palm oil supply chain.**

- sector -

APPLY

ASSOCIATE
MEMBERSHIP

I work with an organisation that has business activities along the palm oil supply chain but limited to purchasing, using, or trading not more than 500 metric tonnes of palm oil and palm oil products annually.

- sector -

APPLY

STEP 4: ORGANISATIONAL DETAILS

a. Fill in all the required fields including the sub-sector.

b. You may upload your company logo in PNG and JPEG by clicking "Upload Files".

c. Click "Save" and "Next" to proceed.

2. ORGANISATION DETAILS

Organisation Name
TESTING

Select if you are one of the following
-

Are you a parent/subsidiary company?
Parent Company

Address
TESTING

City
TESTING

State/Province
TESTING

ZIP/Post Code
123456

Country/Region
Azerbaijan

Telephone
+66-12345678

Fax (optional)

Email
testing@testing.com

Website (optional)
www.testing.com

Business Registration Number (please use the full legal entity number)
CR1234567

Organisation Details
Testing the ORganisational details

Maximum file size is 20MB

File: *Capture.PNG*   🗑 Remove   or Replace: ⬆ Upload Files   Or drop files

PREV   SAVE   NEXT

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STEP 5: CONTACT DETAILS

    a.   Fill in all the designated contact details:

        i.   Primary Rep   → please ensure the person is not nominated for Secondary Rep

        ii.   Secondary Rep → please ensure the person is not nominated for Primary Rep

        iii.   Finance Contact

        iv.   Contact Person → you are the Contact Person.
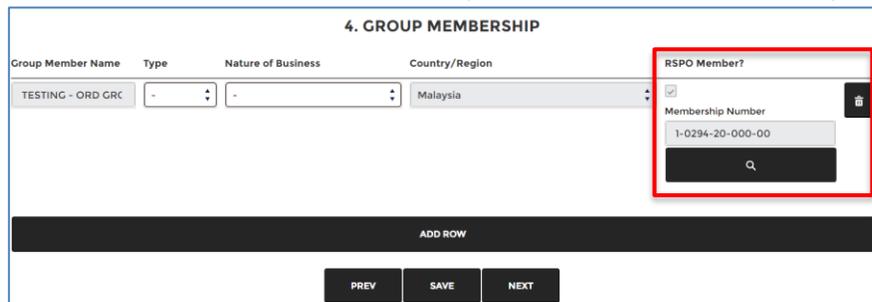
    b.   Click "Save" and "Next" to proceed.
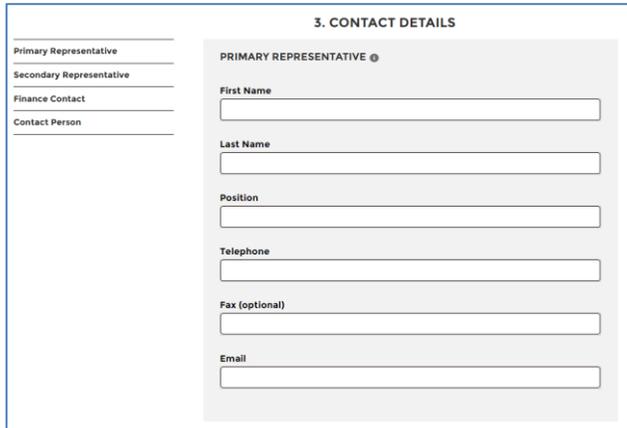
STEP 6: GROUP MEMBERSHIP (*Click here* for information on *Group Membership*)

    a.   This section will be activated if you have selected "Parent Company" at STEP 4: ORGANISATIONAL DETAILS. Click "Add Row" to start adding subsidiary in your membership application.

        i.   Adding subsidiary who is NOT an existing RSPO member.

- Fill in all the necessary fields.
- Click "Add Row" to add more subsidiary or click "Save" and "Next" to proceed.
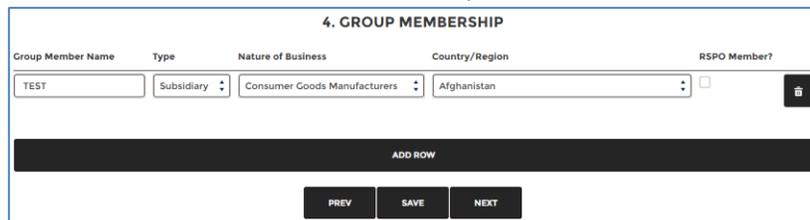
        ii.   Adding subsidiary who is an existing RSPO member.

- Tick the box "RSPO Member?" and search button will appear.
- Key-in the RSPO membership number of the subsidiary and click search icon.
- Fill in the necessary fields.
- Click "Add Row" to add more subsidiary or click "Save" and "Next" to proceed

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STEP 6: QUESTIONS

    a.   A set of question(s) will be listed based on selected answers in STEP 3: CATEGORY & SECTOR.

    b.   Fill in all the required fields.vClick "Save" and "Next" to proceed.

STEP 7: SUPPORTING DETAILS

    a.   You will need to submit required document(s) based on selected answers in STEP 3.

    b.   Submit all the required documents and tick all the boxes.

    c.   Please click "Save" and "Submit" to submit your application for processing.

Membership helpdesk email: **membership@rspo.org**

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