Hong Kong Organic Resource Centre Certification Limited
Material Listing Application Form

This application form is tailored for companies applying for material listing. Please fill out and submit this form with required documents. Please submit separate application for each product.

Part 1：General Information	
Name of applicant/company/authorized person	ORC-Cert Organic Cert No.(if available)
Farm/ Corporation Name	
Correspondence Address	Farm/ Corporation Address
Tel	Tel
Fax	Fax
E-mail	E-mail

Part 2：Product information

Part A: Basic information about product

1. Crop type or Product：_____

2. Name of producer：_____

3. The importance of Crop type or Product during production process：_____

4. Is it certified by other certifier? ☐ Yes (Please go to question 4-7)   ☐ No (Please go to Part 3)

Part B: Certification of product

5. Expiry date of certification：_____

6. Name of certifier：_____

7. Address, phone and fax number of certifier：_____

8. Have your certification ever been denied, suspended or revoked, or have you received a notice of non-compliance?   ☐ Yes   ☐ No

Part 3：Product composition

Please fill in ALL the active ingredients, inert ingredients, additives and processing aids.

Ingredients	Name of supplier	Name of certification body	Percentage share (exclude water and salt)
		Total percentage:	100%

Part 4：Document required

Applicant/Company/Authorized person should submit documents listed below together with application fee ($ 3,000) by cheque (with Beneficiary：Hong Kong Organic Resource Centre Certification Ltd.）to our company (Address：Hong Kong Organic Resource Centre,　Hong Kong Baptist University）.If any of the following documents could not be provided, please indicate the missing document with reason in space below.

Documents required：

☐The documentary proof indicating the product is free from contaminants. (e.g. testing report)

☐The production flowchart of the product.

☐Material Safety Data Sheet

☐Product Packaging Design

☐* The copy of the certificate issued by the certifier.

☐* All documentation including requirements, notice of noncompliance and related corrective actions
　　required by the certifier.

☐* Organic standard by the certifier.

☐* Recent application form for certification.

☐* Inspection report.

(* Applicable to product which has been certified by other certifiers)

The lack of document and reason：

Part 4：Declaration

I hereby declare that：

1.　All the information provided in this application is correct, accurate and complete.

2. I/We understand that if false or inadequate information is provided or application is lodged without strict following of application procedure, HKORC-Cert may refuse my application and all the fees paid is not refundable.

3. I/We understand that the lodging of application and receipt by the HKORC-Cert does not necessarily meaning that the product is being approved while it is subject to final decision by the HKORC-Cert.

4. I/We understand that the approved use of the product does not indicate that it is certified by the HKORC-Cert.

5. I/We understand that the provision of necessary documents required by the HKORC-Cert is one of the responsibilities of our company.

6. I/We understand the HKORC-Cert have the right asking for relevant information about the product from recent certifiers or certifying units.

7. I/We understand that I/We should immediately report any changes in composition or other relevant operation's information to HKORC-Cert.

8. I/We understand that approved material must not have any indication of HKORC-Cert approval on the product itself as material listing is not a certification.

Signature of Applicant/Authorized Person：_____Date：_____

(Add company chop if application is made under the name of a corporation)

Office Use

☐ Approved

Condition：_____

（Please retain the product's purchase agreement and invoice and make necessary record in its use.）

☐ Unapproved

Reason：_____

Centre Director：_____ Date：_____