



Office Use Only:	
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# The Organic Food Federation

## Application Form for Importers

The Organic Food Federation  
 31 Turbine Way, EcoTech Business Park, Swaffham, Norfolk PE37 7XD  
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## 1. Company Details:

Name of Company:	
Trading name (if different):	
Type of Business:	
Ultimate Holding Company (if any):	
Name & address of premises to be registered:	
Telephone / Mobile:	
Address for correspondence if different:	
Fax:	
email:	
Name of person responsible for organic production and sales:	
Name of Chief Executive if different:	
Financial year:	
Annual turnover (not used for fee calculation):	
Number of employees (staff, operatives) involved with organic production:	
Have you been certified by another certification body?	<b>YES</b> <b>NO</b>
When did the certification cease?	
Have you been refused certification by another certification body?	<b>YES</b> <b>NO</b>
If yes, what body?	
Are there any prosecutions pending, current or recent (with the last/next 12 months) that may have a bearing on your application for organic certification. If yes, please provide details:	
How did you hear about the Organic Food Federation?	



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**3. Have you applied to DEFRA for form OB11?**

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

What ports are used for entry into the UK?	
What is the form of transportation from the country of origin?	
Are the consignments mixed (organic and non organic)?	
If so what measures are taken to ensure no cross contamination?	
Are imported goods stored prior to delivery to the customer?	<b>YES</b> <b>NO</b>
Are imported goods delivered straight to the customer without intermediate storage?	<b>YES</b> <b>NO</b>

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**4. Details of intermediate storage:**

Do you use third party storage?	<b>YES</b>	<b>NO</b>
What is the name and address of the store:		
Does the store have organic certification?	<b>YES</b>	<b>NO</b>
Name of Organic Certification Body:		
Telephone number:		
Storage contact:		
Are there dedicated facilities for storage of organic products?		
If not, what provisions are made to prevent cross contamination or accidental substitution?		
How does the warehouse account for organic deliveries and despatches?		

## 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 section 3.8 of our Standard including fees or costs for work undertaken for applications that do not proceed.
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.

I CONFIRM THAT I HAVE READ, UNDERSTOOD AND AGREE TO THIS UNDERTAKING	
Digital Signature:	
Print Name:	
Company:	
Position:	
Date:	

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 in such lists by ticking the box

Thank you for completing the application form. Please read through carefully and check that all points have been completed where applicable prior to submission.

Once we have received your application form it will be reviewed by a member of our team who will send you an individual quote. We do not charge on turnover or for our Standards or the use of our logo. Please contact the office if you have any questions relating to this application.

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