

**Electronic version available at www.tilth.org.**

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

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

Overview

NAQS's are required to accompany each shipment to Korea under the US/Korea Equivalency Arrangement. This certificate is issued by certifying agencies in countries that have made equivalence arrangements with Korea according to the article 25 of the Act on the Fostering of Environmentally-Friendly Agriculture and Fisheries and the Management and Support of Organic Foods, and designated to attest that organic processed foods for exporting to Korea were produced under the equivalent requirements and standards to those of the Republic of Korea.

Products included on NAQS certificates must not only be certified organic by OTCO but must also have been reviewed and approved for Korean 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 NAQS Export Certificate

Please complete the OTCO NAQS 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 your 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 NAQS request template, by box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. **(OTCO USE ONLY) Certifying Agent:** This box must contain the name and address of the Agent that issued this certificate. This box is prefilled.
2. **(OTCO USE ONLY) Import Certificate Number:** This box must contain the unique identification number assigned to the certificate once authorized.
3. **Certification Number:** This box must contain the (10 digit) NOP identification number assigned to the final manufacturer listed within box 14, present on the first page of the organic certificate. ****This number must be included on the packaging for all organic products shipped to Korea.****
4. **(OTCO USE ONLY) Certified to USDA National Organic Standards:** This box must contain the name of organic standards and relevant statutory provisions to which the product is certified. This box is prefilled.
5. **Exported by:** This box must contain the name and address, including zip code, of the individual or business that is exporting the product. For exporters with multiple locations, the address must be the common or corporate address.
6. **First consignee in the importing country:** This box must contain the name and address, including zip code, of the individual or business that is the first party to take possession of the included products.
7. **Imported by:** 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. For importers with multiple locations, the address must be the common or corporate address.
8. **Product Exported From:** This box must contain the country and name of the official US air or sea port of embarkation. A list of all official US ports can be found [here](#). If travelling via air, the 3 digit airport code must also be included. For example: United States, Newark Liberty International Airport (EWR).
9. **Destination:** This box must contain the country and name of the official Korean air or sea port of arrival. For example: South Korea, Incheon International Airport (ICN).
10. **Date of Shipment:** This box must contain the date the included products will be sent.
11. **Arrival at Port of Entry:** This box must contain the date the included products will arrive at the port of entry.



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12. **Product Name:** 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.
13. **HS Code:** This box must contain the first 6-digit HS code of the product(s). HS Codes can be found here: <http://hts.usitc.gov> OTCO will not verify the validity of HS codes during processing; please be sure all HS codes are entered correctly before submission.
14. **Net Weight:** This box must contain the marked *net* weight of the lot, in kilograms.
15. **Shipping Identification:** This box must contain the container number that will be transported from the exporting country to the Republic of Korea or Invoice Number.
16. **Final manufacturer:** This box must contain the name and address, including zip code, of the organization that produces the final exported product. The NOP ID listed within box 3 must be assigned to the listed final manufacturer.
17. **Certifying Agent of Final manufacturer:** This box must contain the name of the organic certifier of the final manufacturer; this must be the organic certification body that issued the NOP ID listed within box 3.
18. **(OTCO USE ONLY) Attestation for the terms of the Arrangement:** This box must contain the terms of the equivalency arrangement surrounding product requirements. This box is prefilled.
19. **(OTCO USE ONLY) Signature or Official Seal of the Certifying Agent:** This box must contain the signature of the authorized individual of the Certifying Agent who issued this certificate.
20. **(OTCO USE ONLY) Stamp of Certifying Agent:** This box must contain the stamp or official seal of the Certifying Agent.

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.