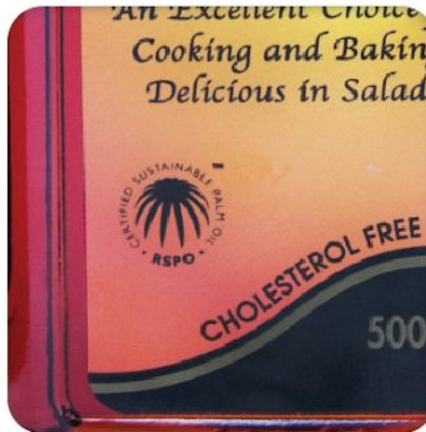


# RSPO | Roundtable on Sustainable Palm Oil



## RSPO Trademark User Guide

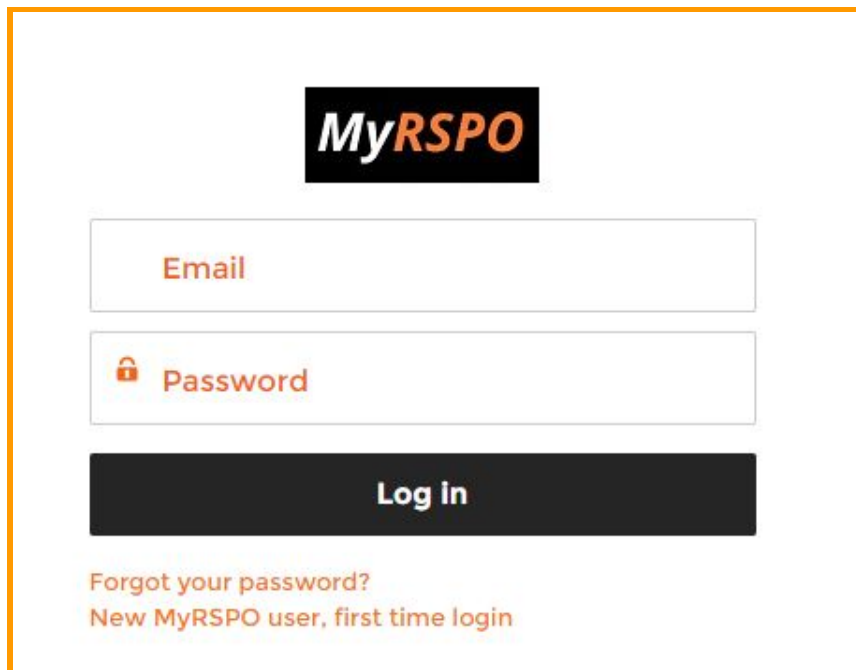
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## MyRSPO LOGIN GUIDE

*To access the trademark features on MyRSPO, you will need to login to your My RSPO portal*

1. Go to MyRSPO portal ([www.rspo.org](http://www.rspo.org)) and click on the MyRSPO icon.
2. Log in using your email and password.
3. To check if your email is registered as a user, click on 'New MyRSPO user, first-time login' and follow steps 2-4 of the [MyRSPO Guide on First Time Login](#).
4. If you do not have access to the MyRSPO portal, please contact [trademark@rspo.org](mailto:trademark@rspo.org).



