**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 [Transaction Certificate Request form below](https://www.soilassociation.org/certification/fashion-textiles/certification-resources/) 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. All products on the transaction certificate must be approved prior and listed on your GOTS scope certificate. Geographical origin of the raw materials is required on the input TC to complete the transaction certificate for you.**

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| --- | --- |
| Organisation Details – (box 2) | **Your company name – needs to match the name on page 1 of your scope certificate , company address, scope certificate number and licence number** |
| Name, address and license number  | **Your company name and address, and licence number as detailed on your scope certificate if different to the selling from address above.** |
| Buyer Name and address (box 3) | **Name and address of the buyer of the certified products** |
| Consignee (address of the place of destination)  | **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.** |
| Buyer licence information  | **Buyers licence number if applicable. Can be found on their GOTS scope certificate.**  |
| Total gross weight (Kg) (box 4) | **Total weight of products covered by the TC, plus packaging, in Kg.**  |
| Total net weight (Kg) (box 5) | **Total weight of products covered by the TC, without packaging, in Kg.**  |
| Certified weight (Kg) (box 6) | **Total weight of certified GOTS materials covered by the TC excluding non-certified materials, packaging, accessories, and trims in Kg.** **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****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.****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.****If you are manufacturing products we may ask you to submit or resubmit the products specification to verify the certified weight.** |
| Input transaction certificate(s) (box 8) | **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  | **Required only for first processing step of each standard (e.g. ginning for cotton, grading , scouring, etc). Organic Certificate Number for farm(s)shall be listed.**  |

**The Shipments**

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| --- | --- |
| Shipment details (box 9) | **Number, date, address of consignee per shipment** |
| Gross shipping weight (kg) | **Per shipment** |
| Invoice references | **Per shipment** |

**Please ask for an unrestricted version of the TC request form if you need more boxes for shipments or products.**

**The Products**

|  |  |
| --- | --- |
| Product details (box 10) | **Product number, order number on PO, number of units** |
| Product category, product detail, fibre composition, label grade | **As listed on your GOTS scope certificate. You may not apply for a TC for any products not listed on your certificate.** |
| Weights (kg) | **Net shipping weight per product, supplementary weight (including packaging/trims etc if required), certified weight per product.** |
| Last processor | **Licence number and country** |

|  |  |
| --- | --- |
| Certified raw materials geographical origin (box 11) | **Country of origin and state/province per certified raw material. This is required on your input transaction certificate to complete the TC application. If this is not declared on the input TC please contact your supplier for an amended version before requesting the TC.** |

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

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

**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 [ ]  No [ ]  |
| 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 [ ]   |

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| I have completed this form electronically and confirm I am in agreement with the declaration above [ ] [ ]  |