	<b>Management of System INFORMATION SHEET</b>	<b>CODE IS 8.10_Exporter Guidelines Organic Export Certificates</b>
	<b>EXPORTER GUIDELINES ORGANIC EXPORT CERTIFICATES</b>	<b>Version 4.4</b> Effective: 01/01/2021

**PURPOSE**

NCO is an Accredited/Approved Certifying Organisation for the purpose of providing export certificates for organic and biodynamic produce. Such documentation provides assurance to importing country authorities that product has been produced in accordance with the requirements of export legislation and/or any importing country conditions.

**NASAA Certified Organic Pty Ltd (NCO) is accredited/approved to issue export documentation for the following programs:**

- Australian Government Organic Export Program (AG)
- International Federation of Agricultural Movements (IFOAM)
- United States Department Agriculture National Organic Program (USDA-NOP)
- European Union (EU)
- Japanese Agricultural Standard (JAS)

Required export documentation varies substantially depending on whether the goods are produced in or outside Australia.

**Definitions:**

**Organic Produce Certificate (OPC)** – Australian Government Export Document that must accompany any organic or biodynamic shipment of Australian produce.


**Transaction Certificate (TC)** – NCO Export Document that must accompany any organic or biodynamic shipment of international produce.

**Certificate of Inspection (COI)** - generated electronically via the European Union TRACES (TRAdE Control and Expert System) database, for any organic product entering the European Union (EU) and Swiss.


**Certificate of Inspection (COI) UK** – Great Britain Import Document, for any organic product entering the United Kingdom but excluding Northern Ireland.

**ADMINISTRATIVE REQUIREMENTS FOR ISSUING EXPORT DOCUMENTAION**

1.	An Organic Produce Certificate (OPC) and/or a Certificate Of Inspection must be issued <i>prior</i> to the consignment/shipment departing the country of export.
2.	Organic Produce Certificate (OPC) or Transaction Certificate (TC) and/or Certificate Of Inspection (UK) (COI UK) details are to be completed by the exporter in typescript and in accordance with these Guidelines and emailed to <a href="mailto:exports@ncocertifiedorganic.com.au">exports@ncocertifiedorganic.com.au</a> for endorsement.
3.	Organic Produce Certificates (OPC) and Transaction Certificates (TC) must be legible after printing and rescanning or the request will not be approved. If information does not fit on one OPC/TC or COI (UK) then multiple documents must be issued for the request. This is then billed as one request and it is not billed per OPC, COI or TC numbers used in the request. Do not make the font size smaller to fit onto one OPC or TC. NCO recommend using a font no smaller than size 10.
4.	<p>Timelines:</p> <ul style="list-style-type: none"> <li>a. Completed Organic Produce Certificates or Transaction Certificates must be submitted to NCO <b>no later than 12noon the day prior</b> to product departure, in order for documentation to be processed in time to meet export time frames.</li> <li>b. Requests will be processed between the hours of 9am and 4pm (CST)</li> <li>c. Requests received after 12noon (CST) will be processed the same day if time allows, otherwise they will be processed the following day unless <b>phone arrangements</b> have been made with export administrative staff before 2pm pre-warning of the expected urgent shipment.</li> <li>d. Extra administrative fees apply where NCO receive a request to have export documentation endorsed/issued after 3pm on the day of application, if application is received after 12noon (CST).</li> <li>e. Extra administrative fees apply if export documentation is emailed through incorrectly that needs amending before NCO staff can approve the request.</li> </ul>
5.	<p>The Organic Produce Certificate (OPC) or Transaction Certificate (TC) and/or COI (UK) must contain:</p> <ul style="list-style-type: none"> <li>• the allocated registered reference number</li> <li>• <b>product description,</b></li> <li>• <b>quantity,</b></li> <li>• <b>total net weight &amp; unit specified for each item,</b></li> <li>• <b>total number of packages,</b></li> </ul>


