

How do I complete the forms for export?

- This will depend on the product and country but there are normally two forms. One is the EXA application form and second is the draft export health certificate (EHC)
- They must both be fully completed on a computer using adobe acrobat and saved as pdf files. Please do not use preview on a mac and do not print, hand write then scan

1. EXA forms - there are several versions depending on what you are applying for.

- EXA10 is for all pre certificate applications to the USA
- EXA07 (poultry) is for any applications containing poultry products to any country
- EXA07 (meat+dairy) is for all other applications

Most of the boxes are self explanatory but a couple of hints and tips –

- Exporter application reference number – this can an order number, PO etc
- Date of export/date to be with vet – this must be at least 3 working days from application to allow turn around; if more than 15 days in advance, it may not be issued until nearer time
- Block applications can be made if regular shipments of the same goods – put the required number of certificates in the box
- Origin and location – correct box or boxes must be ticked
- Final certificate must normally be sent to the OV's address for EXA07 forms and to the exporter for EXA10.
- Dates of slaughter/collection/processing – put N/A if required (eg no slaughter for dairy items) and must be the earliest and latest possible dates involved. For poultry more detail on origin is required

APHA do not currently charge to issue the certificates. They usually remain valid until around the end of January the year after issue, unless recalled by APHA.

2. There are over 1500 EHCs for over 130 different countries and the format varies slightly between them, but there are some common themes.

- Ensure you are using the most recent version of the correct certificate
- If the text wont all fit in a box, put 'See schedule 1' and then list all the items on a separate sheet that we incorporate into the certificate
- Some boxes may need to be left blank eg if final quantity or container/seal are not known
- These can be filled in manually once confirmed (for most countries, but not all)
- Shipping marks – these can be identity details of the product, pallet, container, seal etc

We recommend that you send these 2 forms to us first to check they are filled in correctly. Once done, you should submit both forms in one email to the processing team at APHA and cc us – one application per email. You should get an auto-receipt straight away, then email confirmation the EHC has been posted to the OV, usually on the following day – or they will raise any queries. We do not get any notification off APHA until the EHC turns up in the post.

Other forms that may be required

1. Mandec (Manufacturer declaration)

This may be required to cover certain paragraphs of the certificate eg country and species of origin, heat treatment, safe for consumption, transport, storage etc. The wording must comply exactly with that on the certificate.

They must be signed and dated, on headed paper. The signatory must be someone of seniority in the company who could reasonably be expected to know what they are signing is true. APHA can and do make random follow up checks for proof.

2. Approved signatory list

APHA may require a list of approved signatories, signed by a director, to know who is authorised to sign the declaration. This is especially the case for USA exports where the final certificate is signed by an APHA vet based on our signed draft document.

3. Import Permit

Certain countries eg Australia, South Africa, USA may issue an import permit that we need sight of and put details on the certificate. Others may need a permit issuing that we don't need to see before completing the certificate.

4. Schedule

This is used where the text will not fit into a box on the form. It should be titled 'Schedule 1 to certificate (insert number)' and include all the details referring to the entry it corresponds to.

We sign and stamp, and then 'fan stamp' it into the certificate.

Only include animal derived products that we are certifying on the schedule.

5. Form 618NDC

This gives us authority to sign sections relating to UK disease free status. They are normally valid for 15 days from issue and we can renew them by email, taking 1 working day, if the export is delayed. For non-UK products, we may need documents from the country of origin or use WAHID.

6. Delivery declaration

If the certificate is not being sent from APHA direct to the vet, then they will require a 'delivery declaration' to allow it to be sent to a warehouse, coldstore etc. This is signed by the OV and the exporter and ensures it is held safely, unopened until the OV needs it.

7. TRACES

Exports of some goods to some countries eg Canada and Hong Kong, use TRACES, an electronic certification system, although the overall principle is very similar. Exporters must be registered on the TRACES system to be able to use it. They are only valid for 10 days from application and they cannot be altered once we have submitted our signed copy, so must be accurately completed.

8. Deletions, amendments and derogations

Deletions refer to sections with an * - giving an option to delete 1 of 2 or more choices. These would not normally be initialled and stamped.

Amendments eg a change in quantity, are normally made by hand, then initialled and stamped.

Derogations are changes to the actual text wording that can only be made with written authority from APHA, then initialled and stamped.