

Application for Change 異動表

⊙ When the OSP or product label is expected to change, please fill out this application form and attach the required documents (please refer to “Appendix 1”).

當原驗證申請書或產品外標示預計變更時，請填寫此異動表，辦理各項異動必附資料請參考”附錄一”。

⊙ Operation still needs to follow other regulation or requirements by authorities. 貴公司仍須遵守其他國內外法規要求。

Client information 經營者資訊		
Operator 農產品經營者名稱 :		
Contact's Name 聯絡人 :		
Phone No. 電話 :		
E-mail Address 電子信箱 :		
Please indicate the applicable organic certification program: 請選擇此次辦理異動標準		
Taiwan 台灣標準 <input type="checkbox"/>	USDA/NOP 美國標準 <input type="checkbox"/>	EU Organic regulation 歐盟標準 <input type="checkbox"/>
Please describe the change below and attach the relevant documents. (See Appendix 1) 請於下列描述變更說明，並請依異動內容檢附相關文件。(必附文件請參考附錄一)		
⊙ Undersigned declares to have completed this Application Form and please send this document with the signature. 請簽名以確認送審資料完整而確實，送審時請繳交已簽屬的電子文檔或 pdf 檔。		
Signature 申請人簽章 :		Date 日期 :

For TOC use only 以下由慈心有機驗證公司填寫	
Result 審查結果 :	<input type="checkbox"/> Approved 同意 <input type="checkbox"/> Disapproved 不同意 <input type="checkbox"/> Other 其他 :
Signature 承辦人簽章 :	Date 日期 :

Initial review and comments 初審及審核意見

Contact person 承辦人		Review 審查		Approval 核准	
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Appendix 1. Required documents for change application

附錄一、辦理各項異動必附資料

No. 序號	Type 異動類型	Required Documents 必附資料
1.	Operator's Information Change 經營體資訊變更	(1) Company's seal and legal representative's signature. 公司印章及負責人簽章 (2) Business Registration Certificate or any supporting documents. 商業登記證明文件或其他相關文件
2.	Production or Processing Units Change 驗證田區或廠區變更	(1) For the change of production unit, please attach the "Fields applied for certification" and "Field Map". 驗證田區變更請附上「申請驗證田區資料表」及「農場圖」 (2) If you need to apply for additional fields, please fill in the "Organic System Plan (Crop)". 如需申請增列田區，請改填寫「有機作物驗證申請書」 (3) Please according to the change of processing unit to attach the "List of Certified Products" or "Facility Map". 請依驗證廠區變更內容附上「申請驗證產品一覽表」或「廠區設施配置圖」。 (4) If you need to apply for additional processing units, please fill in the "Organic System Plan (Processing / Handling)". 如需申請增列廠區，請改填寫「有機加工分裝流通驗證申請書」
3.	Add Products (The same assembly line of the certified products) 同產線產品增列	(1) Organic product profiles& processing aid form 有機產品原料明細表 (2) Product flow chart 生產流程圖 (3) Product label file 產品外標示圖檔 (4) Raw material certificate (If applicable)原料有機證明文件(如適用) (5) Raw material label photos (If applicable)原料外包裝照片(如適用) (6) Application for the use of non-organic ingredients (If applicable) 非有機原料審查表(如適用)
4.	Withdrawn Products 產品減列	(1) Inventory and disposal way of packaging materials 產品包材庫存數量及處理方式
5.	Change Ingredients or Use Non-Organic Ingredient 原料變更或使用非有機原料	(1) Organic product profiles& processing aid form 有機產品原料明細表 (2) Raw material certificate (If applicable)原料有機證明文件(如適用) (3) Raw material label photos (If applicable)原料外包裝照片(如適用) (4) Application for the use of non-organic ingredients (If applicable) 非有機原料審查表(如適用)
6.	Pest Management Change in Processing Units 驗證廠區有害生物防治變更	(1) Pest management plan (including the substance you want to use, name of pest control service and protective measures) 有害生物防治施作計畫(包含生物防治資材、有害生物防治業者名稱及防護措施) (2) Material safety data sheet 物質安全資料表

		(3) Pest management map of traps and monitors 有害生物防治陷阱和監測器的設置地點圖
7.	Product's Label Review 產品外標示審核	(1) Product label file 產品外標示圖檔
8.	Input Materials for Soil and Crop Fertility Change 土壤及作物肥力資材變更	(1) Label of inputs 資材外標示 (2) Input materials for soil and crop fertility management 土壤及作物肥力管理使用資材列表 (3) Soil or plant tissue tests (for using trace elements) 土壤或植株檢驗報告(適用於使用微量元素) (4) Plan for using trace elements (including the reason, usage and frequency) 微量元素施用計畫(包含原因及使用量、使用頻率)
9.	Disease, pest, or weed control material Change 病蟲草害防治資材使用	(1) Label of inputs 資材外標示 (2) Input materials for disease, pest, or weed control management 病蟲草害防治資材使用列表
10.	Seed, Seedlings or Perennial Stock Intended Change 種子、種苗及多年生繁殖體來源變更	(1) Label of seed 種子外標示 (2) Proof of purchase 購買憑證 (3) List of seeds, seedlings and planting stock 種子、種苗及繁殖體列表 (4) Commercial propagating material use plan (including reasons why organic propagating material cannot be obtained) 一般商業性繁殖材料使用計畫(包含無法取得有機繁殖材料之原因) ※ The use of organic propagating material is required, and commercial propagation materials should be submitted to the certification body for review. 應使用有機繁殖材料，欲使用一般商業性繁殖材料應提交驗證機構審查。

※ If there are other changes in the content of the OSP, please contact TOC to confirm the required documents and processing procedures. 若有其他申請書內容變更異動，請與本公司聯繫以確認所需之資料及處理流程。