



GOBIERNO DE CHILE  
MINISTERIO DE AGRICULTURA  
SAG

Guidelines for the registration of organic products certifying  
bodies and small ecological farmers Organizations

# **GUIDELINES FOR THE REGISTRATION OF ORGANIC PRODUCTS CERTIFYING BODIES AND SMALL ECOLOGICAL FARMERS ORGANIZATIONS**



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## 1 OBJECTIVE AND SCOPE

The objective of this document is to inform about the procedure to apply for the registration in the Register of certifying entities for organic products and small ecological farmers, in the records that will be kept by SAG for these purposes. The provisions of this document are applicable to any juridical persons who voluntarily apply for this registration. The registration will be granted according to the type of product.

## 2 REFERENCES AND ASSOCIATED DOCUMENTS

- Organic Law No. 18.755, from Agriculture and Livestock Service, modified by Law No. 19.283
- Law No. 20.089 which Creates the National Certification System for Agricultural Organic Products
- Decree No. 36 approving Regulations from Law No. 20.089 which created the National Certification System for Agricultural Organic Products
- Decree No. 17 approving Technical Standard from Law No. 20.089

## 3 DEFINITIONS

**Agricultural Organic Products:** Those coming from holistic systems of production in the agricultural, livestock or forest ambit, which promotes and improves the health of agroecosystem, and in particular, biodiversity, the biological cycles and biological activity of soil.

**Service, SAG:** Agriculture and Livestock Service

**Small ecological farmers:** Organizations made up by small producers, families, farmers and natives with juridical personality whose annual sales do not exceed the equivalent to 25000 Index-Linked Units (*Unidades de Fomento*, UF<sup>1</sup>).

## 4 REGISTRATION IN THE REGISTER OF CERTIFYING BODIES

### 4.1 REQUIREMENTS FOR THE REGISTRATION IN THE REGISTER OF CERTIFYING BODIES

Only juridical persons may apply for the registration in the Register of entities certifying organic products.

To be admitted in the Registry of certifying agencies of organic products, these agencies have to demonstrate that they comply with formalities, requirements,

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<sup>1</sup> 1 UF = 21,164.68 CLP on February 13, 2009.



technical and professional protocols necessary for the performance of certification works considered in the Law, the Regulation herein and its complementary standards.

4.1.1 Requirements of infrastructure and equipments. Have appropriate infrastructure for the proper carrying-out of activities related to the certification of organic products, as stipulated in Law No. 20.089, in its respective Regulations and complementary Standard.

## 4.2 APPLICATION AND REGISTRATION PROCEDURES IN THE REGISTER OF CERTIFYING ENTITIES

The entities interested in applying for the registration in the Register of Certifying Bodies must address an Application of Registration in the register of Certifying Bodies to the Head of the Planning and Strategic Development Division from SAG, identifying the livestock product(s) for certification (Annexe No. 1). This application must be submitted at SAG's Filing Office (Av. Bulnes 140, piso 1°, Santiago) upon payment of the current fee in respect of the evaluation of the application background (Fee Stage I).

4.2.1 Submission of application. The entities interested in applying for the registration in the Register of Certifying Entities must address an Application of Registration in the register of Certifying Entities to the Head of the Planning and Strategic Development Division from SAG, identifying the livestock product(s) for certification (Annexe No. 1). This application must be submitted at SAG's Filing Office (Av. Bulnes 140, piso 1°, Santiago) upon payment of the current fee for the evaluation of the application background (Fee Stage I).

The registration application must be accompanied by the following documents:

- i) Photocopy of the Applicant's Tax Identification Number
- ii) Photocopy of ID card of the corresponding legal representative or official identity document in the case of foreigners.
- iii) Authorized copy of the entity's formation deed, with its respective modifications, if any.
- iv) Photocopy of publication of respective excerpt, as appropriate.
- v) Certificate of validity of juridical person, not exceeding 90 days, issued by competent authority.
- vi) Document that includes legal person/representative of the entity.



vii) Identification form for the technical coordinator(s) and the staff forming the technical operational team, completely filled and signed by the Applicant's legal representative (Annexe No. 2).

viii) Certificate of Academic Qualification, original or authenticated photocopy, of the technical coordinator and the identified staff, according to the stipulations in point 4.2.

ix) Résumé of technical coordinator.

x) Résumé of the staff identified in the numeral viii and other documents showing their experience in the certification of organic products and command of the matters to certify.

xi) Based on the current technical standard, the entities must submit a description of the process to be used for the certification and control of different operators that require their services.

xii) Organization chart of the entity, identifying name, post and responsibilities of every member.

xiii) Enclose copy of policies and/or procedures of the entity in:

- a. Training, evaluation and supervision of staff
- b. Grant, keep, cancel and suspend a certification
- c. Re-evaluate the decisions in regard to certification
- d. Evaluation and certification processes related to every type of certification for supplies and organic products
- e. Management and report of complaints

xiv) Fee system.

xv) Certificate models issued by the entity.

xvi) Model of official seal that will be used.

xvii) Description of technical and administrative facilities.

xviii) Copy of the collection receipt (CORE) of payment from the Fee of Stage I made for the evaluation of application background data, according to SAG's current fee system.

