



A PLAYBOOK ON FOREST CONSERVATION CERTIFICATE (FCC)

June 2026

Guidance only - refer to FCC protocol for governing requirements

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WELCOME TO THE FCC PLAYBOOK



Why this playbook matters

This playbook helps you design and deliver FCC projects that are credible, compliant, and aligned with international safeguards. It simplifies the FCC framework into a practical, step-by-step guide you can use across the full project lifecycle.



How to use this playbook

Use this playbook as your working guide from project concept to verified outcomes. You can use it to:

- Assess project eligibility and alignment
- Engage stakeholders effectively
- Track progress and ensure compliance
- Prepare for verification and certification



Who this is for

- Project developers and implementers
- Government and regulatory agencies
- Indigenous Peoples and Local Communities
- Technical experts and auditors
- Investors, donors, and buyers.



What you will gain

- Understand FCC concepts in clear, practical terms
- Navigate each stage of the project lifecycle with confidence
- Apply safeguards, verification, and reporting requirements correctly
- Avoid common risks and implementation gaps
- Deliver outcomes that are credible, transparent, and funding-ready



How to navigate

Follow the sections in sequence for a complete project journey, or move directly to the sections relevant to your current stage

Disclaimer

This Playbook is intended as a practical guidance document to support the design, implementation, and understanding Forest Conservation Certificate (FCC) projects. It summarises key concepts, processes, and examples for ease of application.

In the event of any inconsistency, omission, or difference in interpretation, the Forest Conservation Certificate (FCC) Protocol issued by Malaysia Forest Fund (MFF) shall prevail. All project applications, implementation, verification, and certification decisions are subject to the requirements, criteria, and procedures set out in the FCC Protocol and its associated Terms of Reference.

Users are advised to refer to the FCC Protocol for the definitive and binding requirements governing FCC participation.

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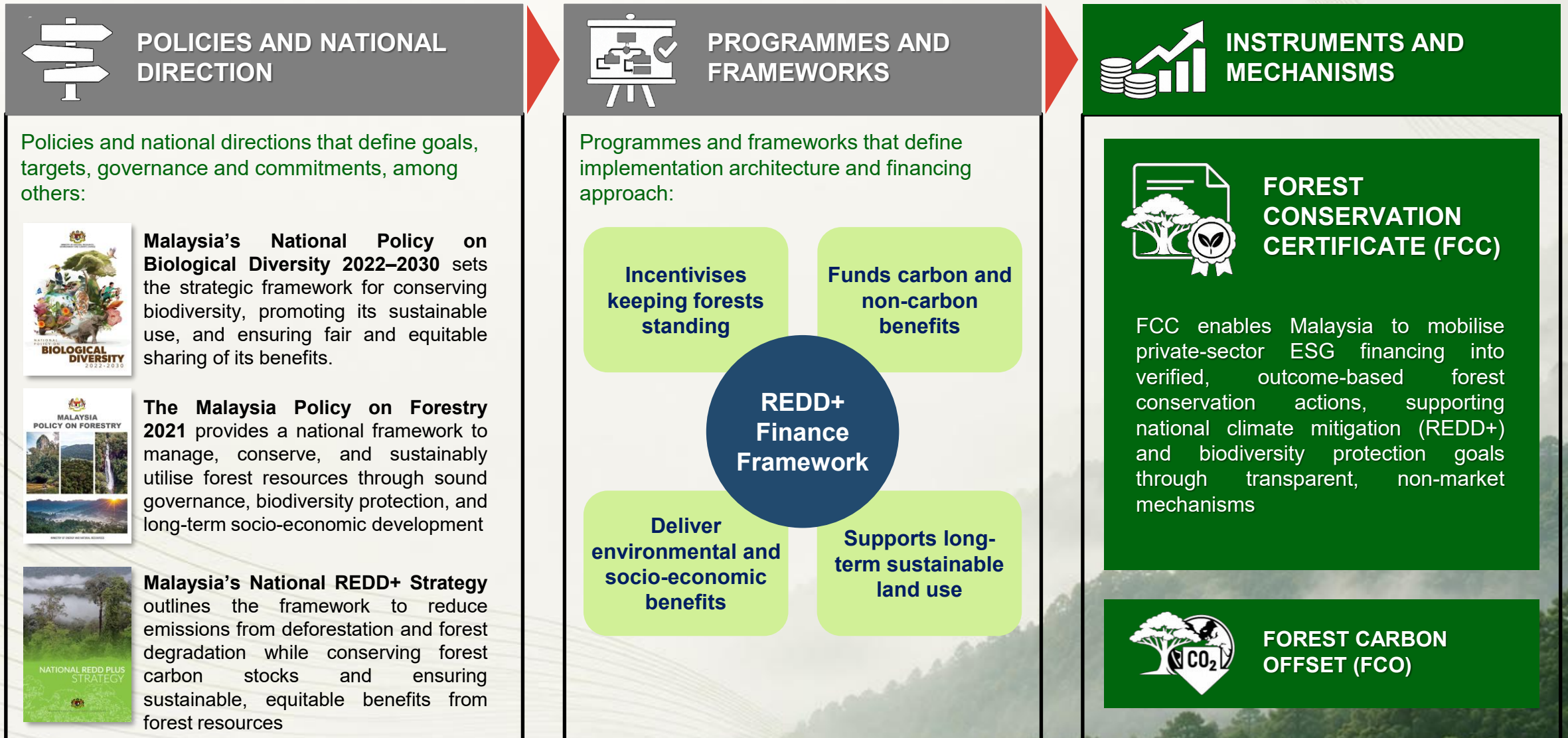
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FCC WITHIN THE NATIONAL FRAMEWORK



COMPARING MFF'S SCHEMES – THIS PLAYBOOK EMPHASISES FCC

Focus of this document

		 FOREST CONSERVATION CERTIFICATE (FCC)	 FOREST CARBON OFFSET (FCO)
	MARKET NATURE	Non-market, result-based finance (no offsetting function)	Market-based instrument (participates in carbon market)
	OBJECTIVE	Mobilise financing for forest conservation and biodiversity protection through verified, outcome-based projects (non-carbon focused)	Generate carbon credits measured in tonnes of CO ₂ equivalent (tCO ₂ e) from forest-based mitigation projects to support emissions reduction and offsetting
	INTENDED USE	May support ESG/nature disclosure subject to corporate reporting rules <ul style="list-style-type: none"> • Voluntary support for conservation projects • Smaller-scale, site-based interventions 	Carbon offsetting and trading <ul style="list-style-type: none"> • Compliance or voluntary carbon markets • Larger-scale forest carbon projects
	OUTCOME	<ul style="list-style-type: none"> • Verified hectares conserved / activities implemented • Biodiversity and ecosystem service co-benefits • No tradeable credits generated 	<ul style="list-style-type: none"> • Tradeable carbon credits (tCO₂e) • Measurable emissions reductions / removals • Revenue via carbon markets

*Note: This playbook is a guide only. FCC Protocol prevails.

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WHY FCC BENEFITS ME (AS A PROJECT PROPONENT)

FCC transforms conservation activities into verified, fundable, and ESG-reportable outcomes, enabling proponents to unlock new financing for non-carbon forest value

Reduce complexity vs carbon projects

Operate under a practical and streamlined framework, without the high transaction costs and methodological burden of carbon markets.

De-risk funding through structured mechanisms

Benefit from a coordinated financing platform (MFF) that connects projects with funding sources, improving funding stability compared to ad-hoc conservation financing

Provide independently verified evidence of impact

All results are third-party verified and reported through a transparent registry, strengthening credibility with investors, regulators, and stakeholders

Deliver audit-ready ESG impact

Translate conservation activities into verified, measurable outcomes (e.g. hectares conserved, biodiversity indicators), suitable for ESG disclosure.

Monetise conservation beyond carbon market

Access structured funding for activities that do not generate carbon credits, including biodiversity protection, restoration, and SFM

Enhance visibility and credibility at national level

Projects are embedded within a nationally recognised system aligned with REDD+ and government frameworks, reducing greenwashing risk and strengthening legitimacy

Position for future market and policy opportunities

Participation builds verification track record, data and MRV capability and readiness for future carbon or biodiversity markets

Capture biodiversity and ecosystem value explicitly

FCC recognises ecosystem services and biodiversity co-benefits, allowing proponents to demonstrate nature-positive contributions beyond carbon



ELIGIBLE PROGRAMS AND ACTIVITIES

Protection or Conservation Of Existing Forest



Expansion Of Permanent Reserved Forests / Permanent Forest Estate / Protected Areas



Restore Ecosystem Integrity of Degraded Forest



Aggregate and Reconnect Fragmented Forests



Community Engagement and Participation



Encourage Sustainable Forest Management (SFM)



*Note: Additional activities may be proposed subject to REDD Plus Finance Framework Advisory Committee (RFFAC) approval

*The images shown are for illustrative and reference purposes only
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PROGRAM 1: PROTECTION AND CONSERVATION OF EXISTING FOREST

Type of activities that can be implemented

Enforcement to Prevent Poaching & Illegal Activities

- Patrols
- Monitoring
- Intelligence operations

Eg: *OBK* (*Operasi Bersepadu Khazanah*)



Tree Planting, Silviculture & Enrichment Activities

- Tree planting
- Enrichment planting
- Silviculture interventions

Eg: Mangrove Rehabilitation & Conservation



Forest management planning (FMP)

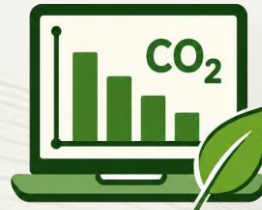
- Develop
- Implement
- Review forest management plans

Eg: Mossy Forest Cameron Highlands, Pahang



Carbon Stock & Sequestration Assessment

- Baseline determination
- Field measurements
- Projection of carbon stocks



Ecosystem Service & Biodiversity Assessment

- Determine carrying capacity
- Biodiversity inventory
- Species surveys



Example project.

