



QAI Instructional Guide for Completing the Japan Import Certificate for Canada

A Japan Import Certificate is required for each shipment to Japan under the Canada-Japan Equivalence Arrangement. In addition to the completed Japan Import Certificate, QAI requires proper supporting documentation to ensure the products are suitable for export.

Determining the Proper Supporting Documentation for Your Japan Import Certificate.

Are these products listed on your QAI COR certificate?

- 1) No.
 - a) Please have these products approved and added to your Organic System Plan Summary (OSPS) before completing and submitting your Japan Import Certificate.
- 2) Yes.
 - a) Was the product produced in, or have final processing, packaging, or labeling occur in Canada?
 - i) Yes. Please submit your Organic System Plan Summary (OSPS), the Canada-Japan Equivalence Arrangement Acknowledgement form, and Canada/ Japan Export Coversheet along with your completed Japan Import Certificate and other proper supporting documentation.
 - ii) No. You cannot export products that were not produced in, or have final processing, packaging, or labeling occur in Canada.
 - b) Have you completed the Canada-Japan Equivalence Arrangement Acknowledgement form for this Japan Import Certificate request?
 - i) Yes. Please submit this documentation along with your Canada/Japan Export Coversheet, OSPS, Japan Import Certificate and other proper supporting documentation.
 - ii) No. Please complete the QAI Canada -Japan Equivalence Arrangement Acknowledgement form and submit it along with your Canada/Japan Export Coversheet, OSPS, Japan Import Certificate and other proper supporting documentation.

Completing and Submitting the Japan Import Certificate

- 1) Please always submit your Japan Import Certificate request with a coversheet, Canada-Japan Equivalence Arrangement Acknowledgement form, your COR OSPS, and the Bill of Lading and/or invoice for the shipment.



- 2) Cover Sheets . . . are they really that important? Yes. Please complete the Canada/Japan Export Coversheet.
- a) Without the coversheet, we do not know how to process the Japan Import Certificate or where to send the certificate.

Instructions for Completing Each Section of the Japan Import Certificate under the Canada-Japan Equivalence Agreement

- 1. Product Name:** List the name of product/s being exported to Japan.
- 2. Net weight of lot(s):** Enter the net weight of each product being exported to Japan.
- 3. Lot Number:** Enter the lot number of each product being exported to Japan.
- 4. Producer Name:** For single ingredient products, enter the name of the producer. For multi-ingredient products please leave this box blank.
- 5. Name of the Producer's Certification Body:** If box four was completed, please enter the name of the producer's certifier.
- 6. Address of Producer's Certification Body:** If box four and five were completed, please enter the address of the producer's certifier.
- 7. Issuing Date of the Certificate:** Please leave this section blank for QAI to complete
- 8. Final Handler Name:** If the product was last repacked/re-labeled by your operation, please enter your company's name. Otherwise, enter the name of the last certified product handler, and include a copy of the handler's certificate for verification.
- 9. Name of the Entity who has issued the certificate:** Please enter QAI or Quality Assurance International.
- 10. Address of the entity who has issued the certificate:** Please enter the following address:
9191 Towne Centre Dr. Suite 200
San Diego, CA, 92122, USA
- 11. Remarks/Certification of Statements:** Enter "NA" in the remarks box, unless directed to do otherwise by the Canadian Food Inspection Agency (CFIA) or QAI. In the box below, please type or include your electronic signature, if filing this document by email. Otherwise, please include your physical signature if completing this document by fax.
- 12. Signature/Seal of the CFIA Accredited Certification Body:** Please leave this section blank for endorsement by QAI.