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	<ul style="list-style-type: none"> <li>• <b>batch/lot numbers, expiry/best before dates,</b></li> <li>• <b>container numbers/marks,</b></li> <li>• <b>vessel/aircraft details,</b></li> <li>• <b>departure date.</b></li> <li>• Total amount of shipment to be shown in <b>kilograms</b> or <b>litres</b> as applicable.</li> </ul> <p>Comprehensive information allowing an accurate trace-back of the product is essential in the event product recall is required.</p>
6.	The exporter must place a horizontal ruled line under the final entry of the product listing, followed by a diagonal line through the remaining bottom blank space of this section.
7.	The Organic Produce Certificate (OPC) or Transaction Certificate (TC) must not contain an electronic signature unless agreed by the importing authority.
8.	The Organic Produce Certificate (OPC) or Transaction Certificate (TC) and/or Certificate Of Inspection (UK) (COI UK) will be emailed to the exporter once issued (or a third party, if authorised by exporter to do so).
9.	Fees apply for the issue of export documentation.
10.	Incomplete Organic Produce Certificates (OPC's) or Transaction Certificates (TC's) and/or Certificate Of Inspection (UK) (COI UK) or those submitted with incorrect supporting documentation will not be approved until any outstanding information has been provided. Additional administrative fees will apply accordingly.
11.	<p>If the shipment date or any other details change after the Organic Produce Certificate (OPC)/ or Transaction Certificate (TC) has been issued, a new replacement OPC or TC will need to be issued.</p> <p>The replacement OPC (Australia Only) must state "This OPC replaces cancelled NCO OPC #####" and the cancelled OPC must be returned to the NCO office.</p>
12.	An Organic Produce Certificate (OPC) cannot be issued after a shipment has departed (Australia Only) unless there is approval from the Department of Agriculture authorising such action.
13.	The original copy of the Organic Produce Certificate (OPC) and/or Certificate Of Inspection (UK) (COI UK) must accompany any shipment from Australia.
14.	Where departure details are difficult to obtain due to security procedures, the exporter must complete a "Disclosure Letter" undertaking not to disclose the flight details to other parties. This will allow the freight company to release the information. The letter should be provided on request by the Forwarding Agent. The Organic Export Certificate (OPC) or Transaction Certificate (TC) can then be completed in full.
15.	Exports of organic goods from Australia are to be accompanied by a declaration that the goods have either been produced in Australia or have been "substantially transformed" in Australia.
16.	Organic Produce Certificates (OPC's), Transaction Certificates (TC's) and/or Certificate Of Inspections' must not be amended in any way after it has been endorsed by NCO.
17.	An electronic copy of the Organic Produce Certificate (OPC) or Transaction Certificate (TC) and/or Certificate Of Inspections (UK) (COI UK) and supporting documentation must be retained by the exporter for no less than 5 years.
<b>Additional Export Certificates</b>	
18.	Depending on Importing Country requirements, the exporter may be required to supply additional documentation such as Notice of Intention, Health/Phytosanitary Certificate &/or Request for Permit (RFP), to enable export of the following products: meat, milk, eggs, fish, horticulture, grain products.
19.	This certificate number should be recorded in the "Related Certification" box for OPC's in box 12 for Non EU certificates and at Q15 for International certificates. <b>The referenced health certificate number MUST stipulate what type of document it refers e.g. RFP 6574831 or Phyto 6574831.</b> This box/area must <i>only</i> be used for listing the health certificate number.
20.	Any export from Australia to the EU or Swiss require the exporter to apply for a Certificate of Inspection (COI) through TRACES as well as the Organic Produce Certificate (OPC). Any international operator exporting to the EU or Swiss requires a Certificate of Inspection (COI) to be issued through the TRACES system, a Transaction Certificate (TC) is not required for EU or Swiss exports for international operators. NCO must sign the COI before the consignment leaves the third country of export or origin as required by Article 13(2) of Regulation (EC) No 1235/2008: Control bodies are to carry out