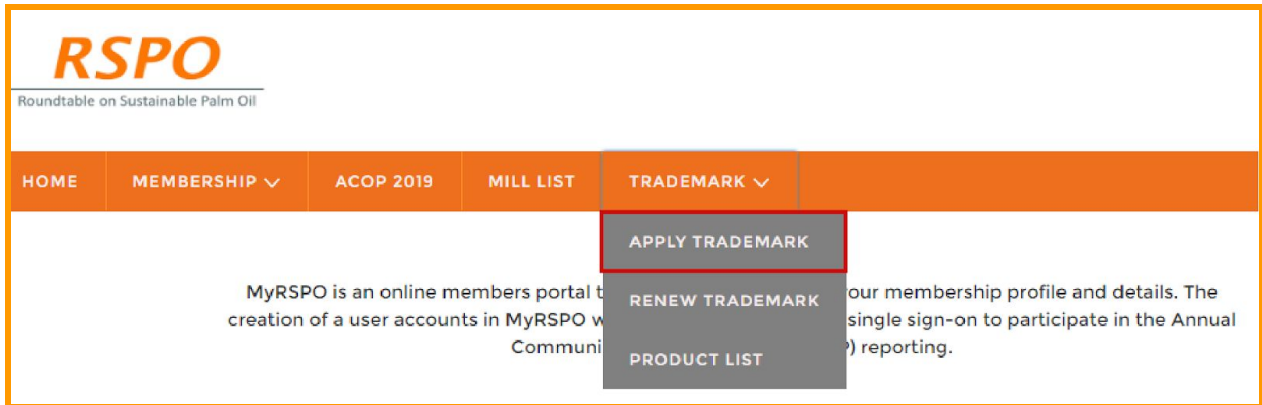
The screenshot shows the MyRSPO login interface. At the top center is the MyRSPO logo, with 'My' in white and 'RSPO' in orange on a black rectangular background. Below the logo are two input fields: the first is labeled 'Email' in orange text, and the second is labeled 'Password' in orange text with a small orange padlock icon to its left. Below these fields is a black rectangular button with the text 'Log In' in white. At the bottom of the form area, there are two links in orange text: 'Forgot your password?' and 'New MyRSPO user, first time login'.

# TRADEMARK FEATURES ON MYRSPO

## VIEW EXISTING TRADEMARK LICENSE(S)

### STEP 1

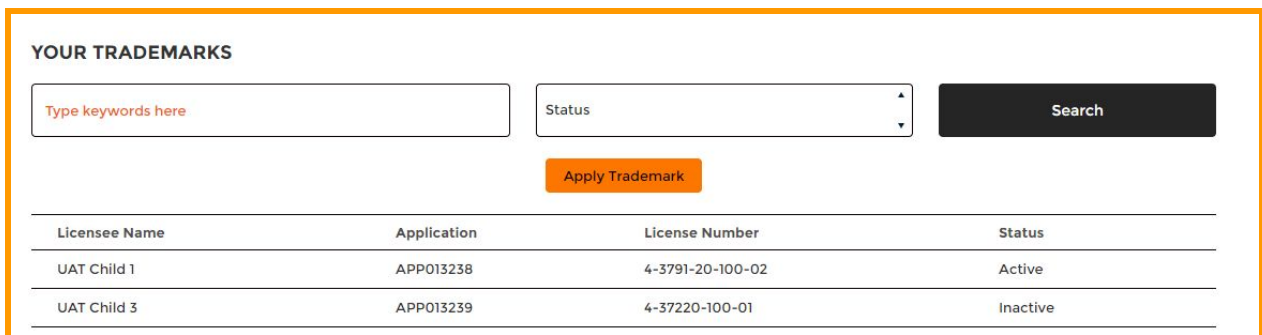
1. Once you have logged into the MyRSPO portal, click on 'TRADEMARK' from the top navigation and select the 'APPLY TRADEMARK' tab from the drop-down menu .



### STEP 2

1. View the status of any/ all the existing trademark license(s) from this section.

*Note:* A valid trademark license is stated as 'Active', whereas an expired license is marked 'Inactive'.

