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Magyar Erdőtanúsítási Rendszer

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Scheme Administration Procedures

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1 Registration procedures

- 1.1 HFC as the authorised body of PEFC in Hungary keeps records on
 - a) holders of forest management certificate
 - b) holders of Chain of Custody certificate
 - c) logo users with a licence issued by HFC
 - d) notified certification bodies
- 1.2 Records specified in section 1.1 shall be made publicly available.
- 1.3 Records shall be kept in accordance with the PEFC Registration System.
- 1.4 With applying for certification applicants accept that the certification body submits information regarding their identity, and they authorise HFC to make the information publically available.

2 Conditions for notification of certification bodies by HFC

- 2.1 The certification body applying for notification by HFC shall:
 - a) be a legal entity;
 - b) agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and / or other data as specified by the PEFC Council;
 - c) sign a notification contract with HFC.
- 2.2 The certification body applying for notification for Forest Management certification under HFC shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF)), and which implement procedures described in ISO 17011 and other documents recognised by the above mentioned organisations. The accreditation shall be issued against ISO/IEC 17021:2011, and the scope of the accreditation shall explicitly include MER 1001 Sustainable Forest Management Requirements of the Hungarian Forest Certification.
- 2.3 The certification body applying for notification for Chain of Custody certification under HFC shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF)), and which implement procedures described in ISO 17011 and other documents recognised by the above mentioned organisations. The accreditation shall be issued against ISO/IEC 17065:2012 and the scope of the accreditation shall explicitly include PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements.
- 2.4 Non-conformance with the accreditation requirements, results in the certification bodies not being regarded as having met HFC requirements and their certifications not be considered as certified for HFC purposes.

3 Obligations of the notified certification bodies

- 3.1 The certification body notified by HFC shall:
 - a) Pay HFC an annual notification fee for every certificate when invoiced by the HFC.
 - b) Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council.
 - c) Inform certificate holders about the range of information it is reporting to HFC and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
 - d) Inform the certificate holder how to obtain a PEFC Logo usage license from HFC.

3.2 The certification body notified by HFC for Forest Management certification shall:

- Have and keep valid accreditation issued in compliance with MER 1003 v1 Forest Management Certification Requirements and inform HFC immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- Carry out Forest Management certification against MER 1001 v1 Sustainable Forest Management Requirements of the Hungarian Forest Certification within the scope of the valid accreditation.
- Provide HFC immediately and truthfully with a completed reporting form for each forest management certificate and every site covered by a group certificate, issued within the scope of HFC notification and on changes concerning reported certificates.
- Provide HFC, upon request, with a list of forest management certificates issued under the scope of notification by HFC, including information defined in the reporting form in MER 06 Scheme Administration Forms and Templates.

3.3 The certification body notified by HFC for Chain of Custody certification shall:

- Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and inform HFC immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- Carry out PEFC chain of custody certification against PEFC ST 2002:2013 within the scope of the valid accreditation.
- Provide HFC immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by HFC and on changes concerning reported certificates.
- Provide HFC, upon request, with a list on certificates issued under the scope of notification by HFC, including information defined in the reporting form in Part VI of this document.

4 Calculation of notification fees

4.1 In case of forest management certification the notification fee is 20 HUF/hectare based on the certified forest area.

- The fee does not include VAT.
- The fee is subject to change.
- The change in the rates will take effect the year following that in which the HFC has informed the certification body, in writing, of the change.

4.2 In case of chain of custody certification the calculation of the notification fee is based on the turnover of the certified organization in the preceding financial year.

Turnover of the certified organisation (10 ⁶ HUF)	Notification fee * (HUF)
under 500	50,000
500 – 5,000	150,000
5,000 – 10,000	250,000
10,000 – 25,000	350,000
25,000 – 50,000	450,000
50,000 – 100,000	550,000
100,000 – 200,000	650,000
Over 200,000	750,000

