



As a registered buyer and seller of fish you must complete a sales note for every transaction and submit it within the legal deadlines. This is to assure that your fish is traded according to international standards and enables catch certificates for export to be issued. It also provides important data to support decisions that ensure sustainable fishing stocks for the future. The MMO is here to help. Follow this simple guide to ensure you get your sales notes in on time. If you need more assistance, call us on **0208 026 9052** or email: [Registrationof.BuyersandSellersRBS@defra.gov.uk](mailto:Registrationof.BuyersandSellersRBS@defra.gov.uk)

**1**

Fishing vessel lands catch and submits logbook and landing declaration or catch record to MMO

**2**

Merchant or whoever the fish is sold to takes ownership of first-sale fish

**3**

Merchant weighs fish by species

**4**

Merchant prepares a sales note, including:

**Details of the vessel:**

- ✓ PLN of the vessel
- ✓ Name of the vessel
- ✓ Name of vessel master or owner

**Details of sale:**

- ✓ Buyer's name and registration number
- ✓ Place and date of the sale

**Details of the fish:**

- ✓ Food and Agriculture Organisation species code
- ✓ Area where the fish was caught
- ✓ Quantities (kg) of each species caught
- ✓ Presentation of the fish
- ✓ Marketing Standards Information (grading)
- ✓ Price of each species
- ✓ Destination of withdrawn fish
- ✓ Detail of fish below minimum conservation reference sizes

**5**

**Submission of sales note:**

Merchant submits electronic sales note within 24 hours of sale. Merchants with annual turnover of less than £175,000 in first-sale fish may submit electronic or paper sales note within 48 hours

**6**

MMO receives sales note

**7**

Sales note is linked with fishing vessel's landing declaration or catch record

**8**

**Thank You! You have helped to...**

Prevent blockages in export trade, improve fisheries management, provide a stronger evidential base to help stabilise and grow the industry, and to provide the evidence for grant funding