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.
Soil Association certification Limited

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.

Please complete and return to us by 30 May 2020

Ref. No: C1875Fm
Version. No: 01
Issue date: July 2020
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.

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.

This section is optional, however we would be 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%

If you require a Purchase Order number on your invoice, please put the number here. We do not require a Purchase Order.

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