

# Scottish Organic Producers Association

## Application Form for Organic Certification

for

### Processors, Importers and Animal Feed Compounders

Please return this completed Application Form with payment to:

**Scottish Organic Producers Association**  
**Scottish Organic Centre, 10th Avenue, Royal Highland Centre, Ingliston, Edinburgh EH28 8NF**  
**Tel: 0131 335 6606 Fax: 0131 335 6601 Email: [sopa@sfgc.co.uk](mailto:sopa@sfgc.co.uk) Website: [www.sopa.org.uk](http://www.sopa.org.uk)**

### Applicant's Details

|                      |        |  |           |  |          |
|----------------------|--------|--|-----------|--|----------|
| Company Name:        |        |  |           |  |          |
| Contact Name:        | Title: |  | Initials; |  | Surname; |
| Job Title:           |        |  |           |  |          |
| Address:             |        |  |           |  |          |
| Post Code:           |        |  |           |  |          |
| Telephone number:    |        |  |           |  |          |
| Fax number:          |        |  |           |  |          |
| Mobile phone number: |        |  |           |  |          |
| E-mail:              |        |  |           |  |          |

### For office use only

|  |                                      |
|--|--------------------------------------|
| Date application received:                             | Fees paid:     £<br>Fees owing:    £ |
| Preliminary Evaluation - deficiencies to be corrected: |                                      |
| Application approved by:                               | Inspector allocated:                 |



**SOPA PROC 3 - Application Form**

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**Previous certification**

|  |  |
|--|--|
| If you have you previously applied for organic certification list all the bodies to which an application has been made |  |
| If you have you been previously certified give the name of the certification body                                      |  |
| Did you leave voluntarily or was your certificate terminated?  |  |
| Date the certificate expires/expired or was terminated   |  |
| Give reasons why you left or the certification was ended/terminated:   |  |
| <br><br><br><br><br><br><br><br><br><br>   |  |

**Transfer from another certification body**

|  |  |
|--|--|
| Are you applying for Dual Certification (certification with both SOPA and and the other body) or for a transfer to SOPA? |  |
| If there any non-compliances or other disputes outstanding with the body provide details.                                |  |
| For dual certification, has a copy of the inspection report and current certificate been enclosed?                       |  |
| For a transfer, has the other body been instructed to supply the entire file?  |  |
| Give reasons for the application/ transfer:  |  |
| <br><br><br><br><br><br><br><br><br><br>   |  |

**Declaration & Licensing Agreement** To be signed by all Applicants

In the event of being accepted into the SFQC Certification Scheme operated on behalf of SOPA

**I/We declare:**

- If my application is accepted, I agree to abide by the conditions of membership and scheme standards, as amended from time to time as detailed in SFQC Scheme Regulations;
- Provide site access during normal working hours, or as may be agreed, to an SFQC Assessor authorised to carry out surveillance inspections on production/processing operations which are subject to a Certificate of Registration;
- Pay all fees and costs related to the scheme - payment in full is due within 30 days of notice;
- Provide timely response to any/all correspondence issued by the SFQC office, in realisation that failure to do so may jeopardise both my organic status and membership of SOPA;
- Only make claims of organic status or use the SOPA Certification Mark in respect of products that SOPA has granted approval and which appear in the scope of approval on the Certificate of Registration;
- Ensure that no SOPA approval document or certification mark is used in a misleading manner or to bring SOPA into disrepute
- In making reference to the organic status in communication media such as documents, brochures or advertising, I will comply with the requirements of SOPA
- Not make use of the Defra logo or in its communication media on any packaging or advertising material;
- Not knowingly deliver or sell non-organic products as organic products complying with Defra Compendium;
- Will notify SFQC or any major changes to the company's processing facilities or changes to the products or ingredients prior to these being put on the market;
- Will notify SFQC of any positive test results for GMOs or pesticides as soon as practical;
- I declare that **I know / do not know** of any past (within the last 5 years) or current prosecutions relating to my farm business at the time of applying for membership of the scheme. Failure to provide any relevant information will result in refusal of membership. Please give details of any prosecutions:

**I/We** understand that failure to comply with any of the above points may result in removal of our holding from membership of the SFQC certification scheme operated on behalf of SOPA.

|         |       |       |
|---------|-------|-------|
| Signed: | Name: | Date: |
|---------|-------|-------|

From time to time we are asked to supply a list of our processors and their products to a third party. Do you have any objection to being included such a list?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|