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Transaction Certificate & EU CERTIFICATE OF INSPECTION (EXPORT)

Prior to Export, Product approval from ZENITH is mandatory.

Brief Requirements for Organic Imports into the European Union (EU), according to the European Regulation (EU) 2018/848 Import of organic food:

"**Import**", refer to import from third countries (non-members of the EU, EEA, CH or NI). Trade between member countries is free and not considered as "import". **Regulation (EU) 2018/848** establishes the rules for organic imports. Imported products are generally considered as "compliant", with the exception of products that are accepted as "equivalent" under a trade agreement between the EU and a specific third country.

A. Who needs to be certified as organic importer:

Traders or importers who buy and sell the product, without repacking or relabelling it (possibly without being in contact with the product)	Yes
Handlers who repack or label the product	Yes
Customs agents who do not become owners of the product	No

B. Steps to the import of organic products to the EU from countries outside the EU:

- a. First, operator must be **certified** as an **organic importer** and registered as such by your national authorities; please contact an authorised certifier in your country.
- b. Second, operator must make sure that their **supplier** holds a **valid certificate** for organic products complying with Reg. (EU) 2018/848 – meaning that the certifier who issues the document must be listed in Annex II of Regulation (EU) 2021/2325 for the respective country or, where the product comes from a third country whose national organic standard has been recognized as equivalent under a trade agreement, must be recognized as certifier of the equivalent national standard of the respective country. Additionally, you must be sure that the certifier is approved for the respective category (A: unprocessed crops, B: unprocessed products of animal origin; C: aquaculture; D: processed food; E: feed; F: seeds and propagation material).
- c. For each shipment (consignment), a **Certificate of Inspection (COI)** (also called TC or transaction certificate) must be issued before the goods leave the country of export (= country where the last operation for the purpose of preparation is carried out); this COI must be issued by the control body (or control authority) of the operator carrying out the last operation for the purpose of preparation (e.g. last step of packaging or labelling). The respective commercial documents must be submitted (invoice, transport documents, etc.), but also documents showing the organic origin of the respective lot.
- d. The COI is issued through an online system called "**TRACES**". A product imported without a valid COI endorsed by the competent authority in the EU is considered conventional!
- e. The importer has the obligation to **verify that the information in the different documents and the labels coincides and is correct**. Among others, he must verify that products, invoices, and transport documents carry the **correct code** of the certifier of the last entity that has handled the product.
- f. The importer also has the obligation to **analyse the possible risks** that the product might not comply with the standard, and take the respective measures - for example, analysis of pesticide residues, or visits to producers and exporters in the country of origin.
- g. Once inside the EU, the organic product can be marketed freely.

C. Information in connection with TRACES.

Note: See applicable part to be filled by designated party (CB, operator, Authority)-This table should be use as instruction for necessary information against each shipment.

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Required Information	TRACES Reference	Information
(CB Part) Issuing control authority or control body	Box 1	
(CB Part) Procedure pursuant to Regulation (EU) 2018/848 of the European Parliament and of the Council. Options to be checked as per applicability <ul style="list-style-type: none"> • Compliance (Art 46) • Equivalent third country (Article 48) • Equivalent control authority or control body (Article 57) • Equivalence under a trade agreement (Article 47) 	Box 2	
(CB Part) Certificate of inspection reference number	Box 3	
(Operator Part) Name of the producer or processor of the product	Box 4	
(Operator Part) Name of ZENITH certified exporter	Box 5	
(Operator Part) If applicable, operator who buys or sells the product without storing or physically handling the product	Box 6	
(Operator Part) Control authority or control body of the production or processing in the country mentioned in country of export	Box 7	
(Operator Part) Country of origin (where the product has been produced/grown or processed)	Box 8	
(Operator Part) Country of export (where the product has been subject to the last operation for the purpose of preparation) Note: Definition of Exporter box 5	Box 9	
(Operator Part) Border control / point of release for free circulation (<i>select in accordance with applicable EU rules</i>) Address of the customs services for the reception of the goods in the EU.	Box 10	
Country of destination (Operator Part) Refers to country of First Consignee	Box 11	
(Operator Part) Name and address of the importer (Presents the consignment for release for free circulation into the EU, either on its own, or through a representative (contracted) Name Contact Person email / Phone	Box 12	
Description of products (Operator Part) as shown on pdf documents (invoice, delivery note, transport document, Organic Certificate)	Box 13	CN-Code(s) of all products (8-digit level) Trade Name of organic product(s):

[Extracted Copy of ZENITH Guidance & Working Instruction]

