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# Licensing

## Reporting and Product Approval Policy

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### 1. Purpose of this document

The purpose of this document is to outline requirements for Reporting and product approval.

### 2. Reporting

Transactions are reported in calendar quarters.

<b>Quarter</b>	<b>Period (inclusive)</b>	<b>Due date</b>
Q1	January 1 <sup>st</sup> – March 31 <sup>st</sup>	April 21 <sup>st</sup>
Q2	April 1 <sup>st</sup> – June 30 <sup>th</sup>	July 21 <sup>st</sup>
Q3	July 1 <sup>st</sup> – September 31 <sup>st</sup>	October 22 <sup>st</sup>
Q4	October 1 <sup>st</sup> – December 31 <sup>st</sup>	January 21 <sup>st</sup>

## 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"> <li>• Country of sale</li> <li>• The unites/volumes sold</li> <li>• Average wholesale value (if applicable)</li> </ul>

- License fees are due on Fairtrade labelled consumer goods and products 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.
- Sales reports are submitted to Fairtrade Lëtzebuerg through our online reporting system CONNECT.

## 3. Product Approval

Before printing any product packaging bearing the FAIRTRADE Mark the product must be approved by Fairtrade Lëtzebuerg.

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

## 4. Exceptions

Fairtrade Lëtzebuerg follows the criteria for granting exceptions as set out in the Fairtrade Trader Standard (e.g. unavailable ingredients section 2.2.4) and the Fairtrade International Exceptions Policy (see section 5).

See: <https://www.fairtrade.net/standards/standards-in-action.html>

[https://www.fairtrade.net/fileadmin/user\\_upload/content/2009/standards/documents/ASSU\\_ExceptionsPolicy\\_EN.pdf](https://www.fairtrade.net/fileadmin/user_upload/content/2009/standards/documents/ASSU_ExceptionsPolicy_EN.pdf)