



## Transaction Certificate Request Cover Sheet

**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 for Taiwan only.

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

**Step 4:** Use the instructions on the last page of this packet and send completed packet to [export@ccof.org](mailto:export@ccof.org).

Submit completed packet to CCOF at least 5 business days before shipment leaves the port of departure.

**A. Rush Services:** (Optional) To request a rush review of this Transaction Certificate, select **Same-Day** or **Two-Day Rush** below and write RUSH in the subject line of your email. Rush Review does not guarantee approval of your request. Ensure that all information is complete and accurate - CCOF may require additional information to approve your request.

☐ **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.*

☐ **Two Business Days 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.*

**B. Taiwan TM-11 Mailing Details:** Where do you want CCOF to send the original Taiwan TM-11 certificate?

Company and  
Contact Name: \_\_\_\_\_

Full Mailing  
Address: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

Additional  
Details: \_\_\_\_\_

How would you like the original certificate delivered?

☐ **USPS \$5 Domestic Only**

☐ Use my DHL # (\$5 processing fee applies): \_\_\_\_\_

☐ Use my FedEx # (\$5 processing fee applies): \_\_\_\_\_

☐ Use CCOF's account and invoice my operation






### C. Required Market Questions:

- 1) Taiwan TM-11
  - a) Does your export to Taiwan go through a Canadian port? ☐ Yes ☐ No
  - b) If you answered yes, does your organic product undergo any further processing, handling, or labeling while in Canada? ☐ Yes ☐ No
- 2) Korea NAQS
  - a) Date of departure from the US: \_\_\_\_\_
  - b) Date of arrival in Korea: \_\_\_\_\_
- 3) United Kingdom GB COI
  - a) Email address of UK Port Health Authority (PHA) or Local Authority (LA): \_\_\_\_\_
  - b) Shipment date as shown on supporting records: \_\_\_\_\_
    - Booking/Shipping Confirmation
    - or Draft Air/Sea Waybill
    - or Dock Receipt
- 4) EU/Swiss COI
  - a) I have uploaded the required sales/shipping records in TRACES to confirm shipment departure date from the port of origin 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 ☐ 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](mailto:export@ccof.org) (do not attach the original request packet).
- 3) Transaction Certificates and reissues are billed to the CCOF certified client per the [CCOF Certification Services Program Manual](#).



 <p><b>U.S. DEPARTMENT OF AGRICULTURE</b>  <b>AGRICULTURAL MARKETING SERVICE</b>  <b>NATIONAL ORGANIC PROGRAM</b></p> <p><b>EXPORT CERTIFICATE</b></p>	<p>A knowingly false entry or false alteration of any entry on this certificate may result in a fine of not more than \$11,000 or imprisonment for not more than five years or both (18 USC 1001) and may result in revocation of accreditation under the National Organic Program (7 U.S.C. 6519).</p>
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COUNTRY OF DESTINATION JAPAN		DATE:	CERT. NO.
EXPORTED BY (Name and Address including ZIP/POSTAL Code):		PRODUCT EXPORTED FROM	
CONSIGNEE TO (Name and address including ZIP/POSTAL Code):			
TOTAL MARKED NET WEIGHT:		TOTAL CONTAINERS:	
		CERTIFYING AGENT ISSUING CERTIFICATE  <b>CCOF Certification Services, LLC</b> 877 Cedar Street, Suite 248 Santa Cruz, CA 95060 USA www.ccof.org	

PRODUCT AS LABELED	LOT NUMBER 1/___	MARKED WEIGHT OF LOT 1/___ (kg)	NUMBER OF PACKAGES IN LOT 1/___	SHIPPING MARKS	PRODUCER
		kg			
		kg			
		kg			
		kg			
		kg			
		kg			
		kg			
1/ As stated by exporter					

REMARKS: Certified in compliance with the terms of the US-Japan Organic Equivalency Arrangement.

**I CERTIFY** That the agricultural products specified hereon have been certified by a USDA accredited organic certifying agent and have been found to meet all applicable requirements of the National Organic Program.

SIGNATURE OF ACCREDITED CERTIFYING AGENT:	DATE:
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**NOT VALID UNLESS SIGNED BY A DESIGNATED REPRESENTATIVE OF A USDA ACCREDITED ORGANIC CERTIFYING AGENT**

*No financial liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0191. The time required to complete this information collection is estimated to average 30 minutes per person, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Section		NOP Transaction Certificate
Product Details Table		Indicate product(s) being shipped, including their status (e.g. 100% organic tomato paste) & describe quantity shipped in kg, 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		European Union/Swiss Certificate of Inspection (COI) and Great Britain Certificate of Inspection (GB COI)
1	Control Code based on location of exporter: <b>US:</b> US-ORG-006 or <b>Canada:</b> 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 in kg of total shipment. Gross weight in kg 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		USDA 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 in kg.
Total Containers		The number of shipping containers used
Product Details		Indicate product (as labeled), lot numbers, the weight (kg) 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 Japan or Taiwan Certificate for 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 (kg) in which the product is sold at market. Total units of the indicated product. Total net weight (volume in kg) of the indicated product (box 12 x box 13). Other comments.	
Section		Korean NAQS Export Certificate
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 in kg, 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	

