Thank you for your interest in obtaining Kosher Certification for your company. We are looking forward to working with you and we are sure that having Kosher Certification will open new markets for your products.

Following is a brief explanation of the process of becoming Kosher Certified:

1. **Application:** to get started, please complete the attached **application form**. There is no application fee or obligation at this stage, and the information submitted will be held in the strictest confidence.
2. **Price Quote:** Your application will be assessed by our experts and we will provide you with a price quote. Our fee varies depending on the type of ingredients and complexity of the manufacturing process.
3. **Agreement:** To begin the Kosher certification procedure you will be asked to sign and return our Price Quote as your official acceptance and pay the necessary advance payment (600€)
4. **General Terms of Agreement:** By signing the Price Quote you will also be asked to sign the General Terms of Agreement that will govern our procedure towards kosher certification. A Non-Disclosure Agreement (NDA) between the two parties is also a part of this Agreement.
5. **Assessment:** We will send you our Excel Ingredients document that requires some additional details about your ingredients and manufacturing process to ensure they meet international kosher standards. You will have to fulfill our relevant applications and provide the information concerning the kosher status of your ingredients and additives.
6. **Audit:** An On-site **audit** of your factory will be arranged during which the Kosher inspector will check the production process, from Intake of raw material through to Packing. If special instructions must be followed in the production to obtain the desired kosher status, an Annex to the General Terms of Agreement will be issued to be used as a precondition for having kosher certified products.
7. **Billing:** After we have ensured that your process and ingredients meet kosher requirements, we will issue you with a contract to sign, and send you an invoice.
8. **Kosher Certification** Once the invoice is paid and the fee is received, your Balkan Kosher Certificate and Kosher Logo will be issued for use. Your company will also have the option to be listed on our website and other marketing venues for the kosher marketplace.

**To begin, please fill out the following attached Application form.**

**REQUEST FOR A PRICE ESTIMATE**

Please fill out this form so that we can have the necessary information about your operation in order to assess kosher compliance and cost estimate for kosher certification This is a no obligation, no cost process.

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of Company* |  | *Date* |  |
| *Address*  *(corporate HQ)* |  | *VAT* |  |
| *Address of factory*  *(if different)* |  | | |
| *Phone* |  | *Website* |  |
| *Owner / General Manager* |  | *Mail*  *address* |  |
| *Contact Person* |  | *Mail address* |  |

**PLEASE ANSWER THESE QUESTIONS**

|  |
| --- |
| How did you hear about Balkan Kosher? |
| What products does your company produce? |
| What products do you want kosher certified? |
| Is this certification for one special production or on a yearly basis?  [….] one batch production  [….] yearly basis |
| Is heat above 40°C used in making these products? Yes [....] No [.…]  If so, where? |
| Are all these products produced in same factory? |
| Are these products processed on the same lines as products containing any of the following?  Yes No  [….] [….] meat, poultry, animal fats, gelatin  [….] [….] cheese, milk  [….] [….] natural vinegar  [….] [….] aromas |
| Please list all ingredients used for the products that you are interested in kosher certifying:  (Ingredients continued) |
| Please list all the countries that you wish to export your products with a kosher certificate and/or logo |

***Please return to*** [**office@balkankosher.com**](mailto:office@balkankosher.com)

Thank you for submitting us the above information – We will come back to you with our quotation for your requested kosher certification. Please note that all information received by us is treated as confidential information.