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Please review these instructions carefully to ensure that each shipment is properly approved.

Please submit all TM-11 transaction certificate requests and concerns to export@tilth.org or call 503.378.0690.

Overview

TM-11's are required to accompany each shipment to Japan under the US/Japan Equivalency Arrangement and to Taiwan under the UC/Taiwan Export Arrangement. This certificate is issued by the certifying agency of the final manufacturer or exporter within the United States.

Products included on TM-11 certificates must not only be certified organic by OTCO, but must also have been reviewed and approved for Japanese/Taiwanese export by our certification team. Please contact your organization's assigned certification team prior to requesting a transaction certificate, to ensure that all products have the necessary export approval. Any transaction certificate requests containing products that have not been approved for export to the destination country will be returned without processing.

Timeline and Fees

Transaction certificate requests are processed following three different timelines.

- Standard requests are processed in the order they are received, generally within 5 business days of receipt of a completed request and are \$60.00 USD per certificate.
- Expedited requests are processed by the end of the following business day after receipt of completed request and are \$125.00 USD per certificate.
- Same day expedited requests are processed by the end of the same business day that a completed request is received and are \$200.00 USD per certificate. Requests must be submitted to export@tilth.org by 12:00pm PST to qualify for same day expedited processing.

All requests (including revisions and requests for original hard copies) will be processed as standard unless expedited or same day expedited processing is explicitly mentioned within the initial request email.

Revision requests, for corrections to already authorized certificates, are \$25.00 USD per certificate and follow the same timelines. Expedited revisions are \$150.00 USD per certificate and same day expedited revisions are \$225.00 certificate.

Processing timelines begin when a completed request is received and will be extended if request templates are not accurate or complete. Please review all information carefully prior to submitting the template back to OTCO for processing, as this will be the final document.

If the original hard copy is needed, please be sure to provide a shipping address, including a contact name and phone number, as well as an account number (FedEx, UPS, DHL) to be billed. If sending via UPS, the associated billing zip code is also required.

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Completing and submitting the TM-11 Export Certificate

Please complete the OTCO TM-11 Request certificate form. This form is an editable .docx template 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 completing by hand, please print clearly in block letters so that information is easily legible.

- Supporting documents are not required, however corrections will be treated and billed as separate requests so please be accurate and check work prior to submission.
- If there isn't enough space for all the included products on a single template, continue the request on a new form, completing only the product information on the additional form(s). Within the initial request email, please let us know that all included templates are for a single request, and they will then be combined during processing.

Below is a description of how to complete a TM11 request template, by box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. **Country of Destination:** This box must contain 'Japan' or 'Taiwan.'
2. **Date:** This box must contain the date that the request is sent to OTCO for approval.
3. **(OTCO USE ONLY) Unique Identification Number:** This box must contain the unique identification number assigned to the certificate once authorized.
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 exporters 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 official US air or sea port of embarkation. A list of all official US ports can be found [here](#).
6. **Consigned To:** This box must contain the name and address of the importer – the individual or business in the country of destination to which the product will be transferred, assigned, or delivered.
7. **(OTCO USE ONLY) Certifying Agent Issuing Certificate:** This box must contain the name and address of the organic certifier that issued the certificate. This box is prefilled.
8. **Total Marked Net Weight:** This box must contain the total net weight, in kilograms, of the shipment; this must equal the sum of all the weights listed within column 12.
9. **Total Containers:** This box must contain the total number of containers covered by the export certificate. For example, if the total number of packages listed within column 13 have been combined onto 3 pallets to travel via plane, the correct input would be 3. If those 3 pallet were loaded into a single *shipping* container to travel via sea, the correct input would be 1.
10. **Product as Labeled:** This box must contain the name of the included product, exactly as it appears on the current organic certificate. The naming convention that OTCO uses is Brand Name > 'Organic' > Product Name > Trade Name. If the trade name and the product name are repetitive, please include only the trade name. Package/product size may be listed in the product description *only if* the package/product size appears on a previously approved label.



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11. **Lot Number:** This box must contain the lot number assigned to product. Each lot number, even when concerning a single product, must be listed on a separate line.
12. **Marked Weight of the Lot:** This box must contain the marked *net* weight of the lot, in kilograms.
13. **Number of Packages in Lot:** 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/number, or container/seal number as applicable for the products covered by the export certificate. It is critical that the information be provided accurately, as this box must clearly link the TM-11 to the shipment.
15. **Producer:** This box must contain the producer, or final manufacturer, of the product by Company name.

Completed requests must be submitted to export@tilth.org, maintaining the editable .docx format. Any expedited, or same-day-expedited requests (or revisions) must be explicitly stated within the original email request.

If the original hard copy is needed, please be sure to provide a shipping address, including a contact name and phone number, as well as an account number (FedEx, UPS, DHL) to be billed. If sending via UPS, the associated billing zip code is also required.