

Instructions for Completing an Export Certificate

Column Name	Explanation
1. File Number	Reference number assigned to this document (to be filled by the issuing certification body), each unique identification number may be used only once and must be maintained in a control log (paper-based or electronic) that records each Export Certificate (EC) that the certification body creates, including all those issued, voided, or destroyed.
2. Importing Country	Country the indicated organic product is destined for
3. Name of Importer & Address	Importer or buyer in Japan and its mailing address
4. Name of Exporter & Address	Canadian exporter or seller and its mailing address
5. Date of issue	Issuance date of this document (to be filled by the issuing certification body). Dating format is YYYY/MM/DD, for example 9th June 2020 will be written as 2020/06/09
6. Exporting Country	Country the indicated organic agricultural product is originated from
7. Certificate Number	Reference number of the organic certificate issued by the certification body for the indicated organic agricultural product
8. Name of Certification Body & Address	Name and address of the certification body that certifies the indicated organic agricultural product
9. Name of Certified Operator & Address	Operator who handled organic food products at the final step before exporting, as indicated on the organic certificate
10. Name of Product	Generic name used to refer to the indicated product
11. Lot Number	Lot number assigned to the indicated product
12. Unit Weight / package specification	Minimum unit (weight) in which the product is sold at market. For example; organic tomato juice in units of 0.75 liter/bottles.
13. Quantity	Total units of the indicated product (100 units for example)
14. Total Net Weight	Total net weight (volume) of the indicated product, which will equate to Item 12 times Item 13. For example; 0.75 liter/bottle*100 units (bottles)=75L
15. Additional Remarks (if any)	Other comments related to the product, if any.
16. Name and signature of the CB authorized person	Require the signature or seal of the authorized individual from the certification body that issued this certificate. This individual is responsible for all aspects of the issuance of this certificate.