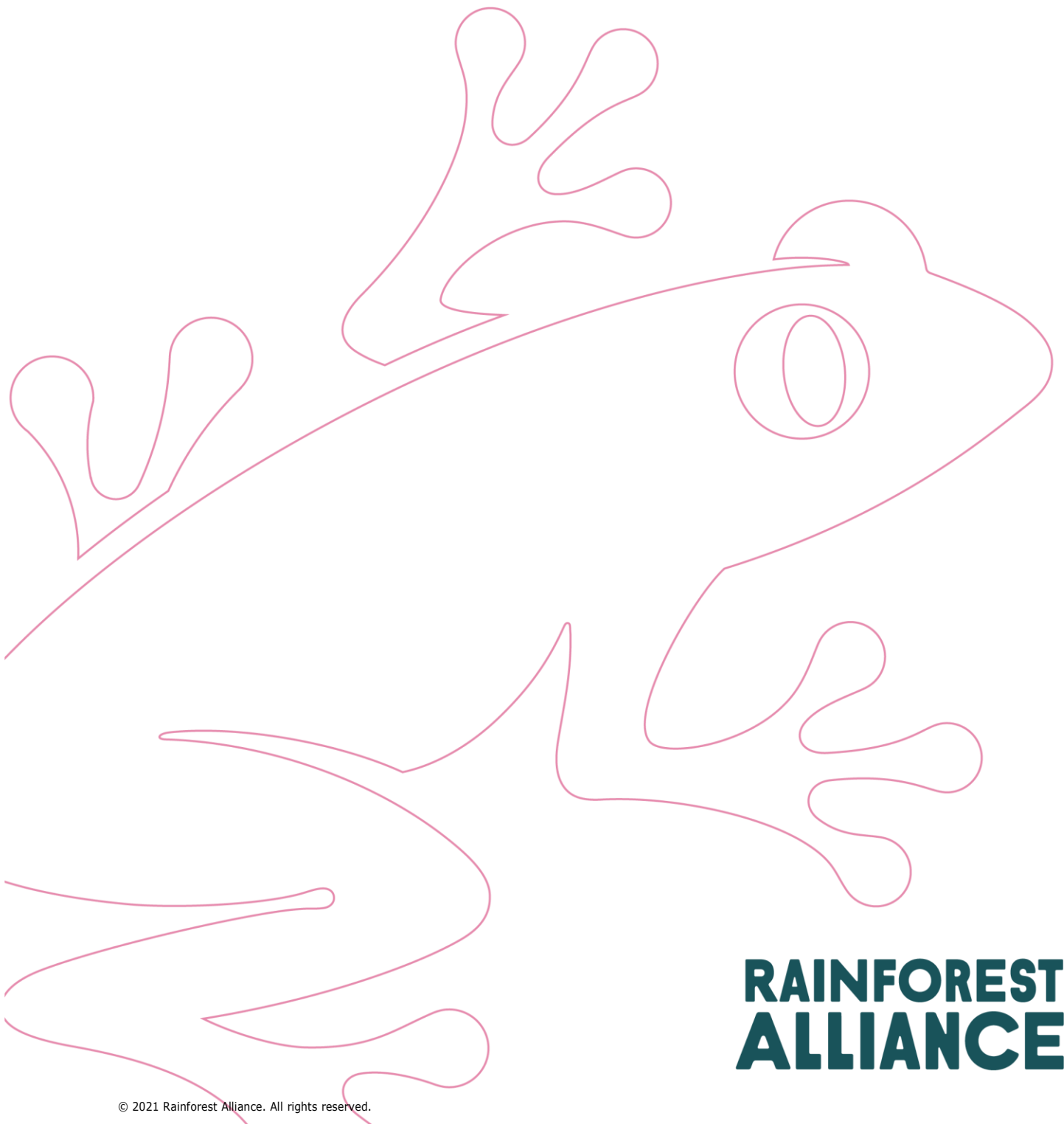


# RAINFOREST ALLIANCE

## Instructions for Cocoa Groups in Ghana, Côte D'Ivoire, Cameroon, and Nigeria on National Identification Requirements

*Version 3*



**RAINFOREST  
ALLIANCE**



The Rainforest Alliance is creating a more sustainable world by using social and market forces to protect nature and improve the lives of farmers and forest communities.

