# SRP Verified Unit Transfer Request

# Instructions

This form is intended for the Verified Unit (VU) to request a transfer of their Verification Statement (Verification) of Sustainable Rice Platform (SRP).

1. This form and any attachments (if applicable) should be sent to current CAB and SRP Secretariat (email to info@sustainablerice.org).
2. Section II of this form shall be completed by the Verified Unit.
3. Section III of this form shall be completed by the current CAB.
4. Section IV of this form shall be completed by new CAB.
5. After completion of all steps, please send this form to the SRP Secretariat to initiate the verification transfer process. This involves adjusting the relationship within the SRP Assurance Platform – Audit Management, allowing the new CAB to make arrangements for the verification process.

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| Transfer Request Form - to be completed by the VU |
| **Verified Unit Name:** |  |
| **Verified Unit ID** |  |
| **Verification valid date:** |  |
| **Verified Unit contact person:** |  |
| **Current CAB:** |   |
| **Contact information of current CAB:** |  |
| **New CAB:** |  |
| **Contact information of new CAB:** |  |
| **Reason for transfer:** |  |
| **Verification Audit Standard:** | [ ]  SRP Standard for Sustainable Rice Cultivation[ ]  SRP Chain of Custody |
| **Verification Audit Scope:** |  |
| **Country:** |  |
| **Comments:** |  |
| ***Name:******Signature:******Date:*** |



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| TO BE COMPLETED BY CURRENT CAB |
| **Name of CAB:**  |
| **Prepared by:**  |
| **Date:**  |
| **The CAB confirms the following information:** |
| **Are there pending debts from the VU? \*** | [ ]  Yes [ ]  No  |
| **Are there unresolved missed thresholds or non-conformities which will prevent the transfer of the verification? \*** | [ ]  Yes [ ]  No If yes: please elaborate:       |
| **Have all complaints and/or appeals been resolved?** | [ ]  Yes [ ]  No If no: please elaborate:       |
| **Is the information provided by the client in Section II of this form accurate?**  | [ ]  Yes [ ]  No  |
| **Comments:** |
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| *\*If the answer is yes to any of the above questions marked with (\*), the verification transfer could not proceed.* |
| **Please ensure the following documents are sent to the new CAB along with this form before the verification transfer:** | [ ]  Verification Statement [ ]  Farmer checklists and[ ]  Group Member Registry[ ]  Application Form[ ]  Verification audit report [ ]  Complaints/Appeals recordsOther:       |

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| TO BE COMPLETED BY new CAB  |
| **Reviewed by:**  |
| **Date:**  |
| **After reviewing Sections II and III, is the verification currently active and valid for the described scope, and have all necessary conditions been met to proceed?**  | [ ]  Yes [ ]  No |
| **Comments:** |
|  |
| COMPLETED BY SRP |
| **Verification Status in SRP Assurance Platform – Audit Management:**  |  |
| **Date transfer request received:** |  |
| **Date adjustment on the SRP Assurance Platform:** |  |
| **SRP Assurance Platform updated:**  | [ ]  Yes [ ]  No |
| **SRP Remark:**  |  |