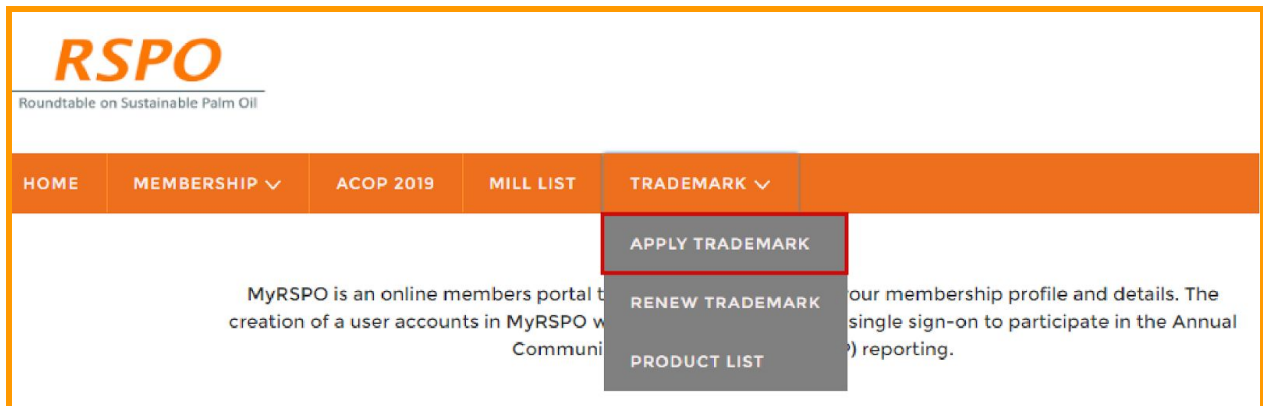


## TRADEMARK FEATURES ON MYRSPO

### APPLY FOR A TRADEMARK LICENSE

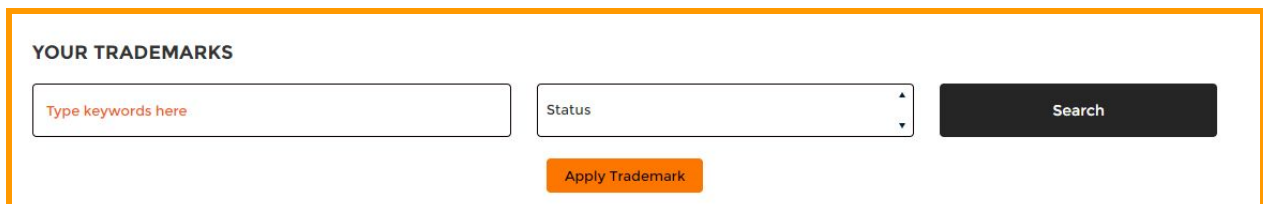
#### STEP 1

1. Once you have logged into the MyRSPO portal, click on TRADEMARK from the top navigation menu and select the 'APPLY TRADEMARK' tab.



#### STEP 2

1. Click on the orange 'Apply Trademark' button.

A screenshot of the "YOUR TRADEMARKS" search interface. It features a search bar with the placeholder text "Type keywords here" in red. To the right of the search bar is a dropdown menu labeled "Status" with up and down arrows. Further right is a black "Search" button. Below these elements is an orange "Apply Trademark" button.

#### STEP 3

1. Fill in all the necessary fields on the application form page 1 (License) and page 2 (Contact Details).
2. On page 2 of the form, the **Trademark Agreement Signee** refers to the person who will be signing the trademark agreement via DocuSign once the application has been processed. Please note that this person will **not** be granted access to the MyRSPO portal nor added as an RSPO contact.
3. Click the "Submit" button.

A new trademark application must be completed and submitted as saving the application is not allowed.


## APPLY TRADEMARK

1. License2. Contact Details

### 1. NEW TRADEMARK APPLICATION - LICENSE

Please fill in all fields for the License details in the application form below.  
Mandatory items are marked(\*) below:

RSPO Membership No **1-0299-20-000-00**

\*License Name 

\*Address

\*Country

Supply Chain Certificate(s) Number

Search for Supply Chain Certificate Holders

Are you/Will you be Purchasing Credits?

\*Language(s)

Available Options		Selected Options
Bilingual English & French	▶	
Bulgarian	▶	
Croatian	▶	
Czech	▶	

# APPLY TRADEMARK

1. License

2. Contact Details

## 2. NEW TRADEMARK APPLICATION - TRADEMARK CONTACT & AGREEMENT SIGNEE DETAILS

Please fill in all fields for the Contact details in the application form below.  
Mandatory items are marked(\*) below:

SECTION 1: TRADEMARK CONTACT (To change your trademark contact, please email [trademark@rspo.org](mailto:trademark@rspo.org))

*First Name	Albert	*Telephone	011545464654
*Last Name	Marcus	*Email	surendran5@rspo.org
*Position	DSP		

