

PAMPHLET

11

# DOCUMENT BUNDLE

également  
disponible  
en Français

The contract specifies the documents to be supplied. This set of documents is called the document bundle, and the items may differ according to origin, destination and the products concerned.

In the case of payment by letter of credit, every detail counts. Care should therefore be taken regarding which documents are required and how they are completed.

Documents that fall within the scope of due diligence or certification should also be provided.

## The document bundle consists of the following:

1. Bill of lading (B/L)
2. Invoice
3. Specification
4. Phytosanitary certificate
5. Fumigation certificate
6. Certificate of origin (CO)
7. EUR1 Certificate
8. CITES export permit

These eight documents may be supplemented by the debarking certificate and ISPM 15<sup>1</sup> marking.

## 1. BILL OF LADING (B/L)

### This comprises:

- A written acknowledgement of receipt, signed by the master of a ship or the ship's agent, stating that the specified goods have been received in good condition on board the ship.
- Written proof of a contract for the carriage and delivery of goods.
- A certificate of ownership of the goods.
- An insurance document.

In the contract, it is useful to specify how many original bills of lading and copies need to be produced.

In most cases, three original copies are issued and transfer title of the goods being transported. For this reason, they are considered negotiable instruments.

On arrival, the goods can only be collected on presentation of the three original copies, or sometimes only two if the forwarder, for example, keeps one in case of loss.

1. International Standards for Phytosanitary Measures No. 15

### Content of the document

The body of the *bill of lading* contains all the essential information about the goods. The B/L contains three categories of information: the transport stakeholders, information about the goods being transported and information about the transport operation.

#### • Transport stakeholders

- . Shipper: supplier of the first merchant product; the trading company can be declared as the Shipper.
- . Consignee: a trading company, or possibly the customer if the supplier is mentioned. The list of possible partners is supplemented by customers who have a “Sundry Consignee” category.
- . Notify party: the person who needs to be notified.
- . Carrier
- . The method of freight payment (“prepaid” or “collect”) set by the Incoterms® is also mentioned.

#### • Information about the goods

- . Type of goods
- . Quantity transported
- . Weight and volume of goods
- . Type of packaging used
- . Hazard class
- . Type of container, if applicable: 20’ - 40’ - 40’HC (*High Cube*)

Specific handling instructions may also be given.

#### • Transport details

- . Ports of departure and arrival
- . Vessel name
- . Voyage number
- . B/L number: a unique number for tracking purposes
- . Occasionally, the customs code

More and more often, a Sea Waybill (SWB) is used to save time through dematerialisation. Unlike the bill of lading, the SWB is not a title to the goods. It circulates more easily and poses fewer problems for the consignee to collect the goods at the port. It is very common for containers.

**Table 1.** Micro-dictionary

Affréteur/Chargeur/Expéditeur	Shipper	Lettre de voiture	Waybill
Armateur/fréteur	Ship owner	Manifeste	Manifest
Charte-partie	Charter party	Négociable/transmissible	Negotiable
Commissionnaire de transport	Forwarding agent	Note/ liste de colisage	Packing list
Connaissance	Bill of lading	Police	Policy
Destinataire	Consignee	Sinistre/dommage	Casualty
Informé	Notify	Transporteur	Carrier



### 3. SPECIFICATION

The specification or packing list includes details of the batch of timber.

This document contains the following information: contract concerned, species, parcel number, details of dimensions, number of pieces.

It forms the basis for the invoice, the various checks and the bill of lading.

### 4. PHYTOSANITARY CERTIFICATE

The aim of phytosanitary certification is to provide a guarantee that consignments of exported plants and plant products comply with LEGAL phytosanitary requirements laid down by the authorities of the third country of destination.

#### European Union Entry Point

The importing of certain plants and plant products listed by Order of the French Ministry of Agriculture and Food Sovereignty is regulated by the 24 May 2006 Order on sanitary requirements for plants, plant products and other objects.

A number of plants and organisms are banned from entering the European Union. Other plants and plant products listed in the same Order must be imported via an EU entry point, the list of which is given in the 2 May 2007 Order<sup>2</sup>.

Officials at EU entry points check all imports of plants and plant products presenting a phytosanitary risk.

They check the accompanying phytosanitary certificates and carry out a physical check on each batch, which may include a laboratory analysis.