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	<p>the necessary documentary checks before signing box 18. However, Box 13, Box 16 and Box 17 of the COI may be filled in with the provisional information available at the time of issuing the COI. The information concerning transport means and the transport documents (Box 13, Box 16 and Box 17) shall be updated to include final transport details in the COI within 10 days from the issuance of the COI and upload the final transport documents in TRACES after the signature of Box 18 and before the COI is endorsed by the Member State (in Box 20).</p> <p>It is the Exporters responsibility to submit the required additional information and Bill of Lading to NCO no more than 7 days after NCO have approved the request to ensure the information is updated in the required 10 days.</p> <p><b>IMPORTANT NOTE:</b> If a request is received by NCO after the shipment has departed the request will not be approved.</p>
21.	<p>Any export from Australia to Great Britain requires the exporter to apply for a Certificate of Inspection (COI) Great Britain as well as the Organic Produce Certificate (OPC).</p> <p>Any international operator exporting to the Great Britain requires a Certificate of Inspection (COI) Great Britain to be issued. Note: a Transaction Certificate (TC) is not required for United Kingdom exports for international operators.</p> <p>NCO must sign the COI before the consignment leaves the country of export or origin as required by Article 13(2) of Regulation (EC) No 1235/2008: Control bodies are to carry out the necessary documentary checks before signing box 18. However, Box 14 and 15 of the COI Great Britain are optional.</p> <p><b>IMPORTANT NOTE:</b> If a request is received by NCO after the shipment has departed the request will not be approved.</p>
22.	<p>Any questions regarding general Australian export regulated certification matters, including obtaining a health certificate can be directed to your nearest Department of Agriculture office, location found at: <a href="http://www.agriculture.gov.au/about/contactus/our-offices">http://www.agriculture.gov.au/about/contactus/our-offices</a></p>
<p>In order to provide a consistent and accurate export service NCO requires that all exporters, whether based in Australia or overseas, become familiar with the particular requirements applying to organic export.</p> <p>Attachment A outlines specific country requirements for export documentation.</p> <p>Note that conditions relating to documentation for exports may change without notice, therefore exporters/operators are responsible for ensuring exported product complies with importing<sup>1</sup> country regulatory requirements and/or product labelling laws well in advance of exporting certified organic product.</p>	

<sup>1</sup> Where the use of a treatment is allowed under the National Standard but prohibited under an importing country requirement an OPC may not be signed – for example a treatment for QLD fruit fly is allowable in Australia but contains an ingredient which is NOT allowed under US NOP.

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<b>ATTACHMENT A</b> <b>EXPORT DOCUMENTATION COUNTRY REQUIREMENTS</b>
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<b>GOODS PRODUCED IN AUSTRALIA</b>
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1.	Under the Export Control (Organic Produce Certification) Orders 1997, the Australian Government requires all exported organic or biodynamic product from Australia to be certified by an approved organic certifier. Export of certified organic product is prohibited unless a compliant OPC has been issued for the product.
2.	An Organic Produce Certificate (OPC) is required for all <sup>1</sup> exports out of Australia if the words “organic”, “biodynamic” or similar appear on the accompanying paperwork, <b>irrespective</b> of whether the importing country requires an ‘organic export certificate’ or not.
3.	<p>Certified organic product must:</p> <ul style="list-style-type: none"> <li>a. either be “Product of Australia” (a product which has been produced with ingredients all of Australian origin) or be “Made in Australia” (a product made from local and/or imported ingredients that has been significantly transformed in the production process in Australia); and</li> <li>b. not be labelled as “Domestic Only” or “Not for Export”; and</li> <li>c. be certified by an approved certifier under all the provisions of the National Standard for Organic and Bio-dynamic Produce; and</li> <li>d. not have been produced under a certifier’s private standard unless this is recognised by the importing country authority and</li> <li>e. comply with importing country requirements</li> </ul>
4.	<p><b>Procedures for Airfreighted and other urgent shipments</b></p> <p>For airfreighted shipments, the paperwork required for Organic Produce Certificate (OPC) or Transaction Certificate (TC) must be emailed to exports@ncocertifiedorganic.com.au for approval and flagged as “URGENT”, along with a phone call to notify export administration staff of this.</p>
5.	<p><b>Export certificate for non-certified operator (third party trader) (Australia only).</b></p> <p>NCO will issue an Organic Produce Certificate (OPC) for a non-certified exporter only when the <b>certified</b> product is packed in a retail pack by a processor/packer certified to the National Standard.</p>
6.	NCO advises that any OPC request received after a product has left Australia will be sent through to the Department of Agriculture, Water and Environment (DAWE) for approval. NCO will only approve these requests after approval has been granted by the Department to do so. Exporters are therefore advised to plan ahead carefully and thoroughly. Contact the NCO office for further advice if required.

