

Fair Rubber e.V.

Membership Application and Admission Procedure

Document Title: Membership Application and Admission Procedure

Document ID: FR-PRO-MEM-01

Version: 1.0

Approval Body: Board of the Fair Rubber e.V.

Approval Date: 04 May 2026

Effective Date: 01 June 2026

Confidentiality Level: Public

Amendment History

Version	Date	Description	Approved By
1.0	04/05/2026	Initial adoption	Board

Content

1. Purpose.....	2
2. Scope	3
3. Roles and Responsibilities	3
3.1. Secretariat	3
3.2. Board	3
3.3. Members' Assembly	3
4. Procedure Steps.....	3
4.1. Expression of Interest	3
4.2. Submission of Application	4
4.3. Secretariat Screening.....	4
4.4. Due Diligence and Verification	4
4.5. Clarification Phase (if applicable)	4
4.6. Decision-Making Process.....	4
4.7. Objection and Escalation (if applicable)	5
4.8. Communication of Decision	5
4.9. Membership Agreement and Onboarding	5
5. Appeals Mechanism	5
6. Record Keeping and Documentation.....	5
7. Timeline Commitments	6
8. Review and Continuous Improvement	6

1. Purpose

This Procedure defines the operational steps for applying for, assessing, deciding on, and onboarding members of Fair Rubber e.V. in accordance with:

- The Membership Application and Termination Policy;
- The Constitution of Fair Rubber e.V.;

The Procedure ensures that membership admission is conducted in a consistent, transparent, and accountable manner, supporting the credibility of the Fair Rubber system and logo.

2. Scope

This Procedure applies to all applications for membership across all membership categories defined in § 4 of the Constitution.

It covers the process from initial expression of interest through final decision and onboarding.

3. Roles and Responsibilities

3.1. Secretariat

The Secretariat is responsible for:

- a) Managing the application process;
- b) Conducting completeness checks and preliminary screening;
- c) Coordinating due diligence and verification;
- d) Preparing recommendations for the Board;
- e) Communicating with applicants and members.

3.2. Board

The Board is responsible for:

- a) Reviewing applications and Secretariat recommendations;
- b) Taking decisions on membership admission or rejection;
- c) Managing objections in accordance with the Constitution.

3.3. Members' Assembly

The Members' Assembly is involved only where constitutionally required, in particular where objections to an application are upheld and escalated.

4. Procedure Steps

4.1. Expression of Interest

Any natural or legal person may submit an informal expression of interest to the Secretariat.

The Secretariat provides the applicant with:

- a) Information on membership categories and fees;
- b) The Constitution and relevant policies;

- c) The official membership application form.

4.2. Submission of Application

Applications must be submitted using the official application form provided by FReV.

The application shall include, as applicable:

- a) Legal identity and registration details;
- b) Declaration of commercial or non-commercial interest;
- c) Description of activities related to natural rubber;
- d) Declaration of commitment to the Constitution and applicable policies;
- e) Disclosure of intended or existing use of the Fair Rubber logo, if applicable.

4.3. Secretariat Screening

The Secretariat conducts an initial screening to verify:

- a) Completeness of the application;
- b) Consistency with eligibility criteria;
- c) Correct classification of membership category.

Incomplete applications may be returned to the applicant with a request for clarification or additional information.

4.4. . Due Diligence and Verification

The Secretariat conducts proportionate due diligence, taking into account the applicant's:

- a) Membership category;
- b) Commercial activities;
- c) Intended association with the Fair Rubber logo and sustainability claims;
- d) Potential legal, reputational, or system integrity risks.

Due diligence may include desk-based verification, public-source checks, and internal consistency assessments.

4.5. Clarification Phase (if applicable)

Where questions or risks are identified, the Secretariat may request written clarifications from the applicant.

Failure to provide clarifications within a reasonable timeframe may result in suspension or rejection of the application.

4.6. Decision-Making Process

Following completion of screening and due diligence, the Secretariat submits the application with a reasoned recommendation to the Board.

The Board decides on the application by simple majority, in accordance with § 4(2) of the Constitution.

The Board informs existing members of accepted applications within three working days, enabling the objection period defined in the Constitution.

4.7. Objection and Escalation (if applicable)

Members may submit objections to the Board's decision in writing within 10 working days, as defined in the Constitution § 4(2).

Where objections are raised and upheld after discussion with the Board, the application is submitted to the next Members' General Assembly for decision.

4.8. Communication of Decision

The Secretariat communicates the decision to the applicant in writing.

In case of rejection, the applicant is informed of the general grounds for the decision, without disclosing confidential information.

4.9. Membership Agreement and Onboarding

Upon acceptance, the applicant becomes a member upon:

- a) Written confirmation of acceptance;
- b) Payment of applicable membership fees;
- c) Signature of any required membership or logo-use agreements.

The Secretariat provides onboarding information, including:

- a. Member rights and obligations;
- b. Reporting and payment requirements;
- c. Conditions for use of the Fair Rubber logo, where applicable.

5. Appeals Mechanism

Appeal may be filed according to the appeals policy.

6. Record Keeping and Documentation

The Secretariat maintains records of:

- a) Applications and supporting documentation;

- b) Screening and due diligence outcomes;
- c) Decisions and communications.

Records are retained in accordance with applicable legal and governance requirements.

7. Timeline Commitments

FReV aims to complete the standard application process within a reasonable timeframe, typically within three months from receipt of a complete application.

Delays due to clarification requests or objections are communicated transparently to the applicant.

8. Review and Continuous Improvement

This Procedure is reviewed periodically to ensure continued alignment with:

- The Constitution of Fair Rubber e.V.;
- The Membership Application and Termination Policy;
- System learning and assurance of best practice.

End of Procedure Document