European Community Certificate of Inspection Request Form

In order to produce a valid European Community Certificate of Inspection covering shipments of organic products imported into the EU, OTCO must review complete and accurate information from your office. The information and documents below must be received for each individual export shipment. Certificates of Inspection cannot be issued unless all documentation provided to OTCO is complete and accurate. Please note that certain countries have established fines, associated with delays and storage costs, if certificates arrive incomplete and/or inaccurate. *OTCO requires up to 5 days from receipt of a completed request form to issuance of a Certificate of Inspection*.

Each request for a European Community Certificate of Inspection *must include* the following documents:

- Complete European Community Certificate of Inspection Request Form. The information on the request form must be consistent with the information on the Bill of Lading.
- Copy of the Bill of Lading for product being shipped.
- Copy of the Purchase Order, Invoice, or equivalent for the consignment concerned.

Request Form for European Community Certificate of Inspection

Information contained on the request form for an European Community Certificate of Inspection must be consistent with your OTCO certificate and information found on the Bill of Lading.

1. OTCO grower/handler requesting this certificate: *Provide the name and client identification number of the OTCO farm or handling operation.*	
2. Authorization number: *Provide the authorization number assigned to the importer by import authorization authorities*	
3. Name and address of exporter:	
4. Producer or preparer of the product: *Provide the name, address and certification number of the OTCO farm or handling operation*	
5. Country of dispatch:	
6. Country of destination: *Provide country of the first consignee in the European Community*	
7. First Consignee in the EC: *Provide name and address of the company where the consignment is delivered and where it will be handled for further preparation and/or marketing*	
8. Importer: *Provide name and address of company who presents the consignment for release for free circulation into the EC (may be same company identified as First Consignee)*	

9. Trade name of product: *Provide brand name and generic identification (i.e. Nature's Nectar and organic grape juice).*	
10. Marks and numbers. Container No(s). Number and kind. ✓ *Piece Count*: Specify how many cartons of product are being shipped. ✓ *Container No.*: Specify the container number for the organic shipment. ✓ *Seal No.*: Specify the seal number (when applicable) for the organic shipment. ✓ *Booking No.*: Specify the booking number for the organic shipment. ✓ *Vessel or Airline*: Specify the *name* of the vessel or airline that will be shipping the product. ✓ *Voyage No. or Flight No.*: Specify the voyage or flight number of the shipment. ✓ *Line:* Specify the ocean line handling the shipment. ✓ *Load Port*: Specify the port from which shipment will leave. Please note all information must be consistent with information found on the Bill of Lading.	
11. CN Codes: *Combined nomenclature codes for the products concerned*	
12. Declared quantity: *Quantity in appropriate units (kg, liter, etc.)*	
13. Send original certificate to: *Provide the company name, contact person, address and phone number of the designated party to whom you would like the Certificate of Inspection sent. If you would like the certificate to be sent via courier, please provide courier account number.*	

European Community Certificate of Inspection Request Declaration

I hereby declare that to the best of my knowledge all the information presented in this request for issuance of a European Community Certificate of Inspection to be accurate. Furthermore, I declare that the consignment concerned has been produced and/or prepared in accordance with the provisions which are implemented by the authority or body concerned in respect of the import and marketing in the European Community of products referred to in Regulation (EC) No 834/2007 in accordance with Article 13(4) of (EC) Regulation No 1235/2008.

_____ _____
Signature Date

_____ _____
Title Company