	<b>Certification System INFORMATION SHEET</b>	<b>CODE IS_CERT_EXPGUIDE</b>
	<b>EXPORTER GUIDELINES ORGANIC EXPORT CERTIFICATES</b>	<b>Version 5.1</b> Previous: 16/01/2025 Effective: 11/06/2025

## PURPOSE

NASAA Certified Organic Pty Ltd (**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 the product has been produced in accordance with the requirements of export legislation and/or any importing country conditions.

NCO is accredited/approved to issue export documentation under the Australian Government Organic Export Program.

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


### Definitions:

**Organic Goods Certificate (OGC)** – Australian Government Export Document that must accompany any organic or biodynamic shipment exported from Australia. The current version must be used- “Organic Goods Certificate (OGC) EX1401- 07/22”


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

## ADMINISTRATIVE REQUIREMENTS FOR ISSUING EXPORT DOCUMENTATION

1.	An OGC must be issued <b>prior</b> to the consignment/shipment departing Australia.
2.	OGC or TC 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.	OGCs and TCs must be legible after printing and rescanning, or the request will not be approved. If information does not fit on one OGC or TC, multiple documents must be issued for the request. It is billed as one request rather than per the OGC or TC numbers used in the request. Do not make the font size smaller to fit onto one OGC or TC. NCO recommend using a font no smaller than size 10.
4.	Timeline: <ol style="list-style-type: none"> <li>Requests will be processed between the hours of 9am and 4pm (ACST).</li> <li>Completed OGCs 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>Requests received after 12noon (ACST) 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 on the day of the expected urgent shipment.</li> <li>Extra administrative fees apply where NCO receives a request to have export documentation endorsed/issued after 3pm (ACST) on the day of application.</li> <li>Extra administrative fees apply if export documentation is emailed through incorrectly that requires amending before NCO staff can approve the request.</li> </ol>
5.	The OGC or TC must contain: <ul style="list-style-type: none"> <li>The allocated number generated through the NCO website,</li> <li>Any container numbers/marks (in the ‘Marks, container, seal numbers box’)</li> </ul>

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	<ul style="list-style-type: none"> <li>Identifiable product trade name, including batch/lot numbers, expiry/best before dates (in the 'Description of goods box') Type of Packages e.g. 6x 120g (in the 'Type of packages box').</li> <li>When products have 2 or more certified producers or manufacturers, ensure the 'description of goods' indicates which is the relevant certified producer/manufacturer</li> <li>Quantity of packages (in the 'Total number of packages'),</li> <li>Total net weight &amp; unit specified for each item (in the 'Total quantity box'),</li> <li>Total amount of shipment to be calculated and included at the bottom of 'Total number of packages box' and 'Total quantity box'</li> <li>The exporter name, consignee name, port of loading, vessel/aircraft details, port of discharge, date of departure and country of final destination</li> </ul> <p>Comprehensive information allowing an accurate trace-back of the product is essential in the event product recall is required.</p> <p>Supporting documentation must include commercial invoice, packing list and bill of lading/ air waybill (draft bill of lading/ waybill documents are acceptable in originals are not available at time of application, but the original must be supplied to NCO as soon as it is available).</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 OGC or TC must not contain an electronic signature unless agreed by the importing authority.
8.	The OGC or TC 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 OGCs or TCs 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.	If the shipment date or any other details change after the OGC or TC has been issued, a replacement certificate will need applied for and approved, using a newly issued OGC or TC number/s. The original OGC/TC will be cancelled, with the requirement that the original to be returned to the NCO office within 10 business days if the original has been sent by mail (for OGCs).
12.	The original copy or electronic version of the OGC must accompany any shipment from Australia.
13.	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 OGC or TC can then be completed in full.
14.	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.
15.	OGCs or TCs must not be amended in any way after it has been endorsed by NCO.
16.	An electronic copy of the OGC or TC and supporting documentation must be retained by the exporter for no less than 5 years.
<b>ADDITIONAL EXPORT CERTIFICATES</b>	
17.	Depending on Importing Country requirements, the exporter may be required to supply additional documentation such as Notice of Intention, Health/Phytosanitary Certificate and/or Request for Permit (RFP), to enable export of the following products: meat, milk, eggs, fish, horticulture, grain products.
18.	This certificate number should be recorded in the "Related Certification" box for OGC's. The referenced health certificate number MUST stipulate what type of document it refers to e.g. RFP 6574831 or Phyto 6574831.

