



**Certification System  
WORK INSTRUCTION**

**How to Complete: Excel  
Derogation Form**

**PURPOSE**

This document provides instruction for

- How to Complete the Excel Derogation Form 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 Derogation 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 spaces provided
7. Please note that multiple seed derogation requirements can be put on one request and approved for a 12month period, so please factor in your yearly requirement where possible
8. Please make sure that any supporting documentation required is sent with the request, eg. Declaration letter for Non-GMO and non-treated. This will make the request process quicker and easier
9. Once the derogation form has been completed re-save your document under a different name relevant to the derogation request
10. Derogation requests should be sent to [info@ncocertifiedorganic.com.au](mailto:info@ncocertifiedorganic.com.au)
11. Please keep the saved file in a place that will be easily remembered and accessed, as this will be required at inspection time
12. The blank derogation form that has been saved can then be re-used in the future