|  |  |
| --- | --- |
| **Application Form COI**  **Obligatory information** | Date of application:        day / month/ year |
| **Tick requested service for processing time:**  **According to the Regulation (EC) No 1235/2008 the COI must be issued before the consignment leaves the Third Country of export or origin.** | Regular within 5 business days from date of receipt  Express within 2 business days from date of receipt |
| **Tick requested service for shipment of the COI (See backside for more information and recommendation.)** | Regular, shipment (0 €; can’t be tracked)  DHL courier service (with tracking no.)  Take the international company account with  DHL  TNT  Fedex  With the account number: |
| **COI applicant Name Company Name**  **Address City + Postal Code, Country** |  |
| **Company Name Billing address Address City + Postal Code, Country** |  |
| **VAT Number of billing address** |  |
| **Send Original COI to**  **Name Address City + Postal Code, Country**  **Contact Person email / Phone** |  |
| **Name of Kiwa BCS certified exporter Company Name Address City + Postal Code, Country** |  |
| **Name(s) & address(es) of Producers/Last Processor**  **Company Name Address City + Postal Code, Country** |  |
| **Harvest year of the product/s** |  |
| **List of necessary documents to be sent to Kiwa BCS if not uploaded in Traces:  Please send to:** [**tc.in.bcs@kiwa.de**](mailto:tc.in.bcs@kiwa.de) | Obligatory copies attached/sent:  (Invoice, delivery note, transport documents, if original is not available of transport document- draft must be sent, National TC´s if necessary  **Important: After receiving the original Transport document, it must be immediately attached in TRACES and sent to Kiwa BCS**    Mandatory Photo of labelling of organic goods for export |
| **Fees for processing the COI**   * **Regular 55 EUR** * **Express 96 EUR** * **Rejected COI will be invoiced** * **Incomplete applications/request will be charged extra 78.00 € per working hour** | **Signature of Importer (applicant) for the COI:** With his signature, the applicant confirms to accept the current valid fees and to cover all costs for processing this COI application.  Signature + Company Stamp |

**IMPORTANT NOTICE:** Application can only be processed if relevant information is fully given and proof of documents is added accordingly. Kiwa - BCS reserves the right to request additional documents such as pesticide analysis reports etc

**Please send the completed and signed form with attachments to:** [**tc.in.bcs@kiwa.de**](mailto:tc.in.bcs@kiwa.de)

**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 |

**IMPORTANT**

**According to the Regulation (EC) No 1235/2008 the COI must be issued before the consignment leaves the Third Country of export or origin**

**It is relevant that the operators are aware of the importance of this in order to coordinate the logistic of the transport for the consignment, Kiwa BCS will not take responsibility if the consignment leaves the third country of export before the COI is issued.**

**Kiwa BCS will not take any legal or financial liability in case of the consignment departure without COI**

**FOR KIWA BCS ÖKO-GARANTIE INTERNAL USE ONLY!!**

**Evaluation of information for issuing of CoI**

**Risk assessment**

Kiwa BCS is by Article 13 (4) of Regulation (EC) No 1235/2008. obliged to conduct a documented risk assessment to decide whether a physical check of the consignment of organic goods has to be conducted before issuance of the CoI.

|  |  |  |  |
| --- | --- | --- | --- |
| **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)?  *If not, please comment which are missing* | □ Yes  □ No |  | |
| As applicable, is traceability back to supplier, producer or field/harvest assured and documented?  *If not, please comment.* | □ Yes  □ No |  | |
| Did the mass balance verification reveal any irregularities (e.g. potential over production) | □ Yes  □ 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? | □ Yes  □ No |  | |
| Does the labelling fulfill the requirements of the equivalent EU regulation? | □ Yes  □ No |  | |
| **Result of verification / risk assessment:** | | | **(please mark)** |
| No deviation or irregularity or risk to organic integrity of consignment is detected. No physical check is needed in order to issue CoI. | | | □ |
| Minor deviations were detected and additional information must be required before issuing the CoI. | | | □ |
| Mayor deviations or irregularities are detected, before issuing a CoI a physical check of the goods must be conducted.  Please pass the case to certification department | | | □ |
| If additional documents or information is needed. Please indicate below: | | | |
|  | | | |