

**Outline of required formalities
for application as Accredited Overseas Certification Body(AOCB)
under the Act on Japanese Agricultural Standards**

1 . Class and fee etc.of Registration

(1) Class of registration

- ① Japanese Agricultural Standards pertaining to the standard listed in item (i)(a) of paragraph (2) of Article 2 of the Act (limited to Beverages and Foods)
- ② Japanese Agricultural Standards pertaining to the standard listed in item (i)(a) of paragraph (2) of Article 2 of the Act (limited to Timber and Bamboo)
- ③ Japanese Agricultural Standards pertaining to the standard listed in item (i)(a) of paragraph (2) of Article 2 of the Act (except those listed in the preceding items① or ②)
- ④ Japanese Agricultural Standards pertaining to the standard on personal ability
- ⑤ Japanese Agricultural Standards except those listed in the preceding items①-④

(2) Registration fee (in case of an electronic application) ([Re-registration fee (in case of an electronic application)])

- For ①、②、③ above : 102,700yen (102,300yen) +inspection travel cost [71,100yen(70,600yen)+inspection travel cost]
- For ④、⑤ above : 76,400yen (76,000yen) +inspection travel cost [53,600yen (53,100yen) +inspection travel cost]

(3) Registration license tax : 90,000 yen (only for initial registration)

(4) Effective duration of registration : 4 years

2 . Outline of procedures from application to registration

- ① To submit application form and attached documents to the Minister of MAFF (Division of Food Manufacture, Food Industry Affairs Bureau) via the Independent Administrative Agency "Food and Agricultural Material Inspection Center" (hereinafter "FAMIC").
- ② FAMIC confirms proper submission of required documents and payment of registration fee and registration license tax. Then, FAMIC will implement examination and on site inspection whether applicant conforms to registration criteria.
- ③ FAMIC will report the result of examination and on site inspection to the Minister of MAFF.
- ④ Applicant will be registered as AOCB 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 and if a juridical person the name of its representative, classification of agricultural and forestry products to be certified or methods of products handling, area and location of office where the

certification business is carried out will be published on gazette.

3 . Application form

(1) Application form for AOCB

(Form : https://www.maff.go.jp/j/jas/hyoji/tetuzuki_sonota.html)

Note※ 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 (Attach only the documents with the change in the case of renewal application)

- ① Certificate of registered information (if the applicant is a corporation incorporated under foreign laws and regulations, that equivalent thereto).
- ② Document stating the following matters.
 - a. Matters concerning the organization that performs certification operations.
 - b. Beyond what is set forth in (a) , matters concerning the methods of carrying out certification operations.
 - c. If operations other than those regarding certification have been performed, matters concerning the type and outline of the operations, and the entire organization.

Note※ When not engaged in business activities other than operations related to certification, include mention to that effect.

- ③ Document stating the composition of major shareholders (if, among them, there is any person corresponding to the certified business operator prescribed in Article 16, paragraph (1), item (ii) of the Act, including that fact).
- ④ Document stating the names and brief biographical outlines of officers and the scope of their duties.

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 competence such as 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.

Note※ FAMIC 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 ① through ⑨ below, and submit those materials to the Minister for Agriculture, Forestry and Fisheries via FAMIC before commencing certification

operations. (Article 49 of the Regulation for Enforcement of the Act)

- ① Matters concerning the location of the place of business and the area within the place of business in which certification operations are performed.
- ② Type of agricultural and forestry product or division of methods of handling, etc. of agricultural and forestry products for which certification is performed.
- ③ Matters concerning the time to perform certification operations and non-business days.
- ④ Matters concerning the methods of carrying out certification, the cancellation of certification, and other certification operations.
- ⑤ Matters concerning the method of calculating charges and fees related to certification.
- ⑥ Matters concerning the organization that performs certification operations.
- ⑦ Matters concerning the duties and necessary capabilities of persons that perform certification operations.
- ⑧ Matters necessary for the fair implementation of certification operations.
- ⑨ Other matters necessary for certification operations.

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 Regulation for Enforcement of the Act , 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 ① through ③ below, which can be written in English :

- ① The name and address of the applicant organization, and if a juridical person the name of its representative
- ② Names or trade names of major shareholders or partners.
- ③ Names of corporate officers.

(End)

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

登録認証機関〔登録外国認証機関〕登録申請書

日本農林規格等に関する法律（昭和 25 年法律第 175 号。以下「法」という。）第 14 条第 1 項〔第 34 条〕の規定に基づき、登録認証機関〔登録外国認証機関〕の登録を受けたいので、日本農林規格等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 59 条において準用する同令第 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 認証を行おうとする区分

2 法第 15 条各号〔法第 36 条において準用する法第 15 条各号〕のいずれかに該当する事実の有無

3 認証を行う事業所の所在地

事業所名	所在地

4 認証を行おうとする区域

事業所名	認証を行おうとする区域

備考 「1 認証を行おうとする区分」は、当該区分に含まれる日本農林規格のうち一部のものについて認証を行おうとする場合にあっては、当該日本農林規格の名称を記載すること。