



# Guide to Licence Renewal

This guide outlines the key points in relation to maintaining and renewing your licence with us.

## Invoicing

### Renewed Certification Documents

The issuing of renewed certification documents (certificate and trading schedule) is based around the invoicing cycle and not linked to when you are inspected. We will be in touch around 2 months ahead of your certificate expiry date to start the invoicing process. All invoices are charged in advance of your certification year. The renewed documents will be issued once the invoice has been paid and all requested information returned to us.

### Completing a Certified Sales Declaration (CSD)

Depending on your licence type you may be asked to complete a CSD prior to us issuing you an invoice. This asks you for details of your organic sales over the last 12 months and is used to calculate your annual fee.

Details of our current fee structure and how annual fees are calculated can be found on our [fee sheets](#).

We will contact you nearer to your certificate expiry date with the form and details of how to complete this.

## Licence Updates

### Change of Address

If your address is changing you will need to notify us of this ASAP. Depending on the nature of your operation an additional inspection of the new site may be required.

### Change of Enterprise

If you intend to add a new enterprise to your licence (i.e. you previously stored products but now wanted to undertake packing) you must let us know as an additional inspection may be required before this can be approved.

### Change of Contact

If the licence holder or named contacts change please let us know so that we can make the relevant updates.

The named licence holder is the main contact who will be sent correspondence.

## Inspections

### Annual Inspection Cycle

Most licence types will be inspected annually to ensure that organic standards are upheld. This doesn't need to be in the same month every year and may change slightly from year to year e.g. to accommodate organic production runs.

Under the regulation, wholesaling and storage licences may qualify to be inspected once every 3 years. Your certification officer will confirm how frequently you can expect to be inspected.

### Booking Inspections

Your inspector will contact you directly to arrange a suitable date for renewal inspections. See our [inspection guidance](#) to help you prepare for your inspection.

### Unannounced Inspections

We are required to conduct a number of unannounced 'spot checks' throughout the year so we may drop in to your site to complete one.

### Desktop Licence Reviews

If you have a wholesaling or storage licence which has been confirmed as being physically inspected once every three years, we are required to conduct a desktop licence review in intervening years where there is no inspection.

This will involve completing a declaration along with providing details of any changes to your operation.

We will initiate the desktop review and contact you directly to request the information required.

## Product Updates

Products must be approved and added to your licence before marketing as organic.

### Adding New Products

New products can be added at any point during the year.

Please complete a [MIPS/SIPS form](#) and return this to your certification officer with your supplier's certificate(s) and a copy of the product label (if applicable).

### Changes to Existing Products/Suppliers

You are required to notify us if the following changes;

- > product composition
- > ingredients, additives or processing aids
- > suppliers of additives, processing aids or natural flavourings
- > suppliers of ingredients where SA have higher standards

If using a new supplier (that is not applicable to the above) you can verify your new supplier has valid certification using our [Supplier Approval Guide](#).