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19.	<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>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><b>Attachment A</b> 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 country regulatory requirements and/or product labelling laws well in advance of exporting certified organic product.</p>	

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<b>ATTACHMENT A EXPORT DOCUMENTATION COUNTRY REQUIREMENTS</b>	
<b>GOODS EXPORTED FROM AUSTRALIA</b>	
1.	Under the Export Control (Organic Goods) Rules 2021, the Australian Government requires all exported organic or biodynamic goods from Australia to be certified by an approved organic certifier. Export of prescribed organic goods from Australia is prohibited unless a compliant OGC has been issued for the organic goods and the OGC is in force at the time the organic goods are exported.
2.	<p>An OGC is required for all exports out of Australia if the words “organic”, “biodynamic”, or similar appear on the accompanying paperwork, irrespective of whether the importing country requires an ‘organic export certificate’ or not.</p> <p>The only exceptions are:</p> <ul style="list-style-type: none"> <li>• where the total quantity of a consignment/shipment is below 10kgs or 10 litres,</li> <li>• Organic exports to New Zealand, unless there is a specific importing country requirement</li> <li>• Organic cosmetic goods, unless it is an importing country requirement seeking to confirm organic claim</li> </ul>
3.	<p>Certified organic goods must:</p> <ol 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);</li> <li>b. not be labelled as “Domestic Only” or “Not for Export”;</li> <li>c. be certified by an approved certifier under all the provisions of the National Standard for Organic and Bio-dynamic Produce (National Standard);</li> <li>d. not have been produced under a private standard (unless a conformity assessment arrangement is in place), and</li> <li>e. comply with importing country requirements.</li> </ol>
4.	<p><b>Procedures for Airfreighted and other urgent shipments</b></p> <p>For airfreighted shipments, the paperwork required for OGCs must be emailed to <a href="mailto:exports@ncocertifiedorganic.com.au">exports@ncocertifiedorganic.com.au</a> 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 OGC for a non-certified exporter only when the certified product is packed in a retail pack by a processor/packer certified to the National Standard, and no further processing or packaging occurs. The certification name and certification number of the last organic operator involved in the operations to produce or prepare the organic goods needs to be listed for each food listed on the OGC.</p>
6.	NCO advises that any OGC request received after goods have left Australia cannot be approved by NCO.
<b>GOODS EXPORTED OUTSIDE AUSTRALIA</b>	
1.	<p>TCs and COIs apply to internationally certified organic product.</p> <p>These certificates also apply to Australian exporters where product includes ingredients imported from overseas which have not been substantially transformed in Australia.</p>
<b>SPECIFIC DESTINATION COUNTRY REQUIREMENTS</b>	
<b>Japan Certificate Requirements:</b>	
<p><b>A. For products exported to Japan under the Equivalence Agreement between Japan and Australia:</b></p> <p>Note: This applies to organic plant and plant-based products, livestock products and processed foods certified to the National Standard only. Honey, fishery products, wine and cosmetics are excluded from this agreement.</p>	

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1.	Goods must be certified by an Australian Government approved organic certifier.
2.	<p>The following inputs are not permitted for the production and/or processing of plant product exported to Japan:</p> <ul style="list-style-type: none"> <li>a. homeopathic preparations for use in soil fertilising and soil conditioning.</li> <li>b. 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>c. disodium diphosphate, ammonium phosphate and ammonium sulphate as food additives.</li> </ul> <p>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 <b>Attachment B</b>)</p>
3.	Products exported to Japan under the equivalence agreement may only be exported to a JAS certified organic importer in Japan.

#### Taiwan Certificate Requirements:

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.	<p>Organic operators exporting to Taiwan must ensure their organic management plan contain documented measures that address this importing country requirement.</p> <p>At the time of an OGC request, the operator must be able to provide verifiable evidence to NCO that the goods were produced under and organic management plan that ensured zero residues in the goods.</p>
2.	The Mutual Recognition Agreement between Taiwan and Australia applies to Plant and Plant Products and Livestock and Livestock Products, excluding offal and bones.
3.	<p>Organic Meat and Meat Products exported to Taiwan may not have been derived from Livestock that has 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 <b>Attachment C</b>)</p> <p><i>Note 1: Processed meat products include products such as chicken broth, beef broth and sausages.</i></p> <p><i>Note 2: This requirement does not apply to animal products such as milk, cheese, and eggs.</i></p>
4.	If a recent residue testing report through a National Association of Testing Authorities (NATA) accredited laboratory is requested, NCO may not issue the OGC without this being supplied.

#### Singapore Certificate Requirements:

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.
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#### Indonesia Certificate Requirements:

Australian exporters – Indonesian Quarantine Authority Portal – link is available through the Department of Agriculture, Fisheries and Forestry website.

1.	Exporters of animal products, including non-prescribed goods containing ingredients of animal and plant origin must submit prior notice of export to Indonesian Quarantine Authority.
2.	Written confirmation of submission of prior notice must be supplied to NCO in order to issue OGC.
3.	Prior notices cannot be amended once submitted. A new prior notice containing all up to date details is to be submitted.

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

1.	<p>Product must comply with Importing country requirements.</p> <p>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.</p>
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## ATTACHMENT B- Japan

(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

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.....

.....<sup>(1)</sup>

described on the attached Organic Goods Certificate numbered .....<sup>(2)</sup>

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

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

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

