

## FSC® Promotional Licence – Supporting documentation checklist

To obtain approval from FSC UK to use the FSC trademarks, you must present the purchase documentation from your FSC-certified suppliers for the FSC-certified products you wish to promote. Purchase documentation can be in the form of **an invoice or a supplier's declaration letter**.

FSC certificates **cannot be accepted as proof of the FSC status of products** and should not be supplied as evidence. These only prove that a company is, or was, certified, not that the specific products you have bought, and wish to promote, are FSC certified. You can verify your FSC-certified supplier's information on the website <http://info.fsc.org/certificate.php> by checking the name, address, certificate code and that the supplier is FSC-certified to produce/sell the products you have purchased. If the products are supplied by an uncertified intermediary e.g., wholesaler, please contact FSC UK for advice.

### Supplier's declaration letter

A supplier's letter **must**:

- Be printed on your **FSC-certified supplier's headed paper, signed, dated, and addressed to your organisation**. It must include your FSC-certified **supplier's name and address**.
- Show your FSC-certified supplier's **FSC certificate number** (XX-COC-000000).
- Contain a **list of the FSC-certified products** sold to your company. To include product codes, product descriptions, timber species etc, as relevant to enable identification of the individual products sold. \*
- Have **confirmation that products carry the FSC on-product label** on the product or product packaging, **which will be visible to the consumer**.
- Show the **FSC claim** for each product item or the total products (e.g., **FSC 100%, FSC Mix, FSC Recycled**) as it appears on the label.
- Indicate the **licence code** that is used on the product labels (FSC®C000000).

\*If you prefer, it is acceptable for your supplier to attach a spreadsheet containing the relevant product information required (see page 2 of this checklist for an example of the product information we require within the letter) and for your supplier to refer to this spreadsheet, by name, within your letter.

For example, rather than inserting a table of products within the letter as on page 2 of this checklist, you can remove the table and insert this sentence: See attached spreadsheet named 'Company B's list of products, supplied to Company A for FSC UK.

### Invoice

An invoice (financial information can be blacked out) **must be addressed to your organisation, from your FSC-certified supplier**, and contain the following information:

- Your FSC-certified **supplier's name and address**.
- Your FSC-certified supplier's **FSC certificate number** (XX-COC-000000).
- A clear indication of **which products are FSC certified**.
- The **FSC claim** for each product item or the total products (e.g., **FSC Mix, FSC 100%, FSC Recycled**).
- Confirmation that products carry the FSC on-product label** on the product or product packaging **which will be visible to the consumer**.

**Please note - verified supporting documentation will be considered as valid for up to 12 months after issue date.**

### Suggested letter template.

Below is a template letter that you can use to send to your FSC certified supplier(s), who can personalise it for their organisation, prior to it being submitted to FSC UK. If possible, declaration letters should be sent by the FSC-certified supplier directly to FSC UK via [approvals@fsc-uk.org](mailto:approvals@fsc-uk.org)

In this example, you, the buyer (e.g., Jane Smith) work for company A (the applicant/or current FSC promotional licence holder). Your FSC certified product/packaging supplier is company B, and they need to complete a letter containing all the information listed above.

**Guidance for FSC-certified suppliers completing the declaration letter.** The text in red, in the template letter below, needs to be changed to make it relevant to your organisation (as an FSC-certified supplier to company A – your customer) and additional lines can be added to the table where products are listed.

Please remember, if you prefer, it is acceptable for you to attach a spreadsheet containing the relevant product information required (see page 2 of this checklist for an example of the product information we require within the letter) and for you to refer to this spreadsheet, by name, within your letter.

## Company B's headed paper

Company Address

To: Jane Smith  
Company A (your customer)  
Address

Date

Dear Jane Smith

We, [name of your FSC-certified organisation], can confirm that the products listed below are FSC certified under FSC certificate [your FSC certificate code e.g., XX-COC-000000] and are all FSC labelled [FSC 100% / FSC Mix / FSC Recycled] using the licence code [your FSC licence code e.g., FSC®C000000 or other applicable FSC licence code].

We also confirm that the products listed below are sold directly to [Company A].

Product SKU	Name of product	Species	FSC label (i.e. FSC Recycled, FSC Mix or FSC 100%)
EXAMPLE SKU 480170	Ludlow 4-seater dining set with folding chairs	European oak	FSC 100%
EXAMPLE SKU 348210	Ascot bench	Teak	FSC Mix

We confirm that products listed above, carry the FSC on-product label (with FSC logo) on the product or product packaging (referring to the product) and that this label will be visible to the consumer.

Yours sincerely

**Please insert signature here (actual or electronic)**

Full name of signatory