**APPLICATION FORM FOR REGISTRATION OF FERTILISER (SUPPLEMENTARY SUBSTANCE)**

Application form is presented in accordance with Section 4 of Law No. 156/1998 Coll. on fertilizers, supplementary soil substances, supplementary plant preparations and substrates and on agrochemical testing of agricultural land, as amended (Law on fertilizers).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Product characteristics** | | | | | | | |
| **Name of Fertiliser**  **(Supplementary substance)1)** |  | | | | | | |
| **Type of Fertilizer2, 3)** | **Type number**: | | | **non-type** | | | |
| **Kind of Fertilizer 3)** | fertiliser | | | supplementary substance | | | |
|  | mineral | | organic | | organomineral | | |
|  | substrate | | compost | | other - … | | |
| **Packing** | retail packing | | | bulk (incl. big-bag) | | | |
| **2. Applicant** | | | | | | | |
| **Business Entity3)** | **is legal person** | | | **is natural person** | | | |
| **is producer** | | | **is importer** | | | |
| **Business name/ Name, surname** |  | | | | | | |
| **Street** |  | | | | | **State4)** |  |
| **Municipality** |  | | | **Post code** |  | | |
| **Email** |  | | | **Telephone** |  | | |
| **VAT identification number** | |  | | | | | |
| **3. Attorney in-fact of acting with CISTA** | | | | | | | |
| **Business name/ Name, surname** |  | | | | | | |
| **Address** |  | | | | | | |
| **Email** |  | | | **Telephone** |  | | |
| **4. Producer** | | | | | | | |
| **Business name/ Name, surname** |  | | | | | | |
| **Address** |  | | | | | | |
| **State** |  | | | | | | |

1) Under Section 7 (2) of Act No. 156/1998 Coll. Fertilizer Act, it is not permitted to indicate fertilizer (supplementary substance) as "ecological" or "biological", even using the abbreviation "eko/eco" or "bio".

2) Fill in the fertilizer type number according to the Fertilizer Types table in Annex No. 3 to Decree No. 474/2000 Coll., on the specification of requirements for fertilizers, as amended. If the fertilizer (supplementary substance) can not be assigned to any of the types or contains other materials not listed in this Annex, please mark it as "non-type".

3) Please tick relevant box.

4) International country code.

Annexes are integral part of this application. Without proof of these annexes, the application for registration can not be recognized as complete and the applicant will be invited to add it (Section 45, paragraph 2 of Act No. 500/2004 Coll., Administrative Procedure Code, as amended.) The list of necessary annexes is given below.

**Upon receipt of the application by the Department of Fertilizers, the applicant will be asked to pay the administrative fee. Applicants will be provided with the necessary information to pay the administrative fee to the contact address.**

Place

Date

Name, surname and signature Rubber stamp

of statutory body

**Notice – whole procedure of fertilizers supplementary substances) registration (including application submission) is carried out in Czech!**

**List of required enclosures to Application form for registration of fertiliser (supplementary substance)**

**Enclosure No. 1**  Technical product documentation, for example safety data sheet, technical standard, product sheet or technical specifications published by producer, specifying content of fertilizer (supplementary substance) components and content of hazardous elements (including form and solubility of nutrients), grain size and grinding finesses of fertilizers (supplementary substance).

**Enclosure No. 2** Specification of fertilizer (supplementary substance) supply: packaged / bulk.

**Enclosure No. 3** Label - instructions for use containing, in particular, the range and way of its use and the conditions for its storage, including the other obligations laid down in Section 7 of Act No. 156/1998 Coll. **Label to be edited in Word (ie .doc, .docx formats) to the email address of the CISTA fertilizer department responsible for fertilizer (supplementary substance)** **registration.**

Enclosure No. 4 Manufacturing process description including list of raw materials used for manufacturing together with their qualitative parameters.

Enclosure No. 5 Documentation proving there are assumptions for compliance of fertilizer (supplementary substance) with declared quality. If there isn´t the documentation at a domestic producer worker of CISTA (department of fertilizers registration) can carry out an audit during a course of proceedings.

Enclosure No. 6 Confirmation of authorized body (Ministry of Industry and Trade that exploits results of accredited laboratory No. 1167.2 – workplace of Research institute of industrial chemistry in Pardubice) that a product is not an explosive substance in accordance with Law No. 61/1988 Coll. 21

Enclosure No. 7 Report or review of fertilizer (supplementary substance) testing (biological testing) according to Law No. 156/1998 Coll. Section 4 para 4 and 5.

Enclosure No. 8 An assessment of Ministry of Health of the Czech Republic according to Law No. 258/2000 Coll. on care of people health.

Enclosure No. 9 An assessment of product fire safety according to Law No. 133/1985 Coll., (Ministry of Internal Affairs – Technical institute of fire protection).

Enclosure No. 10 Enlistment according to harmfulness for bees in accordance with Law No. 326/2004 Coll. and Decree No. 327/2012 Coll.

**CISTA specifies if enclosures 4 – 10 presentation is necessary for every application.**

**A sample of the fertilizer (supplementary substance)** **for verification of the chemical-physical properties for the National Reference Laboratory (NRL) will be submitted with the completed application together with the order form for analysis in the NRL of the CISTA.**