

# Technical note: aimed at implementing an import procedure for organic and in-conversion products

Scope: BIO BE, BIO LU

Changes from the previous version of this technical note are indicated in green.

## 1. Definitions

**First consignee in the European Union:** a natural or legal person established in the Union and subject to the control system referred to in Regulation (EU) 2018/848 to whom the consignment is delivered by the importer after release for free circulation and who receives it for further preparation and/or marketing.

**Importer:** a natural or legal person established in the European Union and subject to the control system referred to in Regulation (EU) 2018/848, who presents the consignment for release for free circulation in the EU, either in person, or through a representative.

**Exporter:** operator who exports the products from the country mentioned in box 9 of the COI. The exporter is the operator who carries out the final operation – for the purpose of preparation within the meaning of Article 3(44) of Regulation (EU) 2018/848 - on the products listed in box 13 of the COI and seals the products in appropriate packaging or containers in accordance with point 6 of Annex III to Regulation (EU) 2018/848.

**e-COI:** electronic Certificate Of Inspection, as described in Delegated Regulation (EU) 2021/2306, or inspection certificate for the import of organic and in-conversion products into the European Union.

**TRACES:** Trade Control and Expert System.

**SAD:** Single Administrative Document. Customs declaration form. Also called “DAU”, meaning “declaration administrative unique”.

**CHED:** Common Health Entry Documents. A CHED is required for shipments of animals and certain goods entering the EU.

## 2. Certification of suppliers

Before organizing an import of organic and/or in-conversion products, the exporter's organic certificate will be requested and checked for validity through Annexes I and II of (EU) 2021/2325. In case of doubt, the Certisys inspector will be contacted in advance. The exporter must be registered in TRACES. The same applies to the importer and the first consignee.

## 3. e-COI (Parts I and II of EU 2021/2306).

An e-COI must be present in TRACES for each imported lot. This document will identify the lot with batch numbers and also describe the flow of goods. The e-COI can be initiated in TRACES by the exporter, the exporter's control body and/or the importer. The importer should agree in advance with the exporter who initiates the e-COI in TRACES to avoid duplicate e-COIs for the same shipment in TRACES.

The exporter's control body must endorse the e-COI in box 18 **prior to departure of the goods in the country of origin**. The importer is responsible for ensuring this is done correctly.

#### 4. Import notification (EU 2021/2307).

At the latest 1 day before the expected arrival, box 20 of the e-COI must be completed. For shipments subject to official controls at border checkpoints, the expected date of arrival and the expected time of arrival at the border checkpoint must be indicated.

For consignments exempt from official controls at border checkpoints, the expected date and time of arrival at the point of release for free circulation must be indicated.

#### 5. Additional import conditions

Applicable for the period 01/01/2025-31/12/2025

For products with additional import conditions, the competent authority determines whether or not the product will be sampled. The competent authority informs the control body when a shipment is selected for sampling. The control body then performs sampling within 10 working days. The associated costs are borne by the operator. The selected consignment can only leave the point of release or control point, or if applicable: the customs warehouse (as a bio-product) after there are no doubts about the bio-status of the goods in question based on the documents, documentary control and the results of the analysis (sampling). You can find the products concerned below.

Country	CN code	Product name	Number of shipments to be sampled
China	0910.11.00 2006.00.10	Ginger	10%
Peru	0910.11.00	Ginger	10%
Peru	0803.90.11 0803.90.19	Bananas	5%
Tunisia	0804.10.00 ex 1106.30.90	Dates	10%

#### 6. Reception within Europe

For further handling of the shipment within Europe, 2 procedures are possible:

##### Procedure 1

Animals and goods subject to food and feed safety, plant health and animal health checks at a border checkpoint upon importation.

##### Procedure 2

Products not subject to food and feed safety, plant health and animal health checks at a border checkpoint.

