

JGSOM FOOD BUSINESS APPLICATION FORM

The Student Entrepreneurs under JGSOM Business Accelerator, with subjects namely: LS 126/127, and other SOMBA food and beverage related activities must fill this form completely for the assessment and approval of their Food Business Application. All proposals must be signed by respective Advisers/Mentor for endorsement to the OFSQA. Incomplete documents will not be processed.

- REMINDERS:**
1. OFSQA Assessment and Approval Timeline:
3 working days- given that documents submitted are complete.
 2. For questions/ inquiries please visit OFSQA OFFICE: Faber Hall 202, Email: fsqa@ateneo.edu . Telephone Numbers: 426-60-01 Loc. 4175 or 4176.

STUDENT & FOOD BUSINESS INFORMATION

NAME OF GROUP/BUSINESS ORGANIZATION:			
BRIEF DESCRIPTION OF THE FOOD BUSINESS:			
NAME OF AUTHORIZED REPRESENTATIVE:		STUDENT ID #	
CONTACT NUMBER :		EMAIL ADDRESS	
FACULTY ADVISER:		CLASS/ PROGRAM ENROLLED	
BUSINESS ADDRESS WHERE PRODUCTS WILL BE PROCESSED/COOKED/PACKED:		FOOD TECHNOLOGIST/ NUTRITIONIST DIETITIAN ADVISED WITH CONTACT DETAILS	Name:
			Mobile/Office #:
			Email Address:
FOOD BUSINESS CATEGORY (Includes Beverages)	<input type="checkbox"/> Category 1: Cooked/ Non- processed food products/Ready to Eat Meals (RTE) (e. g. rice meals, burgers, sandwiches, salads, beverages etc.).Except tomato- based food products (e.g. tomato pasta, tomato soup, tomato dressings etc.) <input type="checkbox"/> Category 2: Pre- packed food products/ Processed food products/ Preserved Foods (e.g. jams, marmalade, sweet sauces, tea, herbal infusions, cocoa mixes etc.) <input type="checkbox"/> Category 3: OTHERS, (Fortified Products/ Products with Nutrition Claims/ Disease Specific Meals (DSM) addressing health conditions (e.g. Cookies for Diabetics, Moringga Spread fortified with Vitamin A))		

PRODUCT INFORMATION

DETAILED DESCRIPTION OF PRODUCT/S DEVELOPED <small>(Please use attachments for product description if necessary; Attach picture of the Product/s, and Sales and Marketing promotion materials)</small>			
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PRODUCT/S DEVELOPED	LIST OF INGREDIENTS	LIST OF SUPPLIERS (Per Ingredient)with Complete Addresses	LIST OF FOOD ADDITIVES* & WEIGHT OF ADDITIVES PER BATCH PRODUCED <small>(If any, For Category 2 & 3 Products only)</small>	FOOD PROCESSING FLOW/ METHOD OF PREPARATION <small>(Please be specific and complete details)</small>	FOOD PACKAGING MATERIALS (If Any) FOR FINISHED GOODS	SHELF LIFE**	STORAGE CONDITIONS (Refrigerated, Frozen or Room Temperature)	TARGET VOLUME OF PRODUCTS TO BE PRODUCED*** <small>(Please declare Quantity of Packaged Goods for Processed Foods)</small>
1.								
2.								
3.								
4.								
5.								

**Food Additives are Substances added to food to preserve flavor or enhance its taste and appearance*
*** For shelf life declaration of Category 2 and 3 items, please indicate how this was established (Microbiological Tests may be necessary or Sensory Evaluation Tests on Consumer Acceptability)*
****For Category 2 and 3 items produced, Batch Coding is required for purposes of traceability and recall. Per each batch manufactured, (per each flavor), 3actual samples must be submitted to OFSQA for product retention and microbiological analysis if needed for future analysis. The Food Providers are requested to produce processed foods at a maximum volume forecasted for a specific food sale event duration only (i.e. 100 bottled Strawberry jam , 100 grams /day x 5 days for 1 Food Sale Event = 500 pieces Strawberry Jars for AMA event, (DD/MM/YY)) and based on demand.*

NAME OF SUB-CONTRACTED TOLL PROCESSOR (If any, for Category 2 and 3: Processed foods)	COMPLETE ADDRESS:
CONTACT PERSON	POSITION TITLE
CONTACT NUMBER	EMAIL ADDRESS:
PLEASE INDICATE AND ATTACH DOCUMENTS SUBMITTED BY THE SUB-CONTRACTED TOLL PROCESSOR (If Any)	
PLEASE SUBMIT TRAINING CERTIFICATES ON FOOD PROCESSING SEMINARS ATTENDED AND A COPY OF THE SEMINAR PRESENTATION (If Any)	

Waiver of Liability, Assumption of Risk and Indemnity Agreement

This form serves as an agreement between the Ateneo De Manila University through the Office for Food Safety and Quality Assurance and the Food Providers / JGSOM Student Entrepreneurs for all University Food and Beverage related events with food and non- food sale activities.

TO THE FOOD PROVIDERS/JGSOM STUDENT ENTREPRENEURS

If you are planning on bringing/selling/catering food in a University/Department/Class/Unit event, please fill up this form as an agreement that you agree to defend, hold harmless and indemnify the Ateneo De Manila University from and against any and all losses, damages, claims, actions, costs and expenses, including legal fees by reason of actual or alleged injury or death of persons or loss of or damage to property as a result of or arising out of the providing of food or services in connection with this agreement.

The Office for Food Safety and Quality Assurance would like to encourage all food providers and student entrepreneurs to buy raw materials and/or finished goods from a licensed commercial food establishment and retail grocery stores. Sub-contracting a manufacturing industry for processed foods is also recommended. All SOMBA groups or any class projects which would entail food and beverage related technology and innovations are reminded to observe the Food and Drug Administration A.O. 2014-0029 Rules and Regulations on the Licensing of Food Establishments, and Registration of Processed Food, and Other Food Products and Republic Act 10611 or Food Safety Act.

Thank you for your cooperation.

I _____(Food Provider) hereby agree to INDEMNIFY and HOLD HARMLESS the Ateneo De Manila University, or any of its Trustees, Officers, Employees or Agents from any claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result of my involvement in food donation in _____(Name of Event) which will be held on _____(Date of Event) at the _____(Event Venue).

I acknowledge that I am signing the agreement freely and voluntarily and intend by my signature to be fully responsible for not buying food from any of the OFSQA recognized food establishments (In-House or External) or licensed commercial food establishments/retail grocery stores/sub-contracting manufacturing companies for processed foods.

SIGNATURE OVER PRINTED NAME

DATE

Noted by:

ADVISER/MENTOR SIGNATURE OVER PRINTED NAME

DATE

OFSQA OFFICER IN CHARGE

DATE