

Instructions for Completing an Import Certificate

This certificate is issued by certifying agencies (also called control body) in countries that have made equivalence arrangement with Korea according to the article 25 of the Act on Promotion of Environmentally-Friendly Agriculture and Fisheries and the Management of and Support for Organic Foods, etc. and designated to attest that organic processed foods for exporting to Korea were produced under the equivalent requirements and standards to those of the Republic of Korea.

- 1. Certifying Agent (control body):** Enter the name and address of the Agent that issued this certificate.
- 2. Import Certificate Number:** Enter the serial number only for NAQS documents issued by certifying agent itself. The identification number should be managed to avoid duplicate use in other certificates, and the certifying agent should manage related records including those issued, voided, or destroyed.
- 3. Certification Number:** Enter the organic identification number that has assigned to final manufacturer when certifying agent granted organic certification.
- 4. Certified to Organic Standards:** Enter the name of organic standards and relevant statutory provisions to which the product is certified.
- 5. Exported by:** Enter the name and address, including postal code, of the

individual or business that is exporting the product.

6. First consignee in the importing country: Enter the name and address, including postal code, of the individual or business that is the first consignee of the product.

7. Imported by: Enter the name and the address, including postal code, of the importer that importing the product.

8. Product Exported From: Enter the name of the port (or airport) and the country of loading.

9. Destination: Enter the name of the port (or airport) and the country of unloading.

10. Product Name: Product name labeled on package or Product name that importers want to label on the product for market should be entered.

11. HS Code: Enter first 6-digit HS code of the product(s).

12. Net Weight: Enter the total net weight of the shipment covered by this certificate.

13. Shipping Identification: Enter container number that will be transported from the exporting country to the Republic of Korea or Invoice Number.

14. Final manufacturer: Enter the name and address, including postal code, of the individual or business that produces the final exporting product.

15. Certifying Agent of Final manufacturer: Enter the name of the certifying

agents that certify the final exporting product.

16. Attestation for the terms of the Arrangement: Enter attestation for the terms of the arrangement.

For example, in case there is a terms specified “xx substance prohibited” in the arrangement, Enter “xx substance was not used for this product”.

17. Signature or Official Seal of the Certifying Agent: Enter the signature of the authorized individual of the Certifying Agent who issued this certificate.

18. Stamp of Certifying Agent: Stamp an official seal of the Certifying Agent.