



**Certification System
WORK INSTRUCTION**

**How to Complete: Word
Application Forms**

PURPOSE

This document provides instruction for
How to Complete the Word Application Form on the NCO website

PROCEDURE

1. Go to the NCO website:
2. Go to Operations Resources, then go to Forms and Applications
3. Click on the link to the word documents at the bottom of the page
4. Download the relevant Application Form required
5. The document is protected, you will need to click on the enable content button to allow you to make changes to the document
6. Save the document to your computer
7. Fill in the relevant information in the empty boxes provided
8. If it is a Selection box, please select the correct response
9. If multiple answers are relevant, please state your multiple answers in the If Other Please Describe boxes provided
10. Once the application form has been completed re-save your document
11. Application forms can be sent to info@ncocertifiedorganic.com.au
12. 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