**Checklist – for processing & trade**

**QG.03 Ver 2.0**

**Household**

**Organisations**

**Legal registration**

**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).

**Environmental Requirements**

* Decision on approving Environmental Impact Assessment Report, where applicable\*; **or** Environment Protection Plan for others.
* Certificate on complying with regulations on fire prevention and fighting
* Fire prevention and fighting plan

**Taxes and fees**

* Shall not be included in the public tax risk list

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| \* A decision on approving Environmental Impact Assessment report is required for **a)** processing facilities of wood and woodchips *from natural forests* with capacity of ≥ 5,000 m3 product/year; **b)** *plywood* processing facilities with capacity of ≥ 100,000 m3 product/year; **c)** *furniture producing* facilities with total area of warehouses / factories ≥ 10,000 m2. |

**Household**

**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
* Completed timber entry and exit books or forms

**Transport and trade**

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

**Volume tracking**

* Completed timber entry and exit books or forms

**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
* Payroll records which demonstrate the payment of monthly social insurance, health insurance and unemployment insurance

**Household**

**Organisations**

**Imports**

* Customs declaration for imported timber products
* Sales contract or equivalent
* Trading/commercial invoice
* Bill of lading (or other shipping document of equivalent value in accordance with legal regulations)
* Packing list of imported forest products
* Plant quarantine certificate
* Dossier on declaration of and receipts or payment notes demonstrating payment of import tax (if applicable)
* Depending on timber sources of imported timber, **one** of the following
	+ CITES Permit of export country for the case of timber under Appendix I, II and III of CITES, **or**
	+ FLEGT License; **or**
	+ A self-declaration demonstrating due diligence on the legality of timber.

**Exports**

* Customs declaration for export timber products made by exporter
* Packing list of forest products for export
* Sales contract
* Export invoice
* CITES Permit for products made from timber under Appendix I, II and III of CITES
* Plant quarantine certificate
* Dossier on declaration of and receipts or payment notes demonstrating payment of export tax (if applicable)