

OF&G Quality Manual	RD197 Processor Application Form
Docs referred to:	RD15, RD90

Company Name:						
Contact Name:	Title:		First name:		Surname:	
Job Title:						
Address:						
Post Code:						
Tel No:			Fax No:			
Mobile No:						
E-mail:						
Website:						

Inspection address, if different from above						
Company Name:						
Contact Name:	Title:		First name:		Surname:	
Job Title:						
Address:						
Post Code:						
Tel No:			Fax No:			
Mobile No:						
E-mail:						

Company Activities. List all activities, organic or non-organic, that the company carries out on the site, that are to be certified for organic production.
Organic enterprises to be certified. (e.g. Dairy, Egg Packing, Meat Cutting, Importing etc.)
Non-organic activities

Please give details here, or attach a list, of the organic products you wish to register, including product name and brand name, or complete Single or Multiple Ingredient Product Specification Sheet (as relevant) for all organic products (proformas available in the OF&G Organic Standards and Certification Manual) and forward to OF&G.

Company Details

Is any other Certification held? e.g. ISO, UFAS, BRC, SALSA etc.	
Is a combined inspection with any other Certification Scheme(s) required?	
Are you exporting to the USA? If yes, please highlight which products on list.	
If any additional premises are used for processing, storage or distribution, please give the contact name, full address and telephone number.	
What is the Total Annual Turnover of the Company/Site?	
Is your operation currently, or previously been, certified by another organic control body?	
Have you ever been denied organic certification or had your organic certification terminated? If "Yes" please give details on separate sheet.	

Legal Information

Have you been or are you subject to any current, recent (within the last 12 months) or pending investigations or prosecutions? If yes give brief details below.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Inspection Date and Charges

Please see details of charges for Inspection and Certification on Form RD15, which is enclosed in your application pack.

Where possible, we aim to inspect your operation within 6 - 8 weeks of receipt of your completed Application Form and payment.

Organic Standards and Certification Manual (OSCM)

The OF&G Organic Standards and Certification Manual (OSCM) gives details of the requirements for organic certification. Every applicant must have a copy and make it available to relevant staff.

It is available on CD ROM or paper. The CD ROM copy is free but we have to make a charge of £12.00 + VAT for the paper copy, to cover printing and postage costs. The OSCM can also be viewed and downloaded from our website at: www.ofgorganic.org.

Please tick:	<input type="checkbox"/>	CD ROM Version	<input type="checkbox"/>	Paper Version at £12.00 + VAT	<input type="checkbox"/>
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Fee for inspection and certification, as per charges sheet RD15		£
Charge for paper version of the OSCM (if ordered)	£12	£
	plus VAT	
	Total	£

Please return the completed Application Form, signed RD90 Declaration and Licensing Agreement, enclosures and payment to:

OF&G, Old Estate Yard, Shrewsbury Road, Albrighton, Shrewsbury, Shropshire. SY4 3AG
 Tel: 01939 291800 Fax: 01939 291250
 or by e-mail to: info@ofgorganic.org

Payment Methods. See RD15 for current certification fees

BACS	Triodos Bank, Deanery Road, Bristol. BS1 5AS. Account No. 20605153. Sort Code 16-58-10. Please inform OF&G when payment has been made.
Credit or Debit Card	We can also take payment by Credit or Debit Card, please contact us for further details.
Cheque	Cheques should be made payable to OF&G. Please write your invoice number on the back of the cheque (if known).

For office use only

Date application received:	Fees due: £
	Fees paid: £
	Fees owing: £