



Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café
International Coffee Organization

EB 3775/01

23 May 2001
Original: English

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Rules on Statistics

Certificates of Origin

**RULES FOR THE APPLICATION
OF A SYSTEM OF
CERTIFICATES OF ORIGIN
EFFECTIVE FROM 1 OCTOBER 2001**

*(APPROVED BY THE INTERNATIONAL COFFEE COUNCIL
ON 23 MAY 2001)*

March 2002
London, England

FOREWORD

The Rules for the application of a system of Certificates of Origin contained in this document were approved by the International Coffee Council at its Eighty-third Session on 23 May 2001. They supersede the Rules for the application of a system of Certificates of Origin contained in document EB-3511/94.



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RULES ON STATISTICS

RULES FOR THE APPLICATION OF A SYSTEM OF CERTIFICATES OF ORIGIN EFFECTIVE FROM 1 OCTOBER 2001

INTRODUCTION

1. For the purposes of the International Coffee Agreement 2001 all Certifying Agencies of the Executive Director must be prepared to comply with the following objectives:
 - (a) to ensure that every export of coffee be covered by an ICO Certificate of Origin which should be duly stamped and signed by the Customs Authorities of the exporting Member when they are satisfied that the export is about to take place;
 - (b) to make use of computer systems in order to build up a databank which allows data records to be extracted and recorded in files to be sent to the Organization by email or diskette in a specified file format, if the technology is available;
 - (c) to be responsible for adapting their software in order to print Certificates of Origin direct from their databanks in accordance with the format specified by these Rules with a view to reducing costs and to expediting data interchange with the Organization¹. Alternative arrangements, such as the use of bar code technology and data transmission by fax, can be agreed depending on the number of Certificates issued by each Member during the coffee year;
 - (d) to keep records of the Certificates they issue, and the basis for their issue, for a period of not less than four years. Certifying Agencies must also undertake to make such records available for examination by the Organization should the need arise;
 - (e) to forward to the Organization copies of the documentation² issued within **60 days** after shipment takes place. Alternatively, for files transmitted electronically, the relevant documentation, if requested, shall be forwarded to the Organization so that the data contained therein may be audited by the Organization; and

¹For those Members who are not fully computerized, a transitional period of 12 months will be given so that they may be able to adjust to the new terms and conditions of these Rules.

²Copies of Certificates of Origin duly stamped and signed by the Customs Authorities together with a copy of the relevant Bill of Lading or its equivalent document.

- (f) to transmit to the Organization, by email or fax, within **10 to 15 days** after the close of the month, a complete list of all shipments that took place in the previous month. This list shall give details of the Certificate serial number; country of destination; net weight of the shipment; form and type of the coffee exported; and any other information deemed relevant. This list shall constitute the basis for the preparation of the monthly report which is to be sent by the Member at a later date. Discrepancies between the data reported in the list and in the monthly report may require further investigation on shipments for which documents shall be requested (see paragraph (e) above).

2. The following annexes are included:

Annex I	List of exporting countries and their respective country codes (in alphabetical order)
Annex II	ICO Certificate of Origin
Annex II-A	Measurements of ICO Certificate of Origin
Annex II-B	General guidance for completion of ICO Certificates of Origin
Annex III	List of code numbers of main importing destinations (in alphabetical order)

RULE 1
Definitions

For the purposes of these Rules:

Valid Certificate of Origin for exports to all destinations means a Certificate of Origin issued in accordance with these Rules by a Certifying Agency of the exporting Member country from which the coffee described therein has been exported, provided that:

- (a) the Certificate is marked “ORIGINAL” and bears the cachet of the Customs Service of the producing Member country from which the coffee described in the Certificate has been exported; and
- (b) the Certificate shall be valid to cover only the coffee described therein at the time it was issued.

Export of coffee means any coffee which leaves the Customs territory of the country in which the coffee is grown.

Customs Service means the Customs authority of an exporting Member country or the authority designated by the Member for that purpose and accepted by the Executive Director.

Cachet of the Customs Service means a Customs stamp, preferably embossed, which is accompanied by the signature or equivalent of the Officer responsible for its use together with the date of its use.