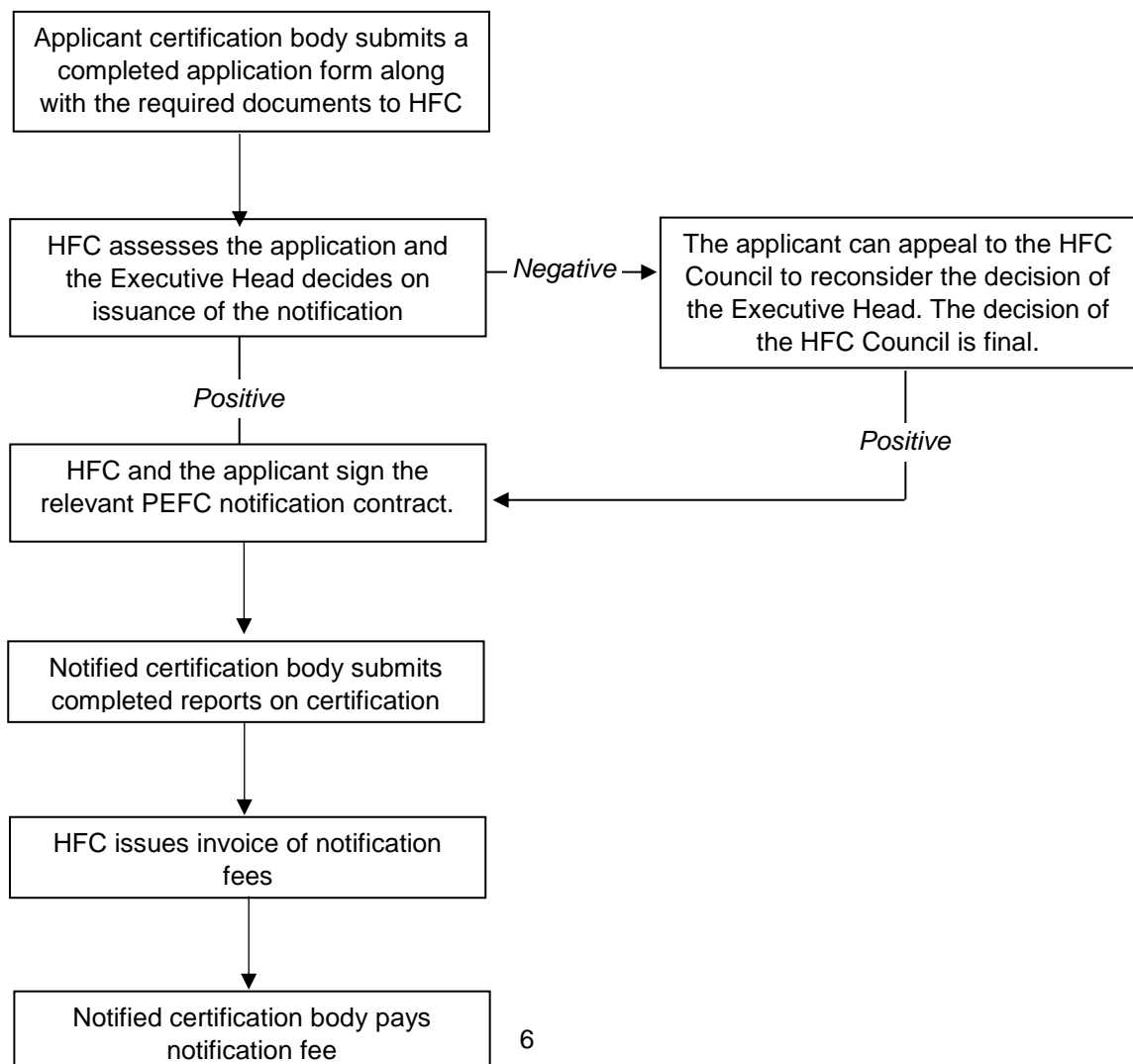
* Does not include value-added tax

- a) The fee does not include VAT.
- b) The fee is subject to change.
- c) The change in the rates will take effect the year following that in which the HFC has informed the certification body, in writing, of the change.
- d) In case of multi-site certifications, which are not producer groups, the turnover and notification fee are calculated for each site covered by the multisite organisation.
- e) In case of forest owners and managers holding a valid HFC recognized forest management certification, and having at least 50% of their turnover directly from forest management, a 50% discount is applied.

5 Validity of the notification

- 5.1 The notification is valid for the period of the validity of the certification body's accreditation. The notification can be terminated or suspended immediately by HFC, if the notification contract is violated.

