



Transaction Certificate Request

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

Step 2: Complete section B mailing details below (ONLY required for Taiwan).

Step 3: Answer section C questions if exporting to Korea, the UK, EU or Taiwan.

Step 4: Use the instructions on the last page of this packet and send completed packet to export@ccof.org. Allow at least 5 business days for processing.

A. Rush Services (Optional) To request a rush review of this Transaction Certificate, indicate whether you would like a Same-Day or Two-Day Rush below by writing RUSH in the subject line of your email. Ensure that all information is complete and accurate. Rush Review does not guarantee approval of your request. CCOF may require additional information to approve your request. If you want additional information reviewed by a guaranteed date, new rush review fees may apply.

☐ Same-Day Processing: additional \$100 per certificate (Transaction Certificate baseline rates still apply)

Request must be submitted before 12:00 PM PT to be processed by 5:00 PM PT same day. If CCOF is unable to respond to your request the same day, you will only be billed the 2-day rush processing fee

☐ Two Business Day Processing: additional \$50 per certificate (Transaction Certificate baseline rates still apply)

Request must be submitted before 5:00 PM PT to be processed by 5:00 PM PT two business days later. If CCOF is unable to respond to your request the same day, you will not be billed a rush processing fee.

B. Mailing Details: Where do you want CCOF to send the original certificate?

Contact Name: _____

Company Name: _____

Full Mailing Address: _____

Phone Number: _____

1) How would you like the original certificate delivered?

☐ USPS \$5 **Domestic Only**

☐ DHL or FedEx \$5 plus carrier fee **No P.O. Boxes**

☐ Use my DHL #: _____

☐ Use my FedEx #: _____

☐ Use CCOF's account and invoice my operation

C. Required Market Questions:

1) Korea

a) Date of departure from the US: _____

b) Date of arrival in Korea: _____

2) United Kingdom (UK)

a) Provide a shipping record to confirm shipment date from the port of departure.

b) Email address of UK Port Health Authority (PHA) or Local Authority (LA): _____

Shipment date as shown on supporting records:

Booking/Shipping Confirmation (known as Loading Advice in draft version), or Draft Air/Sea Waybill, or, Dock Receipt

3) European Union (EU)

a) Ensure you have uploaded the required sales/shipping record to TRACES to confirm shipment departure date from the USA and to confirm the product details listed in box 13 of the COI are declared as organic on the sales records and the lot number(s) and weight(s) match.





- 4) Taiwan
- a) Does your export to Taiwan go through a Canadian port? ☐ Yes ☐ No
- b) If you answered yes to 3a, does your organic product undergo any further processing, handling, or labeling while in Canada?
☐ Yes ☐ No

D. Important Notes:

- 1) CCOF strives to process your request within 5 business days.
- 2) To inquire on the status, call or email export@ccof.org. **Do not re-send the original request.**
- 3) Certificates and reissues are billed per the CCOF Certificates Services Manual Bills are sent to the CCOF certified client.



NAQS Import Certificate of Organic Processed Foods

1. Certifying Agent (name and address) CCOF Certification Services, LLC 877 Cedar Street, Suite 248 Santa Cruz, CA 95060 USA					
2. Import Certificate Number			3. Certification Number (NOP ID)		
4. Certified to Organic Standards USDA National Organic Program			5. Exported by (name and address)		
6. First consignee in the importing country (name and address)			7. Imported by (name and address)		
8. Product Exported From (Country and Port of loading)			9. Destination (Country and Port of unloading)		
10. Product Name	11. HS Code	12. Net weight (kg)	13. Shipping Identification	14. Final manufacturer	15. Certifying Agent of Final manufacturer
		kg			
16. Attestation for the terms of the arrangement Certified in compliance with the terms of the US-Korea Organic Equivalency Arrangement. This product was produced without the use of apples and pears produced with the use of antibiotics.					
<p>Certify that the products specified hereon have been certified as organic processed foods in accordance with regulation of the box 4 above and properly produced in accordance with the requirement of equivalence arrangement under Article 25 of the “Act On Promotion of Environmentally-friendly Agriculture and Fisheries And Management and Support for Organic Food” in KOREA.</p> <p>Issuing Date:</p>					
<p>17. Print name and signature of authorized person</p> <p>18. Stamp of Certifying Agent</p>					
A knowingly false entry or alteration of any entry on this certificate may result in a fine of not more than \$30,000 or imprisonment for not more than three years under Article 60 of the “Act On Promotion of Environmentally-friendly Agriculture and Fisheries And Management and Support for Organic Food”.					

Instructions for Completing an Import Certificate

This certificate is issued by certifying agencies in countries that have made equivalence arrangement with Korea according to the article 25 of the Act on the Fostering of Environmentally-Friendly Agriculture and Fisheries and the Management and Support of Organic Foods, and designated to attest that organic processed foods for exporting to Korea were produced under the equivalent requirements and standards to those of the Republic of Korea.

1. **Certifying Agent (control body):** Enter the name and address of the Agent that issued this certificate.
2. **Import Certificate Number:** Enter the serial number only for NAQS documents issued by certifying agent itself. The identification number should be managed to avoid duplicate use in other certificates, and the certifying agent should manage related records including those issued, voided, or destroyed.
3. **Certification Number:** Enter the unique identification number (in case of USDA certified products, enter the NOP ID) that has assigned to final manufacturer when certifying agent granted organic certification. This number should be indicated in package of organic products sold in Korea.
4. **Certified to _____ Organic Standards:** Enter the name of organic standards and relevant statutory provisions to which the product is certified.
5. **Exported by:** Enter the name and address, including postal code, of the individual or business that is exporting the product.
6. **First consignee in the importing country:** Enter the name and address, including postal code, of the individual or business that is the first consignee of the product.
7. **Imported by:** Enter the name and the address, including postal code, of the importer that importing the product.
8. **Product Exported From:** Enter the name of the port (or airport) and the country of loading.
9. **Destination:** Enter the name of the port (or airport) and the country of unloading.
10. **Product Name:** Product name labeled on package or Product name that importers want to label on the product for market should be entered.
11. **HS Code:** Enter first 6-digit HS code of the product(s).
12. **Net Weight:** Enter the total net weight (kg) of the shipment covered by this certificate.
13. **Shipping Identification:** Enter container number that will be transported from the exporting country to the Republic of Korea or Invoice Number.
14. **Final manufacturer:** Enter the name and address, including postal code, of the individual or business that produces the final exporting product.
15. **Certifying Agent of Final manufacturer:** Enter the name of the certifying agents that certify the final exporting product.
16. **Attestation for the terms of the Arrangement:** Enter attestation for the terms of the arrangement.

For example, in case there is a terms specified "xx substance prohibited" in the arrangement, Enter "xx substance was not used for this product".
17. **Signature or Official Seal of the Certifying Agent:** Enter the signature of the authorized individual of the Certifying Agent who issued this certificate.
18. **Stamp of Certifying Agent:** Stamp an official seal of the Certifying Agent.