

Application Form For Trading/Handling (Certification as per the NPOP)

Instructions:

- Before filling this form, please make sure that you are familiar with the NSOP standards for processing and handling/trading.
- Attach extra sheets where necessary.
- This application form contains three pages in continuation.

(I) GENERAL INFORMATION

1. Name of Operator/Trader/Handler :
2. Address :
- PIN.....
- Tel. No. Fax No.....
- E-mail
3. PAN/TAN No. :(Attach Copy)
4. Name & Address of Contact Person :
-
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- Tel. No. Fax No.....
- E-mail
5. Has the unit previously been registered for organic certification under any certification body? Yes No
- If yes, please give the details:
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-
6. License No./Authorization No. of the Trader/Handler (If any, attach copy)
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(II) DETAIL OF TRADER

1. What type of trader you are? (Tick mark the category)
- a- Do you manufacture/produce/process the organic product(s) in your own unit?

Madhya Pradesh State Organic Certification Agency



b- Do you buy the organic product(s) from outside for trading?

2. Information of organic product(s) to be traded in the table given below:

S. No.	Name of product	Name & Address of supplier	Details of transaction certificate (TC No. and date) attach copy of TC (s)		Total Quantity of the production for trading (MT)	Status of the production for trading (Certified Organic/In-Conversion)	Remark
			TC No.	Date			

3. Annual turnover of the trading:

(III) ORGANIC SYSTEM PLAN

(i) Draw the handling flow diagram of each product starting from receiving of product(s) to the sell point. (Attach sheet for diagram)

(ii) Provide the information based on handling flow diagram:

a- After receiving certified organic product(s), where are they stored?

.....

b- In what form/shape are the organic product(s) received? (Tick mark appropriately)

In packets/Containers In loose form

c- Total quantity of product(s) received.

.....

d- Are the non-organic product(s) stored in the same facility?

Yes No

e- What arrangements are made to prevent comingling?

.....

f- How do you clean your store unit?

.....

g- How do you prevent pest and insect attack in your storage area?

.....

 h- How do you maintain product traceability system? (describe about record keeping)

i- Do you trade the product(s) in the as such as you receive them? Yes No

If no, describe briefly in the table given below:

S.No	Name of re-packer	Size of packing	Material used in packing	Method of packing	Remark

j- How do you transport your product(s) for selling?

k- How do you ensure the cleaning of transport and comingling during transport?

l- Disposal of the finished repacked products (tick whichever applicable)-

- Domestic selling –
 - To retailer
 - To wholesaler
 - Direct to consumer
 - Contracted
- Export

ENCLOSURES:

- 1- Last three years history of procurement.
- 2- Current Annual plan for procurement.
- 3- Copies of scope & transaction certificates from suppliers of products.
- 4- All relevant invoice details/Labels.
- 5- Others

DECLARATION:

- 1- I hereby declare that all the above information given in this form is true in best of my knowledge.
- 2- I agree to be sanctioned by MPSOCA, in case I violate the standards.
- 3- I shall inform MPSOCA of any major changes in the organic system or change in supplies, products etc.. I will dispose any of the changed product only after the certification body will notify me.
- 4- I will provide the necessary information asked by MPSOCA form time to time.

Date :

Place:

Signature of Owner/Manager/Operator