SECTION 2: TRADEMARK AGREEMENT SIGNEE

Same as above

*First Name		*Email	
*Last Name			
*Position			

Previous

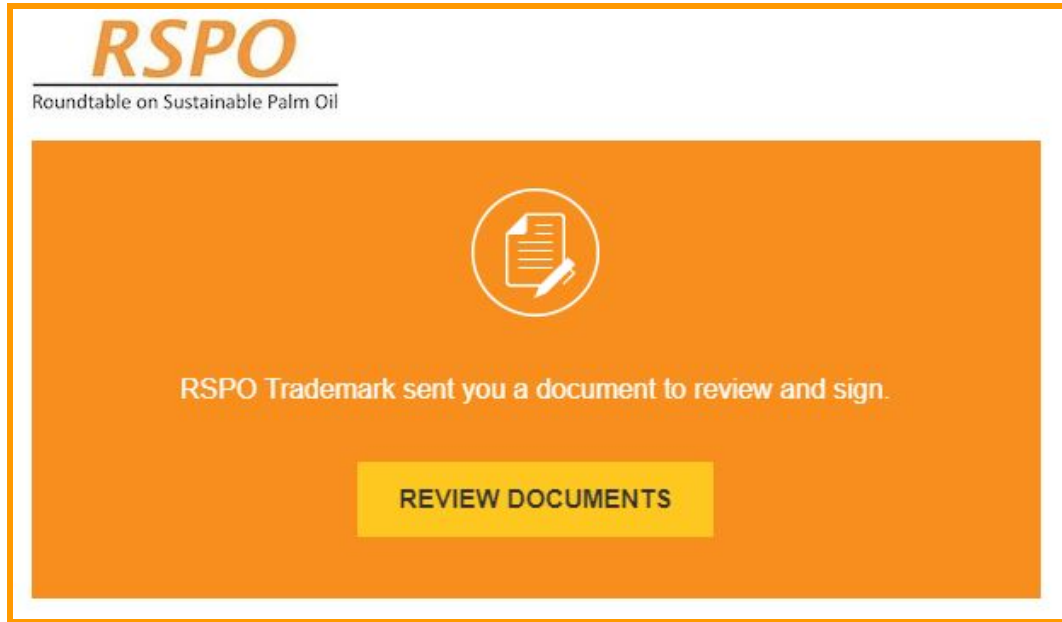
Submit

Page 2

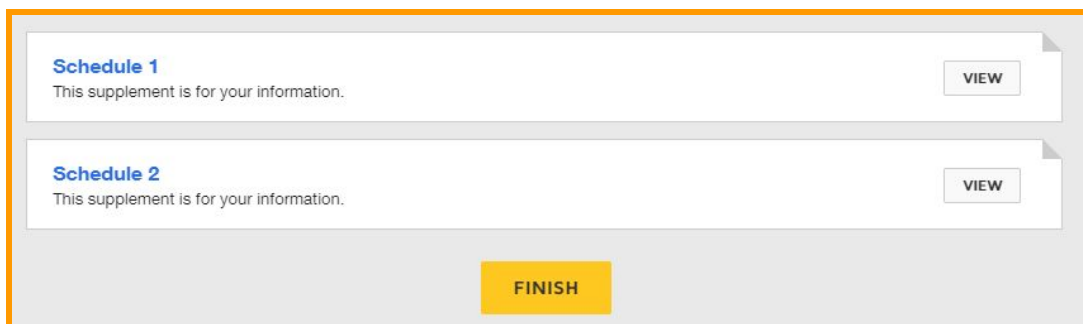


#### STEP 4

1. Once your trademark application has been processed, the applicant, trademark contact, and the trademark agreement signee will receive the trademark license agreement via email.
2. Click the 'Review Document' button to view the agreement via DocuSign.



3. The **applicant and trademark contact** will only have the option to **review** the trademark license agreement, whereas the **trademark agreement signee** will be required to **review and sign** the agreement.
4. Schedule 1 and Schedule 2 of the agreement are available on the last page of the agreement on DocuSign.





5. The trademark agreement signee may perform any one of the following actions:

- Sign the agreement (refer 5.1)
- Reassign the agreement to a new Signee (refer 5.2)
- Decline to sign (refer 5.3)
- Not take any action (refer 5.4)
- Seek further clarification - contact [trademark@rspo.org](mailto:trademark@rspo.org)

### 5.1 Sign the Agreement

- Note that the **initial term** date (point 3) will be dynamically populated based on the date the agreement is viewed and signed.
- To sign, scroll to page 4 of the agreement and look for the 'Sign' button. Then, insert your name and title in the red boxes as shown below.
- Proceed to step 5 once the agreement is signed.

