**Please complete this form and submit to NASAA Certified Organic Pty Ltd (NCO).**

PO Box 768 Stirling SA 5152 **TEL** +61 8 7231 7700 **EMAIL**  [info@ncocertifiedorganic.com.au](mailto:info@ncocertifiedorganic.com.au)

Where a section and/or question is not relevant to your operation, please indicate this by inserting Not Applicable or N/A.

Please note that NCO’s operational Language is English, and all communication must be in English. Information and documentation not submitted in English cannot be accepted.

Please insert rows where needed.

|  |  |
| --- | --- |
| **Entity Name**  **(as per ABN registration)** |  |
| **ABN or Business Number** |  |
| **Trading As** |  |
| **Legal Status**  **(Proprietary, legal partnership, trust, etc)** |  |
| **Principal Representative Name** |  |
| **Phone no & Email Address** |  |
| **Alternate Contact Name** |  |
| **Alternate’s Phone no & Email Address** |  |
| **Primary Account’s email address (for invoicing)** |  |
| **Postal address** |  |
| **Address of Principal Site for Certification** |  |

**List all sites relating to the above business (e.g. off-site storage/processing)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Name** | **Road Address** (Attach directions if required to assist in locating the premises) | **GPS coordinates** | **Acreage (ha) for Producer certification** | **Applicable Status:**   * Organic * In-Conversion * Conventional * Parallel Production/Processing | **Ownership of this Site**  (Owned, leased, subcontract etc) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Required Documents**  Indicate which attachments are included according to your operation type. | **Attached (Tick)** |
| Organic Management or Handling Plans (Producer, Processor/Handler) |  |
| Addendum Management Plans for special operations (Apiary, Aquaculture, Wild Harvest, Nursery, etc) |  |
| Maps/Floorplans |  |
| Flowcharts |  |
| Input Registers  For Farming, Land Input history covering previous 3 years for all inputs used and dates of applications/use/management practice(s) |  |
| Product Formulations |  |
| Any other support documents (List) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Transfer from another Certification Body (CB)**  Are you currently, or have you previously been certified for the certification program(s) you are applying for?  **If yes, you agree to NCO seeking access to all certification documents by your previous Certifier.** | | | | | | | |
| **Name of CB** | **Certificate expiry date** | | **Date of last audit** | **Date of last unannounced audit** | **Organic Program(s)** | | |
|  |  | |  |  |  | | |
| Have you been denied certification by another certification body? | | | | | | | |
| **Yes** |  | **If yes**, do you agree to release certification denial documentation? | | | | **Yes** |  |
| **No** |  | **No** |  |
| **Important:** If you do not agree to release certification denial documentation, NCO will be unable to proceed with your application. | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tick** | **CERTIFICATION**  **PROGRAM** | **APPLICABLE REGULATION/STANDARD** | **ALLOWS ORGANIC MARKET ACCESS TO:** |
|  | Australian operators (incl. Exports) | * National Standard for Organic and Biodynamic Produce and * NASAA Organic and Biodynamic Standard | * All unregulated markets * Taiwan * Japan for Plant, Livestock, Processed Product | AUSTRALIA |
|  |
|  | NASAA | **DOMESTIC**   * NASAA Organic and Biodynamic Standard | * Australian producers who do not supply wholesale or Export chain * Sales turnover of less than $40K | **NASAA** |
|  | **INTERNATIONAL**   * NASAA Organic and Biodynamic Standard | * All unregulated markets (regulated markets are EU, USA, China, Korea, Japan) | 1. Australian producers who do not supply wholesale or processing chain 2. less than $40,000 |
|  | Grower Group | * Grower Group Certification Criteria | * ONLY in conjunction with one or more of the above programs and * ONLY where permitted by the program |
|  | Korea | * [Ministry of Agriculture, Food and Rural Affairs (MAFRA)](http://www.mafra.go.kr/english/index.do) | * Regulated Markets of Korea |
|  | China | * National Standards for the People’s Republic of China—[Part 1](http://cciceu.com/media/website/GB%2019630.1-2011%20-%20Organic%20Productions%20Part%201%20Production.pdf) & [Part 2](http://cciceu.com/media/website/GBT%2019630.2-2011%20-%20Organic%20Products%20%20Part%202%20Processing.pdf) | * Regulated Markets of China respectively |
|  | FairTrade (FairTSA) | * FairTSA Standards | * Private certification schemes that require FairTrade |

