**Application to Extend or Reduce Scope of Existing Certification**

Organic Registration Number:       Anniversary Date:

Business/Company Name**:**

Surname**:**  First Names**:**

Telephone No:       Mobile:

Purchase Order No:        E-mail:

Postal Address:

Physical Property Location:

*(if different to above address)*

**Reason(s) for scope change:**

[ ]  Products to add or remove *– complete section 1 & 5*

[ ]  Organic Standard to add or remove *– complete section 1 & 5*

[ ]  Adjustment to existing product *– complete section 1 & 5*

[ ]  Production site or facility to add or remove *– complete section 2 & 5*

[ ]  Change to selling or sourcing arrangements *– complete section 3 & 5*

[ ]  Process change (e.g., new equipment) *– complete section 4 & 5*

# Product Changes

[ ]  Grown [ ]  Farmed [ ]  Processed [ ]  Repacked [ ]  Handled

|  |  |
| --- | --- |
|  | *Select applicable standards* |
| 1. Provide product name or “All Products” (if applicable)
2. Select applicable option
 | **AQ** | **IFOAM** | **OOAP EU** | **OOAP GB** | **OOAP Swiss** | **OOAP Taiwan** | **OOAP Japan** | **OOAP China** | **USDA NOP** | **COR** | **JAS** | **Korea** | **Soil Association** |
| a.      b. [ ]  Add [ ]  Remove [ ]  Change | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| a.      b. [ ]  Add [ ]  Remove [ ]  Change | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| a.      b. [ ]  Add [ ]  Remove [ ]  Change | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| a.      b. [ ]  Add [ ]  Remove [ ]  Change | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| a.      b. [ ]  Add [ ]  Remove [ ]  Change | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

# Production site or facility change

**Production Site Changes (Primary Producer)**

* 1. Address:
	2. Total Area Of Property:       ha *Includes organic and non organic hectares.*
	3. Total Area For Organic Registration:       ha *Ensure this Area is highlighted on the map.*
	4. Land Valuation No(s) :
	5. Change Detail:       *e.g., add or remove from certification*

**Facility Changes**

*Please identify any changes to offsite storage or sublicensee operations to be used, include physical property locations*

1. Company name:
2. Address:
3. Change Detail:       *e.g., add or remove from certification*

*\*Please note that if the sublicensee is not certified in their own right; then the certified operator is fully responsible for the contracted product &/or service and will be subject to sanctions in the event of non-compliance of the contracted party. NB: in most cases such subcontractors may not be used under USDA NOP.*

# Sourcing or selling changes

Are the Products produced intended to be sold directly for Export or indirectly as an ingredient? Product type: [ ]  Products are ingredients [ ]  End product(s)

Product includes or is an imported product:**[ ]** Yes**[ ]** No

What market(s) is/are the product(s) to be sent to:

[ ]  Domestic [ ]  EU [ ]  GB [ ]  Switzerland [ ]  Taiwan [ ]  USA [ ]  Canada

[ ]  Japan [ ]  Sth Korea [ ]  China [ ]  Other

Specify market if not listed above:

# Process change

Short summary of change:

# Supporting documentation & declaration

**Supporting documents:**

* 1. [ ]  I have updated Organic Management Plan and will submit with this form *(required)*
	2. [ ]  The Recipe(s) and applicable ingredient declarations - *Processor Only*
	3. [ ]  Updated Farm Map *- If land area changed*

**Declaration**

I/we agree to carry out operations in accordance with AsureQuality Limited’s Organic Standard or nominated standard and accept, in the event of infringements, implementation of measures as referred to in Section 7.5 of the AsureQuality Organic Standard. The Standard Terms and Conditions of certification have been acknowledged. I/we agree to participate in the Unannounced Audit Programme as a condition of registration with AsureQuality Ltd. I allow access to all relevant information including financial records for both AsureQuality and accreditation staff.

Agreed:

Signed (Customer):       Date:

For AsureQuality:       Date:

**If the extension of scope is for Canada also complete the following:**

I confirm that I wish to gain registration under Canadian Organic Regime and will maintain compliance to CAN/CGSB-32.310 & CAN/CGSB-32.31 and inform AsureQuality of any issues that may arise which could affect this registration.

Signed (Customer):       Date:

Please return this form with the applicable supporting documents below to: organics@asurequality.com