

- ► Complete this form if a change to an organic operation you manage or own results in a new Tax ID, business structure, or owner. Other business changes may also require this form to be submitted, at CCOF's discretion.
- ▶ Depending on the nature of the business changes, we may require an inspection prior to production or a <u>full new application</u> for certification.
- If your business is splitting into multiple operations, each separate operation must complete a Business Change Contract.
- Please keep a copy of all documents submitted to CCOF for your records.
- ► You will be billed a \$350 nonrefundable application fee.

Email to: inbox@ccof.org Or Mail to: CCOF, 877 Cedar Street, Suite 248, Santa Cruz, CA 95060

#### A. Describe What Has Changed:

You are responsible for reviewing and understanding your Organic System Plan (OSP). Obtain a copy of the OSP from the previous owner or contact CCOF. You are responsible for maintaining all organic records for the past five (5) years, which may include records generated prior to submission of this contract.

1)	Management:			
2)	Business name or structure. Attach a diagram if relevant:			
3)	<ul><li>N/A, authorized contact remai</li><li>Received from previous owne</li><li>I have been added as an auth</li></ul>	ns the same. r or authorized contact. orized contact, set up a MyCCOF account	m Plan (OSP) by doing one of the following: t, and downloaded from the MyCCOF OSP tab. es Manual, "Reproduction and information" fees apply.	
4)	Describe access to records from previous owner or authorized contact for the past five (5) years:  N/A, authorized contact remains the same Received from previous owner or authorized contact  Do not have access to records. Describe why:			
5)	Describe any changes in practices, crops, products, brands, locations below.   N/A, no changes  Attach updated OSP forms. Blank forms can be found at <a href="https://www.ccof.org/resources/resource-library">www.ccof.org/resource-library</a> .			
6)	How frequently do you review your entire Organic System Plan to verify it is effectively implemented, and ensure it accurately reflects all your practices and procedures?			
	You must provide CCOF with an adequate response to this question.  ☐ Annually ☐ Quarterly ☐ Monthly  ☐ Other (describe):			
В.	Previous Operation Informa	ution		
1)	Previous Business Name:			
	CCOF Certification ID (example: ab123):			
2)	Previous Business Address:			
	Address:		City:	
	State/Province:	Zip/Postal Code:	Country:	

#### C. New Operation Information

Public information about certified operations is made available at <a href="https://www.ccof.org/resources/member-directory/">www.ccof.org/resources/member-directory/</a> and print directories released by CCOF CS, as well as by the National Organic Program in the <a href="https://www.ccof.org/resources/member-directory/">Organic Integrity Database</a> (OID). For a complete list of the information provided, please read the "Confidentiality and Public Information, & Data Reporting" chapter in the <a href="https://www.ccof.org/resources/member-directory/">CCOF Certification</a> Services Program Manual.

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(831) 423-2263





1)	Registered Legal Business Name:				
	Legal "Doing Business As" (DBA), if applicable):				
	Phone:	Website (option	onal):		
2)	Registered Legal Business Address:				
	Address:		City:		
	State/Province:	Zip/Postal Code:	Country:		
3)	Explain whether the DBA listed above appears in your audit trail records and under what circumstances, e.g., DBA is only used for certain products or markets, or for all products and markets. DBA names can only be included on your organic certificate if you are operating the same certified legal business entity under a different name. Describe whether the DBA is registered at the state or local level.				
	☐ Description attached				
4)	New Legal Information:				
	Federal Tax ID#:				
	Sole Proprietorship. Owner's Name:				
	Partnership. Owner's Names:				
	☐ Corporation –OR– ☐ LLC. State of incorporation:				
	Name of owners, or officers and their titles:				
5)	Physical Location of Your Operation.				
	Where organic production occurs, or records are kept (for importer/broker/trader/private label owners). Your physical location will be inspected and will be listed on your organic certificate. If you do not occupy, lease or own this location, you are responsible for ensuring that CCOF, CDFA, or USDA can access the location during an unannounced inspection.				
	☐ Identical to registered legal business	address above.			
	Address:		City:		
	State/Province:	Zip/Postal Code:	Country:		
6)	Mailing Address if different:		91		
	Address:		City:		
	State/Province:	Zip/Postal Code:	Country:		
7)	Billing Address if different:				
	Address:		City:		
	State/Province:	Zip/Postal Code:	Country:		
8)	Preferred language:   English   Es				
9)	Preferred method of written communication	tion method:	/ail		
D.		o Change			
1)	<b>Primary Contact</b> Please designate one person as primary contact. This person will be listed in the CCOF online directory and in the National Organic				
	Program Organic Integrity Database (Ol	D). This person should be knowledge	geable of your operation, your Organic System Plan, your or act on behalf of the operation. <b>All communication will</b>		
	Name:	Title:			
	Phone:	Email:			

