



# Application Form for Organic Product Certification 有机产品认证申请书

Name of Applicant (Company Seal)

申请单位 (盖章)

Person in Charge (Signature)

负责人 (签字)

Date of Application

申请日期

Y 年 M 月 D 日

China Organic Food Certification Center

中绿华夏有机产品认证中心

Address: No.59 Xueyuan South Road, Haidian District, Beijing Postcode: 100081

Official website: [www.ofcc.org.cn](http://www.ofcc.org.cn) E-mail: [cofcc@126.com](mailto:cofcc@126.com)

## NOTES

### 注意事项

1 The form shall be deemed invalid if without signature and seal of person in charge.

本表无负责人签字和单位盖章视为无效。

2 The form shall be deemed invalid if without seal (or signature) of confirmation after altered.

本表涂改后无确认单位确认章（或签字）无效。

3 The form shall be printed or filled in black ink with regular script.

本表应打印或用黑墨水正楷填写，否则不予受理。

## Letter of Commitment

### 有机产品认证申请单位承诺书

By signing the letter of commitment, our organization confirm as the organic product certification applicant that our organization applies of our own accord to China Organic Food Certification Center (COFCC) for certification of organic products and makes the following commitments:

作为有机产品认证申请单位, 我单位自愿向中绿华夏有机产品认证中心申请有机产品认证, 并做出如下承诺:

1 Our organization have seriously studied *GB/T19630-2019 Organic products—Requirements for production, processing, labeling and management system* and understand the requirements of the standards.

我单位认真学习了 GB/T 19630-2019 《有机产品 生产、加工、标识与管理体系要求》, 了解该标准的要求。

2 Our organization confirm that the proposed project operates in full accordance with *GB/T19630-2019 Organic products—Requirements for production, processing, labeling and management system*, with detailed records of production processes and authentic information provided.

我单位申请的项目完全按照 GB/T 19630-2019 《有机产品 生产、加工、标识与管理体系要求》的要求操作, 所有生产过程都有详细记录, 所提供资料的内容都是真实的。

3 Our organization support the work of internal inspectors without undermining the independence of work.

我单位支持内部检查员的工作, 保证不影响其工作的独立性。

4 Our organization agree to perform the certification contract strictly and pay costs associated with certification timely.

我单位同意严格履行认证合同并及时支付认证的相关费用。

5 Our organization are fully aware that the application does not imply the issuance of certification.

我单位完全清楚申请认证并不意味着获得认证。

6 Our organization promise to make improvements as per reasonable requirements posed by COFCC and its inspectors.

我单位保证按照中绿华夏有机产品认证中心和其委派的检查员提出的合理整改要求改进工作。

7 Our organization guarantee COFCC-appointed inspectors the access to all certification-related areas for inspection, and to provide all relevant documents including financial records.

我单位保证允许中绿华夏有机产品认证中心委派的检查员进入所有与认证相关区域进行检查, 并提供所有相关文件, 包括财务记录。

8 Our organization does not simultaneously apply for organic certification for the same batch of organic products with two or more certification bodies (including two).

我单位同一批有机产品不同时在两家 (含) 以上认证机构重复进行有机认证。

9 Our organization agree that we shall immediately stop using the certificate and certification mark if the certificate is suspended or revoked.

我单位同意如果认证证书被暂停或撤消, 将立即停止使用相应的认证证书和认证标志。

**Applicant (Seal)** 申请单位 (盖章) : \_\_\_\_\_

**person in charge (Signature)** 负责人 (签字) : \_\_\_\_\_

**1 Basic Information about Applicant 申请单位基本情况**

Chinese name of applicant 申请单位中文名称					
English name of applicant 申请单位英文名称					
Unified social credit code 统一社会信用代码					
Ownership* 经济类型*			Business type* 企业类型*		
Registered office address 注册办公地址					
Postal code 邮政编码		Tel 电话		Fax 传真	
E-mail 电子信箱		Website 网址			
Legal representative 法定代表人姓名		Post 职务	Tel 电话号码		Mobile 手机号码
Contact in charge of organic production 有机负责人姓名		Post 职务	Tel 电话号码		Mobile 手机号码
Mailing address 证书/合同/发票邮寄地址					
Postcode 邮政编码		Contact person 联系人		Tel 电话	
Registered capital (10,000 RMB) 注册资本 (万元人民币)					
No. of employees 员工人数		No. of technical staff 技术人员数			

