## **Application Form for Organic Crop production and Processing Certification** UnderEU Regulation 2018/848

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| **How to fill in the form:** |
| *If you see a grey field after the title or text, such as this one*       ***,*** *please click with the mouse on this grey field and write your text there- it will be written in the right font*. *In tables please use simply the empty lines and add additional table lines if necessary (table/add/lines). In the selection-boxes, simply click or on your selection and an “X” will appear.*  *Complete this form in print, typed or any other electronic format and send it to [applications@africertlimited.co.ke](mailto:applications@africertlimited.co.ke) and [info@africertlimited.co.ke](mailto:info@africertlimited.co.ke)* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Name of the operator / Farmer group / company applying for certification:** | | | | | | | |  | |
| **2** | **Address:** | | | | | | | | | |
| Farm/Facility Location:       P.O. Box: | | | | | | | | | |
| GPS Reading | Longitude:  deg       min      sec  Direction | | | | | | Latitude:  deg      min       sec  Direction | | |
| Postal Code: | | | | | | | City: | | |
| Email: | | | | | | | Country: | | |
| Phone: | | | | | | | Fax: | | Mobile: |
| KRA PIN No :  ***Mandatory for Kenyan companies*** | | | | | | | | | |
| **3** | Legal status (Ownership of farm/facility) | | | | | Registration number of company: | | | | |
| Name and address of Holding company\*:        \* If the applying company is a part of a holding company | | | | | | | | | |
| Operator Country code: | | | | | | | | | |
| Countries where the products are intended to be traded: | | | | | | | | | |
| **4** | **Certification Contact Person Name:** | | | |  | | | | | |
| **Relationship to operator/ Grower group: (Title.)** | | | |  | | | | | |
| Phone : | | | |  | | | | | |
| Email Address: | | | |  | | | | | |
| **Financial Contact Person Name:** | | | |  | | | | | |
| Title: | | | |  | | | | | |
| Phone : | | | |  | | | | | |
| Email Address: | | | |  | | | | | |
| **5** | **Scope applied for**:  (Tick the standard) | | | ☐ Organic EU Regulations (Crop production)    ☐ Organic EU Regulations (Processing) | | | | | | |
| **6.** | Type of Service: Pre-inspection ☐ Certification Audit ☐ Others ☐ Specify | | | | | | | | | |
| **7** | Previous certification with another certification body for Organic covering the same product and activities in the same country for the operator or group of operators? No: ☐  Yes: (Provide previous Certificate no.)               (Name of Certification Body)  Previous registration with Africert Limited? No: ☐  Yes: ☐ (Provide previous Certificate No.)  Previous withdrawal or suspension by the CB; Yes ☐  No☐  If yes, input reason and year if suspension/withdrawal | | | | | | | | | |
| **8** | **Crops To Be Certified And Field/Plot Size And Location** (for farmer group skip No. 8 go to 9) | | | | | | | | | |
| Crop  (common & scientific name) | Source of planting material | Non-covered crops first harvest Plot/Field size (ha) | | | | Covered crops first harvest Plot/Field size (ha) | | Harvest subcontracted | |
|  |  |  | | | |  | | **☐** | |
|  |  |  | | | |  | | ☐ | |
|  |  |  | | | |  | | ☐ | |
|  |  |  | | | |  | | ☐ | |
|  |  |  | | | |  | | ☐ | |
|  | **Crops not to be certified (Parallel production)** | | | | | | | | | |
| Crop  (common & scientific name) | Source of planting material | Non-covered crops first harvest Plot/Field size (ha) | | | | Covered crops first harvest Plot/Field size (ha) | | Harvest subcontracted | |
|  |  |  | | | |  | | **☐** | |
|  |  |  | | | |  | | ☐ | |
|  |  |  | | | |  | | ☐ | |
|  |  |  | | | |  | | ☐ | |
|  |  |  | | | |  | | ☐ | |
| **9** | **For crops listed above/ in the farmer register, indicate dates when harvest started, whether harvest is ongoing and when harvest will end for all certification options.** | | | | | | | | | |
| ***Crop*** | ***harvest start date***  ***dd-mm-yyyy*** | | | | | ***Harvest on-going? (yes/no)*** | | ***Harvest likely to end? (date)***  ***dd-mm-yyyy*** | |
|  |  | | | | |  | |  | |
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|  |  | | | | |  | |  | |
| **If Harvesting is subcontracted give details of the subcontractor(s)** | | | | | | | | | |