Protection of a Permanent Reserved Forest (PRF) area through:

- Updated forest management plan
- Patrol programme to reduce illegal logging
- Biodiversity baseline and monitoring

Evidence required:

(Subject to the proposed activities)

- Forest Management Plan and implementation reports
- Land area and activity reports
- Carbon baseline and sequestration reports
- Species inventory / ecosystem assessment reports
- Enforcement progress reports

PROGRAM 2: INCREASE FOREST AREA (PRF, PFE, PA, TPA)

Type of activities that can be implemented

Classification of New Protected Areas

Wildlife reserves, wetlands, peatlands, sensitive ecosystems



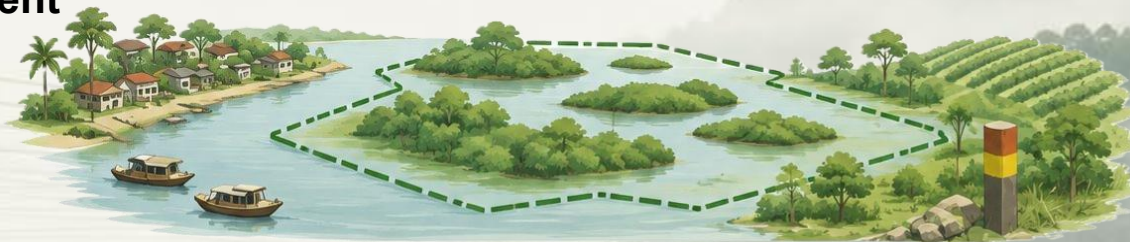
Updating forest area information

GIS spatial data, annual forest area update



Identification and gazettement of new area

Propose, demarcate, and gazette new PRF/PFE/PA/TPA



Example project.

Expansion of forest reserve:

- GIS mapping update
- Proposal and gazettement of a new Totally Protected Area (TPA)
- Legal classification of a peat forest area

Evidence required:

(Subject to the proposed activities)

- Annual forest area reports
- Official gazettement documents
- Classification documentation of protected areas

PROGRAM 3: RESTORATION OF DEGRADED FOREST ECOSYSTEMS

Type of activities that can be implemented

<p>Development of ecosystem health indices</p> <p>Integrity assessments, biodiversity inventories, ecological indicators</p> 	<p>Enhance enforcement capacity</p> <p>Intelligence & prosecution support for forest protection</p> 	<p>Carbon stock assessment for restoration area</p> <p>Baseline and projection of carbon sequestration for restored forests</p> 	<p>Example project</p> <p>Rehabilitation of degraded mangrove:</p> <ul style="list-style-type: none">• Replanting programme• Biodiversity monitoring e.g bird, crab species• Carbon recovery assessment <p>Evidence required: <i>(Subject to the proposed activities)</i></p> <ul style="list-style-type: none">• Restoration activity reports and monitoring reports (e.g. sapling survival)• Biodiversity inventory and conservation reports• Carbon baseline and projection reports• Ecosystem integrity/health indices• Enforcement progress reports
<p>Biodiversity enhancement activities</p> <p>Habitat restoration, keystone species protection, endangered & endemic species conservation</p> 	<p>Forest Restoration Activities</p> <p>Tree planting, silviculture, enrichment in degraded sites.</p> 		

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PROGRAM 4: AGGREGATION AND RECONNECTION OF FRAGMENTED FORESTS

Type of activities that can be implemented

Identification of connectivity areas

Mapping potential sites for forest corridor aggregation



Develop corridor management plans

Designing ecological corridors & connectivity strategies



Enhancement of ecological corridors

Field implementation, biodiversity monitoring, restoration within corridors.



Example project

Establish ecological corridor between two forest reserves:

- Mapping connectivity hotspots
- Securing land rights
- Developing and implementing corridor restoration plan

Evidence required:

(Subject to the proposed activities)

- Identification of potential aggregation areas
- Land tenure documentation
- Corridor management plan (published and implemented)
- Periodic activity reports

PROGRAM 5: COMMUNITY ENGAGEMENT AND PARTICIPATION

Type of activities that can be implemented

Community livelihood enhancement activities

Sustainable NTFPs, eco-tourism, forest-based enterprise support



Joint conservation activities

Community participation in forest monitoring, restoration, patrolling



Capacity building and community outreach

Training programs for local and Indigenous communities



Example project.

Indigenous community-based conservation such as, but not limited to:

- Training on forest monitoring
- Community patrol programme
- Development of non-timber forest production income

Evidence required:

(Subject to the proposed activities)

- Training plans and reports
- Records of community participation (joint activities)
- Livelihood improvement activity reports
- FPIC/consultation records
- Periodic implementation reports

PROGRAM 6: SUSTAINABLE FOREST MANAGEMENT PRACTICES

Type of activities that can be implemented

Implementation of Sustainable Forest Management (SFM) practices

Operational SFM processes and improvements



Support for timber certification

Activities related to Forest Stewardship Council (FSC) / Program for the Endorsement of Forest Certification (PEFC) or Malaysian Criteria and Indicators (MC&I) SFM alignment.



Example project

Upgrading forest concession to Sustainable Forest Management (SFM)-certified:

- Align practices with MC&I SFM
- Support FSC certification audit preparation

Evidence required:

(Subject to the proposed activities)

- SFM management plans and implementation records
- Certification audit records (FSC / PEFC / MC&I)
- Records of SFM practices adopted and operational improvements
- Periodic implementation reports

ELIGIBLE IMPLEMENTATION AREAS FOR FCC

FCC can be implemented across all major forest types in Malaysia, including protected areas, production forests, degraded lands, state lands, and private forests provided activities deliver measurable conservation, biodiversity, or sustainable forest management outcomes aligned with REDD+ framework



- ➔ 1 Permanent Forest Estate / Permanent Reserved Forest (PRF)
- ➔ 2 Totally protected areas and protected forests
- ➔ 3 State Land forests and non-gazetted forest areas
- ➔ 4 Degraded forest areas
- ➔ 5 Private land with forest cover or conservation potential
- ➔ 6 Forest landscapes and complexes
- ➔ 7 Areas supporting REDD+ activities

FCC eligibility is defined by conservation and forest management activities rather than land classification, allowing implementation across protected areas, production forests, degraded lands, and private forest landscapes

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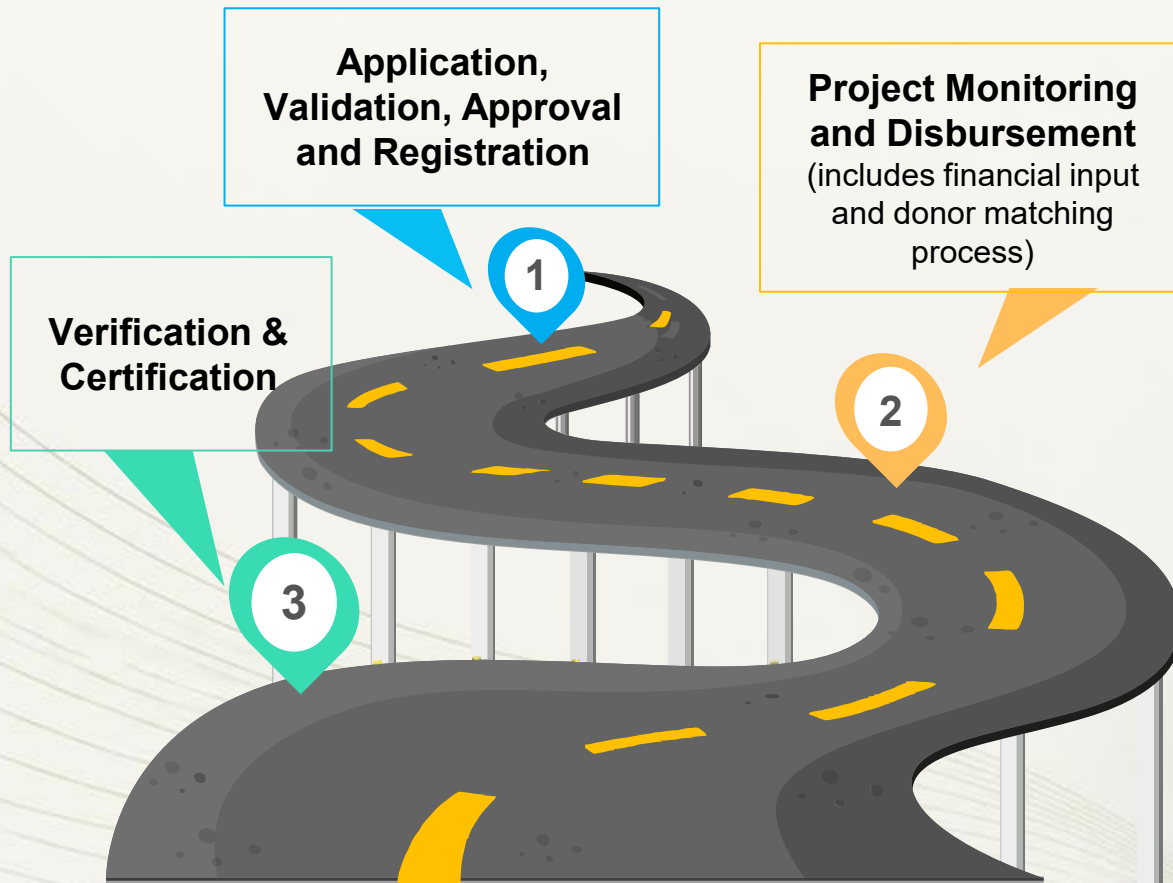
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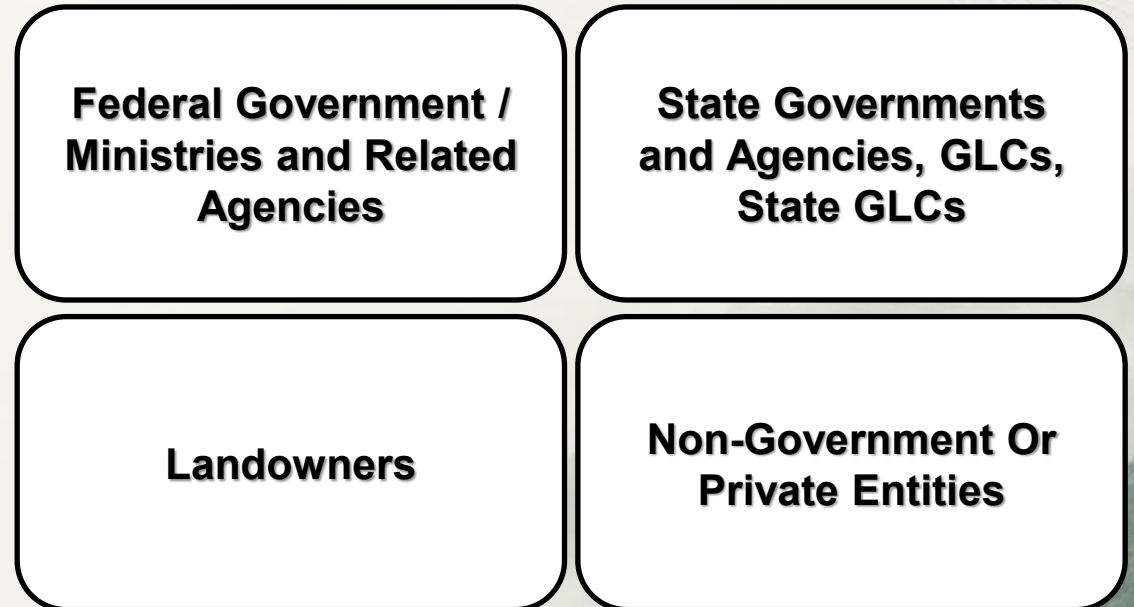
CORE FCC PROCESS

There are 3 key pillars of FCC framework – the Application Stages, Eligible Proponents and Eligible Programs. Understanding these pillars is important to improve process efficiency for successful funding and certification.