<b>GOODS PRODUCED OUTSIDE AUSTRALIA</b>
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1.	Transaction Certificates (TC’s) and Certificates of Inspection (COI’s) apply to international certified organic product. These certificates also apply to Australian exporters where product includes ingredients imported from overseas which have not been substantially transformed in Australia.
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<b>SPECIFIC DESTINATION COUNTRY REQUIREMENTS</b>
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**Europe Member States and Switzerland Certificate Requirements:**  
 Both Australian and International Exporters – “Certificate of Inspection” generated electronically via the European Union TRACES (TRAdE Control and Expert System) database.

**United Kingdom Certificate Requirements:** (note exports to Northern Ireland are completed using EC TRACES system)  
 Both Australian and International Exporters – “Certificate of Inspection – Great Britain” – Supplied by NCO to Exporters at the Exporters Request

**Note: Livestock, Meat Products, Honey or Bee Products CANNOT be exported to these destinations.**

1.	<p>Organic Produce Certificates (OPC), or Certificate of Inspection (COI) requests must be accompanied by the following supporting documents:</p> <ul style="list-style-type: none"> <li>• Exporter generated OPC and/or COI</li> <li>• Copy of the Certificate of Registration for products in the consignment demonstrating compliance with the National Standard for Organic &amp; Bio-dynamic Produce and/or Importing country requirements if not an NCO client</li> </ul>
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<sup>1</sup> Except where the total quantity of a consignment/shipment is below 10kgs or 10 litres.

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	<ul style="list-style-type: none"> <li>• ‘Exporter/Manufacturer’s declaration’ signed by the exporter (Australia only for applicable product categories –see Attachment B)</li> <li>• Commercial document of export such as a Purchase Order, Invoice, Packing List Bill of Lading, Booking Confirmation or Airway Bill</li> <li>• Any official government certification such as a veterinary health certificate or phytosanitary certificate (if required)</li> <li>• Monthly stocktake sale volumes which allow verification of export amounts with production plans</li> <li>• If these stocktake sale volumes are not supplied OPC and/or COI requests will be denied by NCO as the operator is non-compliant to the EU and Swiss regulations</li> </ul>
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2.	Box 2 should be completed as follows: <ul style="list-style-type: none"> <li>• Article 33(2) / Article 23 to be ticked if the product is produced and exported from Australia AND is not of livestock origin (AU-BIO-004)</li> <li>• Article 33(3) to be ticked when product has been produced overseas (this includes product imported into Australia and exported out). (XX-BIO-119)</li> <li>• Article 33(3) to be ticked when product has been produced in Australia and is certified to the EU standard (AU-BIO-119)</li> </ul>
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3.	<b>Export of Wine:</b> <ul style="list-style-type: none"> <li>• Product must be certified to the NCO EU Wine Program</li> <li>• Box 2 should be completed as follows: Article 33 (3) to be ticked</li> </ul>
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<b>USA Certificate Requirements:</b> Australian exporters – “Organic Produce certificate (OPC) EX1400-07/20” International exporters - “Certificate For Import Into Non-European Community Countries Of Products Obtained According To Organic Production Methods”	
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1.	Exports of USDA NOP labelled products must be certified to the USDA NOP standard by an accredited certifying agent.
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2.	Exports of alcohol products have further labelling approval requirements. Please contact NCO for further information.
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<b>Japan Certificate Requirements:</b> Australian exporters - “Organic Produce certificate (OPC) EX1400- 07/20” International exporters - “Certificate for import Into Non-European Community Countries Of Products Obtained According To Organic Production Methods”	
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<b>A. For products exported to Japan under the Equivalence Agreement between Japan and Australia:</b> <b>Note: This applies to plant and Plant products and Livestock and livestock product only. Honey and alcohol products are excluded from this agreement.</b>	
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1.	Products must be certified by an Australian Government approved organic certifier.
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2.	The following inputs are not permitted for the production and/or processing of plant product exported to Japan. <ol style="list-style-type: none"> <li>1. homeopathic preparations for use in soil fertilising and soil conditioning.</li> <li>2. wetting agents whose ingredients are not listed in the Codex "guidelines for the production, processing, labelling and marketing of organically produced foods", table 2 of annex 2.</li> <li>3. disodium diphosphate, ammonium phosphate and ammonium sulphate as food additives.</li> </ol> Therefore, the exporter will need to provide a signed declaration confirming the above inputs have not been used, before an Export Certificate will be issued. (see example Attachment C)
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3.	Products exported to Japan under the equivalence agreement may only be exported to a JAS certified organic importer in Japan.
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<b>B. For products exported under NCO JAS Certification:</b>	
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1.	Exports of all JAS labelled products must be JAS certified except: honey, alcohol, health & beauty/cosmetics which are not included in the JAS Law for Organic Products. These products may therefore be exported to Japan as certified organic under the NASAA Certified Organic label or as conventional product.
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2.	Livestock products and livestock feed may be exported as certified organic.
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3. All JAS certificates must include both the JAS number and NCO registration number.

