



Transaction Certificate Request Form

Guidance notes for completing this form

Buyers of textile products certified to Global Organic Textile Standard (GOTS) or Textile Exchange Organic Claim Standard (OCS), schemes will require a Transaction Certificate (TC) for each consignment purchased. We will generate Transaction Certificates for you within 15 working days after receipt of a complete application form, provided we have enough detail about the goods and their origins. Complete the form below and attach all necessary documents and evidence and return it to your certification officer.

References are included to the where the information will appear on the transaction certificate once issued.

Please note, we are not required to issue TCs more than six months after the date of the earliest shipment to be included. References are included to the where the information will appear on the transaction certificate once issued.

Company and input details

Organisation Name	Your company name – needs to match the name on page 1 of your scope certificate
Reference number of the input transaction certificate 2a)	The reference number of the transaction certificate (s) for the purchased inputs/raw materials/products used to make up this consignment
Farm scope certificate number of first raw material 2b)	Required only for first processing step of each standard (e.g. ginning for cotton, grading if applicable for wool, otherwise scouring). Organic Certificate Number for farm(s) shall be listed.
Farm transaction certificate numbers of first raw material 2c)	2b) Required only for first processing step of each standard (e.g. ginning for cotton, grading if applicable for wool, otherwise scouring). If there is no Transaction Certificate leave blank and provide only the farm scope certificate number above
Traders Transaction Certificate numbers of first raw material 2d)	2d) Required only for first processing step of each standard, complete if there is a certified trader of the unprocessed fibres (e.g. a trader of raw cotton fibre before ginned, or a trader of ungraded or unscoured wool) If there is no Trader involved or no Trader Transaction Certificate leave blank and provide only the farm scope certificate number above

Schemes to be covered by Transaction Certificate:

Select the scheme the products are certified against – you must hold a valid scope certificate in order to apply for a transaction certificate.

GOTS	<input type="checkbox"/>
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OCS	<input type="checkbox"/>
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The Seller

Name, address and license number (box 3)	Your company name and address, and licence number as detailed on 1 of your scope certificate
Country of dispatch (box 6)	Where the goods are being dispatched from
Last processor of product name, and address and licence number (box 5)	The last processor of certified product(s), their address and licence number. This information is not mandatory. It can be left blank on request of the seller (e.g. if you do not want to disclose the name of your (sub-contracted) processor). NB if completed this must reflect the last processor, and not the last trader/seller

The Buyer

Name and address (box 7)	Name and address of the buyer of the certified products
Consignee (address of the place of destination) (box 8)	Name of Consignee and Address where the certified products are shipped to (this may be a processor or a warehouse). If there are multiple consignees please list all.
Country of destination (box 8)	Country to which the certified products are shipped to (= country where the consignee of box 8 is located). If there are multiple consignees please list all.

The Products

Product name , (box 10)	Label grade 'organic' or 'made with organic' (box 10)	% organic fibre e.g. 100% organic cotton or 95% organic cotton 5% elastane	Additional information to identify batch (batch/lot numbers, style references)	Quantity (e.g. number of garments, units, cartons, fabric length etc.)
Minimum Information: Units and names of the products as they appear on the invoice (e.g. number of boxes, cartons or items)	Label grade, if applicable (e.g. for GOTS: 'organic (in conversion)' or 'made with organic (in conversion)', for OCS: OCS or OCS Blended)	Fibre material composition of the product(s) (% of each fibre in the product by weight). Refer to your supplier's scope certificate and provided transaction certificates for purchased products being traded, or if you are a manufacturer calculate this from your own product specifications, as a		

		% of the total fibre content (excluding accessories)		

Total net weight (Kg)	Total weight of products covered by the TC, without packaging, in Kg.
Total gross weight (Kg)	Total weight of products covered by the TC, plus packaging, in Kg.
Certified weight (box 13) (Kg)	<p>Total weight of certified GOTS materials covered by the TC excluding non-certified materials, packaging, accessories, and trims in Kg.</p> <p>e.g. for a consignment of t shirts composed of 95% organic cotton and 5% non-organic elastane, the certified weight = 95% of the net weight</p> <p>e.g. 2. For a cardigan composed of 100% organic wool cardigan with buttons or a zipper, the certified weight = the weight of the whole garment minus the weight of the buttons/zipper.</p> <p>If you are trading finished products/garments the % composition should be available on the transaction certificates you received from your supplier, and your supplier's scope certificate.</p> <p>If you are manufacturing products we may ask you to submit or resubmit the products specification to verify the certified weight.</p>

Summary (or attach flowchart) of production process including subcontractors and overall expected gain or loss during process

Percentage gain or loss is in relation to any processes you or your subcontractors have carried out.

Additional Declarations

All chemical inputs used are compliant with GOTS 2.3 and 2.4.1 to 2.4.8 and a GOTS letter of approval is on file for each ☐

Complete if you are carrying out activities using chemical inputs on the certified products. If this is being carried out by your supplier, leave this blank.

I confirm that the accessories and additional materials are compliant with GOTS 2.4.9 and information is available to demonstrate this at inspection ☐

Complete if you are manufacturing and adding additional non-organic materials or accessories to the certified products. If this is being carried out by your supplier, leave this blank.

I confirm that the labels for the products are compliant with licensing and labelling guide and information is available to demonstrate this at inspection ☐

Each approved label / artwork should have a corresponding 'Label release form' endorsed by the approving certification body.

I confirm I hold transaction certificates for all of the GOTS certified raw materials, and purchase invoices are available for all unprocessed organic raw materials (e.g. raw wool, unginned cotton), and these will be available to review at inspection ☐

You should have requested and received from your supplier transaction certificates for the fibres/fabrics/products use to make up this consignment. If you are buying organic fibres direct from farms, provide a copy of the invoice confirming organic status.

Supporting information

Please indicate the additional documentation and evidence you have supplied in support of this TC application:

Type	Details	Attached?
Are the organic materials/fibres making up the consignment fibre certified to NOP standards?	If GOTS certified products are to be sold in the US the certification of the fibres at farm level must be to the NOP standard. This will be indicated on the transaction certificate for the raw materials purchased.	Yes – please provide NOP certificate & purchase invoice for unprocessed fibre product, or transaction certificate for GOTS certified purchased materials <input type="checkbox"/> No <input type="checkbox"/>
Copies of sales invoices and shipping / transport /despatch notes documents and TC's for GOTS/CCS/OCS goods that are being sold	Provide sales invoices and shipping documents as provided to your customer.	Yes <input type="checkbox"/>

Multiple Shipments

If a production batch is being sold to one company but shipped in several batches it may be possible to cover all shipments with one TC, please complete the section below if you are interested in the TC covering more than one batch.

Please note, the maximum number of shipments on a TC is 100 and the maximum time period that single TC may cover is three months.

Number of shipments the TC covers	Click here to enter text.
Date of First shipment	Click here to enter a date.
Date of last shipment	Click here to enter a date.
GOTS/CCS/OCS Certificate expiry date	Click here to enter a date.
Is the seller location and last processor of product the same for all shipments	Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.
Is the buyer and consignee's destination the same for all shipments	Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.

I have completed this form electronically and confirm I am in agreement with the declaration above <input type="checkbox"/>
