**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

 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 |

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

**Evaluation of information for issuing of CoI - 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)?*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 |       |
| Are there several operators involved in the distribution chain of the products who do not store or physically handle organic products (i.e. traders)? | [ ]  Yes[ ]  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 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: |
|       |

Date Place Name of person performing the review