

## OTCO Certificate of Inspection (COI) Instructions

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Electronic version available at www.tilth.org.

A hard copy COI is required for each shipment of organic product to any EU Member State in order to clear customs. There is no requirement for any documentation for shipment of EU products to non-EU Member State countries although often an OTCO Official Transaction Certificate [TC] is requested by the customer; this is a separate document request so please ensure that you are shipping to an EU member state prior to completing this COI request.

If the shipment contains both Organic and Non-Organic products complete this form for **ONLY** the Organic products. All of the information on this form must match on the shipment and/or accompanying shipping documents.

All information should be completed carefully and reviewed prior to submitting your form back to OTCO for processing. OTCO will charge a revision fee of \$25 per COI for making corrections based on incorrect information supplied to us. We do our utmost to process your request in a timely manner within 5 business days, if there are errors in your submission this will cause delays and potentially delay release of your shipment.

## Completing and Submitting the COI Export Certificate

Please complete the OTCO COI Request certificate form. This form is a fillable word doc or can be printed out and completed by hand. Fill out this form completely, incomplete request forms will be returned.

THIS FORM WILL BE THE FINAL EXPORT DOCUMENT therefore it is preferable to key in the information. If you are filling it out by hand print clearly in block letters so that is information can be easily read.

- Email completed requests to: export@tilth.org or fax to: 541-753-4924.
- Please provide an address for where you would like the form sent. You must provide a UPS or Fedex account number for billing for all couriered forms. Since the original form is needed, you must let us know how you would like it sent.
- Support documentation is not required however corrections will be treated and billed as separate requests so please be accurate.
- Email this completed form to the email below and OTCO staff will finalize the COI for you, sign and verify.

Please contact export@tilth.org for further questions or call 503.378.0690.

Below is a description and key to entering information in to this COI request certificate form per box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

- 1. This box is prefilled with OTCO's name and address as the issuing body.
- 2. Do not use, OTCO will complete
- 3. Do not use, OTCO will complete
- 4. The **authorization number** of the product to import. Leave this box blank if you are shipping product under the US or Canada Equivalency Arrangement or if you are shipping EU certified

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product from Canada, Chile, China, Mexico or the USA.

If you do not know this number from previous shipments leave blank and OTCO will complete for you.

- 5. **Company Name and Address of Exporter**. This may be different than the OTCO certified Operator in Box 7.
- 6. This box is prefilled with OTCO's information
- 7. **Producer or preparer of product:** OTCO Certified client name and address that is the final certified Handler in the country mentioned in Box 8.
- 8. **Country of Dispatch:** The country of the port of departure.
- 9. **Country of Destination:** The country of the first consignee in the EU where the shipment will clear customs.
- 10. **First Consignee in the Community:** The EU certified company name and address that will receive the product for further processing or distribution after it clears customs. This may not be the same as Box 11 but usually is.
- 11. **Name and Address of Importer:** The EU certified person or party in the EU who will represent the shipment as it clears customs.
- 12. **Marks and Numbers:** This box is critical. The goal is to clearly link the information in this box with the shipment. The more relevant information you can provide the better. Work with your Importer. Items marked with asterisks (\*) are required.
  - Product Name(s) (including Organic) and Brand (if applicable)\*
  - Piece Count of boxes cases, cartons, or other units. \*
  - Subunit information (x retail units per case)
  - Lot numbers as it appears on the boxes, cases etc.
  - Container Number
  - Seal #
  - Booking or WayBill #
  - UPS or Fedex Tracking #
  - Vessel or Airline Name
  - Voyage or Flight #
  - Load Port
- 13. **CN Codes:** Combined Nomenclature codes for products are important for tariff and statistical tracking. This will not be verified by OTCO so it is important to enter them accurately. CN codes can be researched here; <a href="http://eur-pt.codes.org/linear-pt.cod
  - lex.europa.eu/JOHtml.do?uri=OJ:C:2011:137:SOM:EN:HTML
- 14. **Declared Quantity**: please provide net weight in metric units if possible. Gross weight can also be listed. Be sure this matches shipping documents.
- 15. Do Not Use. These Boxes are for OTCO Office use.
- 16. 17,18. Do Not Use. These Boxes are to be completed when the shipment arrives in the EU.