



SRI LANKA STANDARDS INSTITUTION ORGANIC PRODUCT CERTIFICATION SCHEME

APPLICATION FOR CERTIFICATION

The Director General
SRI LANKA STANDARDS INSTITUTION
No. 17, Victoria Place
Elvitigala Mawatha
COLOMBO 08
SRI LANKA

For office use

DATE RECEIVED	
REFERENCE NUMBER	
CERTIFICATION	
RECERTIFICATION	

I/we hereby apply for certification under the Organic Product Certification Scheme of the Sri Lanka Standards Institution for the products processed/manufactured by me/us.

The relevant particulars of the products/processing system in my/ our organization are given below.

PART I – GENERAL INFORMATION

1.1	GENERAL INFORMATIONS OF THE APPLICANT		
	Name of the applicant <i>(Registered Name of the Organization)</i>		
	Legal status	Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt (Ltd) company <input type="checkbox"/>	
		Farmer association <input type="checkbox"/> Nonprofit organization <input type="checkbox"/> Any Other <input type="checkbox"/>	
	Details of registration	Registration authority	
		Registration number	
		VAT Registration number (If any)	
	Head office	Address	
		Telephone	
		Fax	
		E- mail	
1.2	LIAISON OFFICER <i>(Person who is responsible for the work in connection with the Sri Lanka Standards Institution in relation to the Organic Product Certification).</i>		
	Nominee	Name	
		Designation	
		Telephone	
	Deputy	Name	
		Designation	
		Telephone	
1.3	RECERTIFICATION <i>(Applicable only for recertification)</i>		
	Certificate number		Date of expiry
	Certified scope		
1.4	PRODUCT CATEGORY		
	Crop Production <input type="checkbox"/>	Livestock Production <input type="checkbox"/>	Processed Food <input type="checkbox"/> Other <input type="checkbox"/>
1.5	OPERATIONAL CATEGORY		
	Individual with single farm <input type="checkbox"/>	Individual with two or more farms <input type="checkbox"/>	Individual with out-grower farms <input type="checkbox"/>
	Processing/Handling <input type="checkbox"/>	Farmer Group <input type="checkbox"/>	

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PART 2- CROP PRODUCTION

2.1 DETAILS OF CROPS							
	Type of crops	Annual					
		Perennial					
	Processing status	Raw <input type="checkbox"/>			Processed <input type="checkbox"/>		
	Processing Method						
	Type of Packaging						
	Brand name						
2.2 NUMBER OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS TO BE INCLUDED IN CERTIFICATION							
	Total number of production units						
	Total number of processing/handling/storage units						
2.3 DETAILS OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS							
Production units							
No	Address of the Production Unit	Ownership			Type of crops	Total land area	Average production /year
		Applicant owned	Leased/ Rented	Outgrower Owned			
Processing/handling/storage units							
No	Address of the Production Unit	Ownership			Type of activity		
		Applicant owned	Leased/ Rented	Outgrower Owned			

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PART 3 - LIVESTOCK PRODUCTION

3.1 DETAILS OF LIVESTOCK									
Type of animals & products		Poultry for eggs <input type="checkbox"/>		Poultry for meat <input type="checkbox"/>		Cattle for milk <input type="checkbox"/>			
		Goat for milk <input type="checkbox"/>		Goat for meat <input type="checkbox"/>					
		Any other <input type="checkbox"/>		Specify					
		Processing status		Raw <input type="checkbox"/>		Processed <input type="checkbox"/>			
		Processing method							
Type of packaging									
Brand name									
3.3 NUMBER OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS TO BE INCLUDED IN CERTIFICATION									
Total number of production units									
Total number of processing/handling/ storage units									
3.4 DETAILS OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS									
Production units									
No	Address of the Production Unit	Ownership			Type of animals	Number of animals	Average production /year		
		Applicant owned	Leased/ Rented	Outgrower Owned					
Processing/handling/storage units									
No	Address of the processing unit	Ownership			Type of activity				
		Applicant owned	Leased/ Rented	Outgrower Owned					

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PART 4 – PROCESSED FOOD

4.1 DETAILS OF PRODUCTS						
	Type of product/s					
	Processing method					
	Type of packaging					
	Brand name					
4.2 INGREDIENTS						
	Organic ingredients					
	Non organic ingredients					
4.3 NUMBER OF PROCESSING/HANDLING/STORAGE UNITS TO BE INCLUDED IN CERTIFICATION						
	Total number of processing/handling/storage units					
4.4 DETAILS OF PROCESSING/HANDLING/STORAGE UNITS						
No	Address of the processing unit	Ownership			Type of processing/handling activity	Average production/Year
		Applicant owned	Leased/Rented	Outgrower Owned		
4.5 OTHER CERTIFICATIONS AVAILABLE (if any)						
	GMP	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
	ISO 22000 [Food Safety Management System Certification]	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
	ISO 9001 [Quality Management System Certification]	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
	Any other (please specify)					

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PART 5 – OTHER PRODUCTS

(Products which are not covered under Part 2,3 & 4- Eg. Mushroom, Wild Harvested Products, Apiculture Products)

5.1 DETAILS OF THE PRODUCT							
Type of product							
Processing status							
Type of packaging							
Brand name							
5.3 NUMBER OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS TO BE INCLUDED IN CERTIFICATION							
Total number of Production units							
Total number of Processing/Handing/ storage units							
5.4 DETAILS OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS							
Production Units							
No	Address of the production Unit	Ownership			products	Total land area	Average production/year
		Applicant owned	Leased/ Rented	Outgrower Owned			
Processing/handling/storage units							
	Address of the production Unit	Ownership			Type of activity		
		Applicant owned	Leased/ Rented	Outgrower Owned			



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6.0 DOCUMENTED INFORMATION TO BE SUBMITTED

Please submit the copies of following documents along with the duly perfected Application and relevant section/s of Pre-Certification Questionnaire.

- a. Legal status of the applicant/operator (eg. copy of company registration)
- b. Land ownership, land use agreements (lease agreements etc)
- c. Brand Registration
- d. Coy of Organic Management Plan
- e. Map of the farm area in consistent scale including field numbers, field boundaries, roads, buffer zones, biodiversity recreation area, permanent buildings, neighboring land use etc.
- f. Map of the collection area (only for wild harvest products)
- g. List of group members (only for farmer groups)
- h. GMP, Food safety Management System or any other applicable certificates, if any
- i. Third party declaration for the land use history
- j. Copy of labels (labels shall comply to food labelling and advertising regulation)

7.0 DECLARATION BY APPLICANT

- a. I /we hereby declare that the information provided above is true to the best of my/our knowledge.
- b. I/we fully informed and understand the rules and procedures, regulations of appeal, fee structure and the conditions issued by Sri Lanka Standards Institution under the organic product certification scheme.
- c. I/We agree to extend to the Sri Lanka Standards Institution all reasonable facilities at my/our command and also to pay all fees payable prior to the grant of certification.
- d. I am/we are conversant with the requirements of the Sri Lanka Standard requirements for organic agriculture production and processing. (SLS 1324)
- e. In the event the certificate being suspended or cancelled, I/We undertake to cease with immediate effect the use of the organic product certification mark on any product or commodity covered by the certification and to withdraw all relevant advertising material.

Signed at on this day of 20.....
(place) (day) (month) (year)

Signature of the Chief Executive Officer :
Name :
Designation :

for and on behalf of
[Name of the Applicant Organization]