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(831) 423-8528



#### 2) Additional Contacts

		CC box for contacts that should receive all	with the Primary contact listed				
		, _		CC:			
	Name/Title	Phone number	Email				
				CC:			
	Name/Title	Phone number	Email				
				CC: □			
	Name/Title	Phone number	Email				
E.	<b>Certification Program Infor</b>	mation					
1)	What types of products does this op-	peration grow, produce, process, handle, c	or sell? Check one:				
	- ·	oduct(s)	-	. , ,			
2)	-	Please indicate any markets you export to directly or indirectly (as an ingredient or through brokers/traders etc.).  Canada Europe/UK Japan Korea Switzerland Mexico					
	Other:	apan   Korea   Talwan   Switze	rland				
3)	Is the <b>new business</b> currently certi	fied organic by another certifier?					
,	-	and completed Certification Transfer For	m				
4)	Has the <b>new business</b> or any responsibly connected person with the new business ever applied for, or been granted, organic certification? NOP 205.2 "Responsibly connected" - Any person who is a partner, officer, director, holder, manager, or owner of 10 percent or more of the voting stock of an applicant or a recipient of certification or accreditation.						
	☐ No. Skip to section F. ☐ Yes. Complete this section and provide name of certifier:						
		ponsibly connected person with the new b roducts ever suspended or revoked?	usiness' certification	☐ Yes ☐ No			
	b) Did the operation surrender ce	rtification with outstanding non-compliance	es or conditions?	☐ Yes ☐ No			
	c) Was the operation's application	n for organic certification ever issued a der	nial?	☐ Yes ☐ No			
	d) Did the operation withdraw its	application for certification with outstandinເ	g non-compliances?	☐ Yes ☐ No			
5)	If you answered yes to a, b, c, or d above, please list the years and organic certification agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:						
	Year(s):			Letters Attached			
	Corrective actions taken:						
F.	New Business California Organic Registration						
	☐ Not applicable, not based in California ☐ Not applicable, retail or restaurant						
	Operations engaged in production of organic products in California must register with the state prior to the first sale. Refer to the <a href="CDFA Organic Program">CDFA Organic Program</a> webpage or contact your local County Agricultural Commissioner to determine which agency to register with; CDFA or CDPH. List your registration number below (you may only have one registration number). California Organic Products Act of 2003						
1)	CDFA California Organic Program	Registration number (grower, post-harvest	handling, produce bro	ker). <i>Example: 12-123456</i> :			
2)	CDPH Department of Health Service	ees Organic Registration number (processi	ng). <i>Example: 12345</i> :				

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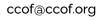
#### G. Annual Certification Fee

CCOF will estimate and invoice your certification fee based on the information provided below and collected at your initial and subsequent inspections. Please refer to the <u>CCOF Certification Services Program Manual</u> for fee information. If you do not provide the information requested below, you cannot move forward in the certification process and your inspection will be delayed. Certification fees must be paid prior to issuance of certification. Certification fees are confirmed upon application

acceptance and may change.					
1)	What is your current or expected total value of certified organic production/sales/services (gross, next 12 months)				
	a)	If you are a Farm or Livestock operation: What is your current or expected cost of certified organic product purchased, such as seed, feed, transplants (next 12 months) and service fees charged by certified organic co-processors, custom grazing, etc. This will be subtracted from the amount in line 1 to determine your annual certification fee.			
	b)	If you are a Handler, Processor, Private Label Brand Owner, Broker, Importer or other non-farm business: What is your current or expected cost of certified organic ingredients/products purchased (next 12 months) and service fees charged by certified organic co-processors. This will be subtracted from the amount in line 1 to determine your annual certification fee.			
	c) If you are a Retail or Restaurant operation: What is your current or expected number of stores (next 12 months).				
Н.	H. Parcel Transfer (Growers Only)				
	☐ Not applicable, no growing activities/parcels.				
1)	Identification of Parcel(s): Attach the current CCOF Client Profile of the CCOF operation your parcel(s) are currently part of. Highlight or circle the specific parcel(s) your operation manages. Also attach a map clearly showing the location and boundaries of the parcel(s).				
	Current Client Profile Attached				
		Current Map Attached. If acreage on map does not match what is listed on the Client Profile, please explain:			
2)	Crops: List crop(s) to be grown, with specific acreage of each crop:				
3)	Ιaι	Transfer Authorization: An authorized representative of the CCOF operation your parcel(s) are currently part of must sign below. I authorize the transfer of the parcel(s) identified above to the CCOF certification of the company named in part C of this form, and attest that no prohibited materials (as defined under NOP regulations) have been applied to the parcel(s).			
	Nar	me/Title Signature Date			

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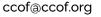
<b>Operation Name:</b>	Date:	

