



# ORGANIC TRUST CLG

Initial Application Form – Producer –  
Transfer from OCB

Official Use Only	
Applicant No	
Date Application Received	
Fee Paid	
Date Conversion Started	
Conversion Number/I.D.	
Symbol Number (OCB Transfers)	

First Name	
Surname	
Position or Job Title	
Trading Name (The Name which Appears on Licence/Certificate)	
Postal Address	
Postal Code	
Address of Holding(s) (If different to above)	
Telephone No	
Mobile No	
Fax No	
Email Address (Please supply active email address)	
Website	
Flock Number	
Herd Number	
Herd Identifier	
GLAS Applicant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Date GLAS Contract Terminates:
Advisor's/Planner's Name	Tel/Mobile No
Organic Farming Scheme Participant? <input checked="" type="checkbox"/> (Republic of Ireland) or Organic Aid Scheme (N.I.) Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry date:
Organic Adviser's Name	Tel/Mobile No
Have you completed an Approved Training Course? <input checked="" type="checkbox"/> (Requirement under the Organic Farming Scheme Terms & Conditions – ROI only)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details	

Are you transferring from another Organic Certification Body?								Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please state the reason (s) for transferring to the Organic Trust CLG										
Did the previous Organic Certification Body revoke your licence?								Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please state reason (s) why your licence was revoked										
Was any part of your operation inspected by another Organic Certification Body (other than current body)?								Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please give the name of the Organic Certification Body?										
<b>Your Current Activities and/or Enterprises (Please tick <input checked="" type="checkbox"/> each box as appropriate)</b>										
Crops	Currently non-organic	Currently In-conversion	Currently organic	Livestock	Currently non-organic	Currently In-conversion	Currently organic	Approx. Numbers	On-farm Processing	Please tick <input checked="" type="checkbox"/> (as appropriate)
Land Area (in Ha)				Beef Cattle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Box Scheme	<input type="checkbox"/>
Grassland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dairy Cattle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Egg Packing	<input type="checkbox"/>
Fodder Crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Farm Shop	<input type="checkbox"/>
Cereals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Goats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other-	<input type="checkbox"/>
Vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pigs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Top Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poultry - Layers & Eggs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Soft Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poultry - Table Birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Herbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Protected Crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Other-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Other-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Do you graze or wish to graze organic and/or simultaneously converting animals on <b>commonage</b> ?								Yes <input type="checkbox"/>		No <input type="checkbox"/>
<small>(Producers who wish to use commonage must complete a specific template which is available from the Organic Trust CLG – please note if this is not approved under your most recent OCB licence, you must await the Organic Trust CLG inspection before this can be considered for inclusion)</small>										
Did you apply for a reduced conversion period from current certifier?								Yes <input type="checkbox"/>		No <input type="checkbox"/>
If Yes please tick appropriate box <input checked="" type="checkbox"/>										
<input type="checkbox"/> Producer involved with plant production only and excludes livestock holdings undergoing simultaneous conversion <small>(Refer to clause 2.06.04 of the Organic Food &amp; Farming Standards in Ireland, Edition 2. for the specific conditions)</small>										
<input type="checkbox"/> Pig and/or poultry producer <small>(Refer to clause 3.07.12 of the Organic Food &amp; Farming Standards in Ireland, Edition 2. For specific conditions)</small>										
<b>Checklist of documentation required to complete application – please ensure the following accompanies your completed application form – regrettably incomplete transfer documentation cannot be accepted - thank you!</b>										
<input type="checkbox"/> <b>Application Fee</b> – per fee schedule (payable by cheque or credit card (Visa/Mastercard only) – blank credit card payment form available										
<input type="checkbox"/> <b>Copy of most recent in-conversion or organic licence (issued by current certifier)</b>										
<input type="checkbox"/> <b>Copy of most recent symbol certificate (issued by current certifier)</b>										
<input type="checkbox"/> <b>Completed Organic Trust CLG annual return form (available from OTL office)</b>										
<input type="checkbox"/> <b>Copy of record book entries for the 12 month period prior to registration</b>										
<input type="checkbox"/> <b>Copy of current label used for the sale of organic products</b>										
<input type="checkbox"/> <b>Signed letter giving permission for your file to be transferred to the Organic Trust CLG from current certifier</b>										

## Declaration

- I/we have full management control of all land and enterprises detailed in this application.
- To the best of my/our knowledge, all information supplied in this application is accurate and complete.
- I/we accept the right of the Organic Trust CLG to refuse any application (following a review of the application documentation) or to refuse certification.
- I/we accept that this application may not be accepted as a single application (depending on the information submitted regarding the entity/ies to be inspected & certified). Therefore, I/we agree to comply with the requirements for certification and to supply any additional information which may be required for evaluation purposes.
- I/we accept that this application will be considered together with all the other applications that I/we make including production & processing applications.
- In instances where organic licences are held with Organic Certification Bodies other than the Organic Trust CLG, the Organic Trust CLG must have access to such entities.
- I/we accept that the Organic Trust CLG reserves the right to obtain copies of file information relating to any previously held organic or in-conversion licence(s) from the appropriate Organic Certification Body or Bodies, including a copy of the most recently issued licence.
- In the case where the control authority or control body of this operation changes, I/we undertake the transmission of the control files to the subsequent control authority or control body.
- I/we accept that exchange of information between the Organic Trust CLG and any other relevant Organic Certification Body is a mandatory requirement. This includes instances where part of the operation is sub-contracted to another operator which is certified by an Organic Certification Body other than the Organic Trust CLG.
- I/we have read and understood the Organic Food & Farming Standards in Ireland, Edition 2.
- I/we agree from date of application to perform the operations in accordance with these standards and any future amendments.
- I/we agree to notify the Organic Trust CLG of any changes to the holding and activities outlined in this application, and any changes to the contents outlined in this application.
- I/we agree where the operation is withdrawn from the control system, to inform without delay the Organic Trust CLG and the relevant competent authority.
- I/we agree where the operation is withdrawn from the control system, that the control file is kept for a period of at least five years.
- I/we agree to ensure that all staff involved in the operation are trained in the specifics of the prevailing organic standards.
- I/we agree to submit the said operation including any operations carried out by a subcontractor to inspections & spot checks by officials of the relevant competent authority and the Organic Trust CLG.
- I/we agree to abide by any conditions or sanctions imposed on my/our operation by the Organic Trust CLG, and the relevant competent authority.
- I/we accept that withdrawal of the licence in one area (e.g. production) may also result in withdrawal of the licence in all licensed areas (e.g. processing), even if these are separate legal entities.
- If the Organic Trust CLG should rescind my/our licence, we undertake to inform our buyers in writing that my/our licence has been withdrawn in order to ensure that the indications referring to the organic production method are removed from this production and will specify the period (if appropriate) of any such withdrawal in accordance with clause 1.04.36 of the Organic Food & Farming Standards in Ireland, Edition 2.
- I/we undertake not to sell any product labelled as 'organic' until organic status has been awarded by Organic Trust CLG.
- I/we recognise that the Organic Trust Symbol is the sole property of the Organic Trust CLG.
- I/we agree to inform the Organic Trust CLG without delay of any irregularity or infringement affecting the organic status of our product or organic products received from other operators or subcontractors.

Signed

Date

Applicant

Signed

Date

Applicant

Please ensure all parties indicated on the most recently issued licence sign this form as regrettably unsigned forms must be returned to applicants for signature