

prisma Go-live Good Practice

Updated 3 Feb 2025

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CHECK PARENT ENTITIES

It is advisable for members to check if their parent and group member entities are in order.

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urent Entities	Boulay Corp ~		
roup Member Entities	Parent Entity Details		
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aseto A	Parent Entity Name	priuma Parent Entity ID	
tes	Boulay Corp.	1-0026-05-019-00	
upply Banes			
maliholders	Membership Number	Parent Entity Type	
Semonin Pion	1-0026-05-019-00	RSPO Member	
Lanagement Linits	Registered Address	Business Registration Number	
ading Accounts	Boulay St. 88, 10001	202401000001	
	COT Designation Howker	Country of Constitution	
	A01-0001-00000001	Malevsia	
	Telephone number	Fax Number	
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	60		
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	Billing Address (Optional)		
	Boulay St		
	88		
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	Tax Identification Number		
	1234		
	Contact Person		
	and the second second		
	Billing Person (Optional)		
	Name		
	Elliar Harna		
	Email Address		
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Steps to verify your Parent Entity:

- 1. Navigate to Entity Management from the dashboard
- 2. Click on Parent Entity tab on the left sidebar
- 3. Verify all the details
- 4. Ensure that you fill in the mandatory fields such as Tax Identification.
- 5. If any missing data or wrong information is found, please submit a request <u>here</u>.

CHECK GROUP MEMBER ENTITIES

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	Group Member Entity Details		
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Sites	Membership Number	Parent Entity Type	
Supply Bares	1-0014-04-000-04	RSPO Member	
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Management Linits	Registered Address	Business Registration Number	
	78000		
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	Melaka		
	SST Registration Number	Country of Operation	
	789000	Malaysia	
	Telephone number	Fax	
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Ensure that all the Group Member Entities (GME) are listed correctly.

Steps to verify your GME:

- 1. Navigate to Entity Management from the dashboard
- 2. Click on Group Member Entity on the left sidebar
- 3. Click the Group Member Entity dropdown to view other GME's if you have more than one
- 4. Verify all the details.
- 5. Ensure that you fill in the mandatory fields such as Tax Identification.
- 6. If any missing data or wrong information is found, please submit a request <u>here</u>.

You should also check that all your sites and supply bases are reflected correctly according to the POID (Palm Oil Identification).

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Steps to verify your sites:

- 1. Navigate to Entity Management from the dashboard
- 2. Click on Sites tab on the left sidebar
- 3. See all the sites that are loaded and ensure that you have all your sites listed
- 4. Click on each of the sites to see site details.

← Back to Sites	
Site Bulking Station Site	
Site Details	
General Information Site Business	
Site Business	
Bulking Station	2.1
Sale dualness ID (HeadNo: 12624-000012993 GPPS Coordinates (Lat Long): 12, 12 Certified Status: No Actual Certification Year: -	
Management Unit Name: Builking Station Management Unit Management Unit ID: PR-MU-112624-000015896 PT POID/s: -	

- + Add New Site Business
 - 5. Ensure that you have the sites assigned correctly to the respective POIDs
 - 6. Your site details should list the POID it is linked to.
 - 7. Ensure that you have no missing sites or have sites that do not belong to you in your account.
 - 8. If any missing data or wrong information is found, please submit a request <u>here</u>.

Note:

According to the RSPO standard, editing and correcting the supply bases will need to be done via resubmission of disclosures. Please refer to the following knowledge bases on the matter:

a. Normal Growers

https://rspo.org/resubmission-of-disclosure-by-all-rspo-pc-growers/

b. Independent Smallholders

https://rspo.org/resubmission-of-disclosure-and-ish-plot-boundary-for-independent-smallholder-i sh-groups-in-prisma/

You should also check that all your sites and supply bases are linked correctly to the trading accounts.

9	Memberships	Trading Accounts				
8	Time Bound Plan	Trading Accounts				
畾	Parent Entities					
nī	Group Member Entities	Q Search	GE KK Demo		Diviversition (Legisl Entity)	
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۲	Assets A	Trading Account Name		Trading Account ID		Manag
	Supply Bases	Audit SCC Crusher 1 KK Demo		TA-110624-000004507		Audit SC
	Smallholders Smallholder Plots	CLM P&C POM Single KK Demo		TA-110624-000004515		CLM P&
тę.	Management Units	CLM SCC Oleochemical KK Demo		TA-110624-000004516		CLM SC
1h	Trading Accounts	TAT ISH Group KK Demo		TA-110624-000004519		TAT ISH
		TITRES BALL ALL MURILL				TITDA

Steps to verify your Trading Accounts:

- 1. Navigate to Entity Management from the dashboard
- 2. Click on Trading Accounts on the left sidebar
- 3. Verify that all your trading accounts have been loaded correctly.
- 4. Click on row to see Trading Account details

← Back to Trading Accounts		
Trading Account TA-110624-000004008		
Trading Account Details		
Parent Entity	Ownership (Legal Entity)	
GE ZW Demo	GE ZW Demo	
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Trading Account Name *		
Audit ISH Group ZW Demo		
Management Unit Linked		
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- 5. Ensure there are no missing trading accounts or have trading accounts that do not belong to you.
- 6. If any missing data or wrong information is found, please submit a request <u>here</u>.

Ensure you verify that all your licenses are listed and linked to the correct site/supply bases.

Ge Bequesta	Licenses Active Pending	All			+ Apply
	Q	Libonve (yper	+ Draving to		Reset Apply Filters
	III Cournel				
	License ID	License Type	Start Date	End Date	Certification Body
	209	scc	07-Sep-2024	06-Sep-2025	Company ABC
	203	PBC	07-Sep-2024	06-Sep-2025	Company ABC
	204	PBC	07-Sep-2024	06-Sep-2025	Company ABC
	205	P&C	07-Sep 2024	06-Sep-2025	Company ABC
	206	154	67-Sep-2024	06-540-2025	Company ABC
	207	SCC	07-Sep-2024	06-Sep-2025	Company ABC
	205	SCC	07-Sep-2024	06-Sep-2025	Company ABC
	210	SCC	07-Sep-2024	06-Sep-2025	Company ABC

Steps to verify your licenses:

- 1. Navigate to Licenses from your dashboard.
- 2. Verify all the licenses that are loaded.
- 3. Click on the licenses to check license details.

Utenses	← Back to Licenses			
Requests	200			Create Request +
	209			cience inspection .
	License Details			
	Start Date	End Date	License Type	
	07-Sep-2024	06-Sep-2025	SCC	
	Certification Body	Reviewed On	Reviewed By	
	Company ABC	07-Sep-2024	PR-U-061824-000000511	
	Certificate No.	Audit ID		
	Organisation Information			
	Organisation Name	Parent Entity	RSPO Membership No.	
	Sunflower House		AGD-01	
	Address			

- 4. Verify that the licenses are granted to the correct trading accounts and sites.
- 5. Verify that the licenses have correct expiration dates.
- 6. If any missing data or wrong information is found, please submit a request <u>here</u>.