



# Obligations Regarding Sales Notes

**Applicable to Registered Buyers of 'First Sale' Fish**

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### ACRONYMS AND ABBREVIATIONS

Acronym	Definition
BMS	Below Minimum Size
CECAF	Fisheries Committee for the Eastern Central Atlantic
ERS	Electronic Reporting System
EU	European Union
FAO	Food and Agriculture Organisation
GPS	Global Positioning System
ICES	International Council for the Exploration of the Sea
LOA	Length Overall
MCRS	Minimum Conservation Reference Size (formerly Minimum Landing Size (MLS))
MMO	Marine Management Organisation
PO	Producers Organisation(s)



UTC	Co-ordinated Universal Time
VMS	Vessel Monitoring System
WGS	World Geodetic System

## DEFINITIONS

Expression	Definition
3-Alpha FAO fish species codes	ASFIS list of species includes 12 751 species items selected according to their interest or relation to fisheries and aquaculture. For each species item stored in a record, codes (ISSCAAP group, taxonomic and 3-alpha) and taxonomic information (scientific name, author(s), family, and higher taxonomic classification) are provided. An English name is also available for most of the records.
Competent Authority (or authority / authorities)	For the purposes of this document the Competent Authority is the Marine Management Organisation (MMO) who act as the Regulatory Body.  This document also refers to the MMO Fisheries Monitoring Centre as part of this organisation.
First Sale Fish	Fish being marketed for the first time.
Product Presentation	A description of the processed state of the fisheries product or part thereof in accordance with the codes and descriptions in Annex I of Fisheries Administration No 404/2011 of 8 April 2011



Third Country	A country which is not part of the UK

**REFERENCES**

Document Reference No.	Title



<a href="#">Recording catches of fish below minimum size</a>	Recording catches of fish below minimum size.
<a href="#">Landing Obligation</a>	Landing Obligations website

## Obligations Regarding Sales Notes

### Summary

This document is intended to be used by all sellers and buyers of 'first-sale' fish (except quantities of less than 30 kg when purchased for personal consumption) and Marine Enforcement Officers (MEO).

It is a mandatory requirement, in law, for registered buyers of 'First Sale' fish to record details of their purchase in a document referred to as a 'Sales Note'.

This document is intended to help you<sup>1</sup> understand more about your obligations as the purchaser of 'First Sale' fish with regard to the Fisheries Administration Sales Note. However, it is not a comprehensive guide to UK legislation for the fishing industry. It is to be used as a guide; not as a definitive interpretation of UK legislation.

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<sup>1</sup> Where the term 'you' is used in this document, this always refers to the purchaser of 'First Sale' fish – this being defined as: fish being marketed for the first time.

## 1 Why you need to record the details of your purchase of 'First Sale' fish

UK Law states that you, the buyer or seller of 'First Sale' fish are required to accurately record the details of your transaction on a Fisheries Administration Sales Note.

This document is intended to help you understand more about your obligations as the seller or purchaser of First Sale fish with regard to the Sales Note. However, it is not a comprehensive guide to UK legislation for the fishing industry. It is to be used as a guide; not as a definitive interpretation of the legislation.

Information shown in the appendices of this document is for guidance only. The information is subject to change without notice, so you may need to contact your local MMO Office to ensure you are up-to-date with the current legislative requirements.

The figure you record on the Sales Note shall be the figure resulting from the weighing<sup>2</sup>. It is not necessarily the same as that recorded in the Fishing Logbook by the Master of the fishing vessel.

You must always remember that it is the **responsibility of the Seller or the Buyer of First Sale Fish** to ensure that all the information recorded in the Fisheries Administration Sales Note is accurate.

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<sup>2</sup> Refer to: Document No.: H8.10-G-061 - Obligations Regarding the Weighing of Fish Catches.



## **2 Who needs to use a Fisheries Administration Sales Note – and what type?**

All purchasers of 'First Sale' fish are required to complete a Fisheries Administration Sales Note.

This includes ALL registered buyers, registered auctions or registered fish markets and other registered bodies or persons authorised by the Marine Management Organisation (MMO).

### **2.1 If your annual financial turnover in first sales of fisheries products is less than £175 000**

A 'paper', or 'electronic' (preferred), format Sales Note is required to be completed.

### **2.2 If your annual financial turnover in first sales of fisheries products is £175 000 or more**

An 'electronic' (computerised) Sales Note is required to be completed.

