



Electronic version available at www.tilth.org.

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

Timeline and Fees

- Transaction Certificates are processed in the order they are received and within 5 business days of receipt, at a rate of \$60/ certificate, unless you request expedited processing or same day expedited processing.
 - Expedited requests will be processed within 24 hours (1 business day) at a charge of \$125 per certificate.
 - Same day expedited requests will be processed within the same business day (must be received by OTCO by 12pm Pacific time) at a charge of \$200 per certificate.
 - Please note that processing times may be extended if request forms are not accurately completed.
- All information should be completed carefully and reviewed prior to submitting your form back to OTCO for processing. If there are errors in your submission, this will cause delays and potentially delay release of your shipment. There will be a \$25 fee for corrections to transaction certificates if erroneous information is provided.
- If you need the original of your finalized request shipped, please be sure to provide a shipping address, contact name and phone number, as well as a FedEx or UPS (with associated postal code) account number for billing.

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

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.



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- Support documentation is not required; however corrections will be treated and billed as separate requests so please be accurate.

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 importer – 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, and must be in kg.
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 on the product label.
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. Weight must be in metric units, and the most basic unit for retail sale should be used.
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.