\* Notes 注

- "Ownership" refers to "state-owned", "joint-stock" or "private".  
“经济类型”指“国有”、“股份制”和“私营”等。
- "Business type" refers to "farming", "animal husbandry", "aquaculture", and "processing", etc.  
“企业类型”指“种植业”、“养殖业”、“水产业”和“加工业”等。

**2 Basic Information about Products 申请认证产品基本情况****2.1 Planting or Breeding 生产**

No. 序号	Product name* 产品名称*	Product description* 产品描述*	Scale (mu/head) 规模(亩/头/ 只)	Quantity (ton) 申请产量(吨)	Estimated annual production value (Yield*Market Price) 预计年产值 (总产量×市场价格)
1					
2					
3					
4					
Total 合计					
Base area 认证基地面积*			Mu (亩)		Hectare (公顷)

## Notes 注

1 Base area refers to the actual production area (planting, wild harvesting, etc.) for organic purposes. It does not include areas used for roads, buildings, or other facilities within the base. Both the acreage and its equivalent in hectares should be provided (1 hectare = 15 acres, rounded down to at most 4 decimal places).

1 基地面积指有机实际生产 (种植、野生采集等) 面积, 不包括基地内道路、房屋等设施面积, 应同时填写亩数及其换算的公顷数 (1 公顷=15 亩, 最多可保留至 4 位小数, 只舍不入)。

2 For livestock and poultry farming projects, the scale should include information of the total breeding quantity, the number of animals in stock, and the quantity of commercial livestock and poultry.

2 畜禽养殖项目的规模应同时描述畜禽动物的总养殖量、存栏数量与商品畜禽数量。

**2.2 加工 Processing**

No. 序号	Product name* 产品名称*	Product description* 产品描述*	Quantity (ton) 申请产量(吨)	Estimated annual production value (Yield*Market Price) 预计年产值 (总产量×市 场价格)
1				
2				
3				
Total 合计				
Processing plant area (Square Meter) 加工厂面积 (平方米)				

### 2.3 经营 Trade

No. 序号	Product name* 产品名称*	Product description* 产品描述*	Quantity (ton) 申请产量(吨)	Estimated annual sale value (sales volume *Market Price) 预计年销售额(销售量 ×市场价格)
1				
2				
3				
Total 合计				
Trading office area (square meters) 经营场所面积 (平方米)				
Warehouse area (square meters) (If applicable) 仓库面积 (平方米) (适用时)				

#### Notes 注

1 "Product name" shall be consistent with that of *Organic Product Certification Catalogue* released by Certification & Accreditation Administration; "Product description" refers to the trade name of product used on packages, please also clarify when trademark belongs to other companies.

“产品名称”须与国家认监委公布的《有机产品认证目录》中相应的“产品范围”保持一致，“产品描述”指产品的商品名称，如使用他人商标应在产品描述中注明。

2 Please attach a separate table if multiple products are involved.

如产品较多，请另附表格。

### 3 Request for certification fee deduction / exemption 认证费用减免申请

#### Not Applicable 不涉及

We conforms following condition 我们符合并申请以下类型认证费用减免:

Applicant affiliated with national key assistance counties for rural vitalization and poverty-stricken areas that support preferential. (please attach relevant proof) 国家乡村振兴重点帮扶县及贫困地区支持优惠政策所属的申请单位 (请附相关证明文件)。

Consecutive certification  5 years  10 years  15 years  20 years (Please also attach all certificates if certified by other Chinese CBs)

持续认证满  5  10 年  15 年  20 年及以上转机构申请单位请附有机认证证书)。

Applicants located in areas affected by particularly serious, major, or significant-level natural disasters, resulting in a reduction of organic production by 50% or more (please attach a description of the disaster situation, supporting documents issued by the local agricultural administrative department, and written confirmation materials from the provincial-level green food working agency).

