



Guide to Completing the Certified Sales Declaration form

This guide outlines the key points in relation to completing your Certified Sales Declaration (CSD) form annually based on your expiry date.

Certified Sales Declaration form

What is a Certified Sales Declaration (CSD) form

The CSD form is a document that is required to be completed each year. You are required to declare the certified sales made over the last 12 months and this is then used to calculate your annual certification fee. We require the CSD form to be completed and return and your annual fee invoice paid in full in order to renew your licence at expiry.

Receiving the Certified Sales Declaration (CSD) form

If you need to complete a CSD form it will be sent to the licence holder around 2 months prior to your annual expiry date. You will need to return the form by the date listed at the top of the document.

Completing the Certified Sales Declaration (CSD) form

As a part of your certification you are required to keep records of the sales of items listed on your Trading Schedule. You will need to complete the CSD form with this amount in line with the [Specific licence type notes](#) here for your guidance. Please tick all boxes that apply to the business and have the document signed by the licence holder or finance contact.

How we calculate your annual fee invoice

We calculate your annual fee based on the figures you declare on your CSD form, details of our current fee structure and how annual fees are calculated can be found on our [fee sheets](#). We will send you an annual fee invoice that clearly states your certification fees and the bank details for payment.

Specific licence type notes

On Farm licences

Please note the *Exceptions section for produce that does not need to be declared on your CSD.

We only require produce to be declared if you have processed it (added value) or bought produce in to be sold on. For example, if you purchase additional carrots and pack them in order to add in to your Box Scheme, the carrots would need to be declared or if you pack items ready for retail sale (retail pack) your own produce to sell to a shop or another licensee.

If you are relabelling a product the sale must be declared. If you are packing or processing your own products such as Jam, meat or juices the sale must be declared. If you are repacking bought in processed products such as dried goods, muesli or oats you must include the sale.

Storage and wholesale licence

Storage and wholesale licence sales do not need to be declared, please review your Storage and wholesale licence Trading Schedule to see products that you have listed on your licence. Please refer to the fee sheet provided to see the fixed fee for Storage and wholesale licences.

Summary

1. Complete and return the CSD form by the date listed on the document.
2. On receipt of your annual fee invoice please make payment within 30 days of the invoice date.



This is the date we require your CSD to be returned by. Please send it to CSD@soilassociation.org

Soil Association Certification Limited
certified sales declaration

What is the certified sales declaration (CSD)?
To apply for your certification to continue we require a completed copy of this form and payment of your annual fee. Our fees are based on what your certified sales have been in the period stated in the box below. Your fee is then calculated according to the relevant fee structure. We will not be able to issue your new trading schedule or certificate of registration until we have received a completed form and payment of the annual fee, so if you have any problems or questions please contact us on cSD@soilassociation.org or 0117 917 4564. Completed forms can be returned by fax, email or post (details at the end of this sheet). Please keep a copy for your records.

Please complete and return to us by 20 May 2020

Reference Number 01234
Company name Soil Limited
Address Main company address
Post Code of company

Our total certified UK and international sales between 01/05/2019 and 30/04/2020 were: * £

***Exceptions for on farm licenses:** Fruit, fresh salad crops, vegetables and eggs grown and packed on your farm and sold direct to the public (for example via your own box scheme, your own farm shop, or at a farmers market), do not need to be included as part of the total certified sales figure.

Our business is an abattoir/butchery	<input type="checkbox"/>
Our business is a contract manufacturer only and: <ul style="list-style-type: none"> has no sales of certified products does not take ownership or make sales / purchases of raw materials and finished products <small>(please declare zero in the total box above)</small>	<input type="checkbox"/>
I have kept copies of all financial records/calculations and will make these available at my next inspection	<input type="checkbox"/>
The certified sales figure above includes all products on our trading schedule/s	<input type="checkbox"/>
I have kept copies of all financial records/calculations and will make these available at my next inspection	<input type="checkbox"/>

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Write your figure for your total sales for all items listed on your Soil Association Certification Trading Schedule. Refer to the additional information for further confirmation on what to include.

Exclude VAT in your sales.

This section is if your company works as a contract manufacturer, contract processor or contract packer and you are paid a fee for your services by the brand holder and do not take any ownership of raw materials or sales of finished products. Please complete the CSD form with £0 sales and then please tick this box.

If you take ownership of any raw ingredients, then you must include your sales of these products.

If you additionally make some sales of products listed on your Soil Association Trading Schedule/s, please include these in your declaration.



Only for Food and Drink Processors: If you do not have any products that are eligible for these boxes, please leave blank.

Organic products that you sell loose / bulk (non pre-packaged) need to be submitted in this £ text box. Specifically, this is organic products that you have purchased and have sold:

- without carrying out any processing, labelling or re-packing (excluding breaking down bulk, e.g. selling a ½ tray of fresh produce, instead of a whole unit),
- which do not bear your company branding in any way (e.g. you cannot add a company label over the top of a supplier label)

Do not include sales of any items that you buy in retail packed, or items that you process, label or re-pack in anyway. Sales of these items must be included in 'total certified UK and international sales' £ box at the top of the form only.

Please review the fee sheet in detail to see how this may impact your fee.

Soil Association Certification Limited
certified sales declaration

To be completed for processor food and drink licenses only

Products we process/pack/transform in anyway, or for which we are the brandholder	£
Non pre-packaged products we sell without any processing/packing transformation in anyway, and for which we are not the brand-holder	£

Declaration: To the best of my knowledge, all the information supplied in this declaration is accurate.

Signature	Print name	Date
Your name		
Purchase order number (if required)		

To inform our annual Organic Market Report we would be grateful if you could provide a percentage breakdown of your sales in the categories below, where applicable. This optional information will help us identify areas and opportunities for organic market growth. All information shared is treated confidentially. Please note this additional information is optional.

Please could you provide a percentage breakdown of your sales.

Wholesale	%
Independent Retailers	%
Multiple Retailers	%
Wholesale of retail packed product in the UK	%
Wholesale of bulk/loose product for further processing/packing	%
Catering/ Food Service	%
Sales direct to the end customer	%

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The document can be signed by the licence holder or the Financial contact for the contact. Please include the Licence holder in your reply email with your CSD.

If you require a Purchase Order number on your invoice, please put the number here.

We do not require a Purchase Order.

This section is optional, however we would be are grateful if you could provide a percentage breakdown of your sales in the categories below, where applicable.

Please ensure your total adds up to 100%