



REPORTING & PRODUCT APPROVAL POLICY

REPORTING

Transactions are reported in calendar quarters.

Quarter	Period (inclusive)	Due date
Q1	January 1 st – March 31 st	April 20 th
Q2	April 1 st – June 30 th	July 20 th
Q3	July 1 st – September 31 st	October 20 th
Q4	October 1 st – December 31 st	January 20 th

Licensed Sales

Transaction type	Reporting Requirement:
All sales on which license fees are due, including sub-licensee sales.	For every Fairtrade Certified product: <ul style="list-style-type: none"> country of sale the units / volumes sold average wholesale value (if applicable for fee calculation)

- License fees are due on consumer goods for which Fairtrade claims are made as well as sales of sub-licensees if applicable. This includes all products bearing the FAIRTRADE Mark, and products sold without packaging (including in the out-of-home sector) which are identified as Fairtrade.
- Sales are reported on a per SKU basis. Exceptions may be granted for small operators.
- Sales reports are submitted to Fairtrade Canada through our online reporting system CONNECT, or by Excel spreadsheet in a format to be defined by Fairtrade Canada.

Fairtrade Sourced Ingredient (FSI) Purchases

In addition to reporting sales of all finished Fairtrade Sourced Ingredient (FSI) products, FSI Licensees also report purchases of Fairtrade Sourced Ingredients.

Transaction type	Reporting Requirement:
Purchases of ingredients for which you have a commitment plan.	For every product form: <ul style="list-style-type: none"> Supplier name and FLO ID A transaction identifying number A date associated with the transaction Total weight or volume bought, with unit of measure

- Reports of Fairtrade Sourced Ingredient purchases may be submitted to Fairtrade Canada by spreadsheet in a format to be defined by Fairtrade Canada.



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Note: Operators who report late and receive a “Warning of Deregistration” letter will be invoiced a late reporting fee of \$100.

PRODUCT APPROVAL

Before any product can be sold bearing the FAIRTRADE Mark the product must be approved by Fairtrade Canada.

All product approvals are done through the online Fairtrade Product Registration system CONNECT, which covers the following areas:

References: Name, organic status, product identification number et al.

Recipe: Ingredient percentages and application for exceptions

Packaging: Artwork approvals, pack size

Licensing: Countries sold to and launch date

We are committed to a 2 working day turnaround on artwork approvals.

CONNECT is also used for quarterly reports of finished products (see REPORTING above.)

Failure to get Prior Approval of Product

If you fail to get prior approval of your Fairtrade product you must apply for retroactive product approval and pay the retroactive product approval fee of \$100 for each SKU.

If there is a non-conformity in your retroactive product approval application then you must also apply for an exception and pay the exception processing fee of \$50 for each SKU.

There is no guarantee that your request for an exception will be approved and potentially you could be asked to change the artwork or in egregious cases remove the product from the market.