



INTERNATIONAL COFFEE ORGANIZATION  
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ  
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ  
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2119/11

22 August 2011  
Original: English

E

### Numbering of Certificates of Origin from 1 October 2011

1. The Executive Director a.i. presents his compliments and wishes to remind exporting Members that, since a new coffee year commences on 1 October 2011, the serial numbering of Certificates of Origin should begin at '1' on **1 October 2011** and proceed consecutively until 30 September 2012 **regardless of the final destination of the coffee – be it a Member or a non-member country.**
2. Details of the system of reference numbering for Certificates of Origin are given in paragraph 4 of Annex II-A of document ICC-102-9: Rules on Statistics – Certificates of Origin (see attached).
3. Exporting Members are also reminded that, in accordance with the Rules in effect since 2 February 2011, information about the quality of the coffee should be entered on Certificates of Origin in compliance with Resolution 420, together with information on the special characteristics of the coffee (if any), its relevant Harmonised System (HS) code and the value of the shipment. The provision of this additional data in Box 17 of each Certificate of Origin is **on a voluntary basis.**
4. The Organization will endeavour to assist exporting Members who may encounter difficulties in implementing the Rules on Statistics – Certificates of Origin.
5. It would be appreciated if these instructions could be forwarded to the Certifying Agencies of all exporting Members as soon as possible.

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

CERTIFICATES OF ORIGIN  
FOR EXPORTS TO ALL DESTINATIONS

(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 (if available at the time the coffee is shipped to its final destination).
3. Enter the internal reference number, if any, in box 3 – (alpha-numeric field).
4.
  - (a) Enter the exporting Member country code (see Annex I to these Rules) in box 4 (a) – (numeric field: three digits).
  - (b) Enter the code number of the port or inland point of export in box 4 (b) – (numeric field: two digits – see document ICC-106-3).
  - (c) Enter the serial number of the Certificate in box 4 (c) (each Certifying Agency shall ensure that the numbering of the Certificates of Origin which it issues begins at “1” on 1 October each year and proceeds consecutively until 30 September the following year).
5. Enter the name of the country in which the coffee was produced and its corresponding country code number (see Annex I to these Rules) in box 5 – (numeric field: three digits only).
6. Enter the name of the country of the intended destination of the coffee and its corresponding country code number (see Annex III to these Rules for the list of destinations and their respective codes in box 6 – (numeric field: three digits only).
7. Enter the date of export in either format DD/MM/YY or DD/MMM/YYYY, where DD = day; MM or MMM = month; and YY = last two digits of the year OR YYYY = year, in box 7 – (date field: DD/MM/YY or DD/MMM/YYYY).

- 
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 in box 8 (see Annex III to these Rules for the list of 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 the corresponding code number (each Certifying Agent shall allocate a unique code to each vessel) in box 9 – (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 packaging in each parcel of coffee covered by a single Certificate of Origin must bear a unique ICO identification mark, printed inside a box or stamped on a metal strip affixed to the bags or other packaging. Enter the ICO identification mark and any additional shipping marks or other identification in the space provided in box 10 – (numeric field: xxx/xxxx/xxxx). 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 (1 pound = 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, soluble or liquid (as appropriate) is being exported, tick the ‘Other’ box. 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 ‘Certified’ on the Certificate of Origin refers to ‘certified organic coffee’ in accordance with the ISO Guide 65, otherwise tick the box for uncertified.
  16. (a) The Customs Service in the port or other location from which the coffee is exported shall validate the Certificate of Origin with its cachet as confirmation that export is about to take place. The authorized Customs officer shall sign and date the Certificate in the space provided (left-hand part of box 16).

- (b) The Certifying Agent shall validate the Certificate of Origin with the cachet of the Certifying Agency and shall sign and date the Certificate in the space provided (right-hand part of box 16).
17. Box 17 of the Certificate of Origin refers to voluntary information on the quality of the coffee being exported in accordance with the parameters set out in Resolution 420, if the export refers to green coffee; information on special characteristics of the coffee, if applicable; information related to the Harmonised System codes; and information on the FOB value of the shipment. See Annex IV for details.

### **IMPORTANT**

**A COPY OF EACH CERTIFICATE OF ORIGIN SHALL BE FORWARDED TO THE INTERNATIONAL COFFEE ORGANIZATION TOGETHER WITH A COPY OF THE RELEVANT TRANSPORT DOCUMENT(S) WITHIN 60 DAYS OF THE DATE OF EXPORT. HOWEVER, THIS OBLIGATION DOES NOT APPLY TO THOSE MEMBERS SENDING DATA ELECTRONICALLY, UNLESS SPECIFICALLY REQUESTED BY THE ORGANIZATION.**