|  |  |  |
| --- | --- | --- |
| **Tick** | **Generic Operation Type (Mark ALL that Apply – highlight or tick)** | |
|  | Producer / Grower (Crop, horticulture, unprocessed livestock feed, etc) | |
|  | Producer Livestock (Meat, Dairy, Eggs etc) | |
|  | Processor (Processed Food/Livestock Feed/On-farm Processing) | |
|  | Handler (Export/import/trader/storage/transport, distribution etc) | |
|  | Input Manufacturer | |
|  | Retailer | |
|  | Wholesaler | |
|  | Grower Group | |
|  | Wild harvest | |
|  | Biodynamic Producer | |
|  | Plant Reproductive Material (nursery/producer) | |
|  | Apiary/Bees | |
|  | Aquaculture | |
|  | Landless system (mushrooms, sprouts, etc) | |
| **State all generic crops/products/livestock to be covered for certification in detail:** | | |
| **CROP/PRODUCT Name** | | **Next Harvest/Production Date/s (Estimated)** |
|  | |  |
|  | |  |
|  | |  |

**DECLARATION**

I [Name]

[Address]

[Occupation] \_

**DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:**

1. I am the applicant named in the attached questionnaire/employed by the applicant company named in the attached questionnaire as and am authorised to make this statutory declaration on behalf of the applicant.

2. I have read the Certification Program Standard/Regulation(s) as relevant to this application and I understand the purpose of the Standard(s) and what is required to comply with them. I agree to:

i) comply with the requirements of the applicable standards/requirements for the program(s) for which I have applied.

ii) operate in accordance with the Standard(s) from henceforth.

iii) inform NCO (and other relevant certifiers, if any) of any breach of standard(s) that may affect the integrity or status of the certified products and/or notify NCO immediately of any activity that could impact on the integrity of certified product.

3. The last application of any prohibited material on the property/land under application was on / / \_\_

4. I have completed the attached questionnaire having regard to the Standard(s) and from my own knowledge. The answers given are true and accurate. If NCO requires further information in relation to my application, I agree to supply it to NCO. I understand that NCO will rely upon the answers and information contained in this document and associated attachments in deciding whether to certify me/the applicant in accordance with the Standard(s) and that it is important to the integrity of the Standard(s) and the scheme of certification operated by NCO that the answers and information provided in this document are true and accurate. I understand that if the information I have supplied is false the application will be cancelled.

5. I understand and agree:

i) to give authority to NCO to ask my previous certifier (if applicable) for any information regarding previous non-compliances.

ii) that if initial review of this application is successful, NCO will deploy an inspector/auditor to visit my premises and take appropriate samples for testing.

- Cost of the tests are covered by me.

- The inspector/auditor may be directly employed by NCO or by another certification agency subcontracted to NCO.

- I consent to the use of subcontracted inspection personnel and/or laboratories as required.

iii) that if certification is granted, NCO will perform annual inspection (or inspections as required by the certification program) and that this may also include additional and/or unannounced inspections of my operation.

iv) to grant right of access to all appropriate facilities and to all relevant documentation including financial records to NCO and to any delegated auditors of NCO’s accreditors.

6. I provide this information on the understanding that it will be used in accordance with NCO’s Privacy Policy. I accept that there may be an exchange of information with other certifiers as required if:

i) the certified operation or associated sublicenses are inspected by another certifier, or

ii) certification is transferred to another certifier.

7. I agree to notify NCO should I withdraw from certification.

8. I agree that if I withdraw or am decertified, I will keep all relevant certification records for at least 5 years.

9. I accept that NCO is required to inform the program accreditation authorities of the withdrawal or decertification. Note: If such termination relates to the JAS program, then NCO is required to publish the fact of verified fraudulent labelling found to occur after the termination.

**I DECLARE** the statements and information contained above to be true and to the best of my knowledge. Electronic signatures are acceptable.

**DECLARED at (**Address):­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARED on** (Date): / / \_\_

Signature:

Witnessed by (Name):

Signature of Witness:

Address of Witness:

**PRIVACY INFORMATION**

NCO is committed to handling personal information about you in accordance with the Privacy Act 1988. NCO may collect and hold information about you for the purposes of assessing, reviewing and making decisions about your suitability for certification. You may have access to your certification application file held by NCO. NCO will handle all such information confidentially and will not divulge it to any party outside NCO without your written permission except that:

* Generalised information may be extracted to be used for statistical purposes without disclosing personal details.
* NCO may release such information to accreditation bodies and other certifying organisations in some circumstances.
* NCO may release information to meet any lawful obligations imposed upon it by statutory authorities.
* NCO will publish notice of your certification on its website and will include your general certification details (operation, scope of certification, certification status, and contact details) on a list.
* NCO may disclose copies of your Certificates of Registration for the current and three previous calendar years to the general public.