Date of export means the date when the Customs authority in the exporting Member country stamped and signed the Certificate of Origin.

Certifying Agency means an agency approved under the provisions of paragraphs (2) and (3) of Article 30 of the International Coffee Agreement 2001 to administer and perform the functions specified in paragraphs (1) and (2) of that Article.

File format means the data file format specified by the Organization for data files which are to be transferred by email or by diskette to London with a view to expediting data interchange and reducing costs.

Bar code means the information contained in a Certificate of Origin and in its relevant Bill of Lading reproduced in a 2D format (PDF 417 structure) which shall be scanned/read for automatic transfer to the Organization's database.

RULE 2
Specifications for Certificates of Origin

Certificates of Origin

1. Certificates of Origin for exports to all destinations shall be printed, completed and issued in accordance with these Rules. General guidance on the completion of such Certificates is given in Annex II-B to these Rules on the basis of the format containing the minimum information required for statistical purposes.

Specifications for printing Certificates

2. Certificates shall be of ISO size A4 (210mm x 297mm : 8 1/3in x 11 2/3in) with a maximum tolerance of ± 2 mm (1/16in).

3. Certificates shall be issued in an original and at least two copies. Certifying Agencies may issue as many additional copies for internal use as may be found convenient or necessary.

4. For the originals of Certificates white paper of chemical pulp, weighing not less than 70 g/m² shall be used. Each original shall be clearly marked “**ORIGINAL**”.

5. The first copy of Certificates of Origin shall be clearly marked “**FIRST COPY – for use by ICO London**” and shall be printed on green paper. This copy may be requested to be forwarded to the Organization for auditing if the information contained therein is transmitted by electronic means.

6. Each additional copy shall be clearly marked “**COPY – for internal use only**” and may contain such additional instructions as considered desirable by the Agency issuing the Certificate.

7. Except as otherwise agreed between a Member and the Executive Director, each Member shall be responsible for printing the Certificates it uses and for entering and transmitting data to the Organization. To ensure that all Certificates are printed to a uniform standard, the measurements to be used by printers are shown in Annex II-A to these Rules.

8. The space allocated to Part B of the Certificates is allocated for the appropriate bar code sticker, for Member countries which are not transmitting files electronically.

9. Certificates may be printed in two languages, one of which, except as otherwise agreed between a Member and the Executive Director, must be English. When more than one language is used, the second language shall be printed if possible in italics.

10. Data files are to be transmitted electronically or sent by diskette to London within **10 to 15 days** after the close of the month. Arrangements to make use of bar code technology or to transmit export data by fax can be made with each Member depending on the number of Certificates of Origin issued in a coffee year.

RULE 3

Marking of bags and other containers for export

Every export of coffee shall be allocated an International Coffee Organization identification mark which shall be unique to the parcel of coffee concerned. The identification mark shall be printed inside a box on all the bags or other containers or stamped on a metal strip affixed to the bags or other containers, and shall be shown on the relevant Certificate of Origin. It shall be composed of the country code number of the Member (up to three digits to be allocated by the Organization³), the code number of the grower or exporter (up to four digits to be allocated by the Member to each grower or exporter) and the serial number of the parcel of coffee (up to four digits to be supplied by the grower or exporter for each parcel he exports, beginning with the number "1" for the first parcel exported on or after 1 October each year and proceeding in sequence to 30 September the following year).

RULE 4

Exports of coffee

1. Subject to the exceptions described in paragraph 9 of this Rule, every export of coffee from any Member to any destination shall be covered by a valid Certificate of Origin completed and issued in accordance with these Rules.

2. All bags or other containers shall bear an ICO identification mark in accordance with the provisions of Rule 3⁴.

3. The original and the first copy of each Certificate of Origin shall bear the cachet of the Customs Service of the issuing Member. This shall be applied by the Customs Service when it is satisfied that export is about to take place.

³See Annex I.

⁴Each Certificate of Origin will allow for one ICO mark only.

4. The original of each Certificate of Origin shall be given to the exporter or his agent to accompany the shipping documents. The ICO identification mark and the reference number of the Certificate of Origin (composed of the country code, port code and serial number) shall, except as otherwise agreed between a Member and the Executive Director, be included on the invoice and/or the Bill(s) of Lading.