FCC application stages



Category of project proponent under FCC



CATEGORY OF PROJECT PROPONENT

Project proponent under the FCC program is broad, encompassing federal and state government agencies, private landowners, and non-government entities. Each group plays a specific role based on their legal authority and relationship to the forest land.

Category	Detailed description
Federal Government / Ministries and Related Agencies	<ul style="list-style-type: none">• These are national-level government bodies with mandates related to natural resources, forestry, climate change, environment, land use, biodiversity, enforcement, or research.• Example : FRIM, PERHILITAN, DOE, FELDA, etc.
State Governments and Agencies, GLCs, State GLCs	<ul style="list-style-type: none">• These are state-level authorities that legally control the majority of forest land in Malaysia (since forestry is a state matter under the Constitution).• Example : State Forestry Departments, State Land and Mines Offices, State Parks Corporation, State Owned Conservation or Development Agencies such as Yayasan Sabah and Yayasan Sarawak.
Landowners	<ul style="list-style-type: none">• Private companies owning plantation land, agroforestry land, or mixed-use land.• Individual landowners with freehold/leasehold land suitable for conservation activities.• Joint-venture concession holders (e.g., timber concessionaires with sustainable forestry mandates).• Corporate estates (plantation firms with degraded buffers, riparian zones, or set-aside blocks).• Public land managers with gazetted rights (e.g., government-linked companies managing estates or industrial lands).
Non-Government Or Private Entities	<ul style="list-style-type: none">• NGOs.• Universities / Research Institutions.• Civil Society Organisations.• Indigenous / Local Community Groups.• Private Service Providers / Technical Firms (e.g. Technical Consultants/Project Developers).

HOW ROLES ARE ASSIGNED IN THE FCC JOURNEY (1/2)

Detailed steps expand the 3 core FCC processes illustrated earlier



HOW ROLES ARE ASSIGNED IN THE FCC JOURNEY (2/2)

Detailed steps expand the 3 core FCC processes illustrated earlier

Step 3: Implement and Receive Funding		Step 4: Verify and Certify Outcomes	
Funding is released only when progress is demonstrated and verified		Only verified outcomes are certified and recorded in the FCC registry	
What You Do (Project Proponent)	What Happens at MFF	What You Do (Project Proponent)	What Happens at MFF
<ul style="list-style-type: none">• Execute conservation activities• Track progress and indicators• Submit progress report and disbursement request. Progress reports required annually for disbursement	<ul style="list-style-type: none">• Project matching with funding• Disbursement reviewed against milestones• Funds released in tranches	<ul style="list-style-type: none">• Engage Verification Body (VB)• Provide evidence of activities and results• Address non-conformities• Conduct verification annually by an approved VB	<ul style="list-style-type: none">• Independent verification conducted• Compliance and indicators assessed• Certification issued or corrective action required
Tips and tricks	<ul style="list-style-type: none">• Align implementation to milestones<ul style="list-style-type: none">• Deliver activities exactly as agreed in Conservation Agreement• Avoid deviation without prior approval• Break activities into clear, trackable milestones• Prepare for disbursement early<ul style="list-style-type: none">• Align reporting format with FCC requirements• Ensure progress reports link clearly to indicators and milestones• Submit complete disbursement requests (no partial data)• Coordinate internal teams<ul style="list-style-type: none">• Align operations, finance, and reporting teams• Ensure consistency across technical and financial reporting• Assign a single focal person for submissions		
	<ul style="list-style-type: none">• Engage verifier early<ul style="list-style-type: none">• Appoint FCC-approved Verification Body early in the project• Align expectations on evidence requirements upfront• Avoid last-minute onboarding• Maintain audit-ready documentation<ul style="list-style-type: none">• Keep a structured evidence repository (by indicator)• Ensure traceability between activities, outputs, and costs• Avoid fragmented or inconsistent records• Focus on credibility, not just compliance<ul style="list-style-type: none">• Ensure results are not only reported, but defensible• Avoid overstating achievements• Prioritise accuracy over completeness		

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HOW FCC ENSURES INTEGRITY, CREDIBILITY AND FAIRNESS

FCC ensures project credibility through alignment with internationally recognised safeguards, transparent and accountable implementation, meaningful stakeholder participation, and clear mechanisms for fair benefit-sharing and grievance handling

FCC safeguards are designed to:

PROTECT YOUR PROJECT CREDIBILITY



ENSURE ACCESS TO FUNDING AND ESG ALIGNMENT



MINIMISE LEGAL AND REPUTATIONAL RISK



ENSURE FAIR OUTCOMES FOR STAKEHOLDERS



ALIGNMENT WITH INTERNATIONAL SAFEGUARDS

The Cancún Safeguards are the internationally recognised REDD+ safeguard principles adopted under the UNFCCC

FCC adopts and operationalises the UNFCCC Cancún Safeguards as its core integrity baseline. These safeguards define the minimum requirements that all FCC projects must meet:



1 Legal and Policy Alignment

REDD+/forest actions must align with national forest policies, laws, strategies, and relevant international commitments



2 Transparent Governance

Governance must be clear, accountable, transparent, and consistent with national authority and legal frameworks



3 Respect for Community and Indigenous Rights

Projects must respect community rights, customary knowledge, local dependence on forests, and relevant obligations including United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)



4 Meaningful Participation

Stakeholders must be meaningfully engaged, not merely informed. Participation should influence project design and implementation



5 Biodiversity and Ecosystem Integrity

REDD+/forest actions must protect natural forests and biodiversity and must not be used to justify conversion of natural forests



6 Long-term Project Durability

Projects must manage the risk that forest carbon benefits are later lost, for example due to fire, illegal clearing, weak management, or policy changes

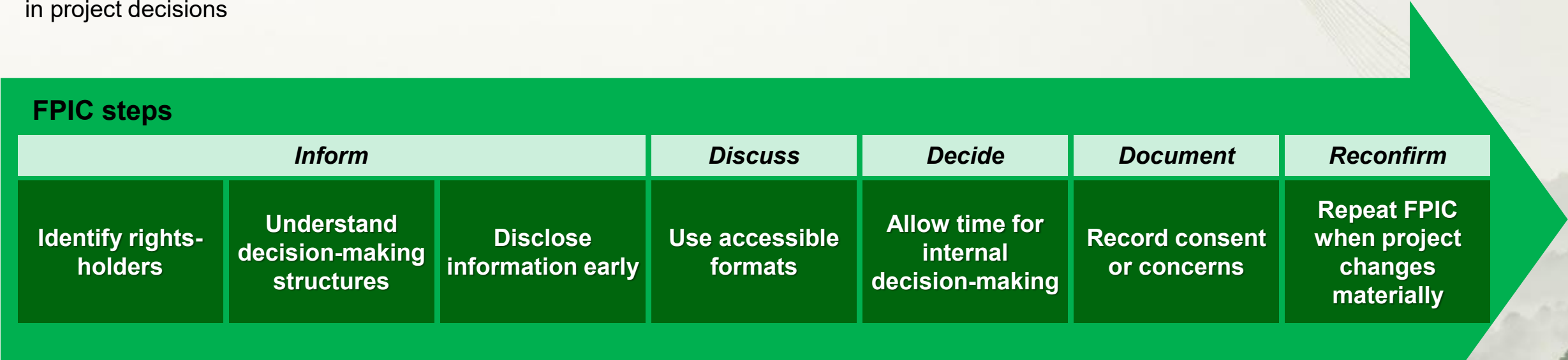


7 Avoidance of Negative Displacement Impacts

Projects must reduce leakage, meaning deforestation or degradation should not simply move somewhere else

ENSURING COMMUNITY RIGHTS THROUGH FPIC

FCC applies Free, Prior, and Informed Consent (FPIC) to ensure that Indigenous Peoples and Local Communities are meaningfully involved in project decisions

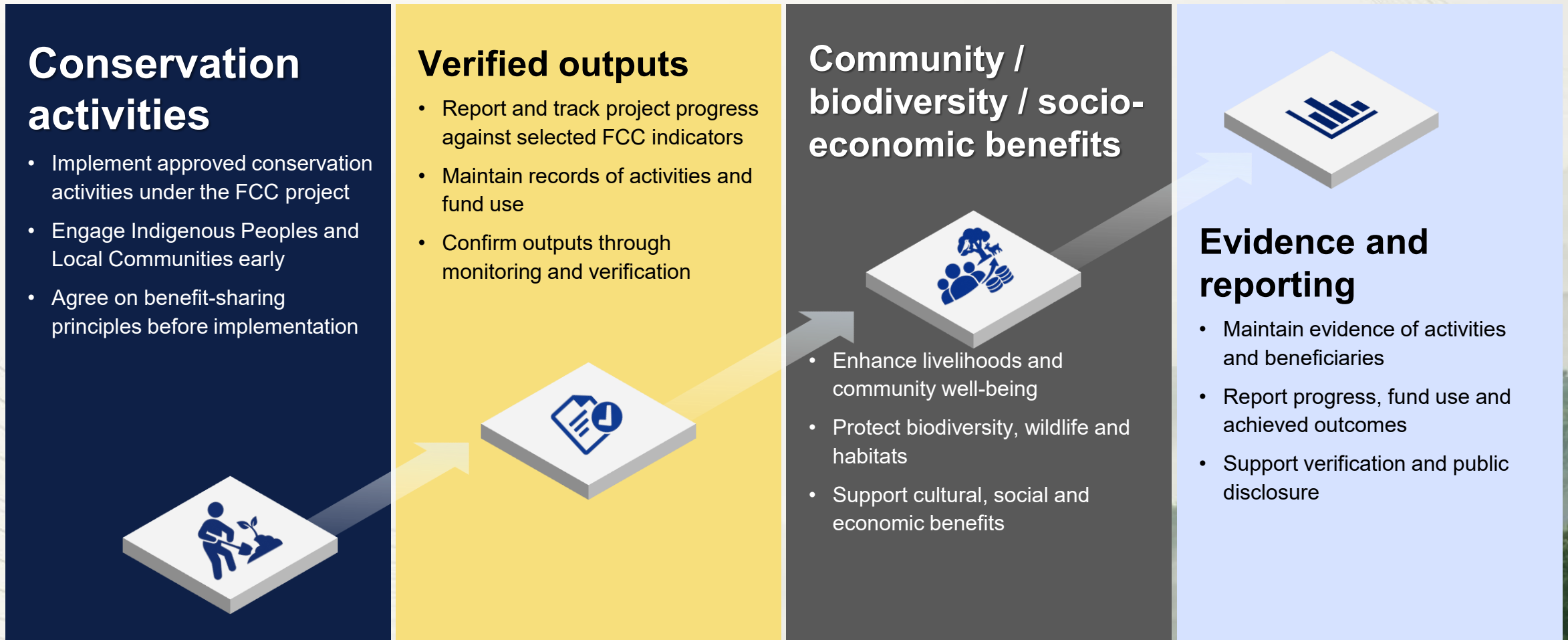


What project participants should do:

- | | | | | | | |
|---|---|---|---|---|---|---|
| Map Indigenous Peoples, Local Communities, customary users, forest-dependent communities and other affected groups. | Identify legitimate community representatives and customary institutions. | Explain project purpose, location, activities, expected benefits, restrictions, risks, timelines, funding and grievance channels. | Use local language, visual aids, community meetings, translated materials and culturally appropriate communication. | Communities should have enough time to deliberate without pressure. | Keep signed minutes, attendance records, decision records, objections, conditions and agreed follow-up actions. | Re-engage if project scope, benefit arrangements, access rules or risks change. |
|---|---|---|---|---|---|---|

ENSURING FAIR AND ACCOUNTABLE OUTCOMES

FCC ensures fairness and credibility by connecting project delivery to measurable outcomes and transparent reporting



GRIEVANCE, COMPLAINTS AND DISPUTE RESOLUTION SYSTEM

FCC ensures fairness and accountability through an independent, time-bound, and transparent grievance mechanism accessible to all stakeholders

Who can submit a grievance and complaint?

- Project proponent
- Indigenous Peoples & Local Communities
- Civil society organisations
- Donors and auditors
- Government agencies
- Any affected stakeholders

High-level process

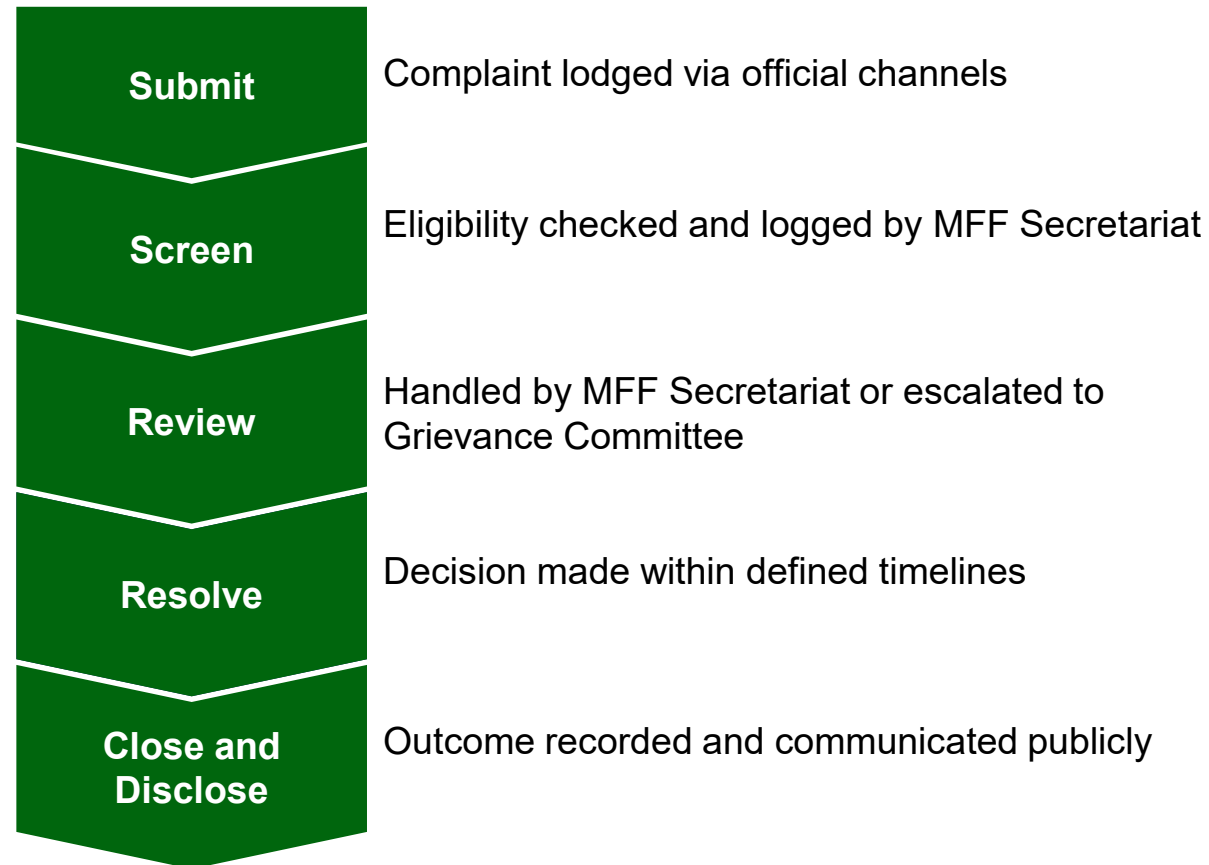


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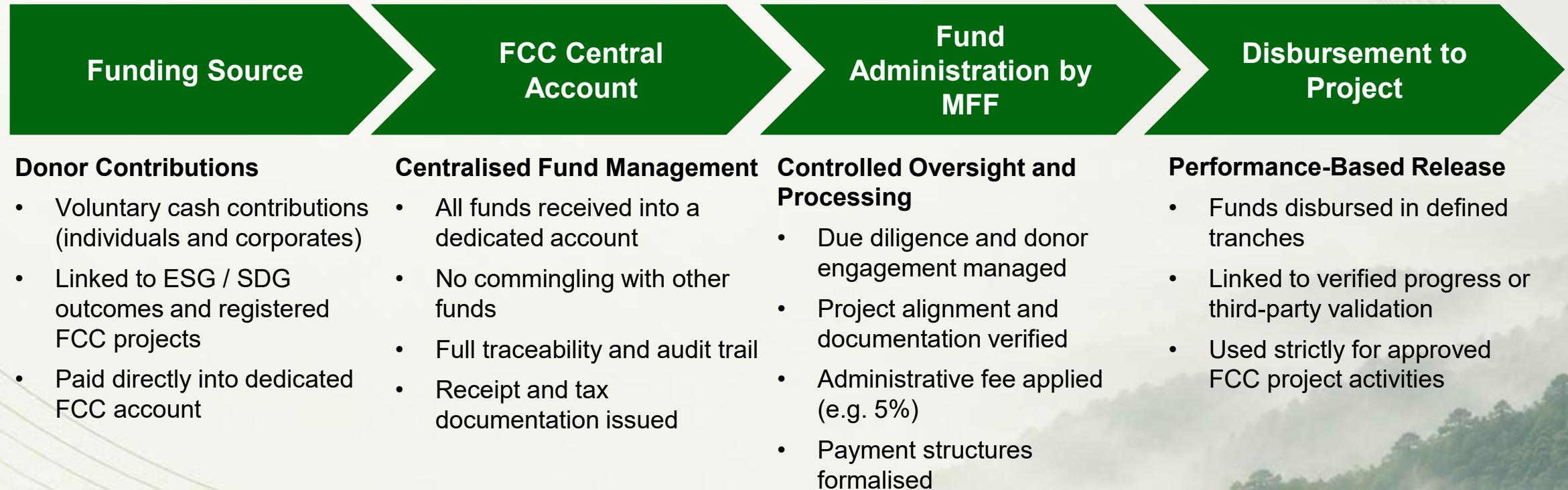
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FCC FUNDING FLOW: STRUCTURED, TRACEABLE AND ACCOUNTABLE

FCC funding flows through a secure central account, with clear controls, traceability, and performance-based disbursement



This structured flow ensures transparency, prevents misuse of funds, and links financing directly to verified conservation outcomes

WHY FCC USES A DEDICATED CENTRAL ACCOUNT

A central FCC account ensures full transparency, auditability, and control over all funding flows. This structure ensures that all FCC funds are transparently managed, auditable, and directly linked to verified conservation outcomes.

