



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

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Rules on Statistics

Statistics Committee
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London, England

**Proposals for revisions to the
Rules for the application of a
system of Certificates of Origin**

Background

1. This document contains a number of suggested amendments to the Rules for the application of a system of Certificates of Origin which are normally reviewed in the context of a new International Coffee Agreement. These proposals have been put forward by the Executive Director and are suggestions only at this stage, for consideration by Members.
2. Suggested amendments are indicated as follows:

Bold indicates new wording proposed for inclusion in the Rules.

~~Strikethrough~~ indicates text which it is suggested could be deleted.

Text in grey indicates wording or numbering which may be affected if other changes proposed are agreed.

Text in bold and underlined indicates text which was in bold in the original Rules.

Action

The Statistics Committee is invited to consider these suggestions and if appropriate to recommend approval by the Council.

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RULES ON STATISTICS

RULES FOR THE APPLICATION OF A SYSTEM OF CERTIFICATES OF ORIGIN EFFECTIVE FROM [date]

INTRODUCTION

1. For the purposes of the International Coffee Agreement ~~2004~~ **2007** 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, **or equivalent document**, 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~~ **directly** 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. **Computer records shall also be maintained for the same period.** Certifying Agencies must also undertake to make such records available for examination by the Organization should the need arise;
- (e) 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)~~ **(f) below**), and;

¹ *For 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.*

- (f) 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.

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)
Annex IV	List of most used certification programmes/schemes

² Copies 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.

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~~ **33** of the International Coffee Agreement ~~2001~~ **2007** 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~~ **to the Organization** 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.~~

Types of coffee means the two most important species of coffee economically: Arabica coffee (*Coffea Arabica*) and Robusta coffee (*Coffea canephora*). Two other species which are grown on a much smaller scale are Liberica coffee (*Coffea liberica*) and Excelsa coffee (*Coffea dewevrei*). For statistical purposes, the two types considered will be Arabica and Robusta, as the demand for the others is not commercially significant.

Forms of coffee means the following:

- (a) ***green coffee*** means all coffee in the naked bean form before roasting;
- (b) ***dried coffee cherry*** means the dried fruit of the coffee tree; to find the equivalent of dried coffee cherry to green coffee, multiply the net weight of the dried coffee cherry by 0.50;
- (c) ***parchment coffee*** means the green coffee bean contained in the parchment skin; to find the equivalent of parchment coffee to green coffee, multiply the net weight of the parchment coffee by 0.80;
- (d) ***roasted coffee*** means green coffee roasted to any degree and includes ground coffee; to find the equivalent of roasted coffee to green coffee, multiply the net weight of the roasted coffee by 1.19;
- (e) ***liquid coffee*** means the water-soluble solids derived from roasted coffee and put into liquid form; to find the equivalent of liquid coffee to green coffee, multiply the net weight of the liquid coffee by 2.6;
- (f) ***soluble coffee*** means the dried water-soluble solids derived from roasted coffee; to find the equivalent of soluble coffee to green coffee, multiply the net weight of the soluble coffee by 2.6;
- (g) ***decaffeinated coffee*** means green, roasted or soluble coffee from which caffeine has been extracted; To find the equivalent of decaffeinated coffee to green coffee, multiply the net weight of the decaffeinated coffee in green, roasted or soluble form by 1.00, 1.19 or 2.6 respectively.

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~~ in Part B of the Certificates is allocated for ~~the appropriate bar code sticker, for Member countries which are not transmitting files electronically~~ **other relevant information related to the coffee being exported, i.e., information related to the quality parameters in accordance with Resolution 420 and/or other information such as certification schemes/programmes and Harmonized Systems (HS) codes. The completion of the fields in Part B is voluntary.**
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 to the Organization~~ 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~~ packaging 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~~ **packaging** or stamped on a metal strip affixed to the bags or other ~~containers~~ **packaging**, 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~~ **packaging** 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.
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.

³ See Annex I.