**Taiwan Certificate Requirements:**  
 Australian exporters – “Organic Produce Certificate (OPC) EX1400- 07/20”  
 International exporters - “Certificate For Import Into Non-European Community Countries Of Products Obtained According To Organic Production Methods”

1. All organic exports to Taiwan must meet the requirements of the importing country which includes a zero tolerance for the presence of contaminants in organic product.

2. The Equivalence Agreement between Taiwan and Australia applies to Plant and Plant Products and Livestock and Livestock Products, excluding offal and bones.

3. Organic Meat and Meat Products exported to Taiwan may not have be derived from Livestock that have been treated with chemically synthesised allopathic veterinary medical products. Therefore, the exporter/operator will need to provide a signed declaration confirming these products have not been used before an Export Certificate will be issued. (see example Attachment D)  
*Note 1: Processed meat products include products such as chicken broth, beef broth and sausages.*  
*Note 2: This requirement does not apply to animal products such as milk, cheese and eggs.*

**Singapore Certificate Requirements:**  
 Australian exporters – “Organic Produce Certificate (OPC) EX1400- 07/20”  
 International exporters - “Certificate For Import Into Non-European Community Countries Of Products Obtained According To Organic Production Methods”

1. Certified egg and egg products of Australian origin for export to Singapore must be sourced from egg producers and/or egg processors that are listed by the Agri-Food Veterinary Authority of Singapore.

**Canada Certificate Requirements:**  
 Australian exporters – “Organic Produce Certificate (OPC) ) EX1400- 07/20”  
 International exporters - “Transaction Certificate of Products From Organic Production ACC. NOP”

1. Organic exports to Canada must meet the requirements of the Canadian Organic Products Regulations and be certified by an approved certifier listed on the Canadian Food Inspection Agency website for the relevant country of origin or be US NOP certified by a USDA Accredited Certifying Agent (ACA).

2. The USDA National Organic Program (NOP) and the Canadian Organic Regime (COR) have an organic standards equivalency agreement. This means that as long as the terms of the arrangement are met, organic product certified to the USDA organic (NOP) or Canada Organic Regime (COR) standards may be labelled and sold as organic in both countries.

The following additional requirements for NOP certified product apply for entry into Canada:


- Agricultural products produced with the use of sodium nitrate shall not be sold or marketed as organic in Canada.
- Agricultural products produced by hydroponic or aeroponic production methods shall not be sold or marketed as organic in Canada.
- Agricultural products derived from animals (with the exception of ruminants) must be produced according to livestock stocking rates as set out in CAN /CGSB32.310-2006.

