

**Outline of required formalities
for application as Registered Overseas Certifying Body (ROCB)
under the revised JAS law**

1. Class and fee etc. of Registration

(1) Class of registration

Beverages and foods (except for , below)

Raw silk

General timber, balk lumber, board with wane, plywood (except for the use of airplanes) and flooring

Naturally grown chickens (Jidoriniku), organic agricultural products, organic processed foods, organic feed and organic livestock products

Disclosing production information for beef, pork and agricultural products

(2) Registration fee ([Re-registration fee])

• for , , above : 84,800 yen and inspection travel cost ([59,600 yen and inspection travel cost])

• for , above : 61,900 yen and inspection travel cost ([44,300 yen and inspection travel cost])

(As for the case of e-application, registration fee of 300 yen is reduced.)

(3) Registration license tax: 150,000 yen (only for initial registration)

(4) Effective duration of registration: 4 years

2. Outline of procedures from application to registration

To submit application form and attached documents to the Minister of MAFF (Division of Labeling and Standards, Food Safety and Consumer Affairs Bureau)

After confirming proper submission of required documents and payment of registration fee and registration license tax. The Independent Administrative Agency of Center for Food Quality Labeling and Consumer Service (hereinafter “the center”) will implement examination and on site inspection whether applicant conforms to registration criteria.

The center will report the result of examination and on site inspection to the Minister of MAFF.

Applicant will be registered as ROCB in the registration book if the result would be recognized to meet the registration criteria by the Minister of MAFF, and its date of registration and registration number, name and address, kind of

certification business, area and location of office where the certification business is carried out will be published on gazette.

3. Application form

(1) Application form for ROCB (Attached paper)

(Revenue stamp corresponding to Registration fee and receipt of Registration license tax shall be enclosed. Inspection travel cost will be charged later.)

(2) Attached document to application form

Articles of incorporation, deed of endowment or certificate of matters registered (if the applicant is a corporate person established in accordance with overseas laws, documents corresponding to these items).

Documents including the following items.

a. Matters concerning the organization conducting operations related to the certification.

b. The names, brief resumes and scope of operations in charge of staffers, external committee members commissioned by the Registered Certifying Body and other persons engaged in operations related to certification.

c. Matters concerning the methods used to execute operations related to certification, in addition to the matters mentioned in a. and b. above.

d. When engaging in operations other than operations related to certification, matters concerning the type, profile and the overall organization of the said operations. (Note: When not engaged in business activities other than operations related to certification, include mention to that effect).

e. When having compiled achievements in operations related to certification or operations resembling certification, mention of the said achievements.

Most recent property inventory list or balance sheet.

Documents pertaining to the business plan and income/expenditures budget for the business year containing the date of application.

Documents recording the composition of major shareholders or partners (only for limited liability companies). (In cases where the said shareholders or partners are the certified business entities provided for in Article 17-2, Paragraph 1, Item 2 of the Law, include mention to that effect.)

Documents recording corporate officer names, brief resumes and scope of operations in charge.

Notes *The certificate of matters registered and documents recording brief resumes must be issued no later than within six months before the date of application.

*Documents recording brief resumes must include the knowledge, experience, qualifications, types of training received and other background factors necessary to conduct operations related to certification.

4.. On site inspection

On site inspection will be implemented in parallel with examination.

(The center will arrange with applicant about inspection schedule before on site inspection.)

5. Submission of Business Operating Rule

Registered Certifying Bodies must set the business operating rules of certification, including items through below, and submit those materials to the Minister for Agriculture, Forestry and Fisheries before commencing certification operations. (Article 49 of the Ministerial Ordinance)

Matters concerning location of the place of business and the district where operations related to certification will be performed by that business establishment.

Classification of agricultural and forestry products to be certified (when conducting certification for one portion of the agricultural and forestry products included in the said classification, types of agricultural and forestry products to be certified).

Matters concerning the hours that operations related to certification will be conducted and the holidays of those operations.

Matters concerning certification methods, certification cancellation methods and other methods for the implementation of operations related to certification.

Matters concerning computation methods of charges related to certification.

Matters concerning the organization conducting operations related to certification.

Matters concerning the work duties of persons engaged in operations related to certification.

Matters required for the fair implementation of operations related to certification.

Other matters required for operations related to certification.

Notes *Under the law, notification of business operating rules is stipulated to be made after the registration of the registered certification organization and before commencing operations related to certification. However, it is also possible to make this notification at the time of application for registration.

*Business operating rules must be set up so that operations related to certification are conducted in accordance with the contents provided for in the Ministerial Ordinance, Article 46, Paragraph 1 (“Criteria for the Method of Operations Related to Certification”).

6. Document which can be submitted in English

Documents required for application as a Registered Overseas Certifying Body must be recorded in the Japanese language, with the exception of items through

below, which can be written in English:

The name and address of the applicant organization, and the names of the individuals involved.

Most recent property inventory list or balance sheet.

Names or trade names of major shareholders or partners.

Names of corporate officers.

(End)

Attached paper

様式第一号（第三十九条、第四十三条、第五十九条及び第六十二条関係）

年 月 日

農林水産大臣

殿

申請者名

住 所

代表者氏名

印

登録認定機関〔登録外国認定機関〕登録 登録の更新 申請書

農林物資の規格化及び品質表示の適正化に関する法律（昭和25年法律第175号。以下「法」という。）第16条第1項 第17条の3第2項において準用する法第16条第1項〔第19条の8 第19条の10において準用する法第17条の3第2項において準用する法第16条第1項〕の規定に基づき、登録認定機関〔登録外国認定機関〕の登録 登録の更新 を受けたいので、農林物資の規格化及び品質表示の適正化に関する法律施行規則（昭和25年農林省令第62号）第39条第2項 第43条において準用する同規則第39条第2項〔第59条において準用する同規則第39条第2項 第62条において準用する同規則第39条第2項〕に規定する書類を添えて、下記のとおり申請します。

記

1 認定を行おうとする区分

2 法第17条各号 法第17条の3第2項において準用する法第17条各号〔法第19条の10において準用する法第17条各号 法第19条の10において準用する法第17条の3第2項において準用する法第17条各号〕のいずれかに該当する事実の有無

3 認定を行う事業所の所在地

事業所名	所在地

4 認定を行おうとする区域

事業所名	認定を行おうとする区域

- 備考 1 「1 認定を行おうとする区分」は、当該区分に含まれる農林物資の種類のうち一部のものについて認定を行おうとする場合にあっては、当該農林物資の種類を記載すること。
- 2 氏名を記載し、押印することに代えて、署名することができる。
- 3 手数料相当額の収入印紙については、1ページ目の余白に貼付すること。
- 4 表示・規格課において消印を行う必要があるため、申請者自らが消印を行った収入印紙については受理しないこととする。