



Electronic version available at www.tilth.org.

TM-11's are required for each shipment to Japan under the US/Japan Equivalency Arrangement and to Taiwan under the UC/Taiwan Export Arrangement. Please review these instructions carefully to ensure that your shipment is properly approved.

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 TM-11 for making corrections based in 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.

Please submit all TM-11 requests and concerns to export@tilth.org

Determining the Proper Supporting Documentation for Your Japan TM-11.

Are the products you are exporting on your OTCO certificate and in compliance with the US Japan Equivalency Arrangement?

- Must be plants, fungi or plant-based processed products
- Products must be either produced or had final processing or packaging occur in the USA

Completing and Submitting the TM-11 Export Certificate

Please complete the OTCO TM-11 Request certificate form. This form is a fillable pdf 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 by our staff.

- Email completed requests to: export@tilth.org or fax to; 541-753-4924.
- Please indicate if an electronic version is sufficient. If you need a hard copy couriered you must provide a UPS or Fedex account number for billing as well as an address for where you would like the completed certificate 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 TM-11 for you, sign and verify.

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



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Below is a description and key to entering information in to this TM-11 request certificate form per box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. **Country of Destination:** Japan or Taiwan
2. **Date:** Date that request is sent to OTCO for approval
3. **Unique Identification Number:** Do not use this box. For OTCO use only
4. **Exported By:** This box must contain the name and address, including zip code, of the final producer or handler of the product as applicable. For producers and handlers with multiple locations, the address will be the common or corporate address.
5. **Product Exported From:** This box must contain the name and address of the port of embarkation and must be a US port.
6. **Consigned To:** This box must contain the name and address of the individual or business in the country of destination to which the product will be transferred, assigned or delivered.
7. **Certifying Agent Issuing Certificate:** This box is prefilled with OTCO's information.
8. **Total Marked Net Weight:** This box must contain the total net weight of the shipment covered by the export certificate.
9. **Total Containers:** If applicable, this box must contain the total number of air or vessel containers covered by the export certificate.
10. **Product as Labeled:** This box must contain the name of the raw product or packaged products. For raw product, the name will be the common name of the product, e.g. rice, wheat, oranges, apples. For packaged products, the name will be the name shown on the principal display panel.
11. **Lot Number:** This box must contain the lot number assigned to product by the exporter whose name and address, including zip code appears in box 4.
12. **Marked Weight of the Lot:** This box must contain the marked net weight of the lot assigned to product by the exporter whose name and address, including zip code appears in box 4.
13. **Number of Packages in Lot:** If applicable, this box must contain the number of packages contained under the lot number shown in box 11.
14. **Shipping Marks:** This box must contain flight number, vessel name or number, or container/seal number as applicable for the products covered by the export certificate. It is critical that the information in this box clearly links the TM-11 to the shipment and the documents that accompany it.
15. **Producer:** Use this box to indicate the producer of the product by Company name.