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

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~~ **alternative methods** 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 sets~~⁵. 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.

⁵~~A 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 **green bean** equivalent thereof ~~namely: if said sample or parcel is of another form of coffee.~~
 - (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~~ **2007** and in these Rules.

RULE 7

Amendments


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

List of exporting Members in (English) alphabetical order showing their respective ICO code, crop year, EU and ISO codes, and type of coffee produced

ICO Code	Country Name	Crop Year	EU Code	ISO Code	Type of Coffee produced/exported
158	Angola	April/March	330	AO	Robusta/Arabica
022	Benin	October/September	284	BJ	Robusta
001	Bolivia	April/March	516	BO	Arabica
002	Brazil	April/March	508	BR	Arabica/Robusta
027	Burundi	April/March	328	BI	Arabica
019	Cameroon	October/September	302	CM	Robusta/Arabica
020	Central African Republic	October/September	306	CF	Robusta
003	Colombia	October/September	480	CO	Arabica
004	Congo, Dem. Rep. of	October/September	322	CD	Robusta/Arabica
021	Congo, Rep. of	July/June	318	CG	Robusta
005	Costa Rica	October/September	436	CR	Arabica
024	Côte d'Ivoire	October/September	272	CI	Robusta
006	Cuba	July/June	448	CU	Arabica
007	Dominican Republic	July/June	456	DO	Arabica
008	Ecuador	April/March	500	EC	Arabica/Robusta
009	El Salvador	October/September	428	SV	Arabica
010	Ethiopia	October/September	334	ET	Arabica
023	Gabon	October/September	314	GA	Robusta
038	Ghana	October/September	276	GH	Robusta
011	Guatemala	October/September	416	GT	Arabica/Robusta
092	Guinea	October/September	260	GN	Robusta
012	Haiti	July/June	452	HT	Arabica
013	Honduras	October/September	424	HN	Arabica
014	India	October/September	664	IN	Robusta/Arabica
015	Indonesia	April/March	700	ID	Robusta/Arabica
100	Jamaica	October/September	464	JM	Arabica
037	Kenya	October/September	346	KE	Arabica
025	Madagascar	April/March	370	MG	Robusta
109	Malawi	April/March	386	MW	Arabica
016	Mexico	October/September	412	MX	Arabica/Robusta
017	Nicaragua	October/September	432	NI	Arabica
018	Nigeria	October/September	288	NG	Robusta
029	Panama	October/September	442	PA	Arabica
166	Papua New Guinea	April/March	801	PG	Arabica/Robusta
122	Paraguay	April/March	520	PY	Arabica
123	Philippines	July/June	708	PH	Robusta/Arabica
028	Rwanda	April/March	324	RW	Arabica
033	Tanzania	July/June	352	TZ	Arabica/Robusta
140	Thailand	October/September	680	TH	Robusta
026	Togo	October/September	280	TG	Robusta
035	Uganda	October/September	350	UG	Robusta/Arabica
036	Venezuela, Bol. Rep. of	October/September	484	VE	Arabica
145	Vietnam	October/September	690	VN	Robusta
149	Zambia	July/June	378	ZM	Arabica
039	Zimbabwe	April/March	382	ZW	Arabica

Exporting countries not yet members of ICA 2001:

Equatorial Guinea, Guyana, People's Democratic Republic of Lao, Liberia, Peru, Sri Lanka, Timor-Leste, Trinidad & Tobago and Yemen

