



DEMETER[®] ASSOCIATION, INC.

For Certification of BIODYNAMIC[®] AGRICULTURE

Name of Organization: _____

Step 1: Request Renewal of Certification – Traders only

I wish to continue certification with Demeter Association, Inc. I am submitting this Update Form along with the following **required** form.

Signed Terms of Agreement

Once we receive your renewal, Demeter USA will email you an invoice detailing the fees due for certification that includes online payment options. If international funds are involved, Demeter can arrange a currency exchange payment option from CAD or Euros.

We will contact you about setting up your records audit.

--- OR ---

I **do not** wish to continue Biodynamic[®] certification with Demeter Association. I am notifying Demeter of my intent to withdraw from the certification program and surrender certification by Demeter USA. I understand that my organization and I may no longer represent, label, or sell product using the registered certification marks Demeter[®] and/or Biodynamic[®]. I understand that to successfully withdraw and not receive a Notice of Noncompliance, licensing fees for sale in the past calendar year are due per the Demeter Fee Schedule and Terms of Agreement.

I confirm sales from last year in Step 2.

Demeter USA will invoice you for your final licensing fee due on 2024 and 2025 sales that will include an online payment option. If international funds are involved, Demeter can arrange a currency exchange payment option from CAD or Euros.

Step 2: Reporting of Gross Sales of Certified Production

Annual Licensing Fee: Total gross income on certified products for preceding year (January 1 - December 31, 2024). *A minimum licensing fee of \$200 is due in the event of low or no sales. \$50,000 maximum licensing fees.*

Traders: Total gross income on sales of Demeter USA certified products: \$_____

Step 3: General Information Update:

All communications about certification matters are directed to one main contact email address. This main contact will be responsible for distributing correspondence to the appropriate individual(s). This applies to all outgoing emails from Demeter including invoices, renewals,



inspection reports, general communication, and follow-up from inspection needs. We can add an email address for sending invoices in addition to sending them to the main contact. Let us know below if you wish to have a different public facing contact for general inquiries.

Any authorized contact from your organization is welcome to email the Demeter office or your Certification Specialist with questions or concerns.

Provide the name of your One Main Contact: _____

Current email address of the Main Contact: _____

Current phone number for the Main Contact: _____

Additional accounting email address: _____

Additional public facing contact for general inquires: _____

Additional public facing email address: _____

Provide current Mailing address (Street, City, State, Zip): _____

Step 4: Update Current Application Information

I am seeking to **add** the following scope to my existing Biodynamic® certification:

Co-Processor

I wish to add new products and/or facilities to my certification. I understand that no product can be sold, labeled, or represented as Biodynamic® until Demeter USA has approved the product and/or facility.

New Product and/or Facility: _____

I will contact Demeter – I need more information to determine if I need to add an additional scope to my current certification (e.g. adding a co-processor).

Step 5: Specific Confirmations Please confirm the following:

Yes No

I understand the Biodynamic Standards are revised from time to time and I am responsible for being aware of the changes and communicating the changes to any coprocessors related to my processed products. Demeter will publish revisions on our website and will provide a summary of the revisions. Biodynamic Standards can be found on the Demeter home page (www.demeter-usa.org).



Comments:

Contracted services:

Yes No N/A

I have contracted processing, or a co-processor perform some or all aspects of work. If yes, then attach the most recent copy of the contract that covers the contracted work. If previously submitted contract remains active, no need to resubmit.

If yes:

Check here to confirm you have communicated with your co-processor the Biodynamic Standards requirements they must adhere to in performing these contracted services.

--- And/or---

I am submitting the most recent copy of the contract covering this contracted work. Please ensure the contract includes acknowledgement of your operation being certified Biodynamic.

Comments:

Demeter USA Directory and Biodynamic Federation Demeter International (BFDI) Directory

Please review your current Demeter USA certificate. This listing is uploaded to the BFDI Product Database quarterly. The listing of your products as it appears will be uploaded to the BFDI Product Database quarterly.

The Demeter Terms of Agreement indicate that we can publicize your certification data, like name, address, contact information, crops and products certified. This certification data will be included on our US Biodynamic Food Directory - [Biodynamic Farm and Product Directory](#) – and uploaded to the international BFDI Product Database - <https://bfdi.demeter.net/> - unless you opt out. You can let us know if you want to be listed only in the US Directory or if you wish to have your contact details limited in the comments box below.

Check here to opt out

Comments:

Step 6: Continuation of Certification Agreement:

By signing this form, you are stating that:

- 1) You have read the above information and attest that it is true to the best of your knowledge.
- 2) You affirm that you have read, fully understand, and agree to be bound by the standards, procedures, fees, policies, assessments, obligations, requirements, and Terms of Agreement as stated in the Demeter Standards, Demeter Association Policy Manuals,



and Demeter Association Terms of Agreement.

- 3) You will continue to operate in accordance with applicable standards and the policies of Demeter Association, Inc.

Name: _____

Signature: _____ **Date:** _____

Typed signatures are accepted when sent from the Main Contact's email address.

Step 7: Submit your renewal

Submit all forms requested in a single email to info@demeter-usa.org or mail documentation to:

Demeter Association, Inc.
317 Church Street
Phoenixville, PA 19460

Once your application is received by the Demeter Office you will receive an invoice for online payment options or you can mail a check.

Upon receipt of payment, Demeter will work with you to update your documents on file to complete your certification renewal process. Once this process has been completed, an updated Certificate will be issued.

Please contact the Demeter office if you have any questions about what is required to complete your renewal or surrender your certification, or if you need a copy of your current documents.

Comments:

Late Application Fees– Renewal Documentation IS DUE BY April 1, 2025.

- For renewal applications postmarked or received from April 2nd - April 15th, a late fee of \$50 will be assessed.
- For renewal applications postmarked or received between April 16th – May 1st, a late fee of \$150 will be assessed.
- For renewal applications postmarked or received May 2th or later, a late fee of \$200 will be assessed.
- If payment options are needed or special circumstances arise, communication must be received by Demeter before any late fees or interest are applied to outstanding balances. Late fees or interest applied will not be removed moving forward.