4.2.2 Revision of the application. The Head of the Planning and Strategic Development Division of SAG will entrust the Accreditation Unit with the revision of every application received; this Unit will verify that the application is signed by the legal representative of the juridical person interested and that all the



documentation set out in point 5.1. of this document is enclosed, in order to qualify the documents as *complete* or *incomplete*.

If the application is qualified as incomplete, it will be returned to the applicant, indicating the information and/or missing documentation. The persons in this situation may re-submit their application without paying the fee again within the next 30 days.

For this, they must re-submit the application accompanied with the collection receipt (CORE) accounting for its previous payment. If the application is not re-submitted within the period mentioned, the entity concerned must submit a new application to be part of the Register and pay the corresponding fee again. Every application re-entering SAG must do it with a new Registration Application Form, enclosing as additional information, the form submitted in the first opportunity.

4.2.3 Technical and legal evaluation of the application. Every application qualified as complete will pass to the stage of technical and legal evaluation. For this, the Accreditation Unit will divide the documentation submitted by the application into legal background of the applicant, which will be sent to the Head of Legal Division, and into technical background of the applicant, which will be sent to the Head of Renewable Natural Resources Division. SAG Divisions will evaluate the background data in order to verify that the applicant complies with the documents required, which are mentioned in chapter 4 of this Regulation. During the process of document evaluation, the applicant may be requested to clarify the background data submitted, establishing a period for the response. If, from the technical and/or legal point of view, those concerned do not fulfil the requirements, the evaluator will prepare a report detailing the non-conformities detected that will be sent to the Accreditation Unit; this Unit will give those concerned well-founded reasons for the rejection of their registration application.

4.2.4 Technical verification visit of the application. SAG may determine the need to carry out a technical evaluation of the applicant on site in order to verify the availability of facilities and technical capacity, which is indispensable for making the certification of organic products, according to the current standard. For these purposes, the verification visit will be coordinated with the applicant. After the verification visit, the inspector(s) in charge will prepare a detailed and well-founded report of the conformities and non-conformities detected (if any); such report will be sent to the Accreditation Unit.

4.2.5 Final resolution of the application. After revising the reports resulting from the technical and legal applications of the applicant, the Accreditation Unit will determine, in virtue of the information available, the registration in the Register of Certifying Entities for Organic Products, informing the application about the decision made.



Acceptance of the application: If the registration application is accepted, the Accreditation Unit will communicate this situation to the applicant. Within a period of twenty (20) working days, the applicant must submit the information below:

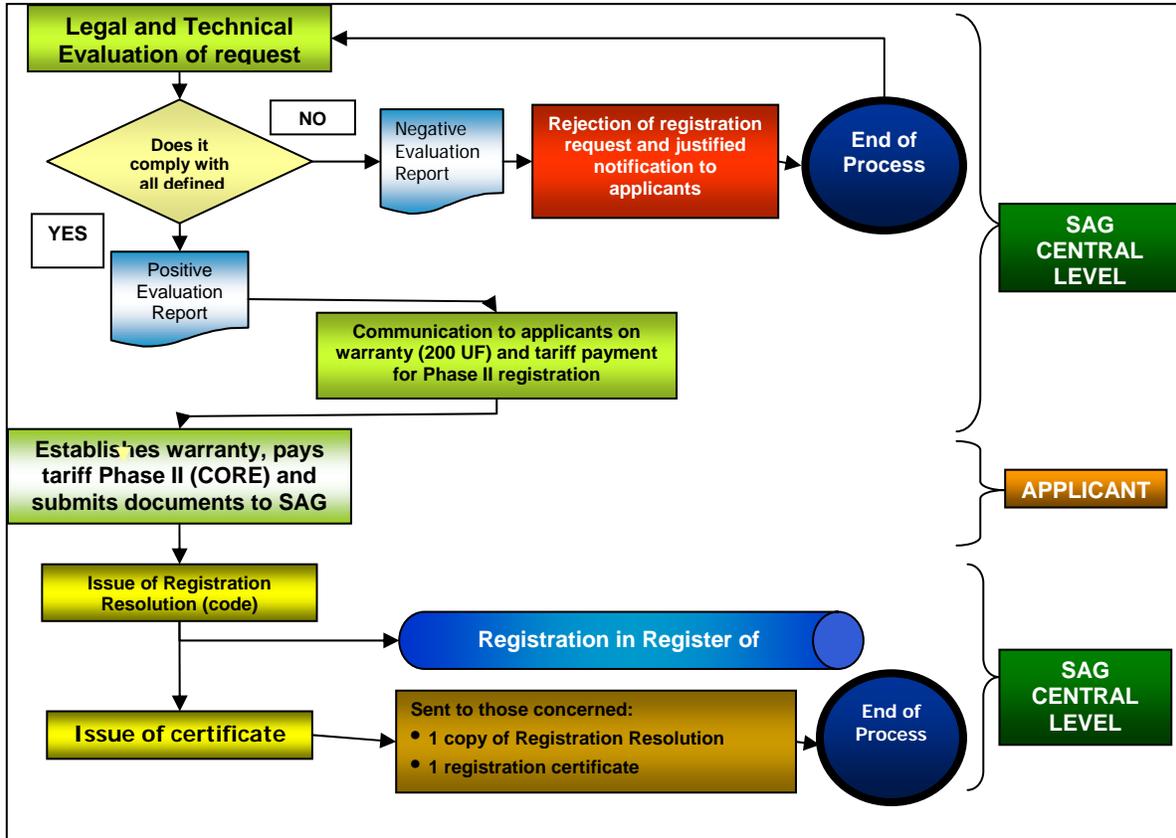
- Document accrediting the setting up of a guarantee of 200 U.F., according to the stipulations in the Regulations of Law No. 20.089.