5. The first copy of each Certificate of Origin together with a copy of the relevant Bill of Lading shall be forwarded by the safest and quickest possible means to the Organization, except when transmitted electronically, by the issuing Member as soon as possible and in any case within **60 days** of the date of shipment. Documents for which data are received electronically may be requested to be forwarded to the Organization for auditing purposes. It should be noted, however, that electronic transmissions or file transfer by diskette should be carried out within **10 to 15 days** after the close of the month. Similarly, for those Members who will transmit export data by fax the same period applies. If a parcel of coffee moves overland to its destination, instead of a Bill of Lading a copy of the relevant Way-bill or other equivalent document shall accompany the first copy of the Certificate of Origin when forwarded to the Organization.

6. When documents are requested to be forwarded to the Organization, first copies of Certificates of Origin and Bills of Lading or equivalent documents forwarded under the provisions of paragraph 5 of this Rule shall be sent in securely packed batches of not more than 50 sets⁵. Each batch shall contain only documents issued to cover exports made in the same month and through the same port of export.

7. Each batch of Certificates and Bills of Lading or equivalent documents shall be accompanied by a covering note listing the reference number of each document enclosed therewith and the net quantity of coffee covered by each document. Each batch of documents and the accompanying covering note shall bear a serial number.

8. Notwithstanding the provisions of paragraphs 1 and 3 of this Rule, if the maritime port of shipment is not in the country of origin of the coffee and the Member finds that it is impracticable to issue completed Certificates of Origin prior to export from origin, the Member may make arrangements for the necessary Certificates of Origin to be issued, either partially or wholly, by an agency located in the maritime port of shipment and for completed first copies of Certificates and the relevant Bills of Lading to be forwarded to the Organization when requested for auditing, if these are transmitted electronically. All such arrangements shall be agreed between the Member and the Executive Director.

⁵A set shall consist of the first copy of a Certificate of Origin and a copy of the relevant Bill of Lading or equivalent document.

-
9. Certificates of Origin need not be issued to cover:
- (a) small quantities of coffee for direct consumption as stores on ships, aircraft and other international commercial carriers; and
 - (b) samples and parcels up to a maximum net weight of 60 kg of green coffee or the equivalent thereof namely:
 - (i) 120 kg of dried coffee cherry; or
 - (ii) 75 kg of parchment coffee; or
 - (iii) 50.4 kg of roasted coffee; or
 - (iv) 23 kg of soluble or liquid coffee.
10. Certifying Agencies shall maintain records of all Certificates of Origin which they issue for a period of not less than four years. Computer records shall also be maintained for the same period. Such records shall be made available to the Executive Director on request.
11. Each exporting Member shall furnish to the Executive Director any information he may request in connection with exports of coffee covered by Certificates of Origin including port records and Customs records. The Executive Director may establish a procedure for the inspection of such information.

RULE 5

Responsibilities of exporters in exporting Member countries

The responsibility for ensuring the proper use of Certificates of Origin rests with exporting Members.

RULE 6

Implementation

The Executive Director shall have the responsibility for taking such action as he considers necessary to ensure the effective implementation of the measures relating to Certificates of Origin provided for in the International Coffee Agreement 2001 and in these Rules.

RULE 7

Amendments

The Executive Board shall keep these Rules under review and may make such amendments to them as it considers desirable.

ANNEX I

LIST OF EXPORTING COUNTRIES AND THEIR RESPECTIVE COUNTRY CODES (In alphabetical order)


158	Angola	100	Jamaica
022	Benin	037	Kenya
001	Bolivia	107	Liberia*
002	Brazil	025	Madagascar
027	Burundi	109	Malawi
019	Cameroon	016	Mexico
020	Central African Republic	017	Nicaragua
003	Colombia	018	Nigeria
021	Congo, Dem. Rep. of	029	Panama*
004	Congo, Rep. of	166	Papua New Guinea
005	Costa Rica	122	Paraguay
024	Côte d'Ivoire	030	Peru*
006	Cuba	123	Philippines
007	Dominican Republic	028	Rwanda
008	Ecuador	032	Sierra Leone*
009	El Salvador	083	Sri Lanka*
167	Equatorial Guinea	033	Tanzania
010	Ethiopia	140	Thailand
023	Gabon	026	Togo
038	Ghana	034	Trinidad and Tobago
011	Guatemala	035	Uganda
092	Guinea	036	Venezuela
012	Haiti	145	Vietnam
013	Honduras	149	Zambia
014	India	039	Zimbabwe
015	Indonesia		

* Not a Member of the 1994 Agreement as at 30 September 1999.