### Translation Disclaimer

For any question related to the precise meaning of the information contained in the translation, please refer to the official English version for clarification. Any discrepancies or differences in meaning due to translation are not binding and have no effect for auditing or certification purposes.

### More information?

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SA-P-AF-6-V3 Policy For Farm and Supply Chain Certification In Cocoa SA-S-SD-1-V3 Rainforest Alliance 2020 Sustainable Agriculture Standard, Farm Requirements and all other annexes, guidance and policies listed in this document			
<b>Replaces:</b>			
Instructions and clarifications for certified groups in Ghana and Côte d'Ivoire			
<b>Applicable to:</b>			
Farm certified entities audited against the 2020 Sustainable Agriculture Standard			
<b>Country/Region:</b>			
Côte d'Ivoire, Ghana, Nigeria and Cameroon			
<b>Crop:</b>		<b>Type of Certification:</b>	
Cocoa		Farm and Supply Chain Certificate holders	

*These instructions, which are specific context interpretation (contextual Protocol) are binding. This means that it must be adhered to for those party or parties as indicated in the "applicable to," "Crop" and "Region" sections.*

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## INTRODUCTION

This document contains specific implementation instructions for Certificate Holders (CH) at farm actor level to implement the requirements related to the collection of National Identification (ID) numbers for farmers. **Different sections of the policy apply to Côte d’Ivoire, Ghana, Nigeria and Cameroon** (further details regarding the applicability of the requirements in the Cocoa Policy for each country are available on page 11 of the Cocoa Policy V3.0)

## 1. GOVERNMENT ISSUED ID

### Related requirements

<b>Requirement</b>	<b>Source</b>	<b>Applicability</b>
<p><b>Requirement 1.2.4.</b></p> <p>An up-to-date registry of group members is kept, containing for each group member the required information according to the group registry template on the Rainforest Alliance certification platform.</p>	<p><i>Rainforest Alliance 2020 Sustainable Agricultural Standard. Farm Requirements</i></p>	<p><i>All countries</i></p>
<p><b>Requirement 1.5.a</b></p> <p>The National ID number of all group members in possession of such must be indicated in the new GMR template. CHs in Côte d’Ivoire and Ghana must comply with a minimum percentage of group members holding a National ID number:</p> <p>i. For the first certification audit, CHs in Côte d’Ivoire and Ghana must indicate the National ID number for at least 40% of group members</p> <p>ii. For the first surveillance audit, CHs in Côte d’Ivoire and Ghana must indicate the National ID number for at least 60% of group members</p> <p>iii. For the second surveillance audit, CHs in Côte d’Ivoire and Ghana must indicate the National ID number for at least 100% of group members</p>	<p><i>Rainforest Alliance: Policy For Farm and Supply Chain Certification In Cocoa V.3.0</i></p>	<p><i>Côte d’Ivoire and Ghana</i></p>