发生特别重大、重大或较高级别自然灾害地区且有机生产减产 50%以上的申请单位 (请附受灾情况说明、当地农业行政主管部门出具的证明材料以及省级绿色食品工作机构的书面确认材料)。

Applicant submit two or more projects.

同一申请单位申报的两个及两个以上不同认证项目。

**Note: The result will be shown in Acceptance Notice only. Applicant can only select one condition for exemption.**

注: 认证费用减免结果将在《受理通知书》中予以体现, 不符合的不再另行通知。申请单位只可选择一种减免类型进行减免申请, 不可叠加。

### 4 Request for conversion reduction / exemption 缩短或免除转换期申请

#### Not Applicable 不涉及

We conforms following condition(s) for conversion reduction / exemption 我们符合并申请以下缩短或免除转换期类型:

Assart / reclamation of land (Please attach approval documents issued by government at or above the county level)新开垦的地块 (请附当地县级或以上人民政府出具的批准文件)。

Land abandoned for more than 36 months (Please attach 1. evidentiary documents issued by agricultural administration at or above the county level, 2. evidentiary documents issued by

government at or above the township level 3. Documents and proofs collected during on-site audit). 撂荒 36 个月以上的地块 (请附 1.当地县级或以上农业行政主管部门出具的证明材料原件; 2.当地乡 (镇) 一级或以上人民政府部门出具的证明材料原件; 3.土地耕作前检查员现场确认荒地状态材料) 。

An organic planting base that has obtained international organic product certification (such as EU, NOP, JAS, or other international organic standards) continuously for 4 years or more (including 4 years). (Please attach: 1. Organic certificates in the past 4 years; 2. Documents detailing the use of inputs at the planting base over the past 4 years.) 获得境外有机产品认证 (欧盟、美国、日本等国际有机标准认证) 连续 4 年以上 (含 4 年) 的有机种植基地 (请附 1.过去 4 年国际有机标准认证证书; 2.种植基地过去 4 年使用投入品的情况说明) 。

An organic breeding farm that has obtained international organic product certification (such as EU, NOP, JAS, or other international organic standards) continuously for 2 years or more (including 2 years). (Please attach: 1. Organic certificates in the past 2 years; 2. Documents detailing the use of inputs at the breeding farming over the past 2 years.) 获得境外有机产品认证 (欧盟、美国、日本等国际有机标准认证) 连续 2 年以上 (含 2 年) 的有机养殖基地 (请附 1.过去 2 年国际有机标准认证证书; 2.养殖基地过去 2 年使用投入品的情况说明) 。

**Note: The result of shortening or exempting the conversion period will be reflected in the "Certification Decision." No separate notification will be provided if the conditions are not met.**

注: 缩短或免除转换期的结果将在《颁证决定》中予以体现, 不符合的不再另行通知。

## 5 Inquiry for applicant transferred from the other Certification Body 转认证机构情况调查

Not Applicable 不涉及

5.1 Applicants withdrawn organic certificate (Including all projects that have obtained organic certification) in past 5 years.  No  Yes, please specify \_\_\_\_\_.

申请单位过去 5 年内是否被撤销过有机认证证书（包括申请单位所获得有机认证的所有项目）？ 否  是，撤销原因为\_\_\_\_\_。

5.2 Major products quality and safety incidents in past 5 years.

No  Yes, please specify \_\_\_\_\_.

申请单位过去 5 年内是否出现过产品质量安全重大事故？ 否  是,请具体描述

5.3 Application is transferred due to rejecion of re-certification by the CB.

No  Yes, please specify \_\_\_\_\_.

申请单位是否因原认证机构不予通过再认证而转换认证机构？ 否  是,请具体描述 \_\_\_\_\_。

## 6. Inquiry for serious discredit background 严重失信情况调查

Not Applicable 不涉及

Is the applicant unit and its entrusted party for production, processing, or operation included in the list of serious untrustworthy entities published by the National Enterprise Credit Information Publicity System or "Credit China"?  No  Yes

申请单位及生产、加工或经营的受委托方是否被列入国家企业信用信息公示系统或“信用中国”公布的严重失信主体相关名录？ 否  是

## 7. Applicants shall provide materials according to the List of Documents for Organic Product Certification

请申请单位按照《有机产品认证文件资料清单》提供相关材料