- Copy of the collection receipt (CORE) for the payment of the Fee of Stage II, made for the registration and keeping in the Register, according to the current fee system. Once this information is received, the Accreditation Unit will make the procedures for the signature of the corresponding Resolution, through which the applicant will be part of the Register. SAG will provide those concerned a copy of this resolution and of the certificate recognizing them as Certifying Entity. If within the 20-working-day period after the communication by SAG the applicant does not submit the background data above mentioned, the application will be rejected.

Rejection of applications: If after revising the data available the registration in the Register is considered inappropriate, the Accreditation Unit will notify the applicant in writing and with well-founded reasons about the rejection of the application, returning the documentation submitted.



### Process of Registration of Certifying Entities Return of application in order to complete information





#### 4.3 OBLIGATIONS OF CERTIFYING ENTITIES

- i) Allow the inspections, provide the information and fulfil the requirements that the Service determines within its control activities;
- ii) Provide the Service, on March 31<sup>st</sup> of every year, an annual report of their activities;
- iii) Keep in confidence the information obtained from their users or clients, depending on their certification activities;
- iv) Report the Service about the occurrence of pests or diseases of mandatory notification and,
- v) Fulfil all the requirements and protocols hereby set out in the regulation and the current official technical standards.
- vi) The certifying entities and their staff in charge of the certification activities must permanently keep the conditions that permitted their register and comply with all the obligations established.
- vii) The certifying entities must periodically inform the Service about the results of the activities carried out in the period, according to terms and formats established by SAG.
- viii) The certifying entities must conduct at least one annual inspection to operators.
- ix) The certifying entities must keep the conditions that permitted their registration.
- x) The certifying entities must keep updated, before SAG, the list of their operators, according to the information included in the formats determined by SAG.
- xi) The certifying entities must annually renew their authority to apply the official seal, by paying the corresponding fee.

#### 4.4 VALIDITY OF THE REGISTRATION IN THE REGISTER

The registration in the Register will be valid indefinitely as of the issue date of the respective Registration Resolution, as long as the certifying entity fulfils its obligations, keep the validity of the guarantee for a sum of 200 UF and annually renews its authority to apply the official seal.



#### 4.5 EXPANSION OF THE REGISTRATION IN THE REGISTER

If the Certifying Entities have valid registration to certify the conformity of one or more organic products, they can request the expansion of their registration to one or more additional products. For this expansion, those concerned must submit a Application of Registration Expansion (Annexe No. 4), which will follow the same procedure detailed in the numeral 4.2 of the present document, and must enclose the following documentation: Guidelines for the registration of entities certifying organic products and of organization of small ecological farmers

i) Identification form of the technical coordinator(s) from the certifying entity and of the staff in charge of the new area; the form must be completely filled in and signed by the applicant's legal representative (Annexe No. 2)

ii) In the case of having a new technical coordinator for this area, the Certificate of Academic Qualification, original or authenticated photocopy, and résumé of the technical coordinator and, according to the stipulations in point 4.1.2., showing his/her competence in the ambit of certification systems for agricultural organic products. This will be required if the technical coordinators of the new area are persons different from those registered in the previous registration of the certifying entity.

iii) Based on the current technical standard, the entities must submit a description of the process to be used for the certification.

iv) Copy of the collection receipt (CORE) of payment from the Fee of Stage I made for the expansion of the registration, according to the current fee system. The expansion of the registration will be granted through a new Resolution, with everything delimited to the new products for which the application was made. The validity of this expansion will be also undefined.