3. This License Agreement has been entered into for a term of one (1) year starting on **12 August 2020** ("Initial Term") and, shall be continued automatically for subsequent terms of one (1) year ("Subsequent Terms"), unless terminated earlier as provided for in the License Agreement.

**RSPO**

Roundtable on Sustainable Palm Oil

This License Agreement has been signed in duplicate, each of equal tenor and validity on the dates mentioned below



Computer generated, require no signatory from RSPO

**Roundtable on Sustainable Palm Oil [RSPO]**

Date: 12 August 2020

Date: 12 August 2020

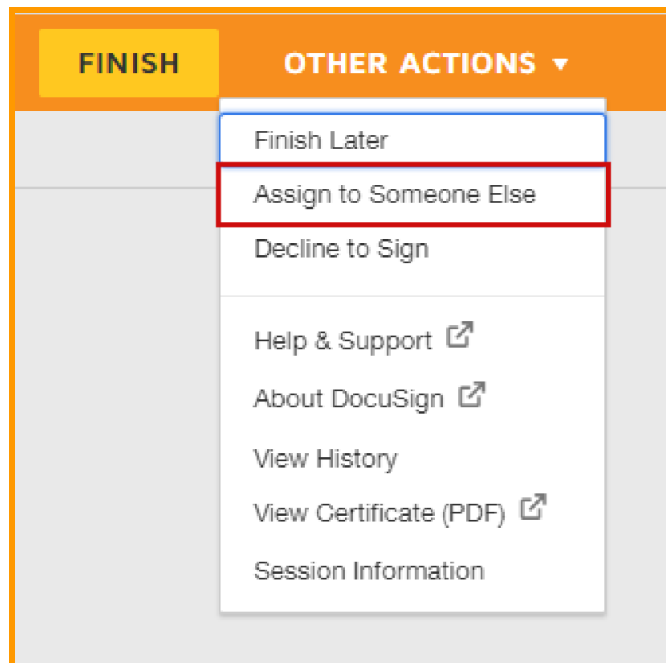
Duly represented and approved by:

Name:

Title:

## 5.2 Reassign the Agreement to a New Signee

- The trademark agreement signee may assign someone else to sign the agreement if he/she is not the right person. To do this, open the license agreement **via DocuSign**, click on 'OTHER ACTIONS' and select 'Assign to Someone Else' from the dropdown menu.



## 5.3 Decline to Sign

- Should the signee not agree with the agreement, he/she may opt to decline to sign the agreement.
- To do this, open the license agreement **via DocuSign**, click on 'OTHER ACTIONS' and select 'Decline to Sign' from the dropdown menu.

**Please note:** Once the signee has declined to sign the agreement, you will need to **resubmit a new trademark application** if you wish to use the RSPO Trademark. The status of this application will then be changed to 'Declined'.

## 5.4 No Action Taken

- Should the signee wish to not take any action, the agreement will be valid for six (6) months from the date it is sent and it will be voided thereafter.

**Please note:** Once the agreement is voided, you will need to **resubmit a new trademark application** if you wish to use the RSPO Trademark.

## STEP 5

1. The trademark license (as an attachment), requested logos, and the Rules on Market Communications and Claims document (as clickable links) will be sent via email to the applicant, trademark contact, and trademark agreement signee.

[General Corporate Communications](#)  
[Rules on Market Communications & Claims](#)

### Trademark Logo

[SG\\_IP Certified\\_Croatian](#)

[SG\\_IP Certified\\_Czech](#)

### Credits Logo

[CREDITS Logo\\_English](#)