1. Exporter/Consignor (name/code) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 <p>Certificate approved by: International Coffee Organization 22 Berners Street London - W1T 3DD - England</p>					
2. Notify address	3. Internal reference No.					
	4a. Country code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4b. Port of shipment code: <input type="checkbox"/> <input type="checkbox"/>	4c. Serial No. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	5. Producing country (name/code) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
6. Country of destination (name/code) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Date of export (DD/MM/YY)					
8. Country of trans-shipment (name/code) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Name of carrier (name/code) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
10. ICO Identification mark ____/____/____ Other marks:	11. Shipped in: Bags <input type="checkbox"/> Bulk <input type="checkbox"/> Containers <input type="checkbox"/> Other <input type="checkbox"/>					
	12. Net weight of shipment	13. Unit of weight kg <input type="checkbox"/> lb <input type="checkbox"/>				
14. Description of coffee (form/type, where relevant) Green Arabica <input type="checkbox"/> Green Robusta <input type="checkbox"/> Roasted <input type="checkbox"/> Soluble <input type="checkbox"/> Liquid <input type="checkbox"/> Other <input type="checkbox"/>						
15. Method of processing Decaffeinated <input type="checkbox"/> Organic: Certified <input type="checkbox"/> Uncertified <input type="checkbox"/>						
Green coffee: Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soluble coffee: Spray-dried <input type="checkbox"/> Freeze-dried <input type="checkbox"/>						
<p>16. IT IS HEREBY CERTIFIED THAT THE COFFEE DESCRIBED ABOVE WAS GROWN IN THE COUNTRY NAMED IN BOX 5 ABOVE AND HAS BEEN EXPORTED ON THE DATE SHOWN BELOW</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 10px;"> Date: Place: A. Signature of authorized Customs officer and Customs stamp of issuing country </td> <td style="width: 50%; vertical-align: top; padding: 10px;"> Date: Place: B. Signature of authorized Certifying officer and stamp of Certifying Agent </td> </tr> </table>			Date: Place: A. Signature of authorized Customs officer and Customs stamp of issuing country	Date: Place: B. Signature of authorized Certifying officer and stamp of Certifying Agent		
Date: Place: A. Signature of authorized Customs officer and Customs stamp of issuing country	Date: Place: B. Signature of authorized Certifying officer and stamp of Certifying Agent					
17. Other relevant information (Resolution 420; Certification schemes/programmes, HS code, etc)						
<p>a. Quality Standards for green coffee (ICC Resolution No. 420) - voluntary information :</p> <table style="width: 100%;"> <tr> <td>"S": full compliance with the target defects and moisture standards <input type="checkbox"/></td> <td>"XD": coffee does not conform to the target defects standard <input type="checkbox"/></td> </tr> <tr> <td>"XM": coffee does not conform to the target moisture standard <input type="checkbox"/></td> <td>"XDM": coffee does not conform to either standard (target defect and moisture) <input type="checkbox"/></td> </tr> </table>			"S": full compliance with the target defects and moisture standards <input type="checkbox"/>	"XD": coffee does not conform to the target defects standard <input type="checkbox"/>	"XM": coffee does not conform to the target moisture standard <input type="checkbox"/>	"XDM": coffee does not conform to either standard (target defect and moisture) <input type="checkbox"/>
"S": full compliance with the target defects and moisture standards <input type="checkbox"/>	"XD": coffee does not conform to the target defects standard <input type="checkbox"/>					
"XM": coffee does not conform to the target moisture standard <input type="checkbox"/>	"XDM": coffee does not conform to either standard (target defect and moisture) <input type="checkbox"/>					
<p>b. Information on the certification programme/scheme:</p> Gourmet coffee <input type="checkbox"/> Other niche markets <input type="checkbox"/> Certified and/or verified by (specify programme/scheme): _____						
<p>c. Information on the Harmonized System code:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">HS code:</div>						

MEASUREMENTS OF ICO CERTIFICATE OF ORIGIN

**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) **in box 3.**
4.
 - (a) Enter the exporting Member country code (see Annex I to these Rules) **in box 4 (a), (numeric field: three digits).**
 - (b) ~~Enter and~~ the code number of the port or inland point of export **in box 4 (b)** (numeric field: ~~three digits for the country code followed by a two digits port code —~~) see document ~~EB-3732/99 ICC-xxx-x~~. ~~This prefix of up to five digits shall be followed by~~
 - (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 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 of~~ 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 **in box 6.** (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. (date field: DD/MM/YY) **in box 7.**

