**Checklist – for plantations**

**QG.02 Ver 2.0**

**Households**

**Organisations**

**One** of the following:

* Decision on land allocation (prior to 15/10/93); **or**
* Decision on land allocation, forest allocation (15/10/93 – 01/07/04); **or**
* Land use right certificate (from 15/10/93 to date); **or**
* Decision on land allocation (from 15/10/1993 to date); **or**
* Decision on land leasing (from 15/10/1993 to date); **or**
* Decision on forest allocation together with land allocation, land leasing (from 2011 to date); **or**
* Forestry Book; **or**
* One of the types of papers on land use rights as stipulated in Article 100 Land Law 2013; **or**
* Confirmation of the Commune People’s Committee that land is currently used and free of dispute subject to the cases regulated in Article 101 of the Land Law 2013; **or**
* Forest protection contracts with other holders.

**Ownership and land use**

**One** of the following:

* Decision on land allocation; **or**
* Decision on forest allocation; **or**
* Land use right certificate; **or**
* Decision on land leasing; **or**
* Decision on forest allocation, together with the decision on land allocation and land leasing (since 2011).

**And one** of the following:

* Business Registration Certificate; **or**
* Investment Registration Certificate (for foreign investors or enterprises in which 51% of charter capital is held by foreign investors).

**Households**

**Organisations**

**Forest management**

* Decision on approving Sustainable Forest Management Plan issued by Provincial People’s Committee (except for the private organizations that self-invest on the plantation: the SFM Plan need not be approved)

**Either all** of the following:

*when funded by the* ***state budget***

* Harvesting plan
* Document on approving the harvesting plan by the authority approved the investment
* Packing list by forest product owner

**Or** the following:

*when funded by* ***own investment***

* Packing list made by timber owner

**Timber harvesting**

**One** of the following for ***forest harvesting companies***:

* Business Registration Certificate that covers forest harvesting; **or**
* Investment Registration Certificate (for foreign investors or enterprises in which 51% of charter capital is held by foreign investors).

**And either all** of the following: *when funded by the* ***state budget***

* Harvesting plan
* Decision on approving the harvesting plan by the authority approved the investment
* Packing list by forest product owner

**Or** the following: *when funded by* ***own investment***

* Packing list made by timber owner
* Shall not be included in the public tax risk list

**Taxes and fees**

**Households**

**Organisations**

**Health and safety**

* Occupational safety and hygiene plan made by the enterprise
* Training record, PPE provided list, procedures are in place
* Approved fire prevention and fighting plan
* Rules on safety and hygiene are in place, in line with the Law on Occupational Safety and Hygiene 2012

**Legal employment**

* Labour contracts
* All employee names in payroll records
* Payment of monthly social insurance, health insurance, unemployment insurance for employees whose contracts are for one (01) month or more
* Existence of Trade Union - Employees’ names are included in the list of trade union fee payment (if applicable)
* Payroll records which demonstrate the payment of monthly social insurance, health insurance and unemployment insurance
* Sales receipt
* Copy of timber origin dossier
* Original packing list made by timber owner
* Enterprises transporting and/or trading timber shall have a Business Registration Certificate that covers timber transportation and trade

**Transport and trade**

* VAT Invoice
* Copy of timber origin dossier
* Original packing list made by timber owner
* Enterprises transporting and/or trading timber shall have a Business Registration Certificate that covers timber transportation and trade