

# Application for Exporter Certificate of Inspection (COI)



To apply for COI in TRACES, please complete this form and send it **with the required documents** to [DE.TC.IN.BCS@kiwa.com](mailto:DE.TC.IN.BCS@kiwa.com)

## Required documents to be attached are:

**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.

**After receiving the original freight documents, you need to send them immediately to your Kiwa BCS office**

## 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.

## Information on the processing of the COI

**Application date:** - dd / mm / yyyy

**COI applicant**      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  
   Express within 2 working day from date of receipt

**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

**Information in connection with TRACES**

<b>Required Information</b>	<b>TRACES Reference</b>	<b>Information</b>
<b>Name of the producer or processor of the product</b>	Box 4	
<b>Name of Kiwa BCS certified exporter <sup>1</sup></b>	Box 5	
<b>If applicable, operator who buys or sells the product without storing or physically handling the product</b>	Box 6	
<b>Control authority or control body of the production or processing in the country mentioned in country of export</b>	Box 7	
<b>Country of origin (where the product has been produced/grown or processed)</b>	Box 8	
<b>Country of export (where the product has been subject to the last operation for the purpose of preparation) Note: Definition of Exporter box 5</b>	Box 9	(UN/LOCODE)
<b>Border control / point of release for free circulation</b> Address of the customs services for the reception of the goods in the EU.	Box 10	
<b>Country of destination</b> Refers to country of First Consignee	Box 11	
<b>Name and address of the importer</b> (Presents the consignment for release for free circulation into the EU, either on its own, or through a representative (contracted) <b>Name Contact Person</b> <b>email / Phone</b>	Box 12	
<b>Description of products</b> as shown on pdf documents (invoice, delivery note, transport document, Organic Certificate)	Box 13	<b>CN-Code(s)</b> of all products (8-digit level) <b>Trade Name of organic product(s):</b> <b>Number of packages/boxes/bags/buckets</b> <b>Lot-Number(s):</b> <b>Net weight of each product:</b>
	Box 14	<b>Container No.:</b>
	Box 15	<b>Seal No.:</b>
	Box 16	<b>Total gross weight in kg:</b>

<sup>1</sup> **Exporter** The exporter is the operator performing the last operation for the purposes of preparation as defined in Article 3, point (44), of Regulation (EU) 2018/848 on the products mentioned in box 13 and sealing the products in appropriate packaging or containers, pursuant to point 6 of Annex III to Regulation (EU) 2018/848.

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<b>Means of Transport before of point of entry into the Union.</b>	Box 17	<b>Ship:</b> B/L No.: <b>Airplane:</b> Flight No.: <b>Truck:</b> Plate No.: <b>other:</b>
<b>Harvest year of the product/s:</b>		
<b>Name, address of responsible of the consignment / responsible for the load</b>	Box 19	
<b>Prior Notification time</b>	Box 20	<b>Date:</b> <b>Time:</b>
<b>First consignee in the European Union To be released in batches</b> <input type="checkbox"/> (is not visible on the physical COI just in TRACES) <sup>2</sup>	Box 24	

## Processing fees COI

- ⇒ The current fee schedule can be obtained from Kiwa BCS Germany.
- ⇒ Rejected COI will be invoiced
- ⇒ Additional work due to incomplete applications will be invoiced with € 78.00 per working hour

## 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

<sup>2</sup> To be released in Batches consignment will be split into different batches.

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

### Evaluation of information for issuing of Col - 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 Col.

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	
<b>Result of verification / risk assessment:</b>		<b>Mark</b>
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