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 ~~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~~, **(each Certifying Agent shall allocate a unique code to each vessel)** in the ~~appropriate~~ box **9** (~~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~~ **packaging** 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~~ **packaging**. Enter the ICO identification mark and any additional shipping marks or other identification in the space provided **in box 10**. For details on the ICO identification mark, please refer to Rule 3. (**numeric field: xxx/xxxx/xxxx**)
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, soluble **or liquid (as appropriate)** is being exported, ~~specify the form and type of such coffee~~ **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 "Organic" on the Certificate of Origin refers to 'certified organic coffee' in accordance with the ISO Guide 65.

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16. (a) 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).
- (b) 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~~ **Refers to voluntary information on the quality of the (green) coffee being exported in accordance with the parameters set out in Resolution 420 and/or other information in respect of specific certification programmes/schemes and information related to the Harmonized System codes that exporting Members may wish to disclose (see Annex IV).**

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 BY THE ORGANIZATION.

List of destinations in (English) alphabetical order showing ICO, EU and ISO codes

ICO Code	Country Name	EU Code	ISO Code	ICO Code	Country Name	EU Code	ISO Code
257	Abu Dhabi	647	AE	006	Cuba	448	CU
073	Afghanistan	660	AF	191	Curaçao	AN	478
258	Ajman	647	AE	086	Cyprus	600	CY
074	Albania	070	AL	299	Czech Republic	061	CZ
075	Algeria	208	DZ	056	Denmark	008	DK
234	American Samoa	830	AS	175	Djibouti	338	DJ
203	Andorra	043	AD	230	Dominica	460	DM
158	Angola	330	AO	007	Dominican Republic	456	DO
221	Anguilla	446	AI	259	Dubai	647	AE
222	Antigua and Barbuda	459	AG	250	EC Unspecified	959	QV
050	Argentina	528	AR	008	Ecuador	500	EC
266	Armenia	077	AM	142	Egypt	220	EG
197	Aruba	474	AW	009	El Salvador	428	SV
051	Australia	800	AU	167	Equatorial Guinea	310	GQ
052	Austria	038	AT	045	Eritrea	336	ER
276	Azerbaijan	078	AZ	041	Estonia	053	EE
165	Azores and Madeira	010	PT	010	Ethiopia	334	ET
216	Bahamas	453	BS	201	Faeroe Islands	041	FO
076	Bahrain	640	BH	220	Falkland Islands	529	FK
254	Bangladesh	666	BD	236	Fiji	815	FJ
217	Barbados	469	BB	071	Finland	032	FI
081	Belarus	073	BY	058	France	001	FR
046	Belgium	017	BE	168	French Guiana	001	FR
195	Belize	421	BZ	174	French Polynesia	822	PF
022	Benin	284	BJ	260	Fujairah	647	AE
246	Bermuda	413	BM	023	Gabon	314	GA
212	Bhutan	675	BT	196	Gambia	252	GM
001	Bolivia	516	BO	192	Gaza Strip	625	PS
190	Bonaire	478	AN	211	Georgia	076	GE
287	Bosnia and Herzegovina	093	BA	040	Germany	004	DE
078	Botswana	391	BW	038	Ghana	276	GH
002	Brazil	508	BR	090	Gibraltar	044	GI
213	Brunei Darussalam	703	BN	091	Greece	009	GR
079	Bulgaria	068	BG	202	Greenland	406	GL
143	Burkina Faso	236	BF	231	Grenada	473	GD
027	Burundi	328	BI	169	Guadeloupe	001	FR
082	Cambodia	696	KH	238	Guam	831	GU
019	Cameroon	302	CM	011	Guatemala	416	GT
054	Canada	404	CA	092	Guinea	260	GN
162	Cape Verde	247	CV	163	Guinea-Bissau	257	GW
305	Caroline Islands			049	Guyana	488	GY
218	Cayman Islands	463	KY	012	Haiti	452	HT
020	Central African Republic	306	CF	207	Holy See	045	VA
296	Ceuta	021	XC	013	Honduras	424	HN
084	Chad	244	TD	093	Hong Kong	740	HK
055	Chile	512	CL	094	Hungary	064	HU
043	China	720	CN	095	Iceland	024	IS
235	Christmas Islands	834	CX	014	India	664	IN
223	Cocos Islands	833	CC	015	Indonesia	700	ID
003	Colombia	480	CO	096	Iran, Islamic Rep. of	616	IR
172	Comoros	375	KM	097	Iraq	612	IQ
004	Congo, Dem. Rep. of	322	CD	098	Ireland	007	IE
021	Congo, Rep. of	318	CG	099	Israel	624	IL
176	Cook Islands	837	CK	059	Italy	005	IT
005	Costa Rica	436	CR	100	Jamaica	464	JM
024	Côte d'Ivoire	272	CI	060	Japan	732	JP
288	Croatia	092	HR	101	Jordan	628	JO

