| Transaction Certificate Request Form |
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| Instructions: Use this form to request a transaction certificate in accordance with the standards and destinations listed in the options below. Submit the completed form and corresponding documentation to QCS via email to your assigned representative or to imports@qcsinfo.org.  |
| QCS certified operation name:       | QCS Entity #:       |
| Name of person completing this form (must be an authorized representative of the certified entity):       | Date of request:       |
| Turnaround time (select one): [ ]  2-3 working days [ ]  4-5 working days [ ]  6-7 working days*Transaction certificate requests must be submitted to and approved by QCS prior to shipment. Requests must be complete, compliant and include all supporting documentation to allow QCS to meet your requested timeframe. The invoice will be based on the selected turnaround time in accordance with QCS’ fee structure.* |
| **Distribution:** QCS sends an electronic copy of the approved COI to the requestor, and issues transaction certificates from the electronic system of the importing country as applicable. If additional copies need to be distributed, please provide details below. |
| **Delivery method** | **Company name** | **Contact person** | **E-mail or physical address** |
| [ ] E-mail [ ]  Courier |            |       |       |
| [ ] E-mail [ ]  Courier |       |       |       |
| Organic Standard  | Destination |
| USDA National Organic Program (NOP) | [ ]  Europan Union (EU)[ ]  Japan [ ]  South Korea | [ ]  Switzerland [ ]  Taiwan[ ]  UK-Great Britain | [ ]  UK-Northern Ireland [ ]  US Domestic trade[ ]  Other (specify):       |
| Regulation (EU) 2018/848[[1]](#footnote-2) | [ ]  Third country outside of the European Union, UK-Northern Ireland and Switzerland |
| United Kingdom Organic Program[[2]](#footnote-3) | [ ]  Third Country outside of the United Kingdom (UK) |
| Canada Organic Regime (COR)[[3]](#footnote-4) | [ ]  EU [ ]  Japan[ ]  Mexico[ ]  South Korea | [ ]  Switzerland[ ]  Taiwan[ ]  UK-Great Britain | [ ]  UK-Northern Ireland[ ]  Other (specify):       |
| Consignment Details |
| Product Name (as shown on Product Verification Form) | Tarriff Code[[4]](#footnote-5) (if applicable) | Lot Number | # of packages in lot | Net weight (specify unit) |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| Total gross weight of consignment (Specify unit of measurement):        |
| Container #:       | Seal #:        |
| Estimated number of containers in shipment:       |
| Product Origin  |
| 1. Name and address of each producer included in the consignment. *Check one*

[ ]  Farm(s) or group of operators (unprocessed products) [ ]  Processor (processed products) |       |
| 1. Country(ies) of product/ingredient origin

*Where agricultural products/ingredients originated*  |       |
| 1. Name(s) and address(es) of all operators who buy or sell the product without storing or physically handling the product. [ ]  Not applicable
 |       |
| Export Details |
| 1. Exporter Name and Address
 |       |
| 1. Country of export
 |       |
| 1. Place of dispatch (port and country)
 |       |
| 1. Anticipated shipment date
 |       |
| Import Details |
| 1. Country of destination (buyer)
 |       |
| 1. Point of entry (port and country)
 |       |
| 1. Expected delivery date
 |       |
| 1. Competent authority (EU-bound shipments only)
 |       |
| 1. Importer name and address
 |       |
| 1. Importer EORI number (EU bound shipments only)
 |       |
| 1. First consignee name and address (if different than importer)
 |       |
| Transport details from place of dispatch to point of entry |
| 1. Name of transport company
 |       |
| 1. International transport document type and identifier/#
 |       |
| 1. Transport method(s)
 | [ ]  Vessel | [ ]  Airplane | [ ]  Road Vehicle | [ ]  Railway  |
| Ship type:       | Flight #:       | Vehicle Registration #: | Identifier:       |
| Ship name:       |
| Flag state:       | Country of Registration: |
| IMO: |
| Voyage #: |
| Declaration      |
| I hereby declare that, to the best of my knowledge, all the information presented in this request is accurate. Furthermore, I declare that the product concerned has been produced and/or prepared in accordance with the QCS approved organic system plan and in compliance with the applicable organic regulations. I understand that I will be invoiced in accordance with the Transaction Certificate fees as stated on the QCS Fee Structure. Client agrees to indemnify QCS and hold QCS harmless against any claims that may arise related to client’s failure to meet the requirements for the Certificate of Inspection requested. |
|       |       |       |
| Signature | Printed Name | Date |

