



Ref No: EMU/8/2025

REGISTRATION FOR E-MSPO ACCOUNT

Attention to all MSPO Certified Plantations, Palm Oil Mills, Processing Facilities and Dealers under MSPO Standard (MS 2530:2022) Part 3 & Part 4 series and Accredited Certification Bodies:

1. Registration for e-MSPO Account (Part 3)

All certified entities under the Part 3 Series are hereby notified that registration for an e-MSPO account is mandatory. Registration credentials will be automatically sent to the registered PIC email as reported by your Certification Body. If you do not receive the registration email, please contact emu@mspo.org.my and provide the entity name, Entity Code from the e-MSPO system (e.g., EST1234) and your contact number.

- **One (1) access account** is required for one entity following your certificate.
- Users may access the system for reporting purposes, including GHG, HCV, and SIA assessments, complaints submission, application for MSPO Logo usage, and more.
- All registration must be completed no later than **31 December 2025**.
- You may refer to the first-time registration manual at the login page.

2. Changes of ID for Part 4 Series

To ACBs and Part 4 entities, kindly note that if there are any changes to the Track ID in the e-MSPO system, ACBs must inform MSPO accordingly within 5 days.

- When an existing ID is withdrawn and a new Track ID is created for the Part 4 Series, the ACBs must inform the e-MSPO Unit (EMU) by email (emu@mspo.org.my) and provide both the old and new Track IDs from system. The EMU team will create a new username for the Part 4
- Series entity, and the previous login will be deactivated. New login credentials will be issued, and all supplier/buyer registrations and reporting must be reinitiated.

3. Registration of Headquarters (HQ) Login (optional)

User may request an HQ login for all certified entities under the same parent company.

- The HQ may submit an official email to the e-MSPO Unit (emu@mspo.org.my) by providing the full list of certified entities under Part 4 and/or Part 3 Series.
- One (1) access account will be issued for each HQ.
- Through this account, users may access the system to view reporting, including Traceability, GHG, HCV, and SIA assessments, complaint submissions, MSPO Logo applications, and more.



4. Certified Part 4-3 (Dealers) Traceability Account Registration

Dealers' audit reporting will first be completed by your ACB through the certification module. Once the report has been approved by MSPO, dealers may request an account for the Traceability Module from the e-MSPO Unit (emu@mspo.org.my) to comply with Clause 5 of the Scheme Requirements.

- Certified dealers must submit an official email request together with a copy of the certificate issued by your ACB.
- One (1) access account will be issued for each entity.
- All registrations must be completed within **five (5) days** of the certificate issuance date.
- For more information, please refer to the first-time registration manual available on the login page.

For further clarification or assistance, you may contact the relevant support teams at emu@mspo.org.my

If you encounter any technical issues or require assistance, please submit a support ticket through the **e-MSPO Helpdesk**. We appreciate your continued cooperation and commitment to the MSPO certification process.

Thank you.

MALAYSIAN SUSTAINABLE PALM OIL

09 SEPTEMBER 2025



ACRONYMS

ACBs	Accredited Certification Bodies
EMU	e-MSPO Unit
EST	Estate
GHG	Green House Gas
HCV	High Conservation Value
HQ	Headquarter
ID	Identity Document
MS	Malaysian Standard
MSPO	Malaysian Sustainable Palm Oil
PIC	Person-in-charge
SIA	Social Impact Assessment