		<p>Lot-Number(s): Number of packages/boxes/bags/buckets</p> <p>Net weight of each product: Category: Production method (Organic always):</p>
Container No (Operator Part)	Box 14	
Seal No (Operator Part)	Box 15	
Total gross weight in kg(Operator Part)	Box 16	
Means of Transport before of point of entry into the Union. (Operator Part)	Box 17	<p>Ship: B/L No.:</p> <p>Airplane: Flight No.:</p> <p>Truck: Plate No.:</p> <p>other: International transport document : Identification</p>
Harvest year of the product/s: (Operator Part)		
Declaration of the control authority or control body issuing the certificate referred to in box 1 (CB part)	Box 18	
Name, address of responsible of the consignment / responsible for the load	Box 19	
Prior Notification time (Operator Part)	Box 20	<p>Date:</p> <p>Time:</p>
For transfer to (as applicable) (Operator Part)	Box 21	
Details of the control point(Operator Part)	Box 22	
Special customs procedures (Custom Dept part)	Box 23	
First consignee in the European Union To be released in batches <input type="checkbox"/> (is not visible on the physical COI just in TRACES)	Box 24	
Control by the relevant competent authority (Competent Authority part)	Box 25	
For transfer from the border control point to a control point (Operator Part)	Box 26	
Details of control point (Operator Part)	Box 27	
Means of transport from the border control post to a control point (Operator Part)	Box 28	
Identity and physical checks (CB Part)	Box 29	<ul style="list-style-type: none"> • Identity check: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory • Physical check : <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory • Laboratory test: <input type="checkbox"/> Yes <input type="checkbox"/> No • Test Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
<p>Decision by the relevant competent authority (competent authority part)</p> <ul style="list-style-type: none"> • To be released as organic • To be released as in-conversion • To be released as non-organic 	Box 30	

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<ul style="list-style-type: none"> • Cannot be released for free circulation • Part of the consignment can be released for free circulation 		
Declaration of the first consignee. (first consignee part) <ul style="list-style-type: none"> • in accordance with point 6 of Annex III to Regulation (EU) 2018/848 • Not in accordance with point 6 of Annex III to Regulation (EU) 2018/848 	Box 31	

D. General guidance for COI /TC applications

- **When to apply for a COI/TC:** Official EU-COIs must be issued before the goods leave the country of export and are mandatory for imports of organic products into the EU. This means that once the goods have left the country of export it is no longer permitted to issue any EU- COI for this shipment and it will be impossible to import these goods as organic into the EU.
- To apply for COI in TRACES, please complete ZENITH COI/TC request Form and send it with the required documents to ZENITH at info@zenithcertifications.com the Request form prompts you for necessary document submission for each shipment COI/TC request.
- We are aware that the final version of commercial invoices (issued by the exporter to their buyer) and international transport documents (for the shipment from the country of export to the country of import) cannot always be issued in time before the shipment. Consequently, we also accept proforma, draft and other preliminary versions of these documents for applications of EU-COIs. If it is impossible to obtain a DRAFT BL/AWB/CMR or Booking confirmation in time, we even issue the EU-COI without this document. Similarly, in case there is no proforma invoice available, the application may be sent without this document.
- Naturally, the final version of commercial invoices and transport documents must be provided to ZENITH as soon as possible. For EU-COIs, the EU regulations determines that the **shipment details shall be updated within 10 days after the issue date of the COI** and in any case before the COI is endorsed by the competent authority within the EU. ***After receiving the original freight documents, operator need to send them immediately to ZENITH via email***

E. Required documents for EU-COI

For every application, the following is mandatory:

- **Application form applicable for the requested type of COI**
- The **relevant documents** for the sale must be received along with the application form and according to the list of required documents included in the annex of each application form.
- **The organic master certificate of the exporter / seller must be valid on the day the COI is issued.** (Not just at the moment of sending the application.)
- **Each application form contains an annex of required documents that must be provided along with the signed and stamped application form.** All documents must be enclosed that are necessary for the respective type of COI/TC. Additional documents may be asked, depending on the individual situation.

Important: All documents need to be **connectable , interlinked** and indicate the **organic** status of the product.

F. In general, required documents are:

- **Transport document (AWB / CMR / BL)**
 - For EU- COI applications, this can be draft or even still unavailable,
 - For other shipments must be original or copy
 - The first consignee must always be mentioned on the transport document

[Extracted Copy of ZENITH Guidance & Working Instruction]

- **Commercial invoice** between the exporter and importer.
 - In case of sales via intermediary traders we please need all invoices in the transaction chain from exporter to importer.
 - For EU-COI applications proforma invoices are acceptable. In case there is no proforma version available, the application may be sent without this document.
 - For all other shipments we can only accept the final original
- **In case product (or raw material) purchased from another entity:**
 - TC for the purchase OR purchase invoice + transport document
 - Supplier's organic (master) certificate in case they are not certified by ZENITH
- **In case the product is stored or processed by one or more entities**, provide evidence that these entities are certified as well as documents that allow traceability for each step
- **For EU-COIs only:** Please note that the COI must be issued by the control body of the last operator to perform any activity of preparation on the product, i.e. packing or labelling.

In case of bulk shipments, you must provide a complete freight route showing all transshipment points that will be called during the transport from the third country or country of origin or during the export to the EU.

IMPORTANT NOTICE:

- ⇒ The application can only be processed if the relevant information is completely provided and the relevant supporting documents are attached.
- ⇒ ZENITH reserves the right to request additional documentation such as pesticide analysis reports, etc.
- ⇒ ZENITH reserves the right to perform additional checks on the shipment - document check, identity check or physical check with sampling (if needed on risk basis) - before issuing the COI.
- ⇒ ZENITH assumes no responsibility if the shipment leaves the exporting third country before the COI has been issued.