

Please send the completed application form to DE.TC.IN.BCS@kiwa.com
or to your corresponding Kiwa BCS local office

Name of the certificate holder:	(name of the company applying for NOP Import Certificate; exporter to the USA)
Certificate number:	
Product name ¹ and status: Net weight, gross weight, lot number:	, ,
Year of production / harvest of the product:	
Product origin - producer	(country + name of certified producer)
Last processor	(country + name)
Import certificate - Shipment as:	Digital PDF form
Do you request an import certificate covering export of a specified amount in a defined time period? <i>Note: Kiwa BCS will only issue such certificate if sufficient traceability can be provided by the applicant. If not, Kiwa BCS reserves the right to deny the request for such Import Certificate. Before each shipment, you must send to Kiwa BCS relevant documentation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, then indicate the specific time span you would like to be covered by the NOP Import Certificate: <i>Note: The time period may cover up to 12 months, with an extension up to 18 months as determined by the certifier and only if sufficient oversight is given. If not, Kiwa BCS reserves the right to deny the request. An extension must be requested separately.</i>	
In case your operation has a valid COR attestation on its NOP certificate for the concerned products, please indicate if you would like to display this information on the NOP Import Certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Required processing time:	<input type="checkbox"/> Regular within 5 working days from date of receipt <input type="checkbox"/> Express within 2 working day from date of receipt <i>Note: For pricing, please contact your local office or nearest Kiwa BCS contact.</i>

¹ Product name: product name as listed on the certificate + product name as indicated on labels.
The product name used on the certificate/label should be the same as used in the documentation (invoice, packing lists, transport documents, application, ...)

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Cost absorption certificate creation by	
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IMPORTANT NOTICE:

- ⇒ The application can only be processed if the relevant information is completely provided, and the relevant supporting documents are attached.
- ⇒ The NOP Import Certificate must be requested and issued BEFORE export.
- ⇒ 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 NOP Import Certificate.
- ⇒ Kiwa BCS assumes no responsibility if the shipment leaves the exporting country before the NOP Import Certificate has been issued.

I have truthfully completed all requested information and have included the following attachments:

☐ Invoice number

☐ Transport document

(Kiwa BCS may accept other kind of documents such as a contract with the buyer only in case the transport documents are not available at the time of application. In such case, the operator will be granted 1 week starting the date of application to submit the pending information. If the information is not submitted by the operator within the deadline, Kiwa BCS reserves the right to void the NOP Import Certificate in the OID.)

☐ If required: Purchase Invoice and Certificate / Transaction Certificate supplier

☐ in case **retail labels** are used, please attach proof that labels have been approved by an accredited certification body² + photo of the actual label on the product, NO Layouts³
Submit proof that the product on the label is listed on your organic certificate.

☐ in case **non-retail** labels are used, please attach a photo of the actual label on the product, NO Layouts (label requirement: lot no./specific information linking the product label to traceability documents + information identifying the product as organic).
Submit proof that the product on the label is listed on your organic certificate.

² Submit the organic certificate and the label approval letter. Kiwa BCS issues a label approval letter for approved retail labels (COR & NOP). If the labels have been approved by another agency than Kiwa BCS, they might use other approval methods for retail labels which can also be submitted as long as it is clear that the labels in question have been cleared by an accredited certification body before use.

³ Photo of front and backside

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1. Certified to (NOP or standard equivalent to NOP. F.ex. EU) organic standard.					
2. CITY AND STATE OF PRODUCT DESTINATION		3. DATE		4. CERT.NO.	
5. EXPORTED BY (Name and address)		6. PRODUCT EXPORTED FROM			
7. Recipient in the US (Name, address and NOP ID in OID)		8. CERTIFICATION BODY ISSUING CERTIFICATE (Name and Address)			
9. TOTAL NET WEIGHT		10. TOTAL CONTAINERS			
11. Product as labeled ⁴	12. HARMONIZED TARIFF CODE (HT) (10 digits)	13. SHIPPING IDENTIFICATION	14. FINAL HANDLER	15. CERTIFICATION BODY OF FINAL HANDLER	
16. REMARKS - (optional)					
I CERTIFY that the agricultural products specified hereon have been certified either under the NOP or an equivalent standard by an authorized certification body and have been found to meet all applicable requirements.					
17. SIGNATURE OF CERTIFICATION BODY			18. DATE:		
(will be filled out automatically in OID)			(Stamp of issuing certification body or authority)		
			(will be filled out automatically in OID)		
			Stamp of authorized certification body		
			(will be filled out automatically in OID)		

⁴ Product names as explained in footnote 1.

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Please fill out the white blanks if not indicated otherwise and send the documentation back to Kiwa BCS.

Date

Stamp / name and signature of the applicant

FOR KIWA BCS ÖKO-GARANTIE INTERNAL USE ONLY!!

Evaluation of information for issuing of NOP Import Certificates- 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 NOP requirements?	<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 the NOP Import Certificate.		<input type="checkbox"/>
Minor deviations were detected and additional information must be required before issuing the NOP Import Certificate.		<input type="checkbox"/>
Mayor deviations or irregularities are detected, before issuing the NOP Import Certificate, 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:

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Date

Place Name of person performing the review