### 5 REGISTRATION IN THE REGISTER OF SMALL ECOLOGICAL FARMERS

#### 5.1 REQUIREMENTS FOR THE REGISTRATION IN THE REGISTER OF SMALL ECOLOGICAL FARMERS

Only juridical persons can apply for the registration in the Register of small ecological farmers of organic products. Those concerned may apply for the registration for one or more types of products, complying with the formalities, requirements and technical and professional protocols necessary for the production and marketing of organic products as stipulated in Law No. 20.089, in its respective Regulations and complementary Standard; the people concerned must also fulfil the following requirements:



- i) Have a valid juridical personality, granted in accordance with the national legislation.
- ii) Fulfil the production requirements established in the Regulations of the Law and current official technical standards.
- iii) Keep records of their production activities that allow to establish a traceability system.
- iv) Submit an internal control system with at least the following elements:
  - a. List of people part of the internal control system.
  - b. Method and records of the control activities that allow to determine the level of supervision over the members of the group.
  - c. Updated information of the members of the group (name; registration number in the Tax Identification Number; name of the farm; geographical location; total area of the farm, specifying the area of organic cultivation; types of crops; destination of production; management plans; outsourcing, if any; etc.).
  - d. Manual of internal procedure. This manual must include an outline of the structure of the group, the form in which the control of the members will be executed and the confidentiality policy to be followed. Such manual must specify the rights and obligations of the members; technical standards to be used; procedure for the designation of internal inspectors; procedure for decision making and risk evaluation; schedule of visits; procedure of infringements and application of sanctions for non-conformities of technical standards or other obligations; among others.
  - e. Ensure the compliance of the Chilean technical standard of organic production.
  - f. Sworn statement or letter of commitment of each of their members to be subject to the procedures of the internal control system of the association.
  - g. Designate a person responsible for the internal control system, who will be the other party before the Service for the purposes of the corresponding inspection.
  - h. Flow of the marketing process for the products in their corresponding registers and control.

## 5.2 PROCEDURE OF APPLICATION AND REGISTRATION IN THE REGISTER OF SMALL ECOLOGICAL FARMERS

5.2.1 Submission of application. The applicant must fill in and sign the “Registration Application Form.” This form must be submitted in SAG Regional Office or Sectorial Office according to the residence of the applicant. Those concerned must pay the valid fee corresponding to Stage I, prior to submitting the registration application; such fee will not be reimbursed in case the application is rejected. This payment may be made in any SAG office with a cash desk. The Registration Application Form must be submitted enclosing the following documents:



- i) Photocopy of the Applicant's Tax Identification Number.
- ii) Photocopy of ID card of the corresponding legal representative or official identity document in the case of foreigners.
- iii) Authorized copy of the corporate formation deed, with its respective modifications, if any.
- iv) Photocopy of publication of respective excerpt, as appropriate.
- v) Certificate of validity of juridical person, not exceeding 90 days, issued by competent authority.
- vi) Document that includes legal person/representative of the entity.
- vii) Copy of the collection receipt (CORE) of payment from the Fee of Stage I made for the evaluation of application background data, according to current fee system.
- viii) Identification form of the coordinator(s) of the control system and of the work team, completely filled in and signed by the applicant's legal representative (Annexe No. 8)
- ix) List of producers that belong to the applying organization, according to form.
- x) Method and records of the control activities that allow to determine the level of supervision over the members of the group.
- xi) Manual of internal procedure, including at least:
  - a. Outline with the structure of the group and identification of responsibilities
  - b. Method used for the control of members
  - c. Duties, rights and sanctions of the organization's members.
  - d. Technical standards to be used.
  - e. Criteria to exclude members of the group for non compliances with the technical standards or due to other reasons.
  - f. Confidentiality policy
  - g. Policy and procedures for decision making, risk evaluation, schedule of visits and designation of "internal inspectors"
  - h. Identification of responsibilities and decision-making processes.
- xii) Flow chart of the marketing process of products with their respective registers and control form in every stage.
- xiii) Certificate, issued by the Internal Revenue Service, including the annual sales.



xiv) Authorization Form for the Publication of Data from Third Parties accredited before SAG.

The Regional Directors will entrust their staff to revise and/or evaluate every application received in their Region.

5.2.2 Document Revision: The officials in charge of revising the applications must verify that these include all the documentation requested in point 5.2.1 from the present document. If qualified as incomplete, the application will be returned to the applicants, indicating the information and/or missing documents. The persons in this situation may re-submit their application without paying the fee again within the next 30 days.

For this, they must re-submit the application accompanied with the collection receipt (CORE) accounting for its previous payment. If the application is not re-submitted within the period mentioned, the entity concerned must submit a new application to be part of the Register, and must pay the corresponding fee again. Every application re-entering SAG must do it with a new Registration Application Form, enclosing as additional information, the form submitted in the first opportunity. Once the documents of the application are qualified as complete, the application will pass to the stage of document evaluation of the background information.