| **10** | Do you purchase produce / own other farm units which are not Organic certified **(Parallel ownership)**  No ☐  Yes ☐  If yes the units which are supplying or owned by you registered in this form will be inspected against the applicable requirements as required by the EU regulations for traceability & segregation.  If yes provide names of the farm units   |  |  |  |  | | --- | --- | --- | --- | | Producer/Farm | Size | Crop | Location | |  |  |  |  | |  |  |  |  | | | | | | | | | | |
| **11** | **Inputs: Please indicate the following;**   1. List of crop protection products used. (Convectional and home-made preparations).      1. List of fertilizers/soil conditioners/nutrients used (Convectional and home-made preparations). | | | | | | | | | |
| **12** | **Produce processing/ handling/storage** | | | | | | | | | |
|  | List processed products to be certified   |  |  | | --- | --- | | **Product** | **Raw materials** | |  |  | |  |  | |  |  |  * Briefly describe the activities involved in processing     ***List processing aids/ingredients/food additives used***   |  |  |  | | --- | --- | --- | | **Ingredient /processing aid/additive** | **Organic status** | **Authorization available(for non-organic, if applicable)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   ***List the produce handling/processing site(s)***   |  |  |  | | --- | --- | --- | | ☐ in field ☐ off farm facility | Location | Certification status | |  |  |  | |  |  |  | |  |  |  | | | | | | | | | | |
|  | Do you handle, pack or store products for other operation which are not certified?  Yes ☐ Producer numbers  No☐ | | | | | | | | | |
| **13** | **Packaging, labelling and Storage / Warehousing** | | | | | | | | | |
|  | Describe packaging materials used    Do you use Organic EU logo on product label? Yes ☐ No ☐ N/A ☐  *(Please attach copy of label used on packaged product to this application)*  ***List the produce storage/warehousing site(s)***   |  |  |  | | --- | --- | --- | | ☐ Within facility ☐ Off facility | Location | Certification status | |  |  |  | |  |  |  | |  |  |  | | | | | | | | | | |
| **14** | **Subcontracted activities** | | | | | | | | | |
|  | Please list all the engaged subcontractors and specify all the sub contracted activities which are carried out as part of the production, handling/ processing/storage operations for the Organic product in the table below.   |  |  |  |  | | --- | --- | --- | --- | | **Company/Person name** | **Contact details** | **Activity** | **Certification status** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Additionally, written agreements by the subcontractors listed above shall be availed to be inspected on site and their holding will be subject to the control regime. | | | | | | | | | |
| **15** | **For Grower group Please fill in the attached Grower groups schedule/ list of the growers to be certified as**  **Per the attached table.**  **For Leased production sites (or other) activity (or attach register)**   |  |  |  |  | | --- | --- | --- | --- | | **Name of farmer** | **Location** | **Size** | **Crop** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | |
| **16** | **Disclosure of information:**  For information on disclosure, please refer to this application & Certification Agreement and the website  , [www.africertlimited.co.ke](http://www.africertlimited.co.ke/)  **Please Choose the different data release levels below:**  By ticking the levels below and by signing this document I agree that *AfriCert* will treat information as described below.  ☐ The Company name, Current Operator Name, certificate code number and physical address , registration number , the certified products and quantity, The certification status, the registered sub -contractors, numbers of grower groups members , city, and the destination markets. Shall be available to the public from the CB website.  ☐ Publication of all data (e.g. contact details, quantities, completed checklists) to be on the public website  ☐ Information shall only be released upon request with my approval | | | | | | | | | |
| **17** | **Note:** Operators applying for certification must have access to the applicable standards (this can be downloaded  free of charge from <http://africertlimited.co.ke/certification-standards/>  Or obtained from the information pack from AfriCert Ltd (delivery and printing cost charged to the client). | | | | | | | | | |

Date:

Name (Authorised Signatory):       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company stamp:

**FOR AFRICERT’S USE ONLY:**

| Application reviewed and approved by: |  |
| --- | --- |
| Date of final review and approval: |  |