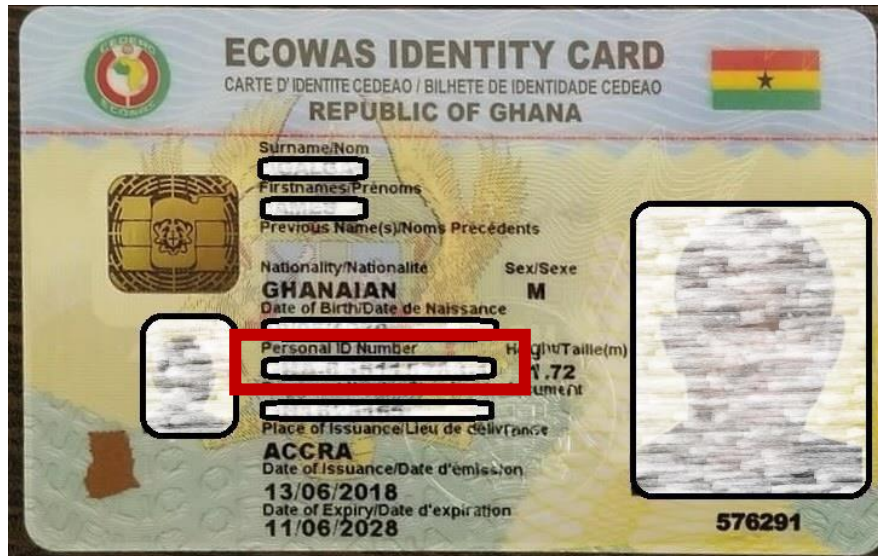
### Instructions

The official identification document number must be entered for each group member in the Group Member Registry using the new [Group Member Registry \(GMR\) template](https://www.rainforest-alliance.org/business/resource-item/annex-s13-group-member-registry/), which can be found here: <https://www.rainforest-alliance.org/business/resource-item/annex-s13-group-member-registry/>. The same National ID number that is entered in the GMR must also be used on receipts issued to farmers for the sale of certified cocoa and in all documentation of purchases and payments kept at the IMS level). The name of the person on the official identification document must match the name of the person in the registry and on transaction documentation.



## GHANA

For groups in Ghana, the personal ID number of the Ghana Card is required. The number that shall be indicated in the Group Member Registry is the **13-character personal ID number** located on the front of the Ghana card (for example, GHA-123123123-1).



In the Group Member Registry, please indicate the 13-character Personal ID number without any spaces or hyphens.

For e.g.: If the Personal ID Number indicated on the Identity Card is GHA-123123123-1, in the GMR, it must be entered as: GHA1231231231





## CÔTE D'IVOIRE

For producers in Côte d'Ivoire, there are two options:

- If the producer is in possession of a new National Identity Card (Carte Nationale d'Identité - CNI), the NNI (Numéro National d'Identification) on the flip side of the card must be indicated.



- If the producer is not in possession of a new identity card (CNI), the "numéro d'immatriculation" which can be found either on the old national Identity card (Carte Nationale d'Identité) or on the voter's card (Carte d'électeur), must be indicated.



Carte Nationale d'Identité	Carte d'électeur
The "numéro d'immatriculation" is located right beneath "Carte Nationale d'Identité".	The "numéro d'immatriculation" is located right beneath the date of birth.
	

This number is composed of one letter and ten digits. In the Group Member Registry / Member list, please indicate the letter and numbers with no spaces between the characters.

For e.g.: If the "Numéro d'immatriculation" indicated on the "Carte Nationale d'Identité" is: C 1234 5678 90, In the GMR, it must be entered as: C1234567890

For non-Ivorian producers, producers should be registered using the ID number indicated on their National ID (Carte Consulaire for Burkina Faso and NINA for Mali).




Carte Consulaire Burkina Faso	Carte NINA Mali
<p>On the Consular Card of the Republic of Burkina Faso, the registration number is located on the right side of the card towards the bottom. It always begins with the letters BF followed by 18 digits. In the GMR, please indicate the letters and digits with no spaces.</p>	<p>On the National ID card of Mali, the « Numéro d'Identification Nationale » (NINA) is located on top of the card. It is composed of 14 digits and one letter. In the GMR, please indicate the letters and digits with no spaces</p>
 <p>The image shows a Burkina Faso Consular Card. The registration number 'BF364001006001004379' is highlighted with a red box on the right side of the card.</p>	 <p>The image shows a Mali NINA Card. The NINA number '1 23 45 6 78 901 234 W' is highlighted with a red box at the top of the card.</p>

For Nigeria and Cameroon, there is currently no requirement on the minimum percentage of group members which needs to indicate their National ID number. Nonetheless, it is encouraged to record as many ID numbers as possible in the GMR. The National ID number must be indicated following the instructions below:

## NIGERIA

For producers in Nigeria, the 11-character National Identity Number (NIN) is requested. The NIN can be found on the National Identity Number slip issued to every citizen who has enrolled with the National Identity Management Commission. In the Group Member Registry / Member list, please indicate the characters with no spaces.



The image shows a form titled 'National Identity Management System Federal Republic of Nigeria National Identification Number Slip (NINS)'. The form includes fields for Tracking ID, Surname, First Name, Middle Name, Gender, Issue Date, and Address. The 'NIN' field is highlighted with a red box. A note at the bottom states: 'This transaction slip does not confer the right to the General Multipurpose Card (For any enquiry please contact)'. Contact information for the National Identity Management Commission is provided at the bottom.

## CAMEROON

For Cameroon, any of the old, new or provisional national ID formats will be accepted. In the Group Member Registry / Member list, please indicate the letters and digits with no spaces.