1 Full traceability

Every contribution is tracked from source to use

- Direct payment into a dedicated FCC account
- No commingling with other funds
- End-to-end audit trail across all transactions

2 Transparency and Disclosure

Funding flows are visible and verifiable

- Transactions recorded in a public registry
- Project status, reports and verification publicly accessible
- Enables independent verification of outcomes

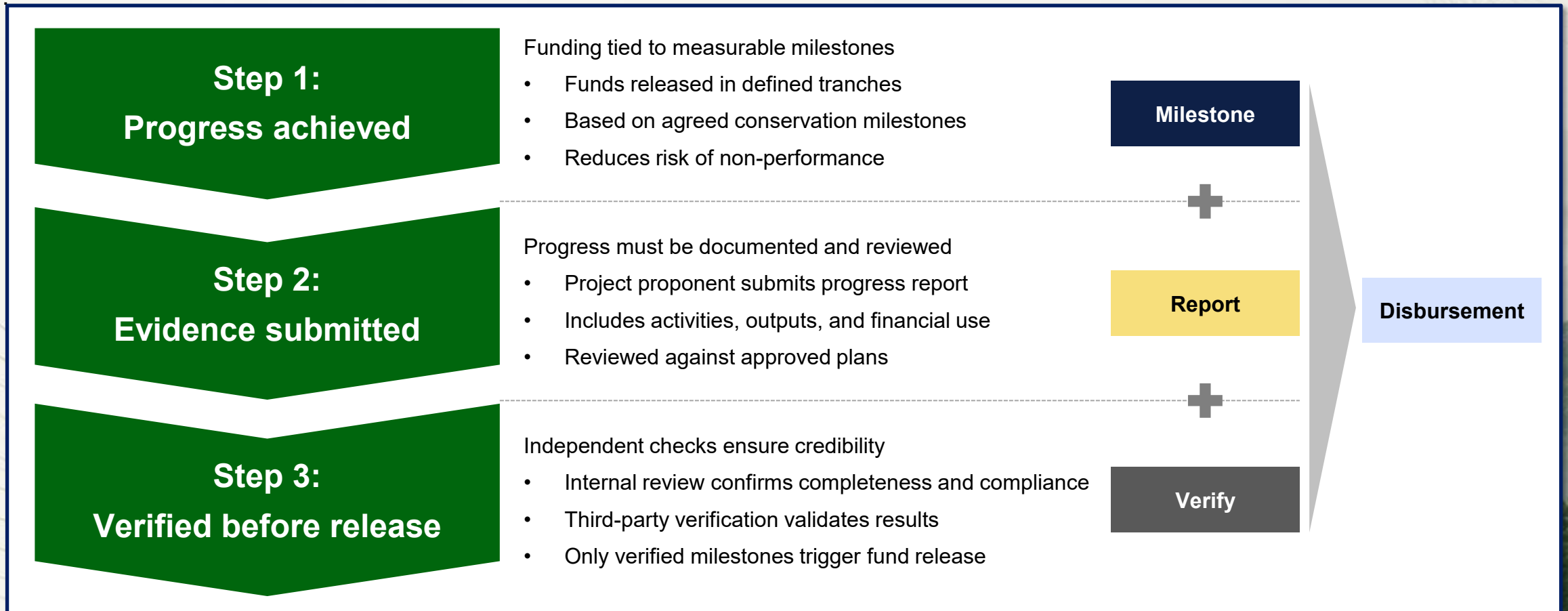
3 Control and Compliance

Strong governance ensures proper use of funds

- Central entity oversees all fund flows
- Valid receipts and tax documentation issued
- Disbursement linked to verified progress
- Administrative controls (e.g. management fee structure)

PROGRESS-BASED DISBURSEMENT: FUNDS RELEASED ONLY WHEN VERIFIED

FCC applies a structured release mechanism where funding is linked to verified progress, supported by documentation, and subject to independent review. This mechanism ensures that funding is directly linked to real, verified conservation outcomes



FCC TAX INCENTIVE: SIMPLE, COMPLIANT AND OUTCOME-DRIVEN

The FCC tax incentive provides a clear, auditable pathway for contributors to achieve tax benefits while supporting verified conservation outcomes

Clear benefit

Direct and measurable tax advantage

- Up to 10% tax deduction on aggregate income
- Applicable to contributions to approved FCC projects
- Minimum contribution threshold applies

Contribution delivers both tax savings and verified conservation impact

RM 100,000 *Aggregate Income*

▼
RM 10,000 *Tax Deduction 10% rate*

▼
RM 90,000 *Effective net cost*

Simple process

Funding flows are visible and verifiable

- Contribution paid directly to FCC account
- Receipt and tax certificate issued
- Claim submitted through standard tax filing

Contribute

Receive
documentation

Claim in tax
return

Controlled and Verified

Ensures legitimacy and accountability

- Contributions tracked through the FCC system
- Transactions recorded in a public registry
- Progress and outcomes subject to verification
- Only valid, auditable claims qualify for tax benefits

Validation checklist to ensure eligibility for tax deduction:

✓ Contribution recorded

✓ Funds traceable

✓ Projects verified

✓ Documentation issued

FCC PROJECT EXPENDITURE: ELIGIBLE, INELIGIBLE AND KEY PRINCIPLES

All project expenditure must directly support approved FCC activities and comply with defined eligibility criteria

Eligible Expenditure

Costs must be directly attributable to approved FCC project activities

Direct Project Costs

- Project personnel directly involved in implementation
- Field activities (e.g. planting, patrol, site work)
- Monitoring and data collection
- Safeguard implementation (e.g. FPIC engagement)

Supporting Costs

- Project-specific administrative expenses (within limits)
- Equipment required for project delivery

Governed by Core Principles

All expenditure must meet these conditions:

- Directly supports FCC-approved activities
- Is properly documented and verifiable
- Avoids double-claiming or duplication
- Complies with FCC protocol and safeguards

Ineligible Expenditure

Any cost not directly linked to approved and compliant project activities will be rejected

General and Indirect Costs

- Non-project staff and general overheads
- Office rent unrelated to project delivery

Non-Compliant or Unapproved Activities

- Activities outside approved project scope or location
- Purchases not linked to FCC outcomes

Prohibited Expenditure

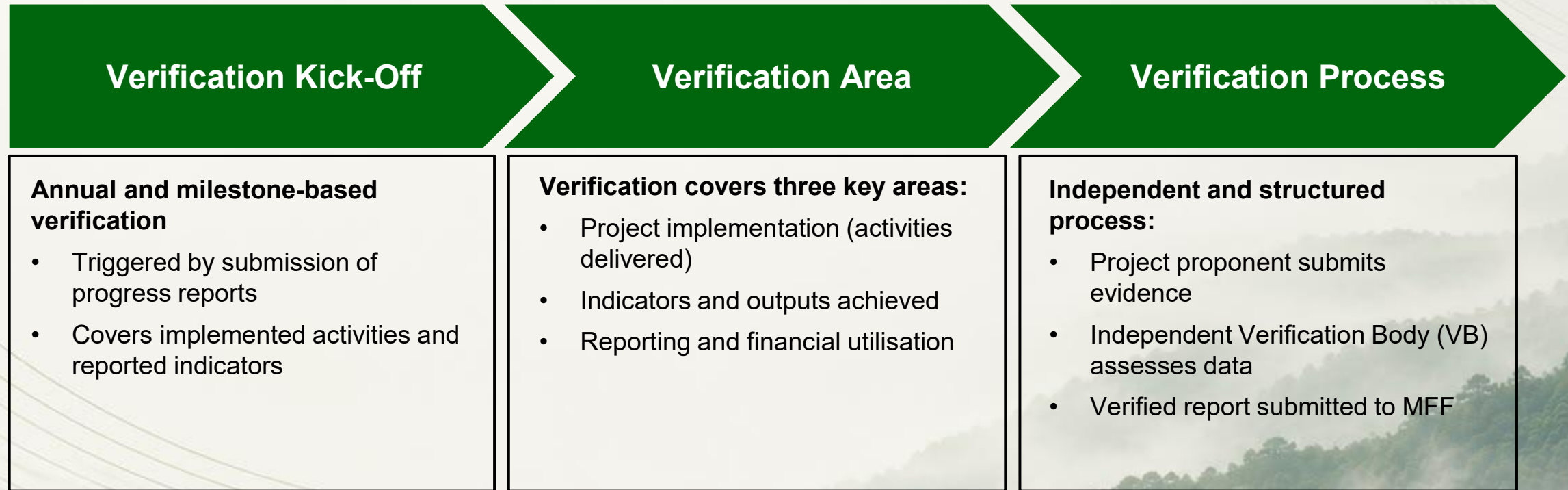
- Gifts, donations, or political contributions
- Entertainment or non-essential expenses
- Any activity violating FCC safeguards

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FCC VERIFICATION PROCESS: INDEPENDENT, STRUCTURED AND ACCOUNTABLE

All FCC projects are subject to independent verification to ensure activities, outputs, and reporting are accurate and compliant



VERIFICATION OUTCOMES: CERTIFICATION, ACCOUNTABILITY AND TRANSPARENCY

Only verified outcomes qualify for certification and funding, ensuring credibility and public accountability

Verified Outcome

Clear approval decision



Approved

- Certification issued



Not approved

- Corrective action required

Certificate Issuance

Two types of FCC certificates



Registration Certificate

- Issued when project is listed and agreement signed
- Confirms participation (not implementation)



Progress / Completion Certificate

- Issued after successful verification
- Confirms activities, outputs, and compliance

Transparency and Disclosure

Full public accountability

- All verification reports disclosed
- Project performance tracked publicly
- Certification and progress visible in FCC registry

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FREQUENTLY ASKED QUESTIONS

Understanding FCC

What is the Forest Conservation Certificate?

The Forest Conservation Certificate, or FCC, is a non-market instrument under Malaysia's REDD Plus Finance Framework. It recognises verified forest conservation activities and non-carbon benefits, including biodiversity, ecosystem services, community benefits, and sustainable forest management outcomes.

Is FCC the same as a carbon credit?

No. FCC is not a carbon credit and does not generate tradeable carbon units. It is denominated based on hectares of forest conserved and successful implementation of approved activities, not in tonnes of CO₂ equivalent.

Can FCC be used for carbon offsetting?

No. FCC cannot be used to meet quantified GHG mitigation obligations, carbon offsetting claims, carbon neutrality claims, or other emissions-reduction commitments.

What does FCC recognise?

FCC recognises approved conservation activities, verified implementation progress, reported indicators, safeguards conformance, and forest conservation outcomes delivered through the project.

Eligibility and Participation

Who can apply as a project proponent?

Eligible proponents include federal government ministries and agencies, state governments and agencies, landowners or entities with clear legal title, and non-government or private entities with written approval from the relevant authority for conservation activities on specified public land.

Can private landowners participate?

Yes, provided the landowner or entity has clear legal title and the proposed activities are aligned with FCC requirements. The project must still go through the application, validation, approval, and registration process.

Can NGOs, universities, community groups or technical firms participate?

They may participate where they are eligible under the Protocol or where they have the necessary written approval, mandate, or partnership arrangement with the legal landowner or relevant authority. The role of each party should be clearly stated in the proposal.

Do I need to own the land to participate?

Not necessarily. A non-rights holder may participate if it has formal written approval or authorisation from the legal landowner or relevant authority. Without clear land rights or approval, the project may not proceed.

Can donors participate in FCC?

Yes. Local and international entities, including companies, businesses, societies, and individuals, may participate as donors subject to the eligibility and documentation requirements under the FCC Protocol.

FREQUENTLY ASKED QUESTIONS

Application and Project Design

How do I start an FCC application?