*Thank you.*

*Kind Regards,*

*Prabhkirat Kaur*

*Senior Executive - Trademark I Roundtable on Sustainable Palm Oil*

*T: +603 2201 4646 | W: [www.rspo.org](http://www.rspo.org)*

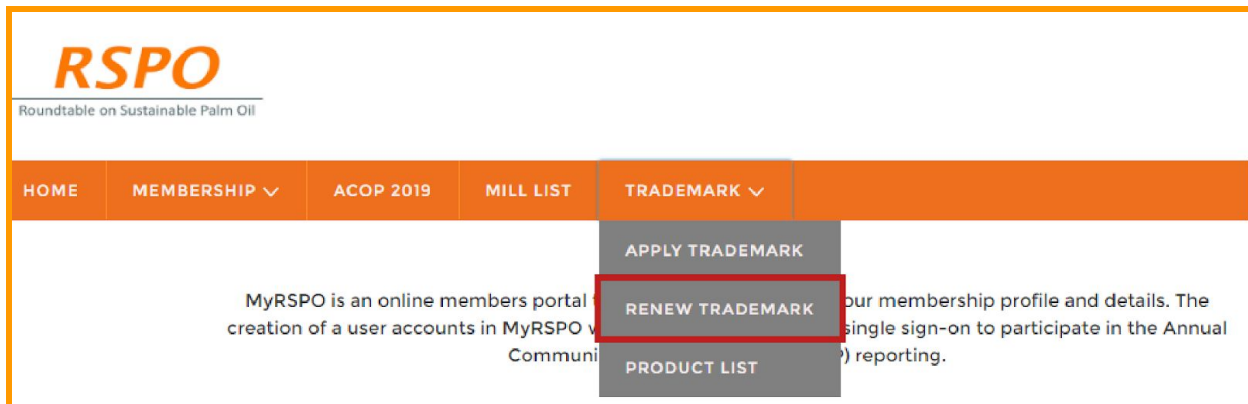


## TRADEMARK FEATURES ON MYRSPO

### RENEW EXISTING TRADEMARK LICENSE(S)

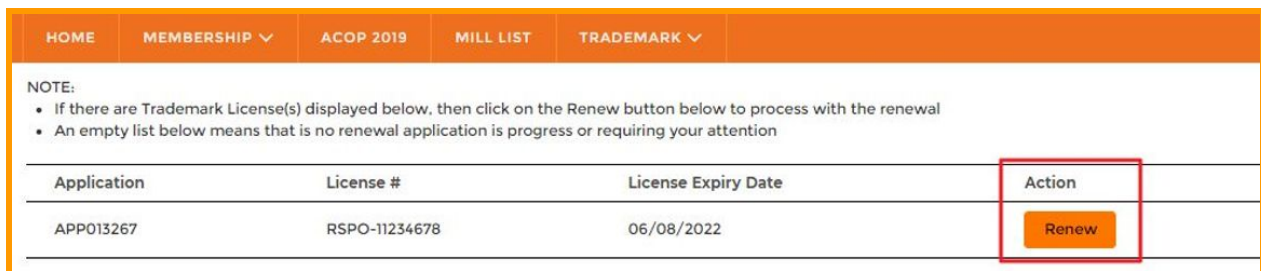
#### STEP 1

1. Once you have logged into the MyRSPO portal, click on 'TRADEMARK' from the top navigation menu and select the 'RENEW TRADEMARK' tab from the drop-down menu.



#### STEP 2

1. A list of the pending renewal license(s) will appear. Click on 'Renew' to initiate a request for renewal.



### STEP 3

1. You will be directed to the renewal detail page where you may choose to update or view your license details.
2. Click on the 'Agree to renew our RSPO Trademark License' checkbox and submit the renewal request.

 Agree to renew our RSPO Trademark License'. At the bottom are two buttons: 'Submit' and 'Cancel'."/>

**Trademark License Renewal : APP013267**

Review and Confirm the below Trademake License details are valid:

Update License Details      View License Details

\*  Agree to renew our RSPO Trademark License

Submit      Cancel

## TRADEMARK APPLICATION FOR NEWLY APPROVED MEMBERS

Beginning in September 2020, the trademark application for newly approved members will be done automatically, upon the acceptance of their RSPO membership.

You will need to sign and return the trademark license agreement if you wish to use the trademark for general corporate communication (off-products). Step 4 and 5 will be applicable to this process. For any on-product claims, you will need to go through the Supply Chain Certification process.

For any enquiries regarding RSPO Trademark, please contact: [trademark@rspo.org](mailto:trademark@rspo.org)

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.

[www.rspo.org](http://www.rspo.org)



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 [www.rspo.org](http://www.rspo.org)