1. Information about the producer group:

|  |  |
| --- | --- |
| **COMPANY - Name, Surname:** |  |
| **Production Manager:** |  |
| **Responsible person for GLOBALG.A.P.:** |  |
| **“Add-on” standards** | GRASP\*\* **[ ]  Other [ ] ………………………………** |
| **Company address:** **(street, house nr., post code, city, country)** |  |
| **Postal address:** **(street, house nr., post code, city, country)** |  |
| **Tel.:** | **Mobile Phone:** |
| **Fax:** | **E-Mail /web site:** |
|  |  |  |  |

|  |  |
| --- | --- |
| Are your products have ever been certified by the GLOBALG.A.P. Standard? | *Yes* *[ ]  No* *[ ]*  |
| GLOBALG.A.P. Number (GGN): |  |
| GLOBALG.A.P. Registration Number: |  |
| LFBIS, UID-Nr, ILN, UAID, etc.: |  |
| Do you have any production which is certified by another accredited certifier? Is it executed over a single QMS? If yes, fill in the blanks below. (A producer group can only be controlled through one QMS) | *Yes* *[ ]  No* *[ ]*  |
| Did you receive any nonconformity from the other certifier?  | *Yes* *[ ]  No* *[ ]*  |
| If yes, name of the certifier |  |
| Please indicate clearly which part of your operation and the products certified by other certifier.(It is not possible to work with more than one certification body in the same product.) |  |
| Are nonconformities and corrective actions taken? | *Yes* *[ ]  No* *[ ]*  |
| Last date of inspection |  |

**\* If the application belongs to a producer group, please fill in detail the GP 23 F 10 Producer & Product Information List sent with the application form.**

**Producer shall inform CB/VB about any existing or expired GGN, LGN or CoC Number and any previous verification/inspection/audit or certification/approval activities in its organization including results. Failure to do this will result in a surcharge of the registration fee of EUR 100 to an individual (option 1) producer and EUR 500 to an (option 2) producer group. (See GLOBALG.A.P. Sublicense and Certification Agreement (v4.0))**

\*\* To be fill in for GRASP application (For option 2, the GRASP producer internal audit checklist must be filled and sent to ETKO)

|  |  |
| --- | --- |
| Activity | Number Of Employees |
| Part-Time | Full-Time |
| Turk | Immigrant | Foreign National | Turk | Immigrant | Foreign National |
|  |  |  |  |  |  |  |
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1. Intern Auditors and Inspectors:

 Every intern and Auditor/Inspector must be documented with his function, name and E-Mail Address: Prepare evidences of competence for the internal auditor and inspector for verification before inspection planning

|  |  |  |
| --- | --- | --- |
| **Function** | **Name** | **E-Mail Address** |
|  |  |  |
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1. Registration Data of all producers which are part of the producer group:

 As annex there are two lists (producer information, product information) of all producers which belong to the group

 Where you can find all the information below:

* GGN (if available)
* Reg. Number (if available)
* COMPANY - Name, Surname
* Company address (street, house nr., post code, city, country)
* Country
* Crops to certify
* Hectare per crop
* actual Date
* Signature on both lists from the responsible person

 of the group

 *Attachments to be given with the list*

|  |
| --- |
| Please attach “Official field registration documents” for related Country (E.g. ÇKS and ÖKS documents for TURKEY)  |

1. Are individual agricultural production steps performed by other producers (subcontracted operation)?

 If **yes**, please note the production steps (e.g. Application of plant protection products)  ***Yes*** [ ]   ***No*** [ ]

 as well the name and address of the producers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Production step** | **Name** | **Subcontractor activity** | **Address** |
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1. Where does the produce handling (selection, trimming, washing, storage, etc.) of the certified products take place?

Please complete the table below! Producers processing on site must be specified!

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product** | **Name** | **Handling (selection, trimming, washing, storage, etc.)** | **Address** | **Postal Code** | **Coordinate Information** | **GGN** |
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1. Are there any producers or production sites which have parallel production (PP) or parallel ownership (PO)?

