

How to Send New TLA for signature when the CH Organization Name or Address changes

When there are changes to a CH's legal form of the company, name or registered office address a new TLA with the updated company details must be signed. This feature allows the CB to initiate the TLA without needing to contact FSC Connect Service Desk.

Please note:

- The correct name and address of the CH should be entered by the CB into the database, as shown in the CH's official registration documents.
- Minor changes in punctuation, capitalization, and spacing, do not require a new TLA, provided they do not affect the identification of the CH and the physical delivery of official correspondence to them.
- The latest version of the TLA will be sent to the CH's legal representative for signature. This version may differ from the version currently held by the CH. Please advise the CH to carefully review the TLA before signing.
- In case of doubt, please contact the Licensing Team at licensing@fsc.org for assistance.

Step 1: Open the CH certificate holder organization record in Salesforce

- 1.1 Open the CH certificate holder organization record in Salesforce.
- 1.2 Once the organization name and/or address information is updated in the record, click the "Send New TLA" button to initiate the process.

Contacts [1] | Partners [0] | License Agreements [4] | Project Certificates [0] | Organization Team [0] | Evaluations [0] | Transaction Verification Findings [0] | Accounts (Certificate Manager) [0] | Accounts (Non Certificate Manager) [0]

Organization Detail Edit Delete **Send New TLA**

Certificate Relation	FSC-C179934	Street	16th Northway
Organization Owner	CIT Integration User1 [Change]	Town/City	NY
Organization Name	SKV Pvt Ltd Org [View Hierarchy]	State/County	NY
Local Company Name		Zip/Postal Code	52632
Trade Name		Country	GERMANY
Type	COC - Group Manager - Legal Entity	Continent	Europe
Parent Organization		Region	
Preferred Language		Website	
Employees			

Step 2: Select the reason for reinitiating the TLA

- 2.1 On the "Send New TLA" dialogue page, select the reason for reinitiating the TLA from the drop-down list.

2.2 Click "Save" to proceed with the change.

Send New TLA Save Cancel

Organization Name: SKV Pv Ltd Org
Certificate: FSC-C179934
Reason for Resend TLA:

Save Cancel

Organization Name Change
Organization Name Change
Organization Address Change
Organization Name and Address Change

After you initiate the New TLA request in the database, the system will automatically send a notification to the CH Primary Contact to re-initiate the TLA.



Dear ,


You are receiving this email because you are required to re-sign the FSC Trademark License Agreement (TLA) to effect a change in your organization's name, address or both. We kindly ask you to reinitiate the TLA.

[Click here to re-initiate the TLA](#)

Verify that the Send New TLA request has been successfully initiated by going to the CH organization record and checking that the "New TLA Reinitiated" and "New TLA Reinitiated Date" fields have been updated. If these two fields do not update, you must first check with the CH to see if they have re-initiated the TLA, otherwise, reach out to the Connect Team at connect@fsc.org.

Organization Detail

[Edit](#)[Delete](#)[Send New TL](#)



Certificate Relation	FSC-C179934
Organization Owner	 CIT Integration User1 [Change]
Organization Name	SKV Pv Ltd Org [View Hierarchy]
Local Company Name	
Trade Name	
Type	COC - Group Manager - Legal Entity
Parent Organization	
Preferred Language	
Employees	
Contact Name	
Contact Email	
Site code extension	
Site Subcode	
AccountDynamicsId	2949cba5-af6e-ef11-a671-000d3a4a5765
UpdateToDynamics	<input checked="" type="checkbox"/>
Primary Company Contact for FSC	James Victor
Ready for Trademark License Agreement	<input checked="" type="checkbox"/>
FSC Check Status	
Certificate Manager	
Connect Invite Sent Date	08/01/2025
Connect Account Activated	<input checked="" type="checkbox"/>
TLA Signature Status	Completed
Primary Contact Email	jamesvictorv1@mailinator.com
New TLA Reinitiated	<input checked="" type="checkbox"/>
New TLA Reinitiated Date	09/01/2025

Once the new TLA is re-initiated by the CH, the TLA Signature Status in the database will be updated to "Sent".

- Please note that at this stage if the CH requests an additional change to the organization name and/or address, the CH will need to contact the CB. The CB shall then reach out to FSC Connect Service Desk connect@fsc.org to make additional changes or to revert the changes.

Organization Detail


[Edit](#)[Delete](#)[Send New TLA](#)

Certificate Relation	FSC-C179859
Organization Owner	 CIT Integration User1 [Change]
Organization Name	Engela Pvt Ltd [View Hierarchy]
Local Company Name	
Trade Name	
Type	COC - Single Certificate - Legal Entity
Parent Organization	
Preferred Language	
Employees	
Contact Name	
Contact Email	
Site code extension	L
Site Subcode	
AccountDynamicsId	25c74adc-484e-ef11-bfe2-000d3abb1dc9
UpdateToDynamics	<input type="checkbox"/>
Primary Company Contact for FSC	Ferenyl pc
Ready for Trademark License Agreement	<input checked="" type="checkbox"/>
FSC Check Status	Passed
Certificate Manager	
Connect Invite Sent Date	30/07/2024 
Connect Account Activated	<input checked="" type="checkbox"/>
TLA Signature Status	Sent
Primary Contact Email	ferenylpc@mailinator.com
New TLA Reinitiated	<input checked="" type="checkbox"/>
New TLA Reinitiated Date	28/01/2025
Reason for Resend TLA	

Once the CH completes signing the TLA with the updated organization name and/or address, the system will send a notification e-mail to the CB contact and the TLA signature status will be updated to "Completed".

Organization Detail

[Edit](#) [Delete](#) [Send New TLA](#)

Certificate Relation	FSC-C179859
Organization Owner	 CIT Integration User1 [Change]
Organization Name	Engela Pvt Ltd [View Hierarchy]
Local Company Name	
Trade Name	
Type	COC - Single Certificate - Legal Entity
Parent Organization	
Preferred Language	
Employees	
Contact Name	
Contact Email	
Site code extension	L
Site Subcode	
AccountDynamicsId	25c74adc-484e-ef11-bfe2-000d3abb1dc9
UpdateToDynamics	<input type="checkbox"/>
Primary Company Contact for FSC	Ferenyl pc
Ready for Trademark License Agreement	<input checked="" type="checkbox"/>
FSC Check Status	In-Progress
Certificate Manager	
Connect Invite Sent Date	30/07/2024
Connect Account Activated	<input checked="" type="checkbox"/>
TLA Signature Status	Completed
Primary Contact Email	ferenylpc@mailinator.com
New TLA Reinitiated	<input type="checkbox"/>
New TLA Reinitiated Date	

Note: The TLA status can also be checked in the CH TLA Status Report in the FSC database under the reports section.