5.2.3 Document evaluation. The document evaluation will be made by the staff from the technical area together with the legal adviser from the Region with the aim of verifying that the applicant fulfils the requirements defined in the present Regulation. During this evaluation process, SAG may request the applicant to clarify the information submitted, establishing a period for the response. The result of this evaluation will be an evaluation report, which will be sent for the consideration of SAG Regional Director. Such report will be made in the same registration application form, in section III arranged for that purpose.

5.2.4 Technical verification visit of the application: SAG may determine the need to perform a technical evaluation on site in order to verify the availability of facilities and technical capacity, which is essential for making the certification of organic products, according to the current standard. For these purposes, the verification visit will be coordinated with the applicant. After the verification visit, the inspector(s) in charge will prepare a detailed and well-founded report of the conformities and non-conformities detected (if any); such report will be sent to the Accreditation Unit.

5.2.5 Regional Director's recommendations. In virtue of the evaluation reports, the Regional Director will issue the recommendation of acceptance or rejection of the registration application; such recommendation will be stamped in the section IV of the same application form. When the Regional Director determines, with good reasons, the rejection of the registration application, he/she will notify the persons



concerned. If the Regional Director considers that the persons concerned fulfil the requirements for the registration, he/she will request the Accreditation Unit/ Planning and Strategic Development Division (DIPLADES) the approval of such registration application, by sending the following:

- A photocopy of the corresponding registration application
- Copy of the identification form of the technical coordinator and of the staff, in case of juridical persons
- Original copy of the authorization form for the publication of data from third parties accredited before SAG.

5.2.6 Final resolution of the registration application. The Accreditation Unit/DIPLADES will resolve, in virtue of the background data sent by the Regional Director, the registration of the applicant. If the registration application is accepted, this situation will be communicated to the persons concerned, also informing them that they must pay the current fee in respect of registration – Stage II. Once the applicant accredits the payment of the current fee before the Accreditation Unit/DIPLADES, this will process the issue of the Resolution of Registration. Finally, the Accreditation Unit /DIPLADES will send the Regional Director the following documents:

- Two (2) copies of the Registration Resolution, one for the registration and another for the regional archives.

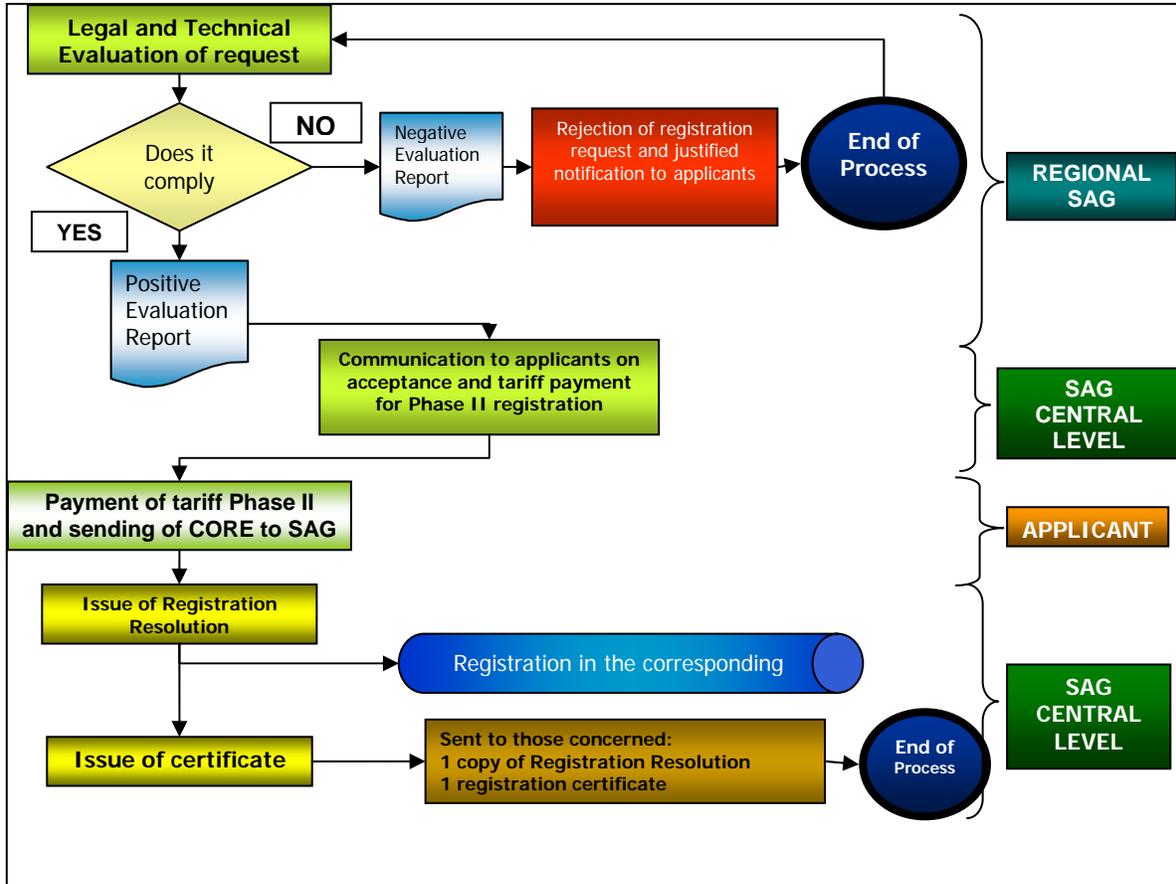
In case that the Accreditation Unit/DIPLADES determines that in virtue of the background sent by the Regional Director the registration of the applicant is considered inappropriate, the Unit will communicate its justified decision to the Regional Director so that he/she notified the person concerned.

