



# Instructional Guide For the Taiwan (TM-11) USDA and Foreign Government Export Certificate



## Please Note:

- The unit price/processing fee for each certificate is \$45.
- Please check with the importer of your product as to what official documentation is required for your shipment.
- Please be sure to visit the QAI website to download the most updated version of the form you need. \* <http://www.qai-inc.com/resources/materials.asp> (scroll down to find forms)
- Each request submitted to QAI is given a 48 hour turn-around time.
- Please submit all export requests/questions/concerns to the following email:  
[qaite@qai-inc.com](mailto:qaite@qai-inc.com)



## TM-11 = Taiwan Export Certificate

TM-11's are required for each shipment Taiwan. In addition to the completed TM-11 Export Certificate, QAI requires proper supporting documentation to ensure the products are suitable for export.

### Determining the Proper Supporting Documentation for Your Taiwan TM-11.

Are these products listed on your QAI certificate?

- 1) No.
  - a) Please have these products approved and added to your Organic System Plan Summary (OSPS) before completing and submitting your TM-11.
- 2) Yes.
  - a) Are you a processor (as defined by the NOP) located in the US?
    - i) Yes. Please submit your OSPS with your completed TM-11 as your proper supporting documentation.
    - ii) No. Please complete the AFFIDAVIT OF USDA/COA TAIWAN EXPORT COMPLIANCE

### Completing an AFFIDAVIT OF USDA/COA TAIWAN EXPORT COMPLIANCE

- 1) The affidavit affirms that: 1) Products meet NOP compliance; and 2) The country of origin must be USA.
- 2) If your products have not already been approved for export, then QAI requests you obtain this verification from your products' ingredient suppliers as well. An additional affidavit or a current certificate from your ingredient suppliers stating that the ingredients of your product meet these requirements will required from you.

### Completing and Submitting the TM-11 Export Certificate

- 1) Please always submit your TM-11 Request with a coversheet and Bill of Lading and/or invoice.
- 2) Cover Sheets . . . are they really that important? Yes. Please complete a cover sheet.
  - a) Without the coversheet, we do not know how to process or where to send the certificate.
  - b) TM-11's require a statement of compliance, which is conveniently quoted on the coversheet, intended for the "Remarks" portion of the TM-11. Without this statement the TM-11 cannot be processed.



## **Instructions for Completion of an Export Certificate (TM TM-11) Under an Export Arrangement Between the USDA and a Foreign Government**

These instructions are designed to assist a Department of Agriculture (USDA) accredited certifying agent (ACA) in completing an export certificate (TM-11) as required under an export arrangement between the USDA and a foreign government.

- 1. Country of Destination:** This box must contain the name of the country importing the product. The country name must not be abbreviated but spelled out in full.
- 2. Date:** This box must contain the date of data entry. This date may or may not be the same as the signature date in box 18. The date format is at the discretion of the ACA.
- 3. Unique Identification Number:** To be assigned by your certifying agent.
- 4. Exported By:** This box must contain the name and address, including zip code, of the final producer or handler of the product as applicable. For producers and handlers with multiple locations, the address will be the common or corporate address.
- 5. Product Exported From:** This box must contain the name and address of the port of embarkation.
- 6. Consigned To:** This box must contain the name and address of the individual or business in the country of destination to which the product will be transferred, assigned or delivered.
- 7. Certifying Agent Issuing Certificate:** Please fill in QAI Inc. as your certifying agent with address:  
9191 Towne Centre Dr. Suite 200  
San Diego, CA, 92122, USA
- 8. Total Marked Net Weight:** This box must contain the total net weight of the shipment covered by the export certificate.
- 9. Total Containers:** If applicable, this box must contain the total number of air or vessel containers covered by the export certificate.
- 10. Product as Labeled:** This box must contain the name of the raw product or packaged products. For raw product, the name will be the common name of the product, e.g. rice wheat, oranges, and apples. For packaged products, the name will be the name shown on the principal display panel.
- 11. Lot Number:** This box must contain the lot number assigned to product by the exporter whose name and address, including zip code appears in box 4.
- 12. Marked Weight of the Lot:** This box must contain the marked net weight of the lot assigned to product by the exporter whose name and address, including zip code appears in box 4.
- 13. Number of Packages in Lot:** If applicable, this box must contain the number of packages contained under the lot number shown in box 11.
- 14. Shipping Marks:** This box must contain flight number, vessel name or number, or container number as applicable for the products covered by the export certificate.
- 15. Producer:** Use of this box is at the discretion of the ACA.
- 16. Remarks:** This box must contain the applicable compliance statement as provided by the National Organic Program and quoted on the QAI Transaction Certificate Coversheet. Japan statement is different than Taiwan. Taiwan has a statement for Producers and another for Processors.
- 17. Signature and Date of the Accredited Certifying Agent:** To be completed by authorized QAI Employee.