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| Required documentation. Submit the following documentation in .pdf format with the Transaction Certificate Request Form. Items highlighted in blue may be updated when they are finalized at the time of shipment, no more than 10 days after the departure of the consignment and in all cases before arrival in the destination country. |
| Required documentation | Applies to | Description |
| Packing List | All consignments | Record of all organic products in the consignment, their organic status and the total volume/quantity of each product. |
| Commercial documents | All consignments | Copy of the purchase order(s) and invoice(s) or equivalent for all products in the consignment that identify the QCS certified operation (requesting the transaction certificate), all operators involved in buying/selling the product without storing or physically handling the product, the buyer, importer and first consignee, and the final recipient if different from the first consignee. |
| Transport documents | All consignments | Bill of Lading (BOL) or Airway Bill (AWB), etc. for the outgoing consignment that identifies the QCS certified operation that is responsible for the consignment, the exporter (if different), shipping information, buyer, importer and first consignee. |
| Purchase and receiving records and organic certificates  | Consignments with products not produced or processed by the exporter requesting the transaction certificate | * List of each supplier who produced (raw agricultural commodities) or processed (processed products) each product in the consignment
* Organic certificate for producer(s)/processor(s)
* Purchase records (or records of contractual production for private label owners) for the volume of products in the consignment.
* Receiving records for the volume of products in the consignment
 |
| Private labeling details | Exports carried out for a private label owner | Name and organic certificate for the private label owner. |
| Processor details | Exports to Korea | For operations with multiple facilities or addresses, include the organic certificate and specify the name and address of last facility to process and/or package the product. |

**For QCS Office Use Only:**

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| ***Instructions:*** *Check each box that is applicable to the request or operation. All boxes must be checked to approve the validity of the Transaction Certificate / Certificate of Inspection.*  |
| ***[ ]***  | *Completed Transaction Certificate request form.* |
| ***[ ]***  | *All required documentation was attached and verified to be consistent with the request.*  |
| ***[ ]***  | *The product as identified above is currently certified to the relevant organic standard or equivalence.* |
| ***[ ]***  | *The operation does not have an open (unresolved) noncompliance or adverse action or temporary block affecting the product’s organic integrity. (If the operation has an open noncompliance or adverse action that could potentially affect the product’s organic integrity,* ***you must*** *obtain written approval from the Certification Supervisor or Senior Quality and Accreditation Specialist to approve the validity of the request.)****Check, if applicable******[ ]*** *Not approved* ***[ ]*** *Approved by (Name and title):* |
| ***DECISION****:* | *Approved.* *Certificate #:* | *Rejected. Reason:* |
|       |       |       |
| Signature | Printed Name | Date |

1. Use the Certificate of Inspection Request Form to request a COI for exports to the European Union [↑](#footnote-ref-2)
2. Use the Certificate of Inspection Request Form to request a COI for exports to the United Kingdom [↑](#footnote-ref-3)
3. Use the NOP Import Certificate Request Form for exports to the United States [↑](#footnote-ref-4)
4. [Harmonized Tarriff Schedule](https://hts.usitc.gov/) for exports to the US; [Combined Nomenclature](https://taxation-customs.ec.europa.eu/customs/calculation-customs-duties/customs-tariff/combined-nomenclature_en) for exports to the EU, UK or Switzerland [↑](#footnote-ref-5)