### 5. FUMIGATION CERTIFICATE

Fumigation is the act of spreading chemical compounds in the form of fumes or vapour to disinfect premises and destroy parasites.

It can also be used to disinsect full packages, pallets or crates, usually in containers, as is common practice throughout the world.

---

<sup>2</sup>. Available at <https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000000647694> (in French)

## 6. CERTIFICATE OF ORIGIN (CO)

The certificate of origin is the document certifying the origin of merchandise. It is issued by the competent authority in the country of origin. It is not binding on the importing customs authority.

*This is a customs document that certifies the origin of goods, or more precisely, their country of manufacture. It is issued and authenticated by the Chambers of Commerce and Industry,*

*which check the information provided and apply a conformity stamp. Goods are accepted into the country of destination and a rate of customs duty is applied based on this document. It is essentially used to clear the goods through customs. Some countries, such as the United States, do not require it; however, the local buyer may request it. Finally, it forms part of the documentary credit file. (Paris Chamber of Commerce and Industry).*

		<b>N°</b>		<b>COPIE</b>	
<b>1. Expéditeur (nom, adresse, pays) / Consignor / Expedidor</b> المرسل / 发货人 / Отправитель		<b>COMMUNAUTÉ EUROPÉENNE</b> EUROPEAN COMMUNITY / COMUNIDAD EUROPEA المجموعة الأوروبية <b>歐洲共同体</b> ЕВРОПЕЙСКОЕ СООБЩЕСТВО <b>CERTIFICAT D'ORIGINE</b> CERTIFICATE OF ORIGIN / CERTIFICADO DE ORIGEN الشهادة المنشأ / 原产地证明 СЕРТИФИКАТ ПРОИСХОЖДЕНИЯ ТОВАРА			
<b>2. Destinataire (nom, adresse, pays) / Consignee / Destinatario</b> المرسل إليه / 收货人 / Получатель					
<b>4. Informations relatives au transport (mention facultative)</b> Transport details / Expedición / مفاصيل النقل / 运输情况 Вид транспорта и маршрут следования (если известно)		<b>3. Pays d'origine / Country of origin / País de origen</b> بلد المنشأ / 原产国 / Страна происхождения			
<b>5. Remarques / Remarks / Observaciones</b> ملاحظات / 注释 / Для служебных целей		<b>6. N° d'ordre ; marques, numéros, nombre et nature des colis ; désignation des marchandises</b> Item number ; marks, numbers, number and kind of packages ; description of goods <b>N° de orden ; marcas, números, número y naturaleza de los bultos ; designación de las mercancías</b> مواصفات البضاعة : رقم التسلسل : العلامة : رقم الطرود : عدد وشعبة الطرود 序号 : 商標 : 号码 : 包裝件數和性質 : 商品種類 : Передаваемый номер, маркировочные знаки, номера, количество мест и вид упаковки, описание товара			
<b>7. Quantité / Quantity / Cantidad</b> الكمية / 數量 / Количество		<b>8. L'AUTORITÉ SOUSSIGNÉE CERTIFIE QUE LES MARCHANDISES DÉSIGNÉES CI-DESSUS SONT ORIGINAIRES DU PAYS FIGURANT DANS LA CASE N° 3</b> THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3 LA AUTORIDAD INFRASCRITA CERTIFICA QUE LAS MERCANCIAS DESIGNADAS SON ORIGINARIAS DEL PAIS INDICADO EN LA CASILLA N° 3 تشهد السلطة الموقعة أسماء أن البضائع المذكورة أعلاه مصدرها البلاد المذكورة في المثل رقم 3 簽發此證書為証實上述商品原产于第3框內所註明的國家 Подписавший уполномоченный орган удостоверяет, что вышеприведенные товары происходят из страны, указанной в графе № 3			
<b>Lieu et date de délivrance ; désignation, signature et cachet de l'autorité compétente</b> Place and date of issue ; name, signature and stamp of competent authority <b>Lugar y fecha de expedición ; designación, firma y sello de la autoridad competente</b> مكان ووقت إصدار : اسم السلطة المختصة وتوقيع وتسمية : 簽發地點和日期 : 簽發當局的名稱、簽字和印章 Место и дата выдачи : наименование, подпись и печать уполномоченного органа					
<b>N° 3261936</b>					



## 7. EUR1 CERTIFICATE

The EUR1 certificate is a movement certificate that allows goods to move with reduced (or even zero) customs duties in countries that have reached reciprocal agreements with the European Union.

