

Instructions for Completing a Transaction Certificate (TC)

有機農產品驗證證明文件填寫說明

Column Name	Explanation	欄位名稱	解釋
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 TC that certification body creates, including those issued, voided, or destroyed.	1.文件字號	本文件之編號 (由核發此文件的驗證機構填寫), 此唯一編號將僅能使用一次, 並被妥善紀錄(紙本或電子檔), 包含驗證機構每次之核發、失效或損毀等。
2. Imported Country	Country the indicated organic agricultural product is destined for	2.目的國家	填寫有機農產品將輸往之目的地的國家。
3. The name of Importer & Address	Importer or buyer on Japanese side and its mailing address (including the zip l code)	3.進口業者或買方名稱及地址	填寫在日本進口產品的業者或買方名稱及地址 (需包含郵遞區號)。
4. The Name of Exporter & Address	Exporter or seller on Taiwan side and its mailing address (including the zip code)	4.出口商名稱和地址	填寫在臺灣出口產品業者或賣方名稱及地址 (需包含郵遞區號)。
5. Date of issue	Issuance date of this document (to be filled by the issuing certification body). For example 9 th March 2020 will be written as 2020/03/09	5.核發日期	本文件的核發日期 (由核發此文件的驗證機構填寫), 以2020年3月9日為例, 將被寫為 2020/03/09。
6. Export Country	Country the indicated organic agricultural product is originated from	6.輸出國家	填寫輸出有機農產品之國家。
7. Certificate Number	Reference number of the organic certificate issued by the certification body for the indicated organic agricultural product	7.驗證字號	此為臺灣驗證機構所核發之有機農產品驗證證書字號。

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8. The Name of Certification Body & Address	Name and address of the certification body that certifies the indicated organic agricultural product	8.核發之機構名稱及地址	核准此項有機農產品的臺灣驗證機構名稱及地址。
9. The Name of Certified Operator & Address	Operator responsible for the indicated organic agricultural product and its mailing address (including the zip code); this entity could be the same as the exporter (seller) in Item 4	9. 經有機驗證之農產品經營者名稱及地址	填寫有機農產品經營者名稱及地址 (需包含郵遞區號)，有可能和第 4 項一樣。
10. Name of the Product	Generic name used to refer to the indicated product	10.產品名稱	填寫產品的通用名稱。
11. Lot Number	Lot number assigned to the indicated product	11.批號	填寫分配給產品的批號。
12. Unit Weight (volume)/Package Specification	Minimum unit (weight) in which the product is sold at the market. For example; organic tomato juice in units of 0.75 liter/bottles.	12.單位重(容)量/包裝規格	填寫每一個販賣單位的重(容)量及包裝規格，例如：有機番茄汁每販賣單位為 0.75 公升/瓶。
13. Quantity	Total units of the indicated product (100 units for example)	13.數量	填寫總共有幾個販賣單位，例如：100。
14. Total Net Weight (volume)	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	14.總重(容)量	填寫該批產品總淨重(容)量，其值等於第 12 項乘以第 13 項，例如：0.75(公升/瓶)*100(個)=75(公升)。
15. Remark	Other matters in relation to the product	15.其它註記	其它事項註記。
16. Name signature of authorized person	Require the signature or seal of the authorized individual of the certification body that issued this certificate. This individual is responsible for all aspects of the issuance of this certificate.	16.簽發人員	由驗證機構授權核發本文件之人員簽名或蓋章，此人必須對本文件全權負責。