

Application for Importer Certificate of Inspection (COI)



List of required documents to be sent to Kiwa BCS at DE.TC.IN.BCS@kiwa.com if not uploaded to TRACES:

Invoice(s) - delivery note(s) - labeling photo(s) - waybill(s) - if the original freight documents are not available, drafts must be sent, alternatively national TC's.

Upon receipt of the original transport document, it must be immediately uploaded into TRACES and sent to Kiwa BCS.

IMPORTANT: Planned freight route - Please refer to Regulation (EU) 2021/1698 Article 16.

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.

The COI must be issued before the shipment leaves the third country of export or origin!

IMPORTANT NOTICE:

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

NOTE EXPORTER: The exporter is the operator who carries out the final operation for the purpose of preparation, as defined in Article 3(44) of Regulation (EU) 2018/848, on the products referred to in box 13 and seals the products in appropriate packaging or containers in accordance with Annex III(6) to Regulation (EU) 2018/848.

Application date: - dd / mm / yyyy

COI applicant:
Company Name:
Contact person:
Address
Postal Code, City
Country

COI Billing address:
Company Name:
Contact person:
Address
Postal Code, City
Country

VAT number of the applicant

Required processing time: **Regular within 5 working days** from date of receipt – current fee € 55.00
 Express within 2 working day from date of receipt – current fee € 96.00
⇒ Rejected COI will be invoiced
⇒ Additional work due to incomplete applications will be invoiced with € 78.00 per working hour

Requested COI version PDF form - stamped and signed
 Paper form - stamped and signed and send to
Company Name:
Address
Postal Code, City

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Country
Contact person:
e-Mail, Phone

- Requested shipment service:** Postal dispatch - included, without tracking
 DHL via Kiwa BCS - Shipping costs will be charged – *amount depends on the recipient's country.*
 DHL with your customer account number

Kiwa BCS certified exporter Company Name:
Address
Postal Code, City
Country

Product producer/processor Company Name:
Address
Postal Code, City
Country

Harvest year

Signature of the exporter - applicant - for the COI:

By signing this form, the applicant confirms to accept the currently valid fees, to send all documents mentioned above and to pay all costs for the processing of this COI application.

Signature + company stamp

IMPORTANT SHIPMENT NOTICE:

Average dispatch time with regular shipment for selected countries. Kiwa BCS doesn't guarantee for dispatch at time. Regular air mail cannot be traced.

Recipient country	Average dispatch time
Germany	1 – 2 days
Austria, Belgium, Czech Republic, Finland, France, The Netherlands, Sweden, Switzerland, United Kingdom	2 – 3 days
Italy, Norway, Poland, Portugal, Spain	2 – 4 days
Romania, Serbia	3 – 5 days
Canada, Japan, Turkey	3 – 6 days
USA	3 – 7 days
Denmark	6 – 8 days
Australia	6 – 9 days

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FOR KIWA BCS ÖKO-GARANTIE INTERNAL USE ONLY!!

Evaluation of information for issuing of Col - Risk assessment

Verification criteria	Result	Comment
Have all necessary documents requested by the application form concerning this consignment been presented by the operator (see work instruction C-EN_09-05-03)? <i>If not, please comment which are missing</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
As applicable, is traceability back to supplier, producer or field/harvest assured and documented? <i>If not, please comment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the mass balance verification reveal any irregularities (e.g. potential over production)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there information about any mayor non compliance from previous inspections or residue cases (notification from certification department), which may affect the organic integrity of the consignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the labelling fulfill the requirements of the equivalent EU regulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there several operators involved in the distribution chain of the products who do not store or physically handle organic products (i.e. traders)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Result of verification / risk assessment:		Mark
No deviation or irregularity or risk to organic integrity of consignment is detected. No physical check is needed in order to issue Col.		<input type="checkbox"/>
Minor deviations were detected and additional information must be required before issuing the Col.		<input type="checkbox"/>
Mayor deviations or irregularities are detected, before issuing a Col a physical check of the goods must be conducted. Please pass the case to certification department		<input type="checkbox"/>

If additional documents or information is needed. Please indicate below:

Date

Place Name of person performing the review