ANNEX III (Cont'd)

List of destinations in (English) alphabetical order showing ICO, EU and ISO codes

ICO Code	Country Name	EU Code	ISO Code	ICO Code	Country Name	EU Code	ISO Code
279	Kazakhstan	079	KZ	121	Pakistan	662	PK
037	Kenya	346	KE	244	Palau	825	PW
237	Kiribati	812	KI	029	Panama	442	PA
102	Korea, Dem. People's Rep. of	724	KP	166	Papua New Guinea	801	PG
103	Korea, Republic of	728	KR	122	Paraguay	520	PY
298	Kosovo	095	XK	030	Peru	504	PE
104	Kuwait	636	KW	123	Philippines	708	PH
283	Kyrgyzstan	083	KG	198	Pitcairn Island	813	PN
105	Lao, People's Dem. Rep. of	684	LA	124	Poland	060	PL
042	Latvia	054	LV	031	Portugal	010	PT
106	Lebanon	604	LB	125	Puerto Rico	400	US
247	Leeward Islands			126	Qatar	644	QA
077	Lesotho	395	LS	261	Ras al-Khaimah	647	AE
107	Liberia	268	LR	171	Reunion	001	FR
108	Libyan Arab Jamahiriya	216	LY	128	Romania	066	RO
199	Liechtenstein	037	LI	127	Russian Federation	075	RU
044	Lithuania	055	LT	028	Rwanda	324	RW
251	Luxembourg	018	LU	209	Saint Helena	329	SH
164	Macao	743	MO	226	Saint Kitts and Nevis	449	KN
289	Macedonia, FYR	096	MK	232	Saint Lucia	465	LC
025	Madagascar	370	MG	129	Saint Pierre & Miquelon	408	PM
109	Malawi	386	MW	233	Saint Vincent & the Grenadines	467	VC
110	Malaysia	701	MY	194	Samoa	819	WS
214	Maldives	667	MV	206	San Marino	047	SM
111	Mali	232	ML	161	Sao Tome and Principe	311	ST
112	Malta	046	MT	130	Saudi Arabia	632	SA
182	Marshall Islands	824	MH	131	Senegal	248	SN
170	Martinique	001	FR	291	Serbia	098	XS
113	Mauritania	228	MR	210	Seychelles	355	SC
208	Mauritius	373	MU	262	Sharjah	647	AE
252	Mayotte	377	YT	032	Sierra Leone	264	SL
297	Melilla	023	XL	132	Singapore	706	SG
016	Mexico	412	MX	300	Slovakia	063	SK
183	Micronesia	823	FM	292	Slovenia	091	SI
265	Moldova	074	MD	242	Solomon Islands	806	SB
205	Monaco	001	FR	133	Somalia	342	SO
114	Mongolia	716	MN	134	South Africa, Republic of	388	ZA
290	Montenegro	097	XM	063	Spain	011	ES
224	Montserrat	470	MS	083	Sri Lanka	669	LK
115	Morocco	204	MA	136	Sudan	224	SD
160	Mozambique	366	MZ	139	Suriname	492	SR
080	Myanmar	676	MM	225	Svalbard and Jan Mayen Islands	028	NO
135	Namibia	389	NA	137	Swaziland	393	SZ
239	Nauru	803	NR	064	Sweden	030	SE
117	Nepal	672	NP	065	Switzerland	039	CH
061	Netherlands	003	NL	138	Syrian Arab Republic	608	SY
193	Netherlands Antilles	478	AN	306	Tahiti	822	PF
173	New Caledonia	809	NC	089	Taiwan (Province of China)	736	TW
070	New Zealand	804	NZ	285	Tajikistan	082	TJ
017	Nicaragua	432	NI	033	Tanzania	352	TZ
119	Niger	240	NE	140	Thailand	680	TH
018	Nigeria	288	NG	159	Timor-Leste	626	TL
177	Niue	838	NU	026	Togo	280	TG
240	Norfolk Island	836	NF	178	Tokelau	839	TK
204	Northern Marianas	820	MP	243	Tonga	817	TO
062	Norway	028	NO	034	Trinidad & Tobago	472	TT
116	Oman	649	OM	066	Tunisia	212	TN

