



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 on MyRSPO

STEP 1: REGISTER FOR MyRSPO ACCESS

- Click [this link](#) to sign up if you do not have a MyRSPO account.
- Thereafter, please complete the registration process. You will receive email to create your new password for MyRSPO access.

A registration form with four input fields: 'First Name', 'Last Name', 'Email', and a checkbox for 'I'm not a robot' with a reCAPTCHA logo. Each field has a corresponding icon (person, person, envelope, and robot) to its left.

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

STEP 2: APPLY FOR MEMBERSHIP

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

The RSPO website navigation menu. The 'MEMBERSHIP' dropdown menu is open, showing 'APPLY MEMBERSHIP APPLICATION' highlighted with a red box. The 'MyRSPO' logo is visible to the right of the dropdown menu.

STEP 3: CATEGORY & SECTOR

- Select the Category and Sector that are applicable to your business nature.
- 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	AFFILIATE MEMBERSHIP	ASSOCIATE MEMBERSHIP
My organisation is directly involved within the palm oil supply chain, or is an associated NGO.	I work with an organisation (or I am an individual) that is NOT directly involved in the palm oil supply chain.	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.
<input type="text" value="- sector -"/>	<input type="text" value="- sector -"/>	<input type="text" value="- sector -"/>
<input type="button" value="APPLY"/>	<input type="button" value="APPLY"/>	<input type="button" value="APPLY"/>

STEP 4: ORGANISATIONAL DETAILS

- Fill in all the required fields including the sub-sector.
- You may upload your company logo in PNG and JPEG by clicking "Upload Files".
- Click "Save" and "Next" to proceed.

2. ORGANISATION DETAILS

Organisation Name

Select if you are one of the following

Are you a parent/subsidiary company?

Address

City

State/Province

ZIP/Post Code

Country/Region

Telephone

Fax (optional)

Email

Website (optional)

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

Organisation Details

Maximum file size is 20MB
File: Capture.PNG or Replace: Or drop files

STEP 5: CONTACTS DETAILS

- a. Fill in all the designated contact details:
 - Primary Rep → please ensure the person is not nominated for Secondary Rep.
 - Secondary Rep → please ensure the person is not nominated for Primary Rep.
 - Finance Contact.
 - Corporate comms / Marketing Contacts → this contact will receive communication materials, membership toolkits for social media and will be notified of potential partnerships for new campaigns.
 - Contact Person → you are the Contact Person.
- b. Click "Save" and "Next" to proceed.

3. CONTACT DETAILS

Primary Representative
Secondary Representative
Finance Contact
Contact Person

PRIMARY REPRESENTATIVE @

First Name
Last Name
Position
Telephone
Fax (optional)
Email

STEP 6: 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 subsidiaries in your membership application.
 1. Adding a subsidiary who is NOT an existing RSPO member.
 - Fill in all the necessary fields.
 - Click "Add Row" to add more subsidiaries or click "Save" and "Next" to proceed.

4. GROUP MEMBERSHIP

Group Member Name	Type	Nature of Business	Country/Region	RSPO Member?
TEST	Subsidiary	Consumer Goods Manufacturers	Afghanistan	<input type="checkbox"/>

ADD ROW

PREV SAVE NEXT

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

4. GROUP MEMBERSHIP

Group Member Name	Type	Nature of Business	Country/Region	RSPO Member?
TESTING - ORD CRC	-	-	Malaysia	<input checked="" type="checkbox"/>

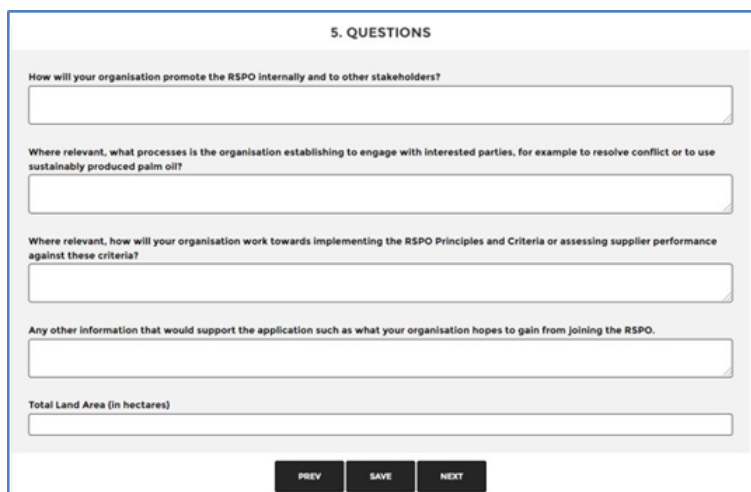
Membership Number
1-0294-20-000-00
Q

ADD ROW

PREV SAVE NEXT

STEP 7: QUESTIONS

- A set of question(s) will be listed based on selected answers in STEP 3: CATEGORY & SECTOR.
- Fill in all the required fields. Click "Save" and "Next" to proceed.



The screenshot shows the '5. QUESTIONS' form. It contains five text input fields with the following prompts:

- How will your organisation promote the RSPO internally and to other stakeholders?
- Where relevant, what processes is the organisation establishing to engage with interested parties, for example to resolve conflict or to use sustainably produced palm oil?
- Where relevant, how will your organisation work towards implementing the RSPO Principles and Criteria or assessing supplier performance against these criteria?
- Any other information that would support the application such as what your organisation hopes to gain from joining the RSPO.
- Total Land Area (in hectares)

At the bottom of the form are three buttons: 'PREV', 'SAVE', and 'NEXT'.

STEP 8: SUPPORTING DETAILS

- You will need to submit required document(s) based on selected answers in STEP 3.
- Submit all the required documents and tick all the boxes.
- Please click "Save" and "Submit" to submit your application for processing.



The screenshot shows the '6. SUPPORTING DETAILS' form. It is divided into two main sections: 'DOCUMENTS' and 'MEMBERSHIP APPLICATION (IS MADE BY)'.

DOCUMENTS

- Please attach proof of business registration (e.g. certificate of incorporation, certificate of good standing, article of incorporation or other similar documents) (Required *)
Maximum file size is 20MB
 Or drop files
- Latest Annual Report or Shareholder documents (required document for subsidiary inclusion in Group Membership)
Maximum file size is 20MB
 Or drop files
- Organisation status (corporate and ownership structure)
Maximum file size is 20MB
 Or drop files
- Disclosure of existing field practices and policies of Corporate Social Responsibility (CSR)/ sustainability policy
Maximum file size is 20MB
 Or drop files
- Additional Files
Maximum file size is 20MB
 Or drop files
- Additional Files
Maximum file size is 20MB
 Or drop files
- Additional Files
Maximum file size is 20MB
 Or drop files

MEMBERSHIP APPLICATION (IS MADE BY)

Full Name

Position

Email

I understand the terms and conditions of the membership application form, and provide my consent to the terms. I hereby confirm that I have read and accepted the following.

- ☐ RSPO Membership rules [Read](#)
- ☐ Code of Conduct [Read](#)
- ☐ RSPO Privacy Policy [Read](#)

At the bottom of the form are three buttons: 'PREV', 'SAVE', and 'SUBMIT'.

Membership helpdesk email: membership@rspo.org