

**Application**  
**for**  
**Registration of Third-Party Certification Body**

**Programme Director**  
**National Centre for Organic Agriculture (NCOA)**  
**Yusipang**  
**Thimphu**

I, Dr/Mr/Ms.....as the authorized representative of.....  
(name of the Agency/Certifying body (CB), hereby submit this application for the  
registration/renewal of my agency as a CB in Bhutan under the Bhutan Organic Guarantee  
System. The detail of the proposed CB is as follows:

**1. Profile**

**a. Name and address of the CB**

- I. Registered name of the CB .....
- II. Home country of registration: .....
- III. Registration number in the home country of registration: .....
- IV. Permanent address:
- V. Email ID :
- VI. Contact number:
- VII. Mailing address

**b. Details of Local Host/Partners in Bhutan (if applicable)**

Sl. no	Name of the host/partner(s)	Address	Contact number

**c. Accreditation details (specify accrediting bodies)**

**I. Name :** ..... **Year of accreditation :** .....

**II. Name :** ..... **Year of accreditation :** .....

**III. Name:** ..... **Year of accreditation:** .....

**d. List of inspection and certification services provided by the CB in its home country (specify the standard used to certify)**

Sl.no	Service(s) provided	Standard adopted	Date/Month/year

**e. List down 5 latest details of services provided in other countries where the CB is already registered.**

Sl. no	Country	Type of Organic Operations	Commodities	Standards	Date/Month /Year	Remarks (if any)


**II. Documents attached (Tick)**

- a. Copy of accreditation certificate.
- b. Proof of registration and operation in other countries.
- c. License and Tax detail certificate
- d. Bank details

I hereby declare that the information mentioned above is correct and up-to-date. If the information mentioned is found to be misleading or incorrect, I shall be liable for any action as per the law of the Kingdom of Bhutan.

Further, I hereby agree to submit the following details after completion of inspection and monitoring process for certification:

- a. List of all organically-certified operators.
- b. All de-certification cases (and the reasons associated to it).
- c. Copy of laboratory test report if conducted.
- d. Copy of certification issued to organic operator(s).
- e. Production details. (Qty)
- f. Area under organic cultivation with location.
- g. I also commit to submit a report annually to NCOA.

**Applicant Name:**  
**Agency Name**  
**Sign and Seal**  
**Date:**

**Registration letter to be issued to eligible CBs.**