

RENEWAL APPLICATION FORM FOR TRADER

SECTION 1: General Information				
Name of company or firm				
Address:				
Name as required on certificate:				
Pin Code				
Mobile				
Email ID				
Section 2: Contact Person & Other Detail(s)				
Name of Contact Person				
Address:				
Designation				
Mobile				
Email ID				
Aadhaar No.				
The certification according to following standards is requested:		NPOP <input type="checkbox"/> Others <input type="checkbox"/>		
Please list all locations where the processing, and stocking of products prior to sales :				
1.4 Short description of the company:(include background and activities of the company, products to be certified, quality assurance system followed if any,)				
1.5 Organizational chart: Please draw an organizational chart of your company with designations of all the people involved:		(Use additional sheets if necessary)		
2.1 Information on suppliers:				
Name of supplier	Contact number	Product sourced	Certification status	Certified as per NPOP/Others
(Use additional sheets if necessary)				
Are relevant, valid organic certificates available for all the products? <input type="checkbox"/> Yes <input type="checkbox"/> No				
2.2 Products				
List of products you want to label and market as organic:				
Approved by: Director, APSOPCA				Page 1 of 3

Sl. No.	Name of the product	Quantity (with units)	Remarks
1			
2			
3			
4			
5			
6			
<p>Do you trade conventional products also: If yes, name the products traded as conventional</p> <p>(Please be aware that all new products have to be informed to APSOPCA)</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2.3 Subcontracted activities: Do you subcontract any steps (e.g. packing & labelling) to other companies / individuals?</p> <p>If yes, what are these activities? Please list all of them with contact details on a separate sheet:</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Do you act as subcontractor for other companies?</p> <p>If yes, please give details:</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2.4 Cleaning</p> <p>What are the methods of cleaning the unit? List the cleaning agents used.</p>			
<p>2.5 Packing:</p> <p>Please give a list of packaging materials used.</p>			
<p>2.6 Storage: Do you have separate storage facility for organic and conventional products?</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Do you store products anywhere outside your company? Please give details of external storage:</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Describe methods used to control pests in your storage areas?</p>			
<p>2.7 Prevention of co-mingling</p> <p>Describe how commingling of conventional products with certified products are prevented from reception of the products to final sales.</p>			
<p>2.8 Documentation: Do you keep proper records/documentation for all activities undertaken?</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No

Are all details of purchase (delivery notes, bills / invoices etc.) available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a system in place for verification of incoming goods (tampering)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you keep records for all outgoing goods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How do you assure individual lots traceable back to the origin it?		
Please indicate with which documents the product flow can be verified in your company		

* - Please note that the certificate will not be issued without receiving the suppliers list with required details.

Declaration of the responsible person:

I declare that –

- I agree to comply with the requirements for certification and to supply any information needed for evaluation of products to be certified
- I do hereby affirm that all information supplied to APSOPCA is true and accurate. I affirm my commitment and responsibility to know the respective Organic Standards as indicated in section 1.3 and also keep updated records for all the activities.
- If the organic standards are violated, I agree to be sanctioned according to the APSOPCA Scale of Sanctions.
- If major changes in the organic system occur, e.g. any change in suppliers, products etc., I will inform APSOPCA immediately. I agree not to release any products resulting from these changes until the certification body has notified me accordingly.
- I agree to keep a record of complaints about the activities, take appropriate action with respect to such complaints and document the action taken.

Place:	
Date:	

Name & Signature of the operator