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|---------------------------|-----------|
| Ref No: | TI |
| Date of enquiry | |
| Date Recd: | |
| Additional Info required. | |
| Previous CB | |
| Papers from Previous CB | |
| Accepted & Quoted: | |
| Quotation accepted | |
| Logged on: | |
| Assigned to: | |
| Date Assigned: | |
| Date Inspected: | |

For OFF use only

Organic Food Federation

APPLICATION FORM FOR IMPORTERS

PLEASE COMPLETE IN BLOCK CAPITALS

THIS APPLICATION MUST BE SIGNED AND DATED

Please post or Fax to the **Organic Food Federation**
 31, Turbine Way, Eco-Tech Business Park, Swaffham, Norfolk PE37 7XD
 Tel: 01760 720444 Fax: 01760 720790

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Importer Application

1. COMPANY DETAILS

| | |
|---|---|
| Name of Company: | |
| Trading Name (if different) | |
| Type of Business: | Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Plc <input type="checkbox"/> |
| Ultimate Holding Company (if any) | |
| Name and Address of Premises to be registered: | |
| | |
| Tel: | Fax: |
| E-mail: | |
| Address for Correspondence (if different): | |
| | |
| Tel: | Fax: |
| Name of person responsible for Organic Production & Sales: | |
| Name of Chief Executive (if different): | |
| Financial Year: | |
| Annual Turnover: (not used for fee calculation) | £ |
| No of Employees (staff and operatives) involved with organic production | |
| Have you been certified by another certification body? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| If yes, what body? | |
| When did certification cease. | |
| Have you been refused certification by another certification body? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| If yes, what body? | |
| Are there any prosecutions pending, current or recent (within the last 12 months) that may have a bearing on your application for organic certification. YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| If yes, please include full written detail on separate sheet. | |

NB: If you are changing your certification from another body to the Organic Food Federation, you **MUST** contact your present certifier to request that they forward your files to OFF. The Federation reserves the right to contact DEFRA* to clarify whether there has been any prohibition of organic activities.

**Department for Environment Food and Rural Affairs.*

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1. List the organic products that are to be imported from third countries (non-EEC)

| Product | Supplier & Country of Origin | Original Certification |
|---------|------------------------------|------------------------|
| | | |

If any of the above products are multi-ingredient, their composition must be entered on the table at the end of this application form (additional copies of this table must be attached for each organic product to be certified).

2. Have you applied to DEFRA for form OB11?

(Which is an application for authorisation to bring organic products from third countries into the EEC)

3. Details of the Import Operation

3.1 What is the port/are the ports of entry to the UK?

3.2 What is the form of transportation from the country of origin?

3.3 Are the consignments mixed (organic & non-organic)?

If so what measures are taken to ensure no cross contamination?

3.4 Are imported goods stored prior to delivery to the customer? YES NO

3.5 Are imported goods delivered straight to customer without intermediate storage?

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3.6 Describe the import documentation procedures, listing the key documents involved:

4. Details of Intermediate Storage

4.1 Do you use third party storage?

4.2 What is the name and address of the store

Telephone No
Storage Contact:

4.3 What is the required storage temperature

4.4 Are there dedicated facilities for storage of organic products

4.5 If not, what provisions are made to prevent cross-contamination or accidental substitution?

4.6 How does the warehouse account for organic deliveries and despatches?

4.7 What provisions are made to control pests at the warehouse (*Rodents, Insects and Birds*)?

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UNDERTAKING

Should you be accepted in to our Organic Certification Scheme you are required to undertake to comply with:

1. All relevant sections of our Standard for organics at all times (as amended from time to time).
2. Prompt payment of all fees and charges according to our terms and conditions (available on request), including fees or costs for work undertaking for applications that do not proceed) should they be charged.
3. Resolution of any non-compliance raised against your operation within the agreed timescale.
4. Providing site access during normal working hours to inspectors authorised by us, with or without prior notice, for the purpose of carrying out surveillance inspections or collection of samples from operations, which are subject to a Certificate of Conformity.
5. Agreeing, if accepted into our Certification Scheme, to give three months notice in the event of wishing to withdraw from the scheme, unless due to circumstances beyond their control.
6. Providing true and correct statements on my application form.

Signed:

Print Name:

Company:

Position

Date:

(This section must be completed in order to proceed with the assessment inspection.)

NOTE: We are asked from time to time to provide lists of organic operators to third parties seeking suppliers or potential customers. Please indicate if you do NOT wish your company to be included on any such lists by ticking the box.

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