Under EU preferential relations, tariff advantages (reduced or zero rate of customs duty) are reserved for products that “originate” from

the contracting parties. Consequently, a protocol defining the concept of originating products is included in each agreement. These protocols are available on the *List of EU agreements and unilateral preferences*.

Preferential treatment is subject to the presentation of proof of origin which must, in principle, be provided at the time of customs clearance.

Example of a completed EUR.1 Certificate

ImportExportLicense  
CUSTOMS REGISTRATION SERVICES YOU CAN COUNT ON

MOVEMENT CERTIFICATE			
1. Exporter (Name, full address, country) Trade Logistics Trident II Office Park Niblick Way Somerset West, South Africa		EUR. 1 No. <b>B 025261</b> <small>See notes overleaf before completing this form</small>	
3. Consignee (Name, full address, country) (Optional) Smith's European Importers 100 Pound Street London United Kingdom		2. Application for a certificate to be used in preferential trade between: <b>South Africa</b> and <b>United Kingdom</b> <small>(Insert appropriate countries or groups of countries or territories)</small>	
6. Transport details (Optional) Sea Freight - Cape Town to Port of Tilbury, London		4. Country, group of countries or territory in which the products are considered as originating <b>ZA</b>	5. Country, group of countries or territory of destination <b>UK</b>
8. Item number, Marks and numbers; Number and kind of packages (1); Description of goods <small>(1) If goods are not packed, indicate number of articles or units, as appropriate</small> One hundred 50cm x 50cm x 50cm boxes, not marked Cargo is South African flags, tariff code is 12.34.56		7. Remarks Purchase order 2259	9. Gross weight (kg) or other measure (litres, m <sup>3</sup> , etc.) <b>500kg</b>
11. CUSTOMS ENDORSEMENT Declaration certified. Export document (2): Form <input type="checkbox"/> No <input type="checkbox"/> Customs office: Issuing country or territory: Date:  <small>(2) Complete only when the export document is required by the issuing country or territory.</small>		10. Invoices (Optional) <b>Inv 50013</b> <b>30 July 2015</b>	
		12. DECLARATION BY THE EXPORTER I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate.  Place and date: <b>Somerset West</b> <b>1 September 2015</b>  Sign Here <small>(Signature)</small>	

DECLARATION BY THE EXPORTER

I, the undersigned, exporter of the goods described overleaf,

DECLARE that the goods meet the conditions required for the issue of the attached certificate;

SPECIFY as follows the circumstances which have enabled these goods to meet the above conditions:

**Manufactured in a South African factory using South African raw materials**

OR

**Manufactured in a South African factory using South African and imported raw materials. Final product's tariff code differs from the tariff code of the imported raw materials.**

SUBMIT the following supporting documents (1):

**manufacturer's declaration**  
**production flowchart**

UNDERTAKE to submit, at the request of the appropriate authorities, any supporting evidence which these authorities may require for the purpose of issuing the attached certificate, and undertake, if required, to agree to any inspection of my accounts and to any check on the processes of manufacture of the above goods, carried out by the said authorities.

REQUEST the issue of the attached certificate for these goods.

**Somerset West** **1 September 2015**  
(Place and date)

Sign Here  
(Signature)

(1) For example: import documents, movement certificates, invoices, manufacturer's declarations, etc., referring to the products used in manufacture or to the goods re-exported in the same state.

www.importexportlicense.co.za - info@importexportlicense.co.za - 0861 0 TRADE (87233)

## 8. CITES EXPORT PERMIT

The CITES permit system is the backbone of the regulations governing the trade in specimens of species listed in the three Convention Appendices. Such trade must normally be accompanied by a CITES permit or certificate.

An export permit is an official document issued by a Management Authority of a Party authorising the export of specimens of species listed in Appendix I or II, or the export of specimens of species listed in Appendix III from the State having applied for said listing, or the import of specimens of species listed in Appendix I.

Permits must comply with the provisions of the Convention and the Resolutions of the Conference of the Parties to be valid.