ANNEX II

ICO CERTIFICATE OF ORIGIN

ORIGINAL

<p>1 Exporter/Consignor</p> <div style="text-align: right;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<p>Form approved by the:</p> <div style="text-align: center;">  <p>INTERNATIONAL COFFEE ORGANIZATION 22 Berners Street, London W1T 3DD, England Tel: +44 (0) 20 7580 8591 Fax: +44 (0) 20 7580 6129 Email: certs@ico.org</p> </div>			
<p>2 Notify address</p> <div style="text-align: right;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<p>3 Internal reference No.</p>			
<p>6 Country of destination</p> <div style="text-align: right;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">4 Country code</td> <td style="width: 33%;">Port code</td> <td style="width: 33%;">Serial No.</td> </tr> </table>	4 Country code	Port code	Serial No.
4 Country code	Port code	Serial No.		
<p>8 Country of trans-shipment</p> <div style="text-align: right;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<p>5 Producing country</p> <div style="text-align: right;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>			
<p>10 ICO Identification mark</p> <p style="text-align: center;">_ _ _ / _ _ _ / _ _ _</p> <p>Other marks</p>	<p>7 Date of export (DD/MM/YY)</p>			
<p>14 Description of coffee</p> <p> <input type="checkbox"/> Green Arabica <input type="checkbox"/> Green Robusta <input type="checkbox"/> Roasted <input type="checkbox"/> Soluble <input type="checkbox"/> Other (specify) </p>	<p>9 Name of carrier</p> <div style="text-align: right;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>			
<p>15 Other relevant information</p> <p>Processing method: <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Decaffeinated <input type="checkbox"/> Organic </p>	<p>11 Shipped in:</p> <p> <input type="checkbox"/> Bags <input type="checkbox"/> Bulk <input type="checkbox"/> Containers <input type="checkbox"/> Other </p>			
<p>16 IT IS HEREBY CERTIFIED THAT THE COFFEE DESCRIBED ABOVE WAS GROWN IN THE COUNTRY NAMED IN BOX 5 AND HAS BEEN EXPORTED ON THE DATE SHOWN BELOW</p>	<p>12 Net weight of shipment</p>			
<p>Date</p> <p>Place</p> <p>Signature of authorized Customs officer and Customs stamp of issuing country</p>	<p>13 Unit of weight</p> <p> <input type="checkbox"/> kg <input type="checkbox"/> lb </p> <p>Date</p> <p>Place</p> <p>Signature of authorized Certifying officer and stamp of Certifying Agency</p>			

