

## Information Sheet

### Reporting New Fields

The following documents about new fields must be sent via mail to ABG within 14 days.

- the document „**Reporting New Fields**”, filled in completely
- **if available: written agreement about the new fields:**  
copy of rental- or purchasing contract, usage agreement...
- **site plan of new plots:** a filled out copy with the new plot numbers. Please make sure that the parcel numbers are readable.  
If you have not had an inspection this year, please make sure that the site plans are available at the next inspection.

### Areas from organic farms

If you take over recognized organic area from an organic farm, you must provide the following documents to ensure a continuation of the organic status.

- the current **certificate of the previous holder, if the certificate is not from ABG**
- if all crops on the certificate of the previous holder are recognized as organic (no matter if from ABG or another inspection site): the **application for national substitutions of the previous holder\*** from the year of the area exchange
- if the crop do not have the same status or are identified as conversion product:  
the **application for national substitutions of the previous holder\*** from the year of the area exchange as well as the **application for national substitutions \* of the two previous years**
- your **own actual application for national substitutions** (if the added parcels appear)

If new fields from organic farms are reported during inspection, the mentioned documents must be available to be verified by the inspecting power.

If the previous holder was an ABG-client, the mentioned documents must also be held available to be verified during the next inspection. If this is not the case, the organic status may not be continued, or receiving an organic status may be delayed.

\* at least the documents containing area information and area usage, that contain the affected plots

**What date is the date of the area addition and as such, the beginning of the conversion period?**

- If a written agreement is available, the date of the agreement is valid.
- If NO written agreement is available, the following applies:
  - if the area is not in your current application for national substitutions, the valid date is the one at which the additional notice arrives at ABG.
  - if the area is already in your current application for national substitutions, the valid date is the one of your application for national substitutions. If this is the case, please use the application for national substitutions to also send in the documents listed on the front of the page.

**Attention:**

If ABG is not notified and there are no documents with the acquisition date, the date of the inspection during which the concerned area is registered is the valid date.

A date that lies before the last inspection can in no case be named as acquisition date.

We are available for any further questions!

Your ABG-Team