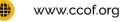
- I. Certification Contract and Agreement
- ► The following must be signed by a legally authorized representative of an operation and by all applicants for certification by CCOF CS (CCOF).
  - By signing this document, the applicant acknowledges that it has received, has read, fully understands, and agrees to be bound by the terms of the CCOF CS Certification Manuals and further agrees to:
- For operations and any responsibly connected person seeking NOP certification: Comply with all State and applicable organic
  production and handling regulations as described in rules issued by the United States Department of Agriculture Agricultural
  Marketing Service (including those regulations in 7 CFR Part 205 and the NOP Handbook as published on the USDA AMS NOP
  website).
- 2) **For operations seeking COR certification:** Comply with all Province and applicable organic production and handling regulations as described in rules issued by the Canada Food Inspection Agency.
- 3) For operations seeking CCOF GMA: Comply with the requirements set forth in the CCOF GMA Manual.
- 4) **For all operations:** Comply with and strictly adhere to all CCOF standards, procedures and policies set forth in the CCOF Manuals including but not limited to the following:
  - a) Establishing, implementing, and updating annually an Organic System Plan that will be submitted to CCOF.
  - b) Permitting on-site inspections at least once per calendar year with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices by CCOF. These inspections may be announced or unannounced at the discretion of CCOF or as required by an accreditation authority, government entity with jurisdiction, or other governing body.
  - c) Maintaining all records applicable to the organic operation for not less than five (5) years beyond their creation.
  - d) Allowing authorized representatives of CCOF, an accreditation authority, government entity with jurisdiction, or other governing body access to these records under normal business hours for review and copying to determine compliance with the applicable standards, regulations or governing law.
  - e) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.
  - f) Submitting to CCOF any applicable fees as described on the most current fee schedule.
  - g) Immediately notifying CCOF concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
  - h) Immediately notifying CCOF of any change in your certified operation or portion of it that may affect its compliance with the applicable standards, regulations or governing law.
  - i) Using the CCOF name and seal(s) only in accordance with CCOF standards and ceasing all use of CCOF's name and seal upon notice by CCOF. Any use of CCOF's names or marks, without the express consent of CCOF, is strictly prohibited and constitutes an infringement of CCOF's rights. CCOF shall be entitled to its reasonable attorney's fees and costs incurred in bringing any civil action, arbitration, or mediation to enforce its rights to its names or marks.
  - i) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.
  - k) Understanding that the use of the CCOF name and seal must be in accordance with the CCOF standards.
  - Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.
  - m) Immediately ceasing all claims of CCOF certification associated with this operation, and destroying or returning all certificates, labeling, and marketing material containing reference to CCOF in the event that this operation withdraws, or its certification is suspended or revoked.
  - n) Agreeing to be legally bound by the terms of the paragraphs entitled "Consent to Electronic Transmission", "Governing Law", "Consent to Jurisdiction", "Indemnification" and "Limit of Liability" as described in the CCOF Certification Program Manual.
  - o) Agreeing to be legally bound by the "Standards of Behavior" detailed in the CCOF Certification Program Manual.
- 5) **For all operations**: The New Operation (as identified in Section C(1)) agrees to comply with any and all outstanding requirements, or conditions of ongoing certification, imposed on the Previous Operation (as identified in Section B(1)) under: (i) any prior notice of noncompliance, proposed suspension, suspension, proposed revocation, revocation or denial issued to the Previous Operation by CCOF, or (ii) any settlement agreement or consent decree entered into by the Previous Operation with CCOF and/or any government entity in order to resolve any notice, charge or claim related to compliance with applicable standards of organic production and handling. The New Operation further agrees to pay any and all fees charged to the Previous Operation by CCOF and not paid by the Previous Operation as of the date this Application is signed by the applicant.
- I, the owner or legally authorized corporate representative, acknowledge the above General Requirements for CCOF certification and understand that any willful misrepresentation may be cause for denial of an application and sanctioning of certification. I authorize the person(s) listed above to act on behalf of my company in establishing or maintaining organic certification. I attest that all information in this application is true and accurate to the best of my knowledge:

Name/Title Signature Date

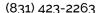


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Op	eration Name:	Date:		
J.	Public Profile Information (Optional)			
	CCOF promote your unique operation.	on will be used to populate your online directory profile and to help		
1)	Online Presence:			
	Facebook:	Linkedin:		
	☐ Instagram:	Pinterest:		
	X (formerly Twitter):	Youtube:		
2)	Sales Methods:			
	Community Supported Agriculture (CSA):			
	☐ Copacking Services (CS):			
	Export (EX):			
	☐ Farmer's Market (FM):			
	☐ Ingredients (Ing):			
	Internet (\A(\A(\A(\A(\A(\A(\A(\A(\A(\A(\A(\A(\A(			
	☐ Produce Stand (PS):			
	□ Potoil (P):			
	☐ Tasting Room/Winery:			
	☐ U-Pick (UP):			
	Wholesale (WS):			
3)	Apprenticeship Options:			
	Apprenticeship Offered:			
	Terms: Board Internships Wage Other:			
4)	Company Statement (Promotional/sales/informational or public st	tatement about your company):		
K.	Additional Service Opportunities (optional)			
	Check any additional services you may be interested in and a CC	OF representative or partner organization will contact you.		
	☐ GLOBALG.A.P ☐ PrimusGFS ☐ Regenerative Organic C	•		
	OCal Cannabis Certification (CA operations only)	rass-Fed Program		
	Other:			

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