

# Procedure for Issuing State Forest Permission (SFP) (Areas valid for two (2) years & less than 8,047 ha)

Step # 1

Areas Available for Allocation and Re- Allocation are  
Advertised as  
State Forest Permission (SFP)

Step # 2

**Applicants need to provide by the stipulated timeline:**

- Completed Application Form
- Application Fee (US\$25)
- Taxpayers Identification Number (TIN) Certificate
- National Identification Card
- Business Registration (*if applicable*)

Step # 3

**The following is conducted:**

- *GFC Forest Resource Allocation Committee (FRAC) is convened to review applications received*
- *The Commissioner of Forests forwards the FRAC report to the technical committee of the GFC's Board of Directors*
- *GFC Board's Technical Committee reviews the applications and FRAC report and tables recommendations to the GFC's Board of Directors*

Step # 4

GFC Board makes final decision of allocation of areas  
to successful applicants

Applicant is informed of the Board's decision via official letter from the  
Guvana Forestry Commission

Step # 5

**Issuance of SFP Agreement**

Successful applicants are also required to:

1. Provide Recent Police Clearance
2. Make Payment of Issuance Fee (US\$100)
3. Conduct Boundary Demarcation

Applicant Uplifts SFP package  
which contains:

1. Log Tracking Tags
2. Permit Uplifting Register
3. Production Register
4. SFP Contract
5. Map of Concession

**Additional information for SFP Holders:**

- Log tracking tags will be issued based on the quota system
- Unused Log Tracking Tags must be returned to the GFC before 31<sup>st</sup> December each year
- The SFP Agreement is issued for a two (2) years period, which may be subject to renewal based on compliance with GFC guidelines and other factors
- GFC will notify applicants on status of application
- Making an application does not guarantee that your application will be approved.