



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 Adding Subsidiary at MyRSPO

STEP 1 : Login

- a. Login to MyRSPO (<https://rspo.my.site.com/memberships/s/login/>) with your credentials. (Please ensure you have activated your MyRSPO credentials via [First-Time-Login](#))

STEP 2 : Membership Profile

- a. To access your membership profile, please click on Membership tab > Membership List.



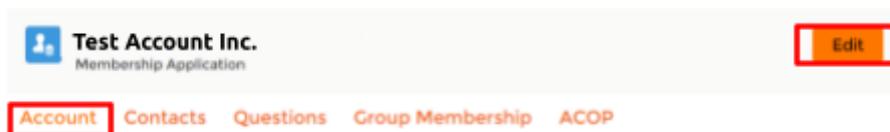
- b. Thereafter, click on the APP under the Application ID.

YOUR APPLICATIONS

Application ID	Organisation Name	Membership Category	Membership Sector	Membership Status
APP012196	Burger Queen	Ordinary	Consumer Goods Manufacturers	Active

STEP 3 : Set as Parent Company

- a. Go to the "Account" tab and click "Edit".



- b. Choose "Parent Company" under the question "Are you a parent/subsidiary?".

Account Contacts Questions ACOP Archive SR Policies

Organisation Logo

Upload Files Or drop files

File: KinnusenMyly.jpg
Maximum file size is 20MB

Description

Phone

Website

Fax

Are you a parent/subsidiary company?
Parent Company

STEP 4a : For Adding a Subsidiary Who is an Existing RSPO Member

- Go to the "Group Membership" tab.
- Click on "+ Create Group Member".
- Tick the box for "Is RSPO member?".
- Key-in the RSPO membership number of the subsidiary.
(Please do not input the parent's RSPO membership number)
- Complete the form as indicated in the respective field.
(Same fields in grey are not editable)
- Click on "Save" and repeat the same steps to add another subsidiary (if any).

Is RSPO member?

* Membership Number

0-0000-00-000-00

Search → Enter subsidiary's membership number and click 'Search'

* Group Member Name

* Type

--None--

* Nature Of Business

--None--

* Country/Territory

--None--

Save Cancel

STEP 4b : For Adding a Subsidiary Who is NOT Existing RSPO Member

- a. Go to the "Group Membership" tab.
- b. Click on "+ Create Group Member"
- c. Click on the name of a current RSPO member.
- d. Complete the form as indicated in the respective field.
- e. Click on "Save" and repeat the same steps to add another subsidiary (if any).
- f. To access your membership profile, please click on Membership tab > Membership List.

Is RSPO member?

*** Group Member Name**

*** Type**

--None--

*** Nature Of Business**

--None--

*** Country/Territory**

--None--

Save

Cancel

RSPO will be contacting you for additional documents, such as annual reports or shareholder documents for verification.

Click [here](#) for more information.

Membership helpdesk email: membership@rspo.org