



**Certification System  
WORK INSTRUCTION**

**How to Complete: Excel  
Application Forms**

**PURPOSE**

This document provides instruction for

- How to Complete the Excel Application Forms on the NCO website

**PROCEDURE**

1. Go to the NCO website:
2. Go to Operations Resources, then go to Forms and Applications
3. Download the relevant Application Form required
4. The spreadsheet is protected, you will need to click on the enable content button to allow you to make changes to the spreadsheet
5. Save the document to your computer
6. Fill in the relevant information in the empty boxes provided
7. If it is a Selection box, please select the correct response
8. If multiple answers are relevant, please state your multiple answers in the If Other Please Describe boxes provided
9. Once the application form has been completed re-save your document
10. Application forms can be sent to [info@ncocertifiedorganic.com.au](mailto:info@ncocertifiedorganic.com.au)
11. Please make sure that any other documentation that is required for your application is sent with the Application form. This will make the application process quicker and easier