List of destinations in (English) alphabetical order showing ICO, EU and ISO codes

ICO Code	Country Name	EU Code	ISO Code	ICO Code	Country Name	EU Code	ISO Code
141	Turkey	052	TR	282	Uzbekistan	081	UZ
286	Turkmenistan	080	TM	118	Vanuatu	816	VU
229	Turks & Caicos Islands	454	TC	036	Venezuela, Bol. Rep. of	484	VE
186	Tuvalu	807	TV	145	Vietnam	690	VN
035	Uganda	350	UG	227	Virgin Islands (UK)	468	VG
179	Ukraine	072	UA	228	Virgin Islands (US)	457	VI
263	Umm al-Qaiwain	647	AE	245	Wallis & Futuna Islands	811	WF
120	United Arab Emirates	647	AE	248	Windward Islands		
068	United Kingdom	006	GB	146	Yemen	653	YE
187	Unspecified dest/origin	958	QU	149	Zambia	378	ZM
144	Uruguay	524	UY	039	Zimbabwe	382	ZW
369	USA	400	US				

LIST OF CERTIFICATION PROGRAMMES/SCHEMES

The list below provides the names of the most commonly used certification programmes/schemes in terms of their scope in the volume of coffee certified thereby. It is proposed that this list be used as a guide and be kept under review with regular annual updates.

Exporting Members are requested, if they so wish, to enter the appropriate programme identification (which appears in brackets) in box 17b of the Certificate of Origin – please note that there may be more than one certification programme/scheme for some shipments which, when relevant, should all be indicated:

- (a) Common Code for the Coffee Community (4Cs)
- (b) Eurepgap
- (c) Fairtrade
- (d) *Q Coffee* System
- (e) Rainforest Alliance
- (f) Smithsonian Migratory Bird Center (“Bird friendly”)
- (g) Utz Certified
- (h) Other (please specify)

List of the relevant codes of the Harmonized Commodity Description and Coding System (HS) for coffee

Form of coffee	HS code	Description
Green	0901.11	Coffee, not roasted, not decaffeinated
	0901.12	Coffee, not roasted, decaffeinated
Roasted	0901.21	Coffee, roasted, not decaffeinated
	0901.22	Coffee, roasted, decaffeinated
Soluble	2101.11.11	Extracts, essences and concentrates with a coffee-based dry matter content of 95% or more by weight
	2101.11.19	Other extracts, essences and concentrates
	2101.12.92	Preparations with a basis of these extracts, essences or concentrates of coffee
	2101.12.98	Other preparations with a basis of coffee



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