

## Application form for an Extension – NOP Import Certificates



Please send the completed application form to [DE.TC.IN.BCS@kiwa.com](mailto:DE.TC.IN.BCS@kiwa.com)  
or to your corresponding Kiwa BCS local office

### IMPORTANT NOTICE:

- ⇒ The application can only be processed if the relevant information is completely provided, and the relevant supporting documents are attached.
- ⇒ Kiwa BCS reserves the right to request additional documentation such as pesticide analysis reports, etc.!
- ⇒ Kiwa BCS reserves the right to perform additional checks on the shipment - document check, identity check or physical check - before issuing the extension of the NOP Import Certificate.
- ⇒ Kiwa BCS assumes no responsibility if the shipment leaves the exporting country before the NOP Import Certificate has been issued.

Name of the certificate holder:	(name of the company applying for NOP Import Certificate)
Certificate number/firm number:	
Number of NOP Import Certificate for which you request the extension:	
Import certificate - Shipment as:	<b>Digital PDF form</b>
<b>Extension details:</b> <small>Note: The time period of an NOP import certificate may cover up to 12 months, with an extension up to 18 months as determined by the certifier and only if sufficient oversight is given. If not, Kiwa BCS reserves the right to deny the request for an extension. <u>The validity of a NOP import certificate cannot be longer than 18 months in total.</u></small>	<input type="checkbox"/> 1 <sup>st</sup> (enter timeframe for extension) <input type="checkbox"/> 2 <sup>nd</sup> (enter timeframe for extension) <input type="checkbox"/> 3 <sup>rd</sup> (enter timeframe for extension)  ... extension of your NOP Import Certificate.
Required processing time:	<input type="checkbox"/> Regular within 5 working days from date of receipt <input type="checkbox"/> Express within 2 working day from date of receipt
Cost absorption certificate creation by	

I have truthfully completed all requested information and have included the following attachments:

- ☐ Invoice number
- ☐ Transport document

(Kiwa BCS may accept other kind of documents such as a contract with the buyer only in case the transport documents are not available at the time of application. In such case, the operator will be granted 1 week starting the date of application to submit the pending information. If the information is not submitted by the operator within the deadline, Kiwa BCS reserves the right to void the NOP Import Certificate in the OID.)

☐ If required: Purchase Invoice and Certificate / Transaction Certificate supplier

☐ in case **retail labels** are used, please attach proof that labels have been approved by an accredited certification body<sup>1</sup> + photo of the actual label on the product, NO Layouts<sup>2</sup>  
Submit proof that the product on the label is listed on your organic certificate.

<sup>1</sup> Submit the organic certificate and the label approval letter. Kiwa BCS issues a label approval letter for approved retail labels (COR & NOP). If the labels have been approved by another agency than Kiwa BCS, they might use other approval methods for retail labels which can also be submitted as long as its clear that the labels in question have been cleared by an accredited certification body before use.

<sup>2</sup> Photo of front and backside

Kommentiert [AS1]: [Bewertung, Quelle](#) : feasible?

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☐ in case **non-retail** labels are used, please attach a photo of the actual label on the product, NO Layouts (label requirement: lot no./specific information linking the product label to traceability documents + information identifying the product as organic).

Submit proof that the product on the label is listed on your organic certificate.

### FOR KIWA BCS ÖKO-GARANTIE INTERNAL USE ONLY!!

#### Evaluation of information for issuing of NOP Import Certificates- Risk assessment

Verification criteria	Result	Comment
Have all necessary documents requested by the application form concerning this consignment been presented by the operator (see work instruction C-EN_09-05-03)?  <i>If not, please comment which are missing</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
As applicable, is traceability back to supplier, producer or field/harvest assured and documented?  <i>If not, please comment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the mass balance verification reveal any irregularities (e.g. potential over production)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there information about any mayor non compliance from previous inspections or residue cases (notification from certification department), which may affect the organic integrity of the consignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the labelling fulfill the NOP requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there several operators involved in the distribution chain of the products who do not store or physically handle organic products (i.e. traders)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Result of verification / risk assessment:		Mark
No deviation or irregularity or risk to organic integrity of consignment is detected. No physical check is needed in order to issue the extension of the NOP Import Certificate.		<input type="checkbox"/>
Minor deviations were detected and additional information must be required before issuing the extension of the NOP Import Certificate.		<input type="checkbox"/>
Mayor deviations or irregularities are detected, before issuing the extension of the NOP Import Certificate, a physical check of the goods must be conducted. Please pass the case to certification department.		<input type="checkbox"/>

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If additional documents or information is needed. Please indicate below:

Date

Place Name of person performing the review