

# Application for Importer Certificate of Inspection (COI)



List of required documents to be sent to Kiwa BCS at [DE.TC.IN.BCS@kiwa.com](mailto:DE.TC.IN.BCS@kiwa.com) if not uploaded to TRACES:

**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.

**Upon receipt of the original transport document, it must be immediately uploaded into TRACES and sent to Kiwa BCS.**

**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.

**NOTE EXPORTER:** The exporter is the operator who carries out the final operation for the purpose of preparation, as defined in Article 3(44) of Regulation (EU) 2018/848, on the products referred to in box 13 and seals the products in appropriate packaging or containers in accordance with Annex III(6) to Regulation (EU) 2018/848.

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

**COI applicant:**  
Company Name:  
Contact person:  
Address  
Postal Code, City  
Country

**COI Billing address:**  
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 – current fee € 59.00  
 **Express within 2 working day** from date of receipt – current fee € 103.00  
⇒ Rejected COI will be invoiced  
⇒ Additional work due to incomplete applications will be invoiced with € 78.00 per working hour

**Requested COI version**  PDF form - stamped and signed  
 Paper form - stamped and signed and send to  
Company Name:  
Address  
Postal Code, City

# Application for Importer Certificate of Inspection (COI)



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

---

---

**Kiwa BCS certified exporter** Company Name:  
Address  
Postal Code, City  
Country

**Product producer/processor** Company Name:  
Address  
Postal Code, City  
Country

**Harvest year**

---

---

## 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

# Application for Importer Certificate of Inspection (COI)



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

## Evaluation of information for issuing of Col - 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 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