APPLICATION FORM

(National Programme for Organic Production)

Please complete this application form and return it to Control Union office. We will provide you with an offer and discuss the best way in moving forward towards a certification audit.

INSTRUCTIONS TO APPLICANT

- This Application form must be completed prior to us making an offer
- Kindly complete the form and sign the client declaration

CLIENT INFORMATION

Project Name*	:	
Address	:	
Postcode / Zip code	:	
City	:	
Country	:	
Geo Coordinates of Registered office	:	
Office contact number	:	
Website	:	
GST number, if applicable	:	
PAN number*	:	
FSSAI License number with Validity and Capacity / Ayush Number if applicable	:	
IE Code in case of Exporter	:	
No. of ICS projects managed by Mandator*	:	

PRIMARY CONTACT PERSON INFORMATION (THE PERSON RESPONSIBLE/IN-CHARGE)

Legal Representative Name	:	
Position / title	:	
Mobile number	:	
E-mail Address	:	
Contact's Name	:	
Position / title	:	
Office direct line number	:	
Mobile number	:	
E-mail Address	:	
Aadhar number*	:	

GUIDANCE TO APPLICANT	
Applying for the first time	☐
ONLY indicate changes if you are already a CU client	☐

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Do you have copy of NPOP standard? Please tick on applicable options *Hard copy* *Access through Internet* *No Copy*	☐ ☐ ☐
Crop production	☐
Wild collection	☐
Grower group certification	☐
Livestock, poultry production *(It isn't possible to raise organic livestock without organic crop land. So, please indicate crop production also.)*	☐
Beekeeping/Apiculture	☐
Aquaculture production	☐
Food Processing & Handling	☐
Trading	☐
Seaweed production	☐
Aquatic plant production	☐
Green house crop production	☐

1. Product

PLEASE DESCRIBE BELOW THE PRODUCTS YOU WANT TO HAVE CERTIFIED. IF IT CONCERNS CHANGES MENTION ALL THE PRODUCTS AND INDICATE WHICH ONE IS CHANGED, ADDED OR WITHDRAWN.

Name of the product	**Trade name**	**Change, add or withdraw**	**Please attach filled product specification form per product**
Add more rows if necessary			

2. Production units /primary production

PLEASE DESCRIBE BELOW THE ACTIVITIES OF ALL PRODUCTION UNITS.
IF IT CONCERNS CHANGES MENTION ALL THE UNITS AND INDICATE WHICH ONE IS CHANGED, ADDED OR WITHDRAWN.

Name and address of unit/ ICS	**Size (Ha)***	**Nr. of farmers** in the Grower**	**Nr. of large farmers (≥ 4 Ha)[2]**	**Harvest period**	**Self / leased/ rented[3]**	**GG managed by self/ Service**	**Change/ add / withdraw**

[1] For more information about the NPOP standard requirements and scopes please consult us or visit website:
National Programme for Organic Production (NPOP) (apeda.gov.in)
https://india.controlunion.com/

[2] *According to NPOP Clause Chapter 5: 5.1, the total area of large farms must be less than 50% of the total area of the group and shall consist of minimum 25 and maximum 500 farmers.*

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		group				Provider*	
Add more rows if necessary							

In case of Grower Group, please fill below details	
Legal Status of the Grower Group (Tick on applicable	
Registered Society	☐
Cooperative (including PACS/ FPO)	☐
FPO/ FPC under Companies Act	☐
Villages covered	
Distance between villages	
GPS location of ICS office	*Longitude* *Latitude*
Distance of ICS office from villages covered	
If ICS is managed by Service Provider, *Address of Service Provider*	

In case of Wild Collection, please fill below details	
Legal Status of the Company	
Permission of Forest department obtained	*Yes / No*
Forest Permit number	

3. Processing / Trading unit

PLEASE DESCRIBE BELOW ALL NON-PRIMARY ACTIVITIES AND UNITS, INCLUDING ADMINISTRATION/ EXPORT OFFICE.

IF IT CONCERNS CHANGES MENTION ALL THE UNITS AND INDICATE WHICH ONE IS CHANGED, ADDED AS NEW OR WITHDRAWN.

Name and address of unit	Processes (storage washing, cutting, selection, packing export etc)	Activity/ processing period	Self / leased/ rented[3]	Change, add or withdraw
Add more rows if necessary				

4. Please provide estimated travel time between all units and from the nearest international airport.

For our orientation, please attach a basic overview map where all the units are indicated thus draft logistics can be estimated.

[3] *If the applicant is 100% responsible of all the management of the leased/rented unit during the leasing/renting period.*

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5. **Has the operation/project (including multi-site operations/projects managed by same legal entity) and any farmers of it ever been registered, inspected or certified before by another Certification Body (CB)?**

IF YES, PLEASE MENTION

The name of the certification body	:	
The previous registration number	:	
Validity of the certificate*	:	
Reason of changing certification body	:	
Contact person of the certifier	:	
NOC approval number*	:	

6. Along with signed application form, please attach Organic System Plan and copy of the following *mandatory** documents (pdf):
   - Certificate of incorporation or legal entity of company/Grower group
   - PAN card
   - Aadhar card of legal representative or contact person
   - Land record, applicable for producer
   - Valid lease or renter agreement, if applicable
   - Valid FSSAI or AYUSH license, applicable for processing unit
   - Valid agreement between Grower group & Mandator
   - No Objection Certificate & scope certificate, in case shifting to CU
   - MOU/forest permit (from-date to-date), applicable for wild collection
7. Please send this document both in electronic (word) format and as pdf with the signature. Thank you.

APPLICANT DECLARATION

The undersigned declares to have completed this Application Form truthfully.

Name	:	
Position	:	
Signature	:	
Date	:	

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Based on the above information CU India will draw up a non-obligatory offer for a contract and send to you.

CU OFFICE USE ONLY!!!	
The Certification requirements have been defined clearly	***Yes / No***
Any differences between applicant and CB certification procedure have been cleared:	***Yes / No***
CB is able to perform the certification service (Incl. aspects like domicile, language and any other specific requirements) and application is accepted:	***Yes / No***
Comments if any	
If application is not accepted, state the reasons there of:	
Assessed by & Date:	

CU Inspections India Pvt. Ltd.
Office: 22nd & 23rd Floor, B Wing Arihant Aura, Plot No.: 13/1, TTC, Opp. Turbhe Railway Station,
Thane Belapur Road, MIDC Side, Navi Mumbai – 400705, Maharashtra, India
Tel.: +91-22-61294200 & 61294300; Fax.: +91-22-61294217;
Email : cuorganic@controlunion.com; https://india.controlunion.com/