 If yes, please complete the table below:  *Yes*[ ]   *No*[ ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Name** | **Address** | **PP** | **PO** |
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1. **Level of required data – information of your company, which are shown in the GLOBALG.A.P. Database**

[ ]  Level 1: additional information will be released to the public (organization name, post code and city)

[ ]  Level 2: additional information won´t be released to the public (organization name, post code and city)

1. Notes

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1. **Following products are intended for certification due to the GLOBALG.A.P.-Program:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Crop** | **Ha** | **Produce Handling1)** | **CULTIVATION** | **Irrigation** | **HARVESTING** | **Country of Destination** |  |  |
|  |  |  | **Non covered** | **covered** |  | **First** | **Further3)** | **included4)** | **excluded 4)** | **Harvest months** | **Harvesting with foreign workers** |  | **Parellel5) Production** | **Parellel6)****Ownership** |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
|  |  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ] Yes | [ ] No**2**) | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ] Yes | [ ] No**2**) |  | [ ] Yes | [ ] No**2**) | [ ] Yes | [ ] No**2**) |
| If the columns of the table are too less, please add the rest of your products in the document **„Annex to the Registration Request“**. | Document used? ***Yes -*** **number of the additional used documents .** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Kind of produce handling g: |  |  | Description of harvestingvest: |  |

1. Produce handling of products includes: Storage, post harvest, treatments with chemicals, trimming, washing, packing or any other use, where the product gets in touch with other substances or materials.
2. By checking “No“ the applicant declares, that the produce handling 1),according to FV.5 of the GLOBALG.A.P. Checklist is “not applicable” for the chosen products.
3. This point refers to the dual or multiple use of agricultural land for crop production in a certification cycle. If a cultivated area is used several times, you have to note, which culture is harvested first and what other crops are further harvested.
4. If the product is during the harvest in the ownership of the producer, the harvesting is included. If the product is during the harvest in the ownership of the customer, the harvesting is excluded.

1. GLOBALG.A.P. - Rights and duties of the applicant
	1. General

The registration request is used for collecting the necessary data which are needed for a certification through a certification body which is accredited by GLOBALG.A.P. and licensed by FoodPLUS.

* 1. Rights of the producer/producer group (applicant)
1. The certification body is bound to confirm the receipt of the registration request within 14 running days.
2. Against decisions of the certification body a complaint can be made within 14 running days in written form. The responsibility of the arrival at time rests with the claimant.
3. The applicant has the right to change the certification body, is it on voluntary way or in case of license detraction of his present certification body by GLOBALG.A.P.
4. All the information gained within the certification process are treated confidential by the certification body (except if it is arranged different by law or of an adequate data privacy declaration is available). Information only can be transformed to a third person after a previous acceptance of the applicant in written form.
5. The producer has the right to get the certificate during 28 days, if there was no non conformity.
	1. Duties of the producer/producer group (applicant)
6. To obtain a certificate (conformity acknowledgement) it is first necessary to register in the GLOBALG.A.P. Database at FoodPLUS. The registration process will be instituted after signing this registration request, whereas the registration has to be concluded before the first locally inspection.
7. The applicant pledges himself to inform the certification body in written form, if he has already allotted a GLOBALG.A.P. Number (GGN).
8. It’s not acceptable to register the same product to more than one certification body and/or for more than one option.
9. The applicant takes responsibility for his subcontractors (an organization, alternatively single person, which is selected by the producer for carrying out special exercises), that all terms are kept to which he pledged himself. He must inform his subcontractors verifiable in reference to the obligation to follow the agricultural manufacturing terms (GLOBALG.A.P.) and to convince of the realization.
10. The applicant is bound to inform the certificate body of all changes of the inserted data (e.g. changes at the factory premises, the location, the culture and the implementation of accessorily handling steps) in written form.

**With his signature the applicant confirms that he announced all the agricultural faces which are relevant for the certification within the scope of GLOBALG.A.P. as well as all the workplaces and the correctness of the given particulars. Furthermore he takes notice of these terms.**

|  |  |  |
| --- | --- | --- |
| **Place, Date** |  | **Signature** |