Through this document, the issuing authority confirms that the conditions for authorising trade have been met; this means that trade is legal, sustainable and traceable in accordance with Articles III, IV and V of the Convention. The national CITES Management Authority or Authorities of each Party are the authorities that issue CITES permits on the advice of the national CITES Scientific Authority. The Parties have agreed on a standard model CITES permit and certificate and key recommendations for the CITES permit system, contained in Resolution Conf. 12.3 (Rev. CoP18).

For further information, please refer to Pamphlet 7: *Recommendations for the trade in species listed in the CITES Appendices*.

### Debarking certificate

This certificate relates more specifically to North American production intended, in particular, for Europe. Destinations such as New Zealand and Australia require the utmost vigilance when it comes to removing bark from timber parcels or containers.

---

3. <https://www.douane.gouv.fr/fiche/liste-des-accords-et-preferences-unilaterales-de-lunion-europeenne>

## ISPM 15 MARKING

**There is no ISPM 15 certificate in its own right. The marking on the product is the only requirement of the standard to certify that the wood packaging in question complies.**

These regulations were adopted by the International Plant Protection Convention (IPPC) of the Food and Agriculture Organization of the United Nations (FAO) in 2002.

ISPM 15 stands for International Standard for Phytosanitary Measures No. 15. It was finally adopted on 23 August 2003 with the aim of standardising the measures to be applied to prevent the forests of an importing country from being infested by pests present in wood packaging.

It describes the measures to be taken to reduce the risk of introducing and spreading harmful pests associated with the raw wood packaging materials used in international trade.

ISPM 15 is currently applicable in more than 180 countries worldwide.

This standard lays the foundations for harmonising international phytosanitary measures by defining treatments for destroying pests harmful to forests.

### The products concerned

They include softwood and hardwood packaging such as pallets, cases, packaging boards, loading decks, dunnage and crates.

The standard does not apply to plywood and OSB panels and derivatives manufactured using glue, heat and pressure or a combination of these techniques.

### Compliance programme

The phytosanitary compliance programme concerns sawmills, manufacturers and repairers of wood packaging, and all companies that treat such packaging in compliance with ISPM 15 and the Order of 24 August 2010.

This programme lists administrative requirements such as marking and traceability, and technical requirements such as heat treatment using an oven (hot air or steam) coded "HT" for Heat Treatment (56°C for 30 minutes at the heart of the wood).

***Fumigation with methyl bromide, coded "MB", has been withdrawn from the programme as this gas has been banned from use in the European Union since 18 March 2010.***

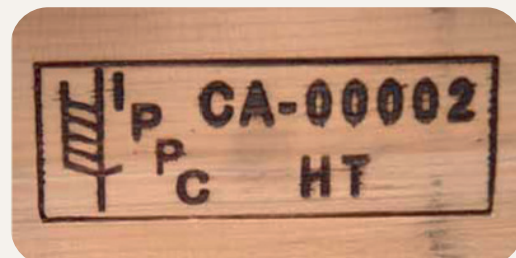
### Marking

The manufacturer must mark wood packaging with the code assigned to it by the department in charge:

- the logo of the International Plant Protection Organisation (IPPC);
- country code, region code, producer/supplier code;
- the type of treatment (HT = heat treatment).

The mark must be:

- legible;
- indelible and non-transferable;
- placed in a visible position when the packaging is in use, preferably on at least two opposite sides of the packaging.





## WEBOGRAPHY

### **Invoice**

<https://silex.pro/en/advice/invoices-which-legal-notice-to-include/>

### **Certificate of origin**

<https://www.fedex.com/en-fr/shipping-channel/customs-clearance/certificate-of-origin.html#:~:text=A%20certificate%20of%20origin%20is,the%20clearance%20process%20when%20importing>

### **EUR1 certificate**

<https://trade.ec.europa.eu/access-to-markets/fr/roo-explain-term/origin/PE/destination/NL/term/movementCertificate>

### **CITES export permit**

[https://cites.org/eng/prog/Permit\\_system](https://cites.org/eng/prog/Permit_system)

<https://cites.org/eng/disc/how.php>

<https://cites.org/sites/default/files/document/E-Res-12-03-R18.pdf>

<https://cites.org/sites/default/files/documents/E-Res-12-03-R19.pdf>

<https://cites.org/eng/resources/terms/glossary.php#party>

<https://cites.org/eng/resources/terms/glossary.php#res>

### **ISPM 15**

<https://www.ippc.int/en/>