Applicants submit an application to MFF using the project template provided in Annex A of the FCC Protocol or any form prescribed by MFF. MFF then facilitates the Preliminary Consultation to guide the applicant through the proposal submission process.

What is the Preliminary Consultation?

The Preliminary Consultation is the early-stage engagement with MFF to review the basic project concept, applicant information, documentation completeness, technical requirements, financial information, and whether a technical visit may be required.

Who approves an FCC project?

After Preliminary Consultation, the application enters validation. The REDD Plus Finance Framework Advisory Committee (RFFAC) reviews the proposal against FCC guidelines, criteria, cost, timeline, deliverables, and the applicant's ability to implement the project.

What happens if the application is rejected?

Applicants may submit an appeal. However, the appeal should include new information that was not previously included in the original application.

When can project activities begin?

Project implementation should begin only after the project is approved, registered, matched with donor funds where relevant, and the Conservation Agreement has been executed by the relevant participants.

Eligible Activities and Evidence

What activities are eligible under FCC?

Eligible activities fall under six program areas: protection or conservation of existing forest; increase of PRF/PFE/PA/TPA areas; restoration of degraded forests; aggregation and reconnection of fragmented forests; community engagement and participation; and sustainable forest management practices.

Can a project combine several activities?

Yes. A proponent may implement one activity, a combination of activities, or all relevant activities as part of a coherent conservation strategy.

What indicators must be reported?

Indicators depend on the selected program and activities. Examples include land area conserved, forest management plans, activity reports, biodiversity inventory, carbon baseline or projection reports, enforcement reports, training reports, livelihood activity reports, and SFM documentation.

What evidence should proponents prepare?

Evidence should be directly linked to the proposed activities and indicators. This may include maps, GIS shapefiles, management plans, activity records, monitoring reports, attendance records, financial records, consultation records, and verification-ready documentation.

Are the evidence examples in this playbook exhaustive?

No. The examples are illustrative and subject to the proposed activities, project context, and MFF/RFFAC review. Proponents should refer to the FCC Protocol and the specific requirements agreed in the Conservation Agreement.

FREQUENTLY ASKED QUESTIONS

Funding, Disbursement and Tax Incentive

Where does FCC funding come from?

FCC funds are secured from voluntary contributions by donors. Fundraising is linked to FCC-eligible activities, measurable conservation outputs or outcomes, and the donor's CSR, ESG, or SDG objectives.

Where are donor contributions channelled?

Donor contributions are channelled through the dedicated FCC Account. The FCC Account is separate from other MFF accounts and is used to receive funds from donors and distribute funds for FCC project implementation.

Is there a management fee?

Yes. The FCC Protocol states that a 5% management fee is charged and payable to MFF for every transaction of funds.

How is disbursement made to proponents?

Disbursement is based on FCC project progress as agreed in the Conservation Agreement. Progress Reports and Disbursement Request Forms are required for subsequent fund releases, while initial mobilisation may follow specific rules under the relevant Terms of Reference.

Is there a tax incentive for donors?

Yes. Contributions of RM1,000 and above may qualify for tax deductions of up to 10% of aggregate income, subject to subsection 44(11C) of the Income Tax Act 1967 and applicable MOF/LHDN conditions. The approval period stated in the Protocol is from 1 January 2023 to 31 December 2027, with a maximum cumulative allowable tax deduction of RM55 million.

Safeguards, Communities and Benefit Sharing

What safeguards apply to FCC projects?

FCC projects must demonstrate conformance with the Cancún Safeguards. This includes legal and policy alignment, transparent governance, stakeholder participation, respect for Indigenous Peoples and Local Communities, biodiversity protection, and avoidance of negative environmental or social impacts.

When is FPIC required?

FPIC should be applied where Indigenous Peoples, Local Communities, customary users, or forest-dependent communities may be affected by the project. The process should identify rights-holders, disclose information early, allow time for community decision-making, document consent or concerns, and be repeated if project scope or impacts materially change.

How should benefit sharing be handled?

Benefit-sharing arrangements should be fair, transparent, and linked to the project's approved activities and intended outcomes. Where communities contribute to conservation, restoration, monitoring, or stewardship activities, the expected benefits, roles, responsibilities, and evidence requirements should be discussed early and documented.

What happens if there are unresolved community concerns?

Concerns should be recorded, reviewed, and addressed through the project's consultation process and FCC grievance, complaints, and dispute process. Projects should not treat engagement as a one-off formality; it should continue throughout implementation where affected stakeholders are involved.

FREQUENTLY ASKED QUESTIONS

Verification, Registry and Complaints

Who verifies FCC project progress or completion?

An independent, FCC-approved Verification Body (VB) appointed by the project proponent conducts the verification. The VB must be independent of the project and its findings are submitted to MFF for certification decisions.

What does the Verification Body check?

The Verification Body checks whether approved activities were implemented, whether monitoring, reporting, and disbursement requirements were met, and whether the anticipated indicators or results were achieved

How often is verification conducted?

Verification for FCC progress or completion is conducted annually. The validity of the FCC for progress or completion is one year.

What information is published in the Registry?

The Registry supports transparency and may include project information, participants, project location, project activities, documentation, safeguards conformity, disbursement and progress information, verification reports, and records of certificate issuance.

Who can submit comments or complaints?

Relevant public entities, communities, Indigenous Peoples and Local Communities, and other stakeholders may submit comments or feedback to MFF on any project. Complaints are managed according to the FCC complaints, grievance, and dispute procedure.

COMMON MISTAKES TO AVOID

1. Treating FCC as a carbon credit or offset
2. Applying without clear land rights or written approval
3. Selecting activities without matching indicators
4. Starting implementation before approval and agreement execution
5. Weak evidence management and poor document traceability
6. Treating community engagement as a one-time meeting
7. Not preparing safeguards documentation early
8. Not budgeting for verification and monitoring costs
9. Submitting Progress Reports without financial utilisation records
10. Making donor claims beyond what FCC allows.

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- 03 How FCC Works
- 04 How FCC Ensures Integrity, Credibility and Fairness
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- 06 Verification and Certification
- 07 Frequently Asked Questions (FAQ)
- 08 Appendix**

Guidance for Proponent to fill up FCC Project Template

ANNEX A – PROJECT TEMPLATE

PROJECT NAME:
DATE:

1. Primary Contact Information

ORGANIZATION	:	
ADDRESS	:	
CONTACT PERSON	:	
EMAIL ADDRESS	:	
TELEPHONE	:	

2. Program Partners

(Please list below any organizations and individuals who have or shall assist in preparing the FCC documentation (if any) including additional government agencies, non- governmental organizations (NGOs), and/or additional technical consultants)

ORGANIZATION 1	:	
ADDRESS	:	
CONTACT PERSON	:	
EMAIL ADDRESS	:	
TELEPHONE	:	

ORGANIZATION 2	:	
ADDRESS	:	
CONTACT PERSON	:	
EMAIL ADDRESS	:	
TELEPHONE	:	

3. Eligibility

(Describe how the applicant meets each of the eligibility criteria outlined in Section 1.4 of FCC Protocol. Supporting evidence is expected to be provided including legal document to support legal title)

Item 1: Primary Contact Information

Who to list: This should be the Person-In-Charge (PIC) – the individual who will attend progress meetings, prepare reports, and coordinate with the Verification Body (VB).

Tip: This person must be professional, responsive, and available throughout the project cycle.

Example:

ORGANIZATION: Green Bumi Conservation Society
ADDRESS: No. 12, Jalan Forest, 63400 Dengkil, Selangor
CONTACT PERSON: Ahmad Bin Hassan (Project Manager)
EMAIL ADDRESS: ahmad.hassan@greenbumi.org
TELEPHONE: +60 12-345 6789

Item 2: Program Partners

What to do: List any organizations or individuals assisting with the application or project implementation.

Why it matters: MFF values collaboration. Listing partners shows you are not working alone and that the project is transparent.

Who can be a partner?

Social NGOs, Environmental NGOs, Nature-positive entities, Consultants (Enterprise or Sendirian Berhad), Local cooperatives, local society, Universities/Colleges, Government Agencies

Important: MFF does not recognize paid intermediaries or "middlemen" who promise to speed up approval. Be transparent.

ANNEX A – PROJECT TEMPLATE

PROJECT NAME:
DATE:

1. Primary Contact Information

ORGANIZATION	:	
ADDRESS	:	
CONTACT PERSON	:	
EMAIL ADDRESS	:	
TELEPHONE	:	

2. Program Partners

(Please list below any organizations and individuals who have or shall assist in preparing the FCC documentation (if any) including additional government agencies, non- governmental organizations (NGOs), and/or additional technical consultants)

ORGANIZATION 1	:	
ADDRESS	:	
CONTACT PERSON	:	
EMAIL ADDRESS	:	
TELEPHONE	:	

ORGANIZATION 2	:	
ADDRESS	:	
CONTACT PERSON	:	
EMAIL ADDRESS	:	
TELEPHONE	:	

3. Eligibility

(Describe how the applicant meets each of the eligibility criteria outlined in Section 1.4 of FCC Protocol. Supporting evidence is expected to be provided including legal document to support legal title)

Item 3: Eligibility

What is required: A written description (usually ½ to 1 page) explaining how your organization meets the eligibility criteria in Section 1.4 of the FCC Protocol.

What MFF is checking:

- ✓ Your organization is a legal entity (no fake companies).
- ✓ You have the legal right to work on the proposed land (to prevent conflicts or illegal claims).
- ✓ You have supporting documents attached as proof.

Required Supporting Documents (attach as evidence):

- ✓ Business Registration Certificate (SSM / ROS)
- ✓ Letter of Support or Approval from the State Forestry Department (critical for public land projects)
- ✓ Land Title / Tenure Documents proving legal access or ownership
- ✓ Memorandum & Articles of Association (for NGOs/companies)
- ✓ Any other legal documents that prove your organization is authorized to conduct conservation activities on the site

Example:

Green Bumi Conservation Society is a registered NGO under the Societies Act 1966 (Registration No. PPM-2010-001234). We have been actively involved in forest conservation in Selangor since 2010.

The proposed project site is located within the Ulu Kampung Forest Reserve, which is under the jurisdiction of the Selangor Forestry Department. We have obtained a Letter of Support from the Selangor Forestry Department (Ref: JPS/SPK/100-5/2/2025) dated 15 January 2025, granting us permission to conduct restoration activities in Compartment 23.