### 5.3 OBLIGATIONS OF SMALL ECOLOGICAL FARMERS.

- i) Provide free access to their production units and marketing units to SAG inspectors.
- ii) Allow the inspections, provide the information and fulfil the requirements that the Service determines within its control activities.
- iii) Provide the Service, on March 31<sup>st</sup> of every year, an annual report of their activities.



### Registration Process of Organizations of Small Ecological Farmers.





## 6 SUPERVISION AND CONTROL

SAG will supervise and control the Certifying Entities to verify that they obey the Law and continue fulfilling all the conditions that permitted their registration in the Register, in accordance with the current legislation. The supervision will be subject to the payment of the fee established by the Exempt Resolution from the National Office. The organizations of small ecological farmers will be subject to control by the Service.

## 7 SANCTIONS.

The Service will be the competent authority in charge of supervising the fulfillment of this Law and its complementary regulation, and to sanction infringements indicated in Articles 9 and 10 of the Law, according to penalties and demand procedures specified in Paragraph IV of Title I of Law N° 18.755.





**SECTION II: Receipt of submission** *(Only filled in by Agriculture and Livestock Service).*

Date of receipt:.....

Name of SAG staff receiving:.....

\_\_\_\_\_  
Signature of SAG staff receiving

**SECTION III: Revision of application**

<b>a) Indicate if the application is accompanied with the following documentation:</b>	
1. Photocopy of the applicant's Tax Identification Number	
2. Photocopy of ID card of the corresponding legal representative or official identity document in the case of foreigners.	
3. Authorized copy of the corporate formation deed, with its respective modifications, if any.	
4. Photocopy of publication of respective excerpt, as appropriate.	
5. Certificate of validity of juridical person, not exceeding 90 days, issued by the corresponding competent authority.	
6. Document that includes legal person/representative of the entity.	
7. Identification form for the technical coordinator(s) and the staff from the certifying entity, completely filled in and signed by the Applicant's legal representative (Annexe No. 2).	
8. Certificate of Academic Qualification, original or authenticated photocopy, of the technical coordinator and the identified staff, according to the stipulations in point 4.2.	
9. Résumé of the team identified showing their competence in the ambit of product certification systems, according to the stipulations in point 4.2.	
10. Document showing a description of the process to be used for the certification and control of the different operators that require its services.	
11. Authorization Form for the Publication of Data of Entities Certifying organic products registered in the Register.	
12. Copy of the collection receipt (CORE) of payment made in respect of the registration application, according to current fee system.	
13. Accreditation certificate in certification of products issued by the National Standardization Institute (INN, by its Spanish acronym) or by other accreditation organization, member of the International Accreditation Forum (IAF) or of the InterAmerican Accreditation Cooperation (IAAC).	
14. Organization chart of the entity, identifying name, post and responsibilities of every member.	
15. Enclose a copy of policies and/or procedures.	
16. Document that indicates the fee system.	
17. Identification form of the technical coordinator and the work team	
18. Model of the official seal to be used.	
19. Models of certificates issued by the entity.	
20. Documentation showing 3-year experience, at least, in the certification of organic products in the case of the technical coordinator and two years for the rest of the team.	
21. Description of the technical and administrative facilities.	
<b>b) The present application is qualified with its documentation:</b> _____	
<i>(complete / incomplete)</i>	



**Annexe 1: Registration Submission**

**NOTIFICATION OF MISSING DOCUMENTATION**

In case that the result of letter **b)** is “incomplete” application:

Indicate the background data or information missing: .....

.....

Name of the SAG staff notifying the applying entity about the missing documentation:

.....

.....

Signature of SAG staff notifying

Notification date: .....

**RECEIPT OF MISSING DOCUMENTATION**

Name of SAG staff receiving the missing documentation:

.....

