



Hong Kong Organic Resource Centre Certification Ltd.

Product Acceptance Service for Imported Organic Processed Products Application Form

Please fill out this form if your organization is applying for product acceptance service for imported organic products, and submit together with relevant documents and application fee to HKORC-Cert. Use additional sheets if necessary. Please submit a separate application form for each type of product.

| Part 1 : General Information | |
|--|--|
| Applicant/Corporation/Organization Name | Application No. |
| Corporation/Organization Name | |
| Corporation/Organization Address | Correspondence Address (if different from Corporation/Organization Address) |
| Tel | Tel |
| Fax | Fax |
| E-mail | E-mail |
| The role of the Applicant/Corporation/Organization in dealing with the product applying for acceptance service <input type="checkbox"/> Producer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor <input type="checkbox"/> Retailer | |
| Whether reprocessing and repackaging is carried out by the applicant before wholesaling, distribution and retailing of the product concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Please list out the type(s) of product you/your company applying for acceptance service (e.g. dried vegetables, vermicelli, biscuits, etc.) | |
| When are you available to contact? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening | When are you available for the on-site audit? Date : <input type="checkbox"/> Mon to Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Time : <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening |

| |
|--|
| Official Use Only Date of receipt of application : _____ Application No. : _____ |
|--|

Part 2 : Details of Organic Products

A. Basic Information of Product

1. Name of organic product : _____
2. Name of producer : _____

B. Information on product certification

3. Organic certification number : _____
4. Certificate expiry date : _____
5. Name of certification body : _____
6. Address, telephone no. and fax no. of certification body : _____

7. Whether the organic product is accredited by the International Federation of Organic Agriculture Movements (IFOAM)? Yes No
8. Has the operation unit concerned ever received a notice of noncompliance or has the certification ever been suspended during the certification period? Yes No

Part 3: Maintenance of Organic Integrity of the Organic Product Applying for Acceptance Service

1. Apart from the product applying for acceptance, is the applicant carrying out wholesaling, distribution or retailing activities for other products?
 Yes No (Go to Question 5)
2. Please list out the type(s) and name of the products apart from that applying for acceptance service.
3. Please list out the percentage share of the product applying for acceptance service and other product(s) respectively (in terms of turnover).
Product applying for acceptance service : _____% Other product(s) : _____%
4. Please explain the measures being adopted to prevent the product applying for acceptance contaminated by other products during storage, transport and sales :

5. Please describe the method being adopted for pest management and disinfection during storage of the product applying for acceptance service.

Part 4: Documents Required

Documents require to be submitted :

1. Copy of valid organic certificate(s) for organic ingredient/product
2. Copy of transaction certificate(s)
3. Information on product batch
4. Transaction contract(s) signed by both parties to the transaction
5. Transaction receipt
6. Documents listing the requirements for the applicant requested by relevant certification body(s), previous non-compliances and requirements of relevant correction
7. The most recent inspector report(s)

Missing documents and reasons for failure to provide such documents :

Part 5 : Declaration

I/this company/organization hereby declare that :

1. All the information supplied in this application is correct, accurate and complete.
2. I/this company/organization understand that if I/this company/organization cannot provide necessary information or do not follow the procedure, HKORC-Cert may refuse my/this company/organization's application and all the paid fees are not refundable.
3. I/this company/organization understand that the receipt of this application by HKORC-Cert in no way implies the **organic** product receives acceptance immediately, the final decision is subjected to reply given by HKORC-Cert.
4. I/this company/organization understand that after the **organic** product concerned receives acceptance from HKORC-Cert, the "Trademark Use Agreement" and "Seal Declaration" should be signed before HKORC-Cert's seal could be used on the **organic** product concerned.
5. I/this company/organization understand that it is the responsibility of myself/this company/organization to provide HKORC-Cert with the documents required or being requested.

6. I/this company/organization understand that HKORC-Cert may obtain or enquire about information required from the relevant certification body or operation unit.

Signature of Applicant/Authorized Person : _____ Date : _____

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

Official Use

Approve
Condition : _____

Reject
Reason : _____

Signature of Centre Director : _____ Date : _____