In addition, we have submitted a formal agreement with the local community (Kampung Ulu Kampung Village Development and Security Committee) to ensure Free, Prior, and Informed Consent (FPIC) is respected.

Attached are the following supporting documents:

1. Certificate of Registration (ROS) 2. Selangor Forestry Department Letter of Support 3. Formal agreement with Kampung Ulu Kampung 4. Map of proposed project area with GPS coordinates

Item 4: Certification Period Dates

4. Certification Period Dates:

(Anticipated dates for the initial certification period and a minimum of three (3)-years historical Reference Period, if applicable).

REFERENCE PERIOD		CERTIFICATION PERIOD	
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Start:	End:	Start:	End:

5. Project Area:

(Please provide a description of the proposed project area and percentage of forests covered by the accounting area).

TOTAL	PERCENTAGE (%) OF STATE FOREST COVERED/STATE PRF
.....	

(a) Description of Proposed Area:

(Provide details of the proposed areas, owners' legal right, supporting document to support legal right on land (250 to 500 words))

(b) Current State Assessment

(Provide condition, level of degradation, drivers of deforestation, the need for forest gazettelement, previous works (if any) (250 to 500 words))

(c) Georeferenced geographic information system (GIS) shapefiles:

- Observation from GIS information/file
- Comparison data between previous HS and current project implementation

6. Proposed Program and Output Indicators

(Applicant to provide details of proposed program, activities, indicators in line with Section 2.3 of the FCC Protocol)

PROGRAM	ELIGIBLE ACTIVITIES	REQUIRED INDICATORS	OUTPUT INDICATORS

Term	Definitions	Why Matters
Reference Period	The minimum 3-year historical period before your project starts. It shows the forest's baseline condition.	Proves you are actually improving the forest (not claiming credit for forest that was already gone).
Certification Period	The time your project will run and earn Forest Conservation Certificates (FCC) .	This is when you implement activities and report results.

Step 1: Choose Your Reference Period (Baseline)

Select a period of at least 3 consecutive years that ends just before your project starts.

Use real data you already have – satellite images, government records, past reports, or academic studies.

Tip: Do not make this up. The data must be verifiable.

Step 2: Choose Your Certification Period

Keep it realistic – 3 years is recommended for first-time applicants.

Match this to your Project Milestones (Item 9 of the full template).

Tip: Shorter periods are easier to manage and deliver results. You can always renew.

Example:

ence Period Data to Collect:

- Forest canopy cover: 78% (2022), 72% (2024)
- 17 enforcement incidents (2022–2024)
- Hornbill presence recorded
- waterway condition

4. **Certification Period Dates:**

(Anticipated dates for the initial certification period and a minimum of three (3)-years historical Reference Period, if applicable).

REFERENCE PERIOD		CERTIFICATION PERIOD	
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Start:	End:	Start:	End:

5. **Project Area:**

(Please provide a description of the proposed project area and percentage of forests covered by the accounting area).

TOTAL	PERCENTAGE (%) OF STATE FOREST COVERED/STATE PRF
.....	

- (a) Description of Proposed Area:
(Provide details of the proposed areas, ownership/legal right, supporting document to support legal right on land (250 to 500 words))
- (b) Current State Assessment
(Provide condition, level of degradation, drivers of deforestation, the need for forest gazettement, previous works (if any) (250 to 500 words))
- (c) Georeferenced geographic information system (GIS) shapefiles:
- Observation from GIS information/file
- Comparison data between previous HS and current project implementation

6. **Proposed Program and Output Indicators**

(Applicant to provide details of proposed program, activities, indicators in line with Section 2.3 of the FCC Protocol)

PROGRAM	ELIGIBLE ACTIVITIES	REQUIRED INDICATORS	OUTPUT INDICATORS

Item 5: Project Area

This section describes where your project is located and what condition it is in.

- **TOTAL** : [e.g., 250 hectares]
- **PERCENTAGE (%) OF STATE FOREST COVERED/STATE PRF**: [e.g., 15% of Ulu Kampung Forest Reserve]

(a) Description of Proposed Area

What to include:

- 📍 Location: District, state, forest reserve name, nearest village.
- 📖 Boundaries: Natural markers (rivers, ridges) or man-made markers (roads, survey points).
- ⚖️ Ownership/Legal Right: Who owns the land? Do you have permission?
- 📄 Supporting Documents: Attach land titles, MoUs, or Forestry Department approvals.

Example:

The proposed project area is located within Compartment 23 of the Ulu Kampung Forest Reserve, approximately 25 km northeast of Hulu Selangor, Selangor. The total area is 250 hectares, bounded by the River A to the west and the Bt. 15 Ridge to the east.

The land is classified as State Forest under the jurisdiction of the Selangor Forestry Department. The proponent, Green Bumi Conservation Society, has obtained a Letter of Support from the Forestry Department (Ref: JPS/SPK/100-5/2/2025) dated 15 January 2025, granting permission to conduct forest restoration and conservation activities in this compartment.

An MoU has been signed with the Kampung Ulu Kampung Village Development and Security Committee (JKKK) to ensure Free, Prior, and Informed Consent (FPIC) and to involve the community as project partners. The area is accessible via the Hulu Selangor Road and a 5-km logging trail.

(continue to the next page)

4. Certification Period Dates:

(Anticipated dates for the initial certification period and a minimum of three (3)-years historical Reference Period, if applicable).

REFERENCE PERIOD		CERTIFICATION PERIOD	
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Start:	End:	Start:	End:

5. Project Area:

(Please provide a description of the proposed project area and percentage of forests covered by the accounting area).

TOTAL	PERCENTAGE (%) OF STATE FOREST COVERED/STATE PRF
.....	

- 5
- (a) Description of Proposed Area:
(Provide details of the proposed areas, ownership/legal right, supporting document to support legal right on land (250 to 500 words))

(b) Current State Assessment
(Provide condition, level of degradation, drivers of deforestation, the need for forest gazettement, previous works (if any) (250 to 500 words))

(c) Georeferenced geographic information system (GIS) shapefiles:
- Observation from GIS information/file
- Comparison data between previous HS and current project implementation

6. Proposed Program and Output Indicators

(Applicant to provide details of proposed program, activities, indicators in line with Section 2.3 of the FCC Protocol)

PROGRAM	ELIGIBLE ACTIVITIES	REQUIRED INDICATORS	OUTPUT INDICATORS

Item 5: Project Area
(continue from last page)

(b) Current State Assessment (250–500 words)

What to describe:

- Condition: Is the forest intact, degraded, or secondary?
- Level of Degradation: Estimate percentage degraded.
- Drivers of Deforestation: What is causing forest loss? (e.g., illegal logging, encroachment, fire)
- Previous Works: Have any restoration or conservation activities already been done here?

Example:

The current state of the forest is classified as moderately degraded lowland mixed dipterocarp forest. Based on satellite imagery and ground surveys conducted during the Reference Period (2022–2024), approximately 40% of the area shows signs of disturbance, including canopy gaps, pioneer species encroachment, and remnants of old logging trails.

The primary drivers of deforestation and degradation include:

1. Historical selective logging (licensed) between 1985 and 1995.
2. Ongoing illegal timber extraction targeting species such as *Dryobalanops lanceolata* (Kapur) and *Shorea leprosula* (Meranti).
3. Small-scale encroachment by farmers clearing land for temporary crops along the forest edge.

Although the area is part of a State Forest Reserve, it has not been formally gazetted as a Protection Forest. Gazettement is urgently needed to provide permanent legal protection and secure its role as a wildlife corridor connecting the Hulu Selangor Park to the Ulu Kampung Forest Reserve.

In 2023, the local community (Kampung Ulu Kampung) initiated a small-scale reforestation trial, planting 200 native seedlings along a 500-meter stretch of degraded riverbank. This project aims to build on that foundation with systematic restoration and long-term protection.

(continue to the next page)

(continue from last page)

(c) Georeferenced Geographic Information System (GIS) shapefiles

What to submit:

- GIS Shapefiles: Digital maps with GPS coordinates (.shp, .kml, or .kmz format).
- Observation from GIS: Write a short summary of what the map shows.
- Comparison Data: Show changes between the Reference Period and now.

Proponent Friendly Instructions:

STEP	ACTION
1	Use Google Earth, QGIS (free), or a consultant to create a polygon of your project area.
2	Export the file as .kml, .shp. or .kmz
3	Write a brief observation: <i>"The GIS map shows 250 hectares of forest with a 72% canopy cover in 2024, compared to 78% in 2022, indicating a 6 percentage-point decline."</i>
4	Attach the file to your application.

4. Certification Period Dates:

(Anticipated dates for the initial certification period and a minimum of three (3)-years historical Reference Period, if applicable).

REFERENCE PERIOD		CERTIFICATION PERIOD	
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Start:	End:	Start:	End:

5. Project Area:

(Please provide a description of the proposed project area and percentage of forests covered by the accounting area).

TOTAL	PERCENTAGE (%) OF STATE FOREST COVERED/STATE PRF
.....	

- (a) Description of Proposed Area:
(Provide details of the proposed areas, ownership, legal right, supporting document to support legal right on land (250 to 500 words))
- (b) Current State Assessment
(Provide condition, level of degradation, drivers of deforestation, the need for forest gazetterment, previous works (if any) (250 to 500 words))
- (c) Georeferenced geographic information system (GIS) shapefiles:
- Observation from GIS information/file
- Comparison data between previous HS and current project implementation

6. Proposed Program and Output Indicators

(Applicant to provide details of proposed program, activities, indicators in line with Section 2.3 of the FCC Protocol)

PROGRAM	ELIGIBLE ACTIVITIES	REQUIRED INDICATORS	OUTPUT INDICATORS

4. **Certification Period Dates:**

(Anticipated dates for the initial certification period and a minimum of three (3)-years historical Reference Period, if applicable).

REFERENCE PERIOD		CERTIFICATION PERIOD	
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Start:	End:	Start:	End:

5. **Project Area:**

(Please provide a description of the proposed project area and percentage of forests covered by the accounting area).

TOTAL	PERCENTAGE (%) OF STATE FOREST COVERED/STATE PRF
.....	