.....

Signature of SAG staff receiving documentation

Date of receipt: .....

	<p>Forms to apply for the registration in the Register of Entities Certifying Organic Products</p> <p><b>Annexe 2: Identification form of the technical coordinator and work team</b></p>
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**Annexe No. 2: Identification form of the technical coordinator from the certifying entity and work team.**

**Identification of the certifying entity.**

Business name:.....  
Tax Identification Number.....

**Identification of the Technical Coordinator and staff of the entity.**

Name	ID Card Number	Activity performed in the entity <sup>2</sup>	Type(s) of Product(s) related to their work	Signature

\_\_\_\_\_  
SIGNATURE OF THE LEGAL REPRESENTATIVE OF THE CERTIFYING ENTITY

<sup>2</sup> In this column, the work of the staff (such as technical coordinator, inspector, administration member, committee member) must be identified.



**Annexe No. 3: Authorization to publish data from Entities Certifying Organic Products registered in the Register.**

On behalf of .....,  
ID card No....., hereby authorize Agriculture and Livestock Service to publish in its Register, if the registration application of the represented person is accepted, the name of the entity I represent and its E-mail address, as well as the data specified below, during the validity period of its registration:

*(Complete with an X as appropriate).*

Data	I authorize to publish	
	YES	NO
Entity's Tax Identification Number		
Address		
E-mail address		
Phone No		
Fax No		
Name and ID Card No. of the Legal Representative		

Business name of the applying entity:

.....

\_\_\_\_\_  
Signature of the legal representative of the applying entity.

Date:.....



**Annexe No. 4: Application of Registration Expansion in the Register of  
Certifying Entities**

Mr. or Ms. Head of the Planning and Strategic Development Division from  
Agriculture and Livestock Service:

The undersigned identified below submits for its processing the present Application  
of Registration Expansion in the Register of Certifying Entities to carry out the  
activities associated with certification of organic production of the following types of  
products:

*(Indicate the type of products additional to those in the application)*

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

**Section I: Identification of the applicant** *(Complete with printing letter).*

Business name:.....

Tax Identification Number:.....

**Declaration**

On behalf of.....,Tax Identification  
Number....., I.....  
hereby state under oath:

1. The applying entity that I represent fulfils all the requirements and conditions established by Law No. 20.089, its Regulations, and respective technical standard to become certifying entity of organic products.
2. The applying entity that I represent is fully aware of the obligations and duties established by Law No. 20.089, its Regulations, and respective technical standard, and it is committed to duly fulfil them while registered as certifying entity of organic products.
3. The entity I represent is not subject to the disabilities set out in Article 8 from the Regulations.

I hereby request the registration before SAG in the Register of Entities Certifying Organic Products.

\_\_\_\_\_  
Signature of the legal representative of the applying entity.

Date:.....



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SAG

Forms to apply for the registration in the Register of Entities  
Certifying Organic Products

**Annexe 4: Application of Registration Expansion**

**Section II: Receipt of submission (Only filled in by Agriculture and Livestock Service).**

Date of receipt:..... SAG office .....

Name of SAG staff receiving:.....

\_\_\_\_\_  
Signature of SAG staff receiving.

SAG staff from the Filing Office that receives this form, submitted by the applicant, must record this in writing in section II

## **Annexe No. 5: Application Forms for Registration in the Register of Organizations of small ecological farmers.**

(These formats may be obtained for its printing on the Website [www.sag.cl](http://www.sag.cl)).

### **Instructions:**

- All forms must be filled in with printing and legible letter

### **Application Form for Registration**

1. In the first paragraph indicate the region in which the SAG Regional Office or Sector Office is located, where the registration application will be submitted.
2. In section I of the form, complete all the data requested from both the organization of small ecological farmers and the legal representative. Only the fax number is optional.
3. The signature must be of the legal representative of the applying organization.
4. Submit the filled form (5 pages) to SAG, even though sections II, III and IV are exclusively filled by SAG.

### **Authorization Form for the Publication of Data through Internet.**

1. In the first paragraph, fill in full name and ID card number of the legal representative of the organization of small ecological farmers that apply for the registration.
2. In table mark with an X as appropriate.
3. Signature of the legal representative of the organization of small ecological farmers that apply for the registration.
4. Indicate the issue date of the authorization.





**Background data of the legal representative**

Full Name.....

ID Card Number.....

Nationality..... Sex: Male..... Female.....

Legal residence:

Street No. Apartment. Neighbourhood or others.

Commune City Region

Contact Phone No.: ..... Contact Fax No.:.....

E-mail address: .....

**Declaration.**

On behalf of, I ....., Tax Identification Number....., I hereby state under oath:

1. The applying entity that I represent and the small ecological farmers that conform this organization, fulfil all the requirements and conditions established by Law No. 20.089, its Regulations, and respective technical standard.