PART B: RESERVED FOR 2-D BAR CODE STICKER

17

MEASUREMENTS OF ICO CERTIFICATE OF ORIGIN

<p>1 Exporter/Consignor</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<p>Form approved by the:</p> <div style="text-align: center; margin-top: 10px;"> <p>INTERNATIONAL COFFEE ORGANIZATION 22 Berners Street, London W1T 3DD, England Tel: +44 (0) 20 7580 5591 Fax: +44 (0) 20 7580 6129 Email: certs@ico.org</p> </div>								
<p>2 Notify address</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<p>3 Internal reference No.</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> </div>								
<p>6 Country of destination</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">4 Country code</td> <td style="width: 33%; padding: 2px;">Port Code 10mm</td> <td style="width: 33%; padding: 2px;">Serial No.</td> </tr> <tr> <td style="text-align: center;">← 32mm →</td> <td style="text-align: center;">← 28mm →</td> <td style="text-align: center;">← 32mm →</td> </tr> </table>	4 Country code	Port Code 10mm	Serial No.	← 32mm →	← 28mm →	← 32mm →		
4 Country code	Port Code 10mm	Serial No.							
← 32mm →	← 28mm →	← 32mm →							
<p>8 Country of trans-shipment</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>	<p>5 Producing country</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>								
<p>10 ICO Identification mark</p> <p style="text-align: center; margin-top: 10px;">----- / -----</p> <p>Other marks</p>	<p>7 Date of export (DD/MM/YY)</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>								
<p>14 Description of coffee</p> <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Green Arabica</td> <td><input type="checkbox"/> Green Robusta</td> <td><input type="checkbox"/> Roasted</td> <td><input type="checkbox"/> Soluble</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Other (specify)</td> </tr> </table>	<input type="checkbox"/> Green Arabica	<input type="checkbox"/> Green Robusta	<input type="checkbox"/> Roasted	<input type="checkbox"/> Soluble	<input type="checkbox"/> Other (specify)				<p>9 Name of carrier</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> </div>
<input type="checkbox"/> Green Arabica	<input type="checkbox"/> Green Robusta	<input type="checkbox"/> Roasted	<input type="checkbox"/> Soluble						
<input type="checkbox"/> Other (specify)									
<p>15 Other relevant information</p> <p>Processing method:</p> <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Dry</td> <td><input type="checkbox"/> Wet</td> <td><input type="checkbox"/> Decaffeinated</td> <td><input type="checkbox"/> Organic</td> </tr> </table>	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Decaffeinated	<input type="checkbox"/> Organic	<p>11 Shipped in:</p> <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Bags</td> <td style="width: 50%;"><input type="checkbox"/> Bulk</td> </tr> <tr> <td><input type="checkbox"/> Containers</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Bags	<input type="checkbox"/> Bulk	<input type="checkbox"/> Containers	<input type="checkbox"/> Other
<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Decaffeinated	<input type="checkbox"/> Organic						
<input type="checkbox"/> Bags	<input type="checkbox"/> Bulk								
<input type="checkbox"/> Containers	<input type="checkbox"/> Other								
<p>16 IT IS HEREBY CERTIFIED THAT THE COFFEE DESCRIBED ABOVE WAS GROWN IN THE COUNTRY NAMED IN BOX 5 AND HAS BEEN EXPORTED ON THE DATE SHOWN BELOW</p>	<p>12 Net weight of shipment</p> <div style="text-align: right; margin-top: 10px;"> <input style="width: 20px; height: 15px;" type="text"/> </div>								
<p>Date</p> <p>Place</p> <p style="text-align: right; margin-top: 10px;">Signature of authorized Customs officer and Customs stamp of issuing country</p>	<p>13 Unit of weight</p> <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> kg</td> <td style="width: 50%;"><input type="checkbox"/> lb</td> </tr> </table> <p>Date</p> <p>Place</p> <p style="text-align: right; margin-top: 10px;">Signature of authorized Certifying officer and stamp of Certifying Agency</p>	<input type="checkbox"/> kg	<input type="checkbox"/> lb						
<input type="checkbox"/> kg	<input type="checkbox"/> lb								

ORIGINAL

150mm

297mm

PART B: RESERVED FOR 2-D BAR CODE STICKER

<p>17</p>

**GENERAL GUIDANCE FOR COMPLETION OF
ICO CERTIFICATES OF ORIGIN**

CERTIFICATES OF ORIGIN
FOR EXPORTS TO ALL DESTINATIONS

PART A

(To be completed by the Certifying Agency and
the Customs Service of the issuing exporting Member)