(a) Description of Proposed Area:

(Provide details of the proposed areas, owners, legal right, supporting document to support legal right on land (250 to 500 words))

(b) Current State Assessment

(Provide condition, level of degradation, drivers of deforestation, the need for forest gazettement, previous works (if any) (250 to 500 words))

(c) Georeferenced geographic information system (GIS) shapefiles:

- Observation from GIS information/file
- Comparison data between previous HS and current project implementation

6. **Proposed Program and Output Indicators**

(Applicant to provide details of proposed program, activities, indicators in line with Section 2.3 of the FCC Protocol)

PROGRAM	ELIGIBLE ACTIVITIES	REQUIRED INDICATORS	OUTPUT INDICATORS

Item 6: Proposed Program and Output Indicators

PROGRAM	ELIGIBLE ACTIVITIES	REQUIRED INDICATORS	OUTPUT INDICATORS

What does each column mean?

- **PROGRAM:**

The name of your program (must align with FCC Protocol Section 2.3). Examples: Forest Restoration, Community Engagement, Biodiversity Protection.

- **ELIGIBLE ACTIVITIES:**

Specific actions you will take. Examples: Native tree planting, patrols to prevent illegal logging, wildlife surveys.

- **REQUIRED INDICATORS**

The minimum metrics FCC requires you to track. Examples: Hectares under restoration, number of patrols, species richness.

- **OUTPUT INDICATORS**

Your specific targets. Examples: 50 hectares planted, 24 patrols per year, 10 hornbill nests monitored

Example:

PROGRAM	ELIGIBLE ACTIVITIES	REQUIRED INDICATORS	OUTPUT INDICATORS
Forest Restoration	1. Native species planting in degraded areas 2. Maintenance and monitoring of planted plots	Hectares under active restoration Survival rate of planted seedlings	50 hectares planted by end of Year 3 ≥75% survival rate after 12 months
Protection & Patrolling	1. Joint patrols with Forestry Dept and community 2. Installation of boundary markers	Number of patrols conducted Illegal activity incidents recorded	24 joint patrols per year Reduce illegal logging incidents by 50% by Year 3

7. Record of Consultation

(Provide a summary of the consultations done with stakeholders in preparation for the submission of this concept document, including public comments on indicators and methodologies to be used. Explain how the recommendations from consultations were considered. This should also include records of Free, Prior, and Informed Consent (FPIC) from communities – if applicable.)

Consultation records:

No.	Parties Engaged	Description	Date
1.			
2.			
3.			
4.			
5.			

8. Disclosures about participation in other REDD PLUS crediting or payment-for performance programs and/or REDD PLUS Project(s) within the proposed area regardless of ownership

9. Project Milestones

PROJECT MILESTONES: (Based on detailed activities*)		
Detailed Activities	Start Date	Completion Date
TOTAL PROJECT PERIOD:	[] Months/Years	

10. Financial requirement

PROJECT COST:				
Programs/Activities	Detailed breakdown of Cost (RM)			Total (RM)
	Detailed Items	Price per Unit	Quantity	
TOTAL				

Item 7: Record of Consultation

Step 1: Identify who you should talk to

Local communities (villages near the project area), Indigenous groups (if applicable), Government agencies (Forestry Department, Environment Department, Land Office), NGOs (environmental or social organizations working in the area), Academics/Universities (if they have relevant expertise), Private sector (if there are adjacent plantations or concessions)

Step 2: Conduct Consultations

- Hold meetings (record attendance, take photos, keep minutes).
- Present your project idea and listen to feedback.
- Document who attended, what was discussed, and what agreements were reached.

Step 3: Obtain FPIC (if applicable)

- If Indigenous communities are involved, follow a formal FPIC process.
- This may take time – start early.
- Document the process with signed agreements or resolutions.

Step 4: Fill the Table

List each consultation in the table. Be specific and honest.

Example

No	Parties Engaged	Description	Date
1	Jab. Kemajuan Orang Asli(JAKOA)	Provide permission to enter Orang Asli(OA) village and engage with OA community	5 Jan 20XX
2	Community Kampung Ulu Kampung	Formal FPIC session with community elders; explained project impacts, benefits, and community rights. Community gave conditional consent subject to benefit-sharing agreement.	20 Jan 20XX
3	Selangor Forestry Department	Technical consultation on project boundaries, eligible activities, and permit requirements. Forestry Dept confirmed project aligns with state forest management plans.	25 Jan 20XX

7. Record of Consultation

(Provide a summary of the consultations done with stakeholders in preparation for the submission of this concept document, including public comments on indicators and methodologies to be used. Explain how the recommendations from consultations were considered. This should also include records of Free, Prior, and Informed Consent (FPIC) from communities – if applicable.)

Consultation records:

No.	Parties Engaged	Description	Date
1.			
2.			
3.			
4.			
5.			

8. Disclosures about participation in other REDD PLUS crediting or payment-for performance programs and/or REDD PLUS Project(s) within the proposed area regardless of ownership

9. Project Milestones

PROJECT MILESTONES: (Based on detailed activities*)		
Detailed Activities	Start Date	Completion Date
TOTAL PROJECT PERIOD:		[] Months/Years

10. Financial requirement

PROJECT COST:				
Programs/Activities	Detailed breakdown of Cost (RM)			Total (RM)
	Detailed Items	Price per Unit	Quantity	
TOTAL				

Item 8 : Disclosure About Participation in other REDD Plus crediting or Payment-for-Performance Programs

Purpose of this section

A short, clear declaration from the proponent (you) stating whether the proposed FCC Project area overlaps with any other REDD+ scheme, carbon crediting program, payment-for-performance initiative, or similar forest conservation/offset project.

This disclosure is required to:

- Prevent double-claiming (claiming the same forest conservation benefits or emissions reductions under multiple programs).
- Ensure transparency and avoid future conflicts or disputes.
- Support the public RFF Registry (Section 7.1), which tracks all FCC projects to help MFF and stakeholders spot and prevent duplication.

Below the example of disclosures:

Example 1:

“Our organization is not participating in any other REDD Plus, carbon credit, or payment-for-ecosystem-services project in this area or any overlapping area.”

Example 2:

“Our organization declares that the proposed FCC Project is exclusive to this application and does not overlap with any existing or planned participation in other REDD Plus, carbon crediting, or ecosystem service payment programs within the same geographic boundaries. Full transparency will be maintained through the RFF Registry to prevent any duplication or conflict.”

Example 3:

“This project area is not, and has never been, registered or participating in any other REDD+ crediting program, voluntary carbon market scheme, payment-for-performance initiative, or overlapping forest conservation/offset project. We confirm no double-claiming or double-financing will occur for the proposed activities and benefits.”

Item 9 : Project Milestone

Example:

No	Detailed Activities	Start Date	Completion Date
1	Tree planting & enrichment (5,000 seedlings)	1 June 2025	30 July 2025
2	3 x community training workshop	1 June 2025	31 July 2025
3	Monitoring, Reviewing	1 August 2025	31 May 2028
Total Project Period:		36 months	

Purpose of this section

The Malaysia Forest Fund (MFF) requires a clear, achievable timeline to plan monitoring visits, verification checks, progress reporting, and fund releases. It also proves that you understand the practical time needed for activities like community consultations, seasonal fieldwork, and reporting—ensuring the project is realistic and deliverable.

Total duration matches the Certification Period dates in Item 4.

Tips

Set conservative dates with built-in buffers for common delays (e.g., rainy seasons, community events, or approvals). This makes the plan more credible and easier to meet, reducing risks during implementation and reporting.

7. Record of Consultation

(Provide a summary of the consultations done with stakeholders in preparation for the submission of this concept document, including public comments on indicators and methodologies to be used. Explain how the recommendations from consultations were considered. This should also include records of Free, Prior, and Informed Consent (FPIC) from communities – if applicable.)

Consultation records:

No.	Parties Engaged	Description	Date
1.			
2.			
3.			
4.			
5.			

8. Disclosures about participation in other REDD PLUS crediting or payment-for performance programs and/or REDD PLUS Project(s) within the proposed area regardless of ownership

9. Project Milestones

PROJECT MILESTONES: (Based on detailed activities*)		
Detailed Activities	Start Date	Completion Date
TOTAL PROJECT PERIOD:	[] Months/Years	

10. Financial requirement

PROJECT COST:				
Programs/Activities	Detailed breakdown of Cost (RM)			Total (RM)
	Detailed Items	Price per Unit	Quantity	
TOTAL				

7. Record of Consultation

(Provide a summary of the consultations done with stakeholders in preparation for the submission of this concept document, including public comments on indicators and methodologies to be used. Explain how the recommendations from consultations were considered. This should also include records of Free, Prior, and Informed Consent (FPIC) from communities – if applicable.)

Consultation records:

No.	Parties Engaged	Description	Date
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8. Disclosures about participation in other REDD PLUS crediting or payment-for performance programs and/or REDD PLUS Project(s) within the proposed area regardless of ownership

9. Project Milestones

PROJECT MILESTONES: (Based on detailed activities*)		
Detailed Activities	Start Date	Completion Date
TOTAL PROJECT PERIOD:		[] Months/Years

10. Financial requirement

PROJECT COST:				
Programs/Activities	Detailed breakdown of Cost (RM)			Total (RM)
	Detailed Items	Price per Unit	Quantity	
TOTAL				

Item 10: Financial Requirement

Programs/Activities	Detailed Breakdown of Cost (RM)			
	Detailed Items	Price Per Unit (RM)	Quantity	Total(RM)
Tree planting & enrichment (5,000 seedlings)	1. Tree seedling	10	5000	50,000
	2. Daily token for tree planting helpers (RM50/day, 500 helper-days)	50	500	25,000
3 x community training workshop	1. Hall rental and F&B	1000	3	3000
	2. Token to trainer	1500	3	4500
Monitoring, Reviewing	1. Monitoring tools	5000	5	25,000
	2. Transportation cost/year	5000	3	15,000
	3. Supervisor daily allowances RM50/day, 365 days	50	365	18,250
Total Project Cost (RM)				140,750

Purpose of this section

MFF (and donors) need to see exactly how the money will be used. This builds trust and allows them to match you with donors.

Cost categories:

- Personnel (salaries, stipends, honorarium)
- Equipment (tools, camera traps, GPS units)
- Materials (seedlings, fencing, signage)
- Travel (fuel, transport, field allowances)
- Consultants (GIS mapping, verification body fees)
- Community benefits (training, livelihood support)
- Administration (office costs)

What a successful submission looks like

- Realistic costs based on current market prices (get 2–3 quotes if possible).
- All costs link directly to activities in **Item 6**.
- Total amount is reasonable for the area size and duration.

Tips

Include a small contingency (5–10%) for unexpected costs. Remember MFF charges 5% management fee on top. Start with a modest budget on your first application — success is more important than a huge project.