



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

Export and Transaction Certificate Requests

Step 1: Check your CCOF Client Profile to ensure your product(s) is approved for your export market.

Step 2: Complete the mailing details section below.

Step 3: Complete the export certificate starting on page 2 of this packet, using the instructions on the last page of this packet, and email this entire PDF packet to export@ccof.org

A. Mailing Details:

1) Where do you want CCOF to send the original certificate?

Note: NOP import certificates will only be sent electronically

Contact Name: _____

Company Name: _____

Full Mailing Address: _____

Phone Number: _____

2) How would you like the original certificate delivered?

USPS First Class Domestic Mail - \$5

Note: delivery outside of the US must be sent via DHL or FedEx

DHL or FedEx (No P.O. Box delivery)

Note: A \$5 shipping service fee will be charged for use of this service

Use my DHL #: _____

Use my FedEx #: _____

Use CCOF's account and invoice my operation

B. Specific Instructions:

Saturday delivery? Pick up in person? Make a note here.

C. Important Notes:

- A signed copy of the completed export certificate will be returned to you via email except for Eseal signed electronic certificates processed through TRACES. The original certificate will be mailed as requested.
- We strive to process each request within two business days. During holidays and peak times, processing time may be longer.
- To inquire on the status of your export request, please call CCOF or email export@ccof.org. To avoid multiple charges, **do not send the export request attachments multiple times.**
- The fee for each certificate is \$75 (subject to change) and is billed to the CCOF certified client.
- The fee for each NOP Import Certificate for product from Mexico to the US is \$55.



Certificate for Transactions of Organic Products



1. File Number:		5. Date of issue:	
2. Importing Country: TAIWAN		6. Exporting Country: CANADA	7. Certificate Number:
3. Name of Importer & Address:		8. Name of Certification Body & Address: CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150 Santa Cruz, CA 95060 www.ccof.org	
4. Name of Exporter & Address:		9. Name of Certified Operator & Address:	

Item No.	10. Name of Product	11. Lot Number	12. Unit Weight/ Package Specification	13. Quantity	14. Total Net Weight	15. Additional Remarks (if any)
1						
2						
3						
4						
5						
6						
7						
8						

Standards: This certification is based on compliance with the CAN/CGSB 32.310-2015 / CAN/CGSB 32.311-2015 Organic Production Systems: General Principles and Management Standards and Organic Production Systems: Permitted Substances Lists and/or CAN/CGSB 32.312-2018 Organic Production Systems: Aquaculture - General principles, management standards and permitted substances lists under Part 13 of the Safe Food for Canadians Regulations

Declaration: This certificate confirms that the products specified above have been certified by a Canadian Food Inspection Agency (CFIA) accredited Certification Body and have been found to meet all applicable requirements of the Safe Food for Canadian Regulations and the terms of the Canada Taiwan Organic Equivalency Arrangement.

16. Name and Signature of authorized person:

Section	NOP Transaction Certificate (export from the US)
Product Details Table	Indicate product(s) being shipped, including their status (e.g. 100% organic tomato paste) & describe quantity shipped, crop years, and lot numbers involved
Buyer/Company	Name and address of the buyer
Country of Destination	Name of the destination country
Date of Transaction and Sold by	Date of product sale, Name of seller (CCOF client)
Section	EU/Swiss Certificate of Inspection (COI) processed in TRACES and GB COI for export to the UK
1	Choose appropriate code based on location of exporter: US: US-ORG-006, Mexico: MX-BIO-105, Canada: CA-ORG-003
4	Name and address of operator performing the last operation of preparing and sealing products in packages for shipping
5-6	Operator who produced or processed the product. Name and address of Control Body who certifies the producer.
7-8	Country where product was last handled. Country product exported from.
9-10	Initial destination country/ customs point. Country of final destination.
11-12	Name and address of the importer. Name and address of the first consignee (often the importer).
13-16	CN code of the product: Trade name (name of the product as labeled e.g. Organic Shelled Almonds). Lot number(s). Total packages. Net Weight of total shipment (include units). Gross weight of total shipment including packaging.
14-15	Container number (optional). Seal number (optional).
17	Mode (airplane, vessel). Identification (flight number, ship name). Other transport documentation.
Section	Japan or Taiwan TM-11 Export Certificates
Exported by	Name and address of the exporter
Consigned to	Name and address of the importer
Product Exported from	Name and address of customs port
Total Marked Net Weight	Total mass of the product(s) being shipped
Total Containers	The number of shipping containers used
Product Details	Indicate product (as labeled), lot numbers, the weight of each lot number, the number of packages in each lot, shipping marks (such as container number) and producer (last certified operation to handle the product. Often the exporter)
Section	CFIA Taiwan Certificate for Transactions of Organic Products
1	The unique certificate number assigned to the export certificate by the Certification Body.
3-4	Name and address of first operation to receive shipment in Taiwan. Name and address of Canadian exporter or seller.
5	Issuance date of this document (to be filled by the issuing certification body). Dating format is YYYY/MM/DD, for example 9th June 2020 will be written as 2020/06/09
9	Operator who handled organic food products at the final step before exporting, as indicated on the organic certificate.
10	Generic name used to refer to the indicated product.
11-15	Lot number. Minimum unit (weight) in which the product is sold at market. Total units of the indicated product. Total net weight (volume) of the indicated product (box 12 x box 13). Other comments.
Section	Korean NAQS Export Certificates
3	10 Digit NOP ID of final manufacturer
5	Name and address of the exporter
6-7	Name and address of the first consignee (often the importer). Name and address of the importer
8-9	Name and country of customs port (USA and city). Name and country of destination port
10-13	10: product name (as labeled), 11: HS code (get from your importer), 12: net weight of the shipment 13: Shipping marks (such as container number)
14	Name and address of final handler (last certified operation to handle the product. Often the exporter)
15	Certifying body of operation listed in box 14
Section	NOP Import Certificates (export into the US)
2	Destination city and state in the US. State name should be written out in full (not abbreviated)
3	Date of shipment
5	Name and address of the exporter
6	Name and address of customs port in Mexico
7	Name and address of the importer
9-10	Total net weight and total containers
11-15	11: Indicate product (as labeled), 12: Harmonized tariff code as applicable: https://hts.usitc.gov/current 13: vessel, flight, container number, 14: Name of final handler (last certified operation to handle the product. Often the exporter), 15: Certifying body of operation listed in box 14