##### Details of the 2 procedures of reception within Europe

	<b>Procedure 1 - border checkpoint</b>	<b>Procedure 2 - point of release for free circulation</b>
Box 10 e-COI	Select relevant border checkpoint	Select relevant point of release for free circulation
Time of execution of documentary and, if necessary,	Upon entering the EU and before or simultaneously with the CHED check	Before putting the goods into free circulation

physical checks by the competent authority		
CHED	In box I.31 of the CHED enter “biological or in conversion type” and the reference number of the e-COI (see box 3). The FASFC can complete the CHED only after the e-COI has been endorsed by the competent authority in box 30	N/A

The importer ensures a timely notification by mail (\*) to the competent, regional authority according to the procedure 1 or 2 to be followed, indicating the reference number (box 3) of the -COI. The e-COI is then electronically endorsed by the regional authority in box 30. Which regional authority signs it depends on the region where the border inspection post or release point for free circulation is located. (For your information: watch out for "Brussels" and "Zaventem").

(\*) Brussels: [landbouw@gob.brussels](mailto:landbouw@gob.brussels) (NL) / [agriculture@sprb.brussels](mailto:agriculture@sprb.brussels) (FR)

Grand Duchy of Luxembourg : [import-controle@asta.etat.lu](mailto:import-controle@asta.etat.lu)

Flanders : [importbio@lv.vlaanderen.be](mailto:importbio@lv.vlaanderen.be)

Wallonia: [bio.import.dgo3@spw.wallonie.be](mailto:bio.import.dgo3@spw.wallonie.be)

The commercial invoice and transport documents should be uploaded in TRACES as an attachment to the relevant e-COI. The customs code **C644** should be used in box 44 of the DAU in case of organic and in-conversion goods, indicating the reference number of the e-COI (box 3).

The first consignee shall endorse box 31 of the e-COI after the goods have been cleared (and, if applicable: after validation of the CHED) and the checks referred to in point 6 of Annex III of Regulation (EU) 2018/848 have been carried out. The first consignee hereby confirms that the following items were checked upon receipt of the consignment:

- Appropriate packaging or containers/containers,
- Proper closure of packaging and containers/containers.
- Batch identification system (traceability)
- Presence of the exporter's identification,
- Coherence between the data on the batch documents (e.g. phytosanitary certificate, B/L, invoice,...), the product labels and the in-store data of the first consignee with the data on the eCOI

Please note: companies can only continue to trade/transfer/transfer the goods into free circulation after box 30 and, if applicable, box 31 of the e-COI have been endorsed in TRACES.

## 7. Use of extracts (Part I and Part II of EU 2021/2307).

If the importer wishes to clear a batch listed on an e-COI in several batches, the importer or the first consignee must draw up an extract in TRACES for each quantity cleared. This extract must be submitted together with the e-COI to the competent authority, which will endorse the extract in box 12. Again, the extract in boxes 12 and 13 must be endorsed in TRACES before the goods are released for free circulation. The importer shall ensure that the extracts in TRACES are also correctly handled.

## 8. Reporting requirement

In case of deviations from this procedure or doubts about the conformity of the goods, Certisys is always informed. See document GT008.

~~Attention: The above mentioned products can only leave the site of the first consignee, or if applicable: the bounded warehouse (as a bioproduct) after there are no doubts about the organic status of the goods in question on the basis of the documents, documentary control and the results of the analysis (sampling).~~

## 9. Useful links

More detailed info and updates around imports of organic shipments and conversion products can be consulted on the website of the competent Region.

Brussels: <https://economie-emploi.brussels/import-export-produits-agricoles>

Flanders: <https://lv.vlaanderen.be/nl/bio/import>

Wallonia: <https://agriculture.wallonie.be/importation-de-produits-bio>

Grand Duchy of Luxembourg: <https://logistics.public.lu/fr/formalities-procedures/type-goods/food-feed/organic-products.html>

**For technical problems and problems regarding encoding in TRACES, please consult the TRACES user manual:** <https://webgate.ec.europa.eu/IMSOC/tracesnt-help/Content/en/documents-certificates.html>