



DEMETER[®] ASSOCIATION, INC.
For Certification of BIODYNAMIC[®] AGRICULTURE

Name of Organization: _____ Date: _____

Step 1: Request Renewal of Certification – Traders only

I wish to continue my certification with Demeter Association, Inc. I am submitting this Update Form along with the following **required** form.

Signed Terms of Agreement

Once we receive your renewal, Demeter USA will email you an invoice detailing the fees due for certification that includes online payment options. We will contact you about setting up your records audit.

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I **do not** wish to continue Biodynamic[®] certification with Demeter Association. I am notifying Demeter of my intent to withdraw from the certification program and surrender all certifications with Demeter. I understand that the organization or I may no longer represent, label, or sell product using the registered certification marks Demeter[®], Biodynamic[®]. I understand that to successfully withdraw and not receive a Notice of Noncompliance, licensing fees for the past calendar year's sales are due per the Demeter Fee Schedule and Terms of Agreement.

Confirmation on past calendar year's sales – See Step 2.

Demeter USA will invoice you for your final licensing fee due on 2023 and 2024 sales.

Step 2: Reporting of Gross Sales of Certified Production

Annual Licensing Fee: Total gross income on certified product for preceding year (January 1 - December 31, 2023). *Minimum licensing fee of \$200 is due in the event of low or no sales. \$50,000 maximum licensing fees.*

Traders: Total gross income on sales of Demeter USA certified products: \$ _____

Step 3: General Information Update:

All communication about certification matters are directed to one main contact email address. This main contact will be responsible for distributing correspondence to the appropriate individual(s). This applies to all outgoing emails from Demeter including invoices, renewals, reports, general communication, and follow-up needs.

Emails to Demeter from any authorized contact from your organization with any questions are, of course, still welcomed to the office and/or your Certification Reviewer/Specialist.

Provide the name of your One Main Contact: _____



Current email address of the Main Contact: _____

Current phone number for the Main Contact: _____

Provide current Mailing address (Street, City, State, Zip): _____

Step 4: Update Current Application Information

I am seeking to **add** the following scope to my existing Biodynamic® certification:

Co-Processor

I wish to add new products and/or facilities to my certification. I understand that no product can be sold, labeled, or represented as Biodynamic® until an inspection has been conducted and Demeter has certified the product and/or facility.

New Product and/or Facility: _____

I will contact Demeter – I need more information to determine if I need to add an additional scope to my current certification (e.g. adding a co-processor).

Step 5: Specific Confirmations Please confirm the following:

Yes No

I understand the Biodynamic Standards are revised from time to time and I am responsible for being aware of the changes and communicating the changes to any coprocessors related to my processed products. Demeter will publish revisions on our website and will provide a summary of the revisions. Biodynamic Standards can be found on the Demeter home page (www.demeter-usa.org).

Comments:

Contracted services:

Yes No N/A

I have contracted processing, or a co-processor perform some or all aspects of work. If yes, then attach the most recent copy of the contract that covers the contracted work. If previously submitted contract remains active, no need to resubmit.

Comments:



Step 6: Continuation of Certification Agreement:

By signing this form, you are stating that:

- 1) You have read the above information and attest that it is true to the best of your knowledge.
- 2) You affirm that you have read, fully understand, and agree to be bound by the standards, procedures, fees, policies, assessments, obligations, requirements, and Terms of Agreement as stated in the Demeter Standards, Demeter Association Policy Manuals, and Demeter Association Terms of Agreement.
- 3) You will continue to operate in accordance with applicable standards and the policies of Demeter Association, Inc.

Name: _____

Signature: _____ **Date:** _____

Typed signatures are accepted when sent from the Main Contact's email address.

Step 6: Submit your renewal

Submit all forms requested in a single email to traders@demeter-usa.org or mail

documentation to:

Demeter Association, Inc.
13400 Bishops Lane, Suite 120
Brookfield, WI 53005

Once your application is received by the Demeter Office you will receive an invoice with online payment options, or you can mail a check.

Upon receipt of payment, Demeter will work with you to update your documents on file to complete your certification renewal process. Once this process has been completed, an updated Certificate will be issued.

Please contact the Demeter office if you have any questions on what is required to complete your renewal or surrender your certification, or if you need a copy of your current documents.

Comments:



Late Application Fees– Renewal Documentation IS DUE BY April 10, 2024.

- For renewal applications postmarked or received between April 11th - April 26th, a late fee of \$50 will be assessed.
- For renewal applications postmarked or received between April 27th – May 10th, a late fee of \$150 will be assessed.
- For renewal applications postmarked or received May 11th or later, a late fee of \$200 will be assessed.
- If payment options are needed or special circumstances arise, communication must be received before any late fees or interest are applied to outstanding balances. Late fees or interest applied will not be removed moving forward.