

Notes on the Completion of the Great Britain Organic Certificate of Inspection (COI) for imports through Felixstowe/Ipswich/Harwich (September 2021)

General

- The COI should be completed in block capitals or typed.
- There should be no amendments to boxes 1 to 18 of the COI unless they are clearly endorsed by the Control Body issuing the certificate.
- The COI should be in English.

Box Number and Title	Information Required
1. Issuing control body or authority (name, address and code)	<p>Name, address <u>and</u> the code of the control body/authority issuing the COI.</p> <p>All the above information must be provided.</p> <p>This body or authority also completes boxes 4 to 8 of the COI.</p>
2. Council Regulation applicable	<p>This box indicates which provisions of Council Regulation (EC) 834/2007 are relevant for the issue and use of this COI.</p> <p>There are four options on the GB COI – only one option should be selected.</p> <p>Out of the four options only two are currently applicable to imports into GB – the first one and the fourth one, so only one of these should be selected.</p> <p>Defra advice - the simplest way to explain which option to select is for the Control Body to imagine the consignment is going to the EU and the COI is being completed on TRACES-NT. If the box the Control Body would have chosen is Article 33(2) then the first option in the GB COI should be marked. If they would have chosen Article 33(3) then the fourth option should be marked.</p>
3. Serial number of the certificate of inspection	<p>Unique serial number of the COI assigned by the issuing control body/authority.</p>

4. Exporter (name and address)	<p>Name and address of the operator exporting the products from the country mentioned in box 8.</p> <p>The exporter is the operator performing the last operation for the purposes of preparation and sealing products in appropriate packaging or containers.</p>
5. Producer or processor of the product (name & address)	<p>Name and address of the operator(s) who produced or processed the products in the country mentioned in box 7.</p> <p>It is often the same as the Exporter mentioned in box 4, but not always.</p>
6. Control body or control authority (name, address and code)	<p>Name, address <u>and</u> the code of the control body/authority responsible for monitoring compliance of the production or processing of the products with the rules of organic production in the country mentioned in box 7.</p> <p>This is often the same as the control body/authority in box 1, but not always.</p>
7. Country of origin	<p>Country where the product has been produced/grown or processed.</p> <p>May be different to the country of export.</p>
8. Country of export	<p>This should be the country in which the exporter is based, where the product was physically shipped from and where the product has been subject to the last operation for the purposes of preparation and sealed in appropriate packaging or containers.</p> <p>May be different to the country of origin.</p>
9. Country of clearance/Point of entry	<p>Country of clearance = Great Britain (UK or England are also acceptable)</p> <p>Point of Entry = port the consignment is being imported through and released for free circulation (e.g. Felixstowe)</p> <p>Example entry here: Great Britain/Felixstowe</p>
10. Country of destination	<p>Great Britain (UK or England are also acceptable)</p>
11. Importer (name, address and EORI number)	<p>Name, address and the EORI (Economic Operators Registration and Identification) number of the importer.</p>

12. First consignee in Great Britain (name and address)	<p>Name and address of the first consignee of the consignment in Great Britain.</p> <p>First consignee: the company or individual where the consignment is delivered and where it is handled for further preparation and/or marketing. The first consignee must also complete Box 21 after Port Health have completed Box 20.</p>
13. Description of products	<p>For each product on the COI the following details need to be provided:</p> <ul style="list-style-type: none"> • Combined Nomenclature (CN) code (8-digit level where possible) • Trade name • Number of packages (number of boxes, cartons, bags, buckets, etc.) • Lot number, and • Net weight
14. Container number	Optional
15. Seal number	Optional
16. Total gross weight	Total gross weight expressed in appropriate units (Kg, Litre, etc.)
17. Means of transport before point of entry into Great Britain	<p>Means of transport arriving at the point of entry (port):</p> <ul style="list-style-type: none"> • Mode – vessel, road vehicle • Identification – for container vessels provide the ship name, for ferry arrivals provide the ferry name and the trailer number. • International transport document – reference number of the bill of lading or CMR <p>In the case of a ferry, indicate the vessel and the road vehicle with the identification of the road vehicle and of the scheduled vessel.</p>
18. Declaration of control authority or control body issuing the certificate referred to in box 1	<p>Declaration of the control body/authority issuing the certificate.</p> <p>If producing an original COI the signature and stamp must be original and must be in a different colour to that of the printing on the COI.</p> <p>If emailing a PDF of the COI an electronic signature and stamp are also acceptable.</p>

19. Customs warehousing or Inward processing information	Filled in by the importer
20. Verification of the consignment and endorsement by Great Britain's competent authority	Signed, dated and stamped by the Port Health Authority when the checks are satisfactory
21. Declaration of the first consignee	<p>Filled in by the first consignee at the reception of the products, when the Port Health checks have been completed and the COI returned.</p> <p>This is to confirm correct delivery of the consignment.</p>