2. The applying entity that I represent is fully aware of the obligations and duties established by Law No. 20.089, its Regulations, and respective technical standard, and it is committed to duly fulfil them while registered as certifying entity of organic products.

3. The entity I represent is not subject to the disabilities set out in Article 8 from Regulations of Law 20.089.

I hereby request the registration before SAG in the Official Register.

\_\_\_\_\_  
Signature of the legal representative of the applying entity.

Date:.....



**SECTION II: Receipt of submission** (*Only filled in by Agriculture and Livestock Service*).

Date of receipt:.....

Name of SAG staff receiving:.....

\_\_\_\_\_  
Signature of SAG staff receiving

**SECTION III: Revision of application**

<b>a) Indicate if the application is accompanied with the following documentation:</b>	
i) Photocopy of the applicant's Tax Identification Number	
ii) Photocopy of ID card of the corresponding legal representative or official identity document in the case of foreigners.	
iii) Authorized copy of the corporate formation deed, with its respective modifications, if any.	
iv) Photocopy of publication of respective excerpt, as appropriate.	
v) Certificate of validity, not exceeding 90 days, issued by the competent authority.	
vi) Document accrediting legal capacity of the legal representative to act on behalf of the organization applying for the registration.	
vii) Identification form for the technical coordinator(s) and the work team, completely filled in and signed by the Applicant's legal representative (Annexe No. 8).	
viii) Method and records of the control activities that allow to determine the level of supervision over the members of the group.	
ix) List of producers that belong to the applying organization, according to form. Annexe No. 7.	
x) Manual of internal procedure	
xi) Flow chart of the marketing process of products with their respective registers and control method in every stage.	
xii) Certificate, issued by the Internal Revenue Service, including the annual sales	
xiii) Authorization Form for the Publication of Data from Third Parties accredited before SAG.	
xiv) Copy of the collection receipt (CORE) of payment made in respect of the registration application, according to current fee system.	
<b>b) The present application is qualified with its documentation: _____</b> <b>(complete / incomplete)</b>	



**Annexe 5: Application Forms for Registration**

**NOTIFICATION OF MISSING DOCUMENTATION**

In case that the result of letter **b)** is “incomplete” application:

Indicate the background data or information missing: .....  
.....  
.....

Name of the SAG staff notifying the applying entity about the missing documentation:

.....

.....  
Signature of SAG staff notifying

Notification date: .....

**RECEIPT OF MISSING DOCUMENTATION**

Name of SAG staff receiving the missing documentation:

.....

.....  
Signature of SAG staff receiving documentation

Date of receipt: .....

**TECHNICAL-LEGAL VALIDATION OF THE EVALUATION**

In case the result of the letter b) is YES:

Does the applying organization fulfil the technical and legal requirements to opt for the registration in the Register?

SI..... NO.....

Indicate reason in case the applying organization does not fulfil the requirements:

\_\_\_\_\_

\_\_\_\_\_  
Name and signature of staff from technical area that evaluates

\_\_\_\_\_  
Name and signature of legal adviser



**SECTION IV: Recommendation from SAG Regional Director**

In view of the evaluation made to this registration application, this Regional Director recommends:

\_\_\_\_\_ Approve the present application.      \_\_\_\_\_ Reject the present application.

Reasons:.....

\_\_\_\_\_  
Name of SAG Regional Director

\_\_\_\_\_  
Signature and stamp

Date:.....



**Annexe No. 6: Authorization to publish data from small ecological farmers registered in SAG Register**

On behalf of ..... I.....  
ID card No..... hereby authorize Agriculture and Livestock Service to publish in its Register, if the registration application of the represented person is accepted, the name of the entity I represent and its E-mail address, as well as the data specified below, during the validity period of its registration:

*(Complete with an X as appropriate).*

Data	I authorize to publish	
	YES	NO
Organization's Tax Identification Number		
Address		
Phone No		
Fax No		
Name and ID Card No. of the Legal Representative.		
Name and ID Card No. of small ecological farmers part of the organization.		

Business name of the applying entity:

.....

\_\_\_\_\_  
Signature of the legal representative of the applying entity.

Date:.....





**Annexe 8: Identification form of the Control System  
coordinator**

**Annexe No. 8: Identification form of the Control System coordinator**

Business name:.....

Tax Identification Number:.....

**Identification of the Technical Coordinator,**

Full name:.....

ID Card No.:.....

Signature of Technical Coordinator.....

**Members of the Control System.**

Name	ID Number	Activity performed Entity <sup>3</sup>	Signature

\_\_\_\_\_  
SIGNATURE OF THE LEGAL REPRESENTATIVE OF THE ORGANIZATION

\_\_\_\_\_

<sup>3</sup> Indicate what activity he/she performs in the control system, for example: internal inspector