3. An exporter sending NOP Certified product to Canada must provide a declaration and/or supporting evidence that the above additional conditions have been met before NCO will issue a Transaction Certificate. The Export Certificate will then be endorsed with the following statement by NCO:  
*“Certified in accordance with the terms of the US-Canada Organic Equivalency Arrangement”.*

4. The equivalence between Canada and the US permits the Canada Organic Biologique logo and the USDA organic seal to be used on products entering Canada. The product must be certified to the USDA NOP and comply with the NOP and Canadian labelling requirements.


5. For details on exporting to Canada under USDA NOP certification, contact the NCO office. Canada has specific labelling requirements and NCO will need to approve the label prior to issuing the OPC/Export or Transaction Certificate.

**Certificate Requirements for all other Countries not listed above:**

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Australian exporters – “Organic Produce Certificate (OPC ) EX1400- 07/20”  
International exporters - “Certificate For Import Into Non-European Community Countries Of Products Obtained According To Organic Production Methods”

- |    |  |
|----|--|
| 1. | Product must comply with Importing country requirements.<br><br><i>Please check MICOR (Manual of importing country requirements on the following link <a href="http://micor.agriculture.gov.au/">http://micor.agriculture.gov.au/</a> which outlines importing country requirements.</i> |
|----|--|

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**ATTACHMENT B**

(TO BE PROVIDED ON COMPANY/BUSINESS LETTERHEAD)

**EXPORTER'S/MANUFACTURER'S DECLARATION**

TO WHOM IT MAY CONCERN

I.....(1)

of .....(2)  
do solemnly and sincerely declare that the consignment of

.....(3) described on the Certificate of Inspection for Import of Products from Organic Production into the European Community (COI),

with Certificate No (4) .....submitted to NASAA Certified Organic (NCO) for endorsement, has been produced in accordance with the following program (tick relevant):

- National Standard for Organic and Bio-Dynamic Produce
- NASAA/EU Additional Requirements

and meets EU organic importing requirements.

The certified products listed above have been produced and/or processed and/or stored (strike out if not applicable) by:

Producer/Preparer of product	Approved organic organisation they are certified with (5)
<i>E.g. Wheat</i>	<i>NCO</i>

I further understand that this information is provided to a Government entity. I understand that giving false or misleading information is a serious offence.


..... Signature	..... Printed Name
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..... Position Title	..... On (6)
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1 Insert name of company representative of the exporter listed on COI  
2 Insert name of Company listed as Exporter on COI  
3 Insert details of consignment  
4 Enter COI certificate number  
5 Insert producer or preparer of the product and the approved certifying organisation they are certified with  
6 Date



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**ATTACHMENT C**

(TO BE PROVIDED ON COMPANY/BUSINESS LETTERHEAD)

**EXPORTER'S DECLARATION**

TO WHOM IT MAY CONCERN

I do solemnly and sincerely declare that the consignment of .....

.....(1)

described on the attached Organic Produce Certificate Numbered .....(2)

submitted to NCO has been produced in accordance with the National Standard for Organic and Bio-Dynamic Produce and has not received any of the following inputs during production and/or processing:

1. homeopathic preparations for use in soil fertilising and soil conditioning.
2. wetting agents whose ingredients are not listed in the Codex "guidelines for the production, processing, labelling and marketing of organically produced foods", table 2 of annex 2.
3. disodium diphosphate, ammonium phosphate and ammonium sulphate as food additives.

.....  
Signature

.....  
Printed Name


.....  
Position Title

.....  
Date

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<sup>1</sup> Insert details of consignment

<sup>2</sup> Enter OPC certificate number

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**ATTACHMENT D**

(TO BE PROVIDED ON COMPANY/BUSINESS LETTERHEAD)

**EXPORTER'S DECLARATION**

TO WHOM IT MAY CONCERN

I do solemnly and sincerely declare that the meat/meat product consignment of

.....  
 .....  
 .....(1)

described on the attached Organic Produce Certificate Numbered .....(2)

submitted to NCO has been produced in accordance with the National Standard for Organic and Bio-Dynamic Produce and that the Livestock from which the product was derived has not been treated with chemically synthesised allopathic veterinary medical products.

.....  
Signature

.....  
Printed Name

.....  
Position Title

.....  
Date

<sup>1</sup> Insert details of consignment

<sup>2</sup> Enter OPC certificate number