1. Enter the full name and address of the exporter/consignor in box 1 and its corresponding code number in the appropriate boxes on the bottom right-hand corner (numeric field: four digits only).
2. Enter the notify address in box 2 and its corresponding code number in the appropriate boxes on the bottom right-hand corner (numeric field: four digits only).
3. Enter the internal reference number, if any (alpha-numeric field).
4. Enter the exporting Member country code (see Annex I to these Rules) and the code number of the port or inland point of export (numeric field: three digits for the country code followed by a two-digit port code — see document EB-3732/99. This prefix of up to five digits shall be followed by the serial number of the Certificate (each Certifying Agency shall ensure that the numbering of the Certificates of Origin which it issues shall begin at “1” on 1 October each year and shall proceed consecutively until 30 September the following year).
5. Enter the name of the country in which the coffee was produced in box 5 and its corresponding country code number (see Annex I to these Rules) in the appropriate box on the bottom right-hand corner (numeric field: three digits only).
6. Enter the name of the country of destination where the coffee is to be consumed and its corresponding country code number (see Annex III to these Rules for the list of the main importing destinations and their respective codes. Numeric field: three digits only).
7. Enter the date of export in the format DD/MM/YY, where DD = day; MM = month; and YY = last two digits of the year.

8. Enter the name of the country where the coffee is due to be trans-shipped in the case of an indirect shipment to its final destination and its corresponding country code number (see Annex III to these Rules for the list of the main importing destinations and their respective codes. Numeric field: three digits only). If the coffee is proceeding direct to its final destination enter the word "DIRECT" in the box.
9. Enter the name of the carrier (vessel) on board of which the coffee is to be shipped and her corresponding code number, if known, in the appropriate box (please consult the Organization for details. Numeric field: five digits only). If the coffee is not to be forwarded by ship, enter the appropriate information concerning the form of transport, for example, by lorry, by rail, by air.
10. The bags or containers in each parcel of coffee covered by a single Certificate of Origin shall bear a unique ICO identification mark, printed inside a box or stamped on a metal strip affixed to the bags or other containers. Enter the ICO identification mark and any additional shipping marks or other identification in the space provided. For details on the ICO identification mark, please refer to Rule 3.
11. Mark "X" in the appropriate box(es).
12. Enter the net weight, rounded to the nearest whole unit of weight (one pound equals 0.4536 kg).
13. Specify the unit of weight by marking "X" in the appropriate box.
14. Specify the form and type of coffee by marking "X" in the appropriate box. If coffee other than green Arabica, green Robusta, roasted or soluble is being exported, specify the form and type of such coffee. If an export of coffee includes more than one form and/or type of coffee, separate Certificates of Origin are required for each form and/or type of coffee included in the shipment.
15. Enter information relevant to the processing method (tick box(es) as appropriate). It should be noted that if Certificates of Origin are issued to cover organic coffee, the certification of such produce must comply with the specifications set out in ISO Guide 65 – *General Requirements for bodies operating products certification*. In cases of this nature, exporting Members undertake **full** responsibility that the option for "Organic" on the Certificate of Origin refers to "certified organic coffee" in accordance with the ISO Guide 65.
- 16a. The Customs Service in the port or other location from which the coffee is exported shall stamp the Certificate of Origin as confirmation that export is about to take place. The authorized Customs officer applying the stamp shall sign and date the Certificate in the space provided (left-hand part of box 16).
- 16b. The Certifying Agent shall stamp the Certificate of Origin with the stamp of the Certifying Agency and shall sign and date the Certificate in the space provided (right-hand part of box 16).

PART B

17. A space has been left in PART B of the Certificate of Origin for the 2-D bar code sticker to be affixed by those Members who **will not be able** to transmit data via email.

IMPORTANT

THE FIRST COPY OF EACH CERTIFICATE OF ORIGIN SHALL BE FORWARDED TO THE INTERNATIONAL COFFEE ORGANIZATION TOGETHER WITH A COPY OF THE RELEVANT BILL OF LADING OR EQUIVALENT DOCUMENT WITHIN 60 DAYS OF THE DATE OF EXPORT. HOWEVER, FOR THOSE MEMBERS SENDING DATA ELECTRONICALLY, THIS OBLIGATION DOES NOT APPLY UNLESS SPECIFICALLY REQUESTED TO DO SO.

