



# Instructional Guide For the Taiwan (TM-11) USDA and Foreign Government Export Certificate





This guide has been developed to assist QAI operators with submitting a complete and accurate request for a TM11 Export Certificate for shipments to Taiwan.

- The unit price/processing fee for each certificate is on the QAI fee schedule.
- Please check with the importer of your product to confirm what official documentation is required for your shipment.
- Each request submitted to QAI is processed within a 48 hour turn-around time.
- Please submit all export requests/questions/concerns to the following email:  
[gaitc@qai-inc.com](mailto:gaitc@qai-inc.com)
- In addition to this guide, we strongly encourage you to read the OTA Taiwan Export Manual. The OTA guide contains helpful information regarding the Taiwan market and a list of allowed food additives which differ from the NOP.
- Be sure to visit the QAI website to find all the resources and most updated version of the forms you need.

### **TM-11 Taiwan Export Certificate**

TM-11's are required for each shipment to Taiwan. In addition to the completed TM-11 Export Certificate, QAI requires proper supporting documentation to ensure the products meet the requirements for export.

Products shipped to Taiwan must be certified to the NOP and listed on your QAI Organic Certificate before requesting a TM-11.

Supporting Documentation also needs to be submitted with the TM-11. This document will guide you through the requirements for supplying QAI with:

1. Supplier Affidavit of USDA/COA Taiwan Export Compliance (as applicable)
2. Laboratory Test results for each lot# being shipped
3. Bill of Lading and/or Invoice for shipment that confirms information on TM-11

### **Determining when to provide an Affidavit of USDA/COA Taiwan Export Compliance**

The Affidavit of USDA/COA Taiwan Export Compliance must be completed by your supplier's certifier.

- 1) Products must be of USA Origin
  - a) If your company is a crop, livestock or processor operation (per NOP definitions) your organic certificate is sufficient to demonstrate compliance with the product origin requirements.
  - b) If your company does not process or repackage the product, please submit the Affidavit of USDA/COA Taiwan Export Compliance.



- 2) Livestock ingredients and products must be from animals that were managed and produced without the systemic use of painkillers or analgesics, including the use of Lidocaine or Procaine.
  - a) If your product includes livestock ingredients, please submit the Affidavit of USDA/COA Taiwan Export Compliance demonstrating compliance of each livestock ingredient.

### **Submitting Laboratory Test Results**

Products must not be produced using prohibited materials as defined by the Taiwan organic program. A list of pesticides that Taiwan tests for is available in Annex 3 of the OTA Taiwan Export Manual.

- a) A laboratory test is required for each lot shipped, confirming the product was tested to the requirements of the Taiwan government and is free of prohibited pesticides.

### **QAI Coversheet for TM11**

Please always submit your TM-11 Request with a QAI coversheet. In addition to providing important information about how to process your request, the coversheet will ask you to confirm that:

- 1) A Bill of Lading and/or invoice has been attached that verifies the product listed on the TM11 matches the product being shipped
- 2) You have provided evidence that the product is of US origin (produced or repackaged).
- 3) Pesticide test results indicating “non-detect” for each lot# are attached.
- 4) Your product complies with the Taiwan allowed food additives list.
- 5) Your company agrees with the statements being added to the TM11 that:
  - a) Processed products and crops were produced or processed using zero prohibited substances; or
  - b) Livestock and meat products were managed and produced without the use of systemic painkillers or analgesics, including the use of Lidocaine or Procaine.

Please refer to the OTA’s Taiwan Export Manual: Annex 3 for a list of pesticides being tested for and Annex 5 for the limits of allowed food additives.

### **Completing the TM-11 Export Certificate**

Accurate completion of the TM-11 is critical. The Agriculture and Food Agency (AFA) in Taiwan reports that errors with TM-11s have resulted in delays with the organic label approval process, and in some instances, resulted in denials of the organic application and the U.S. organic product could not be sold as organic in Taiwan. Please read the following section carefully, and take note when completing your documentation.

- 1) It is crucial that information provided is accurate, consistent and matches exactly with other documentation submitted. Please do not use abbreviations other than “QAI” where applicable.



Fields on the TM-11 should be completed as follows:

- 1. Country of Destination:** This box must contain the name of the country importing the product. The country name must not be abbreviated but spelled out in full.
- 2. Date:** This box must contain the date of data entry. This date may or may not be the same as the signature date in box 18. The date format is at the discretion of the ACA.
- 3. Unique Identification Number:** To be assigned by your certifying agent.
- 4. Exported By:** This box must contain the name and address, including zip code, of the final producer or handler of the product as applicable. For producers and handlers with multiple locations, the address will be the common or corporate address.
- 5. Product Exported From:** This box must contain the name and address of the port of embarkation.
- 6. Consigned To:** This box must contain the name and address of the individual or business in the country of destination to which the product will be transferred, assigned or delivered.
- 7. Certifying Agent Issuing Certificate:** Please fill in QAI Inc. as your certifying agent with address:  
9191 Towne Centre Dr. Suite 200  
San Diego, CA, 92122, USA
- 8. Total Marked Net Weight:** This box must contain the total net weight of the shipment covered by the export certificate.
- 9. Total Containers:** If applicable, this box must contain the total number of air or vessel containers covered by the export certificate.
- 10. Product as Labeled:** This box must contain the name of the raw product or packaged products. For raw product, the name will be the common name of the product, e.g. rice, wheat, oranges, and apples. For packaged products, the name will be the name shown on the principal display panel.
- 11. Lot Number:** This box must contain the lot number assigned to product by the exporter whose name and address, including zip code appears in box 4.
- 12. Marked Weight of the Lot:** This box must contain the marked net weight, in metric units only, of the lot assigned to product by the exporter whose name and address, including zip code appears in box 4.
- 13. Number of Packages in Lot:** If applicable, this box must contain the number of packages contained under the lot number shown in box 11.
- 14. Shipping Marks:** This box must contain flight number, vessel name or number, or container number as applicable for the products covered by the export certificate.
- 15. Producer:** Use of this box is at the discretion of the ACA.
- 16. Remarks:** The following statements must be included for:
  - Processed products and crops:** "Organic agricultural products and organic processed products, accompanied by this certificate, were produced or processed using zero prohibited substances."
  - Livestock and meat products:** "Organic livestock products, accompanied by this certificate, were managed and produced without the use of systemic painkillers or analgesics, including the use of Lidocaine or Procaine."
- 17. Signature and Date of the Accredited Certifying Agent:** To be completed by authorized QAI Employee.