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 if requesting a Taiwan TM-11.
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.

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 Business 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 Rush:** 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 Day Rush**: 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

ccof@ccof.org www.ccof.org (831) 423-2263 831-423-4528

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 or Canada: _____
   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 your attached supporting shipping 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 **(do not attach the original request packet)**.
3) To request a revision of a Transaction Certificate, complete a new request packet and reference the certificate number being reissued in your email to export@ccof.org.
4) Transaction Certificates and reissues are billed to the CCOF certified client per the CCOF Certification Services Program Manual.

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TRANSACTION CERTIFICATE

Issuance Date **Transaction Certificate Number**

This Certificate documents the trade of the following CCOF Certified Product to the following standards:
Canada Organic Regime (COR) Standards, CAN/CGSB-32.310/32.311

Commodity/Product/Status	Quantity (kg)	Crop Year(s)	Lot Number(s)
	kg		

**********END OF LISTING**********

This document certifies product sold to but not by:

Buyer / Company:

Country of Destination:

Date of Transaction:

Sold by:

Certified under CCOF Certificate Number:

Shipping ID #:

Name/Signature of CCOF Representative/CCOF Stamp:

Valid only for the specified transaction noted above and officially certifies commodities only when the CCOF official signature/stamp is applied. Any questions regarding the verification of this certificate should be directed to:

CCOF Certification Services, LLC
877 Cedar Street, Suite 248
Santa Cruz, CA 95060 USA

This Transaction Certificate is VOID if there are alterations, erasures or if the CCOF corporate seal is not stamped hereon.

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	Great Britain Certificate of Inspection (GB COI)
1	Control Code based on location of exporter: **US:** US-ORG-006 or **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 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).

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, entered by the Certification Body as YYYY/MM/DD
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 (Country and city). Name and country of destination port
10-13	10: product name as labeled, 11: HS code from your importer, 12: net weight of the shipment in kilograms (kg), 13: Shipping marks such as container number or flight 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	Canada Export Certificate (from Mexico)
5	Issuance date of this document, entered by the Certification Body as YYYY/MM/DD
11	Lot number assigned to the indicated product
12	Minimum unit (weight) in which the product is sold at market. (ex; organic tomato juice in units of 0.75 liter/bottles)
13	Total units of the indicated product (ex: 100 units)
14	Total net weight (volume) of the indicated product. (ex: 0.75 liter/bottle*100 units (bottles) = 75 Liters)

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