



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 in section A (not required for the EU, UK and Korea).

Step 3: Answer Section B questions if exporting to Korea, the UK or Taiwan.

Step 4: Email completed packet to export@ccof.org

A. Mailing Details:

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

Contact Name: _____

Company Name: _____

Full Mailing Address: _____

Phone Number: _____

2) 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

B. Required Market Questions:

1) Korea

a) Date of departure from the US: _____

b) Date of arrival in Korea: _____

c) Is your product processed food as defined by the Korean Food Code? Yes No

2) United Kingdom

a) Email address of your UK importer: _____

b) Shipment date on your Bill of Lading or Air Waybill: _____

3) 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

C. Important Notes:

1) CCOF strives to process your request within two business days.

2) To inquire on the status, call or email export@ccof.org. **Do not re-send the export request attachments.**

3) Certificates are \$75 each and will be billed to the CCOF certified client.



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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	