ANNEX III

**LIST OF CODE NUMBERS
OF MAIN IMPORTING DESTINATIONS
(In alphabetical order)**

257	Abu Dhabi	056	Denmark
073	Afghanistan	175	Djibouti
258	Ajman	230	Dominica
074	Albania	259	Dubai
075	Algeria	159	East Timor
234	American Samoa	142	Egypt
203	Andorra	045	Eritrea
221	Anguilla	041	Estonia
222	Antigua and Barbuda	250	E.C. unspecified
050	Argentina	201	Faeroe Islands
266	Armenia	220	Falkland Islands
197	Aruba	236	Fiji
051	Australia	071	Finland
052	Austria	058	France
276	Azerbaijan	168	French Guiana
165	Azores and Madeira	174	French Polynesia
216	Bahamas	260	Fujairah
076	Bahrain	196	Gambia
254	Bangladesh	192	Gaza Strip
217	Barbados	211	Georgia
081	Belarus	040	Germany
046	Belgium	090	Gibraltar
195	Belize	091	Greece
246	Bermuda	202	Greenland
212	Bhutan	231	Grenada
190	Bonaire	169	Guadeloupe
287	Bosnia and Herzegovina	238	Guam
078	Botswana	163	Guinea-Bissau
213	Brunei Darussalam	049	Guyana
079	Bulgaria	207	Holy See
143	Burkina Faso	043	Hong Kong
082	Cambodia	094	Hungary
054	Canada	095	Iceland
162	Cape Verde	096	Iran, Islamic Rep. of
305	Caroline Islands	097	Iraq
218	Cayman Islands	098	Ireland
296	Ceuta	099	Israel
084	Chad	059	Italy
055	Chile	060	Japan
043	China	101	Jordan
235	Christmas Island	279	Kazakhstan
223	Cocos Islands	237	Kiribati
172	Comoros	102	Korea, Democratic People's Republic of
176	Cook Islands	103	Korea, Republic of
288	Croatia	104	Kuwait
191	Curaçao	283	Kyrgyzstan
086	Cyprus	105	Laos
299	Czech Republic	042	Latvia

106	Lebanon	209	Saint Helena
247	Leeward Islands (unspecified)	226	Saint Kitts and Nevis
077	Lesotho	232	Saint Lucia
108	Libyan Arab Jamahiriya	129	Saint Pierre & Miquelon
199	Liechtenstein	233	Saint Vincent and the Grenadines
044	Lithuania	194	Samoa
251	Luxembourg	206	San Marino
043	Macau	161	Sao Tome and Principe
289	Macedonia, former Yugoslav Rep. of	295	Sarawak
110	Malaysia	130	Saudi Arabia
214	Maldives	131	Senegal
111	Mali	210	Seychelles
112	Malta	262	Sharjah
182	Marshall Islands	132	Singapore
170	Martinique	300	Slovakia
113	Mauritania	292	Slovenia
208	Mauritius	242	Solomon Islands
252	Mayotte	133	Somalia
297	Melilla	134	South Africa, Republic of
183	Micronesia	063	Spain
265	Moldova	136	Sudan
205	Monaco	139	Suriname
114	Mongolia	225	Svalbard and Jan Mayen Islands
224	Montserrat	137	Swaziland
115	Morocco	064	Sweden
160	Mozambique	065	Switzerland
080	Myanmar	138	Syrian Arab Republic
135	Namibia	306	Tahiti
239	Nauru	089	Taiwan
117	Nepal	285	Tajikistan
061	Netherlands	178	Tokelau
193	Netherlands Antilles	243	Tonga
173	New Caledonia	066	Tunisia
070	New Zealand	141	Turkey
119	Niger	286	Turkmenistan
177	Niue	229	Turks & Caicos Islands
240	Norfolk Island	186	Tuvalu
204	Northern Marianas	179	Ukraine
062	Norway	263	Umm al Qaiwain
116	Oman	120	United Arab Emirates
121	Pakistan	068	United Kingdom
244	Palau	369	United States of America
198	Pitcairn	144	Uruguay
124	Poland	282	Uzbekistan
031	Portugal	118	Vanuatu
125	Puerto Rico	227	Virgin Islands (UK)
126	Qatar	228	Virgin Islands (US)
261	Ras al Khaimah	245	Wallis & Futuna Islands
171	Reunion	155	Western Sahara
128	Romania	248	Windward Islands (unspecified)
127	Russian Federation	146	Yemen
294	Sabah	291	Yugoslavia, Fed. Rep. of (Serbia and Montenegro)