



# 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

|            |   |  |  |
|------------|---|--|--|
| <b>1.1</b> | <b>GENERAL INFORMATIONS OF THE APPLICANT</b>  |  |  |
|            | Name of the applicant<br><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<br>(If any)  |  |
|            | Head office   | Address  |  |
|            |   | Telephone  |  |
|            |   | Fax  |  |
|            |   | E- mail  |  |
| <b>1.2</b> | <b>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></b> |  |  |
|            | Nominee   | Name   |  |
|            |   | Designation  |  |
|            |   | Telephone  |  |
|            | Deputy  | Name   |  |
|            |   | Designation  |  |
|            |   | Telephone  |  |
| <b>1.3</b> | <b>RECERTIFICATION <i>(Applicable only for recertification)</i></b>   |  |  |
|            | Certificate number  |  | Date of expiry   |
|            | Certified scope   |  |  |
| <b>1.4</b> | <b>PRODUCT CATEGORY</b>   |  |  |
|            | Crop Production <input type="checkbox"/>  | Livestock Production <input type="checkbox"/>  | Processed Food <input type="checkbox"/> Other <input type="checkbox"/> |
| <b>1.5</b> | <b>OPERATIONAL CATEGORY</b>   |  |  |
|            | 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**

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

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**PART 3 - LIVESTOCK PRODUCTION**

| <b>3.1 DETAILS OF LIVESTOCK</b>   |                                |   |                   |   |                  |  |                          |  |  |
|---|--------------------------------|---|-------------------|---|------------------|--|--------------------------|--|--|
| 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  |                                |   |                   |   |                  |  |                          |  |  |
| <b>3.3 NUMBER OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS TO BE INCLUDED IN CERTIFICATION</b> |                                |   |                   |   |                  |  |                          |  |  |
| Total number of production units  |                                |   |                   |   |                  |  |                          |  |  |
| Total number of processing/handling/ storage units  |                                |   |                   |   |                  |  |                          |  |  |
| <b>3.4 DETAILS OF PRODUCTION/PROCESSING/HANDLING/STORAGE UNITS</b>                                |                                |   |                   |   |                  |  |                          |  |  |
| <b>Production units</b>   |                                |   |                   |   |                  |  |                          |  |  |
| No  | Address of the Production Unit | Ownership                                 |                   |   | Type of animals  | Number of animals                        | Average production /year |  |  |
|   |                                | Applicant owned                           | Leased/<br>Rented | Outgrower<br>Owned                        |                  |  |                          |  |  |
|   |                                |   |                   |   |                  |  |                          |  |  |
| <b>Processing/handling/storage units</b>  |                                |   |                   |   |                  |  |                          |  |  |
| No  | Address of the processing unit | Ownership                                 |                   |   | Type of activity |  |                          |  |  |
|   |                                | Applicant owned                           | Leased/<br>Rented | Outgrower<br>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)*

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