6 Process of the notification of certification bodies

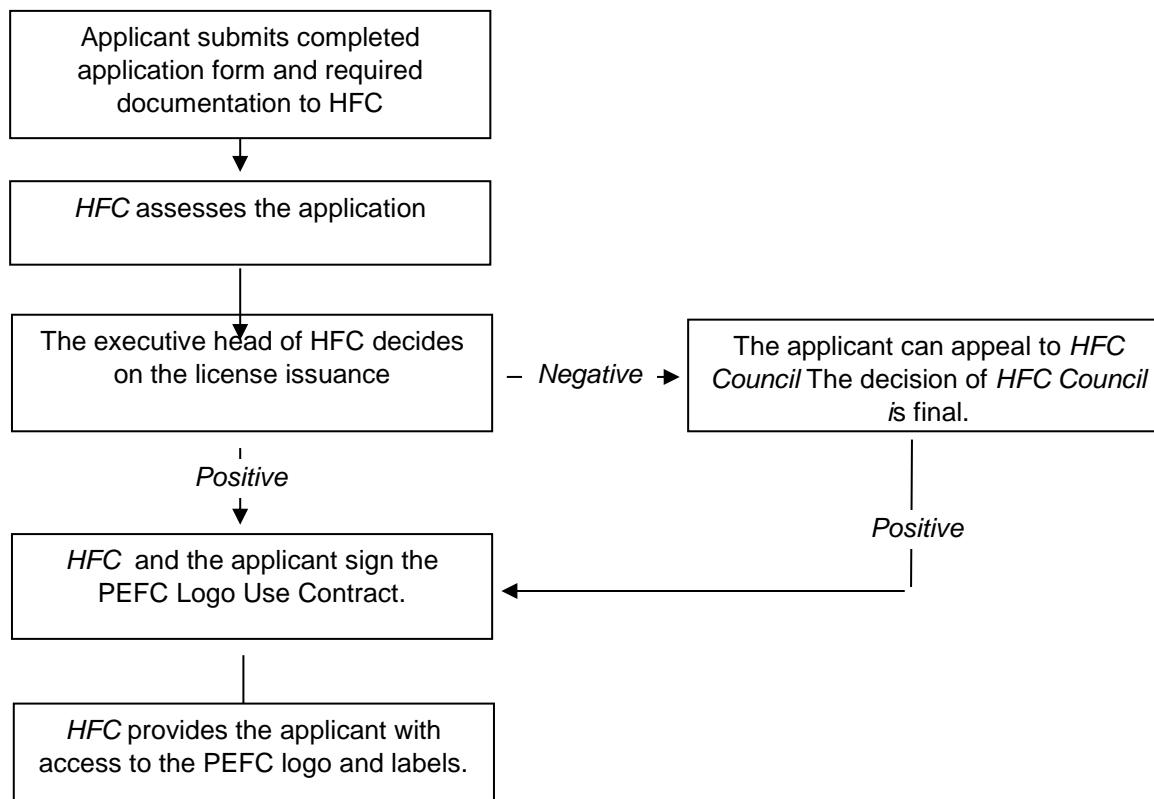


7 Rules of the issuance of logo usage licences

- 7.1 As the authorised body in Hungary HFC is responsible for the issuance of the PEFC logo usage licences.
- 7.2 In the case of cross-country multi-site chain of custody certification HFC is responsible for the issuance of PEFC logo usage licences if the central office of the cross country multi-site organisation is located in Hungary.
- 7.3 PEFC logo can only be used according to the requirements set by PEFC International Standard 'PEFC logo Usage Rules – Requirements' PEFC ST 2001:2008.
- 7.4 An entity applying for the license shall
- be a legal entity
 - agree that the PEFC Council collects and makes publicly available the entity's identification and other information as specified by the PEFC Council.
 - sign the PEFC Logo Use Contract with the HFC
 - clearly define the scope of PEFC Logo usage (logo usage groups)
 - hold a valid HFC recognised forest management certificate in case of forest owner / manager (user group B)
 - hold a valid, PEFC recognised chain of custody certificate in case of forest related industries (user group C)
 - identify the purpose of the PEFC logo use that does not conflict with the objectives and good name of the PEFC Council and HFC in all other cases (user category D)
- 7.5 In addition to the above requirements the holder of multisite Chain of Custody certification with the central office being in Hungary can apply for a multi-license covering the whole or a part of the scope of the multi-site certification provided that:
- the central office and the sites are a part of a single legal entity or
 - the central office and the sites are a part of a single company with a single management and organisational structure.
- 7.6 The following logo use fees apply:
- Issuance fee covers expenses incurred by the administration of the application and the reproduction and distribution of the PEFC Logo Use Toolkit. The fee shall be paid in advance of the Logo Use Contract becoming effective.
 - Periodic fee shall be paid annually by a PEFC logo license holder. No refund is given in case of the license termination.
- 7.7 Calculation of logo fees:
- | Logo user category | Issuance fee*
(HUF) | Periodic fee*
(HUF) |
|--|-------------------------------|-------------------------------|
| User group B: Forest owners and managers | 0 | 0 |
| User group C: Forest related industries | 0 | 0 |
| User group D: Other users | 0 | 0 |
- * Does not include value-added tax and subject to change
- 7.8 Licenses are valid for the following time periods
- User group B: Validity of the PEFC forest management certificate
 - User group C: Validity of the PEFC chain of custody certificate
 - User group D: Validity of the contract
- 7.9 The HFC may allow a one-off usage of the PEFC Logo for off-product purposes to users without an individual license (e.g. in newspapers, reports, publications, etc.) under the following conditions:
- the user applied for permission using the appropriate form (see MER 06).

- d) the use shall not conflict the objectives of PEFC certification and the good name of the PEFC Council and HFC.
- e) the PEFC Logo shall be used with the HFC registration number
- f) the disclaimer "Reproduced with the permission of HFC " shall be used.

8 Process of logo usage licences



9 Rules of logo use

- 9.1 Rules of logo use are set by the PEFC International Standard 'PEFC Logo Usage Rules – Requirements, PEFC ST 2001:2008.