### **2.3 You may not need to use a Sales Note if you meet certain conditions**

To be exempt from completing a Sales Note you need to meet the following condition:

If you have purchased no more than 30 kg of fish products which are to be used only for private consumption and therefore not sold on the market.

## **3 What information needs to be recorded on the Sales Note?**

The information recorded on the Sales Note must include the following details:



1. The name and identification number of the fishing vessel that has landed the fish product you have bought.
2. The port and date of landing the fish product.
3. The name of the Master (or the operator) of the fishing vessel. If you have bought your fish from a different source you must record the name of the seller.
4. Your name, as the buyer, and your VAT number, tax identification number, or other unique identifier.
5. The FAO alpha-3 code of each species and the relevant geographical area in which the catches were taken.

**Note:** This must include details of the relevant geographical area of capture: FAO area, sub-area and sub-division, ICES division, NAFO, NEAFC sub-area, CECAF area, GFCM sub area or third country fishing zone.

**Note:** The geographical area to be recorded is the relevant ICES area. Refer to Appendix 3 for an approximate map showing these areas.

**Note:** Species must be recorded using the 3-Alpha FAO fish species codes. A list of the most common species can be found in [Appendix 4](#) of this document.

The full list of 3-Alpha FAO fish species codes can be viewed at URL: <https://agriculture.gov.mt/en/fisheries/Documents/fao-specieshttps://agriculture.gov.mt/en/fisheries/Documents/fao-species-codes.pdfcodes.pdf>

6. The quantities of each species in kilograms in product weight, broken down by type of product presentation or the number of individuals if the relevant quota is managed on the basis of individuals.



**Note:** The figure resulting from the weighing shall be used for the completion of sales notes. Refer to: Document No.: H8.10-G061 - Obligations Regarding the Weighing of Fish Catches.

**Note:** Species must be recorded using the Product Presentation 3Alpha Codes. A list of these can be found in Appendix 5 of this document.

7. For all products subject to marketing standards<sup>3</sup>, as appropriate, the individual size or weight, grade, presentation and freshness.
8. if you have any species that are below the applicable minimum conservation reference size, these must be recorded in terms of:
  - the quantity (net weight in kg) or the number of individual species
  - details of the location where they are being stored

**Note:** Refer to [Landing Obligation](#) and [Recording Catches of Fish below Minimum Size](#) (see References).

9. The place and the date of the sale.
10. Where possible, record the following information:
  - the reference number and date of invoice
  - where appropriate, the reference number and date of the sales contract

<sup>3</sup> Reference should be made to Article 33 and Article 34 of Regulation (EU) No. 1379/2013 – Common Marketing Standards. Article 34 (Compliance with Common Marketing Standards) states:

1. The products intended for human consumption for which common marketing standards are laid down may be made available on the UK market only in accordance with those standards.
2. All fishery products landed, including those that do not comply with common marketing standards, may be used for purposes other than direct human consumption, including fish meal, fish oil, pet food, food additives, pharmaceuticals or cosmetics.

This legislation should be read in conjunction with UK fisheries rules Regulations 2018

11. Where applicable, record the following information:

- record the reference number of the take-over declaration
- record the reference number of the transport document

12. The price you paid for the fish.

**Note:** Examples of Fisheries Administration Sales Notes are illustrated in Appendices 1 and 2.

## 4 What to do with the information recorded on the Sales Note

**a) If your annual financial turnover in first sales of fisheries products is less than £175 000:**

You, the buyer, must submit your (paper) Sales Note, or send it electronically, to the local MMO Office within 48 hours of purchasing your fish.

**b) If your annual financial turnover in first sales of fisheries products is £175 000 or more:**

You, the buyer, must transmit your (electronic) Sales Note, to the MMO within 24 hours of purchasing your fish using the UK Electronic Reporting System (ERS).

### 4.1.1 Registering for the UK Electronic Reporting System

Before you can use the ERS you have to register. To register, you must either complete Section D of the RBS1 form when you first register as a buyer or seller or, if you are already a registered buyer/seller, sign up at any time using the form RBS5. Registration is free.

You can use the following links:



RBS1:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828722/RBS1\\_Apply\\_for\\_registered\\_status\\_as\\_a\\_buyer\\_or\\_seller\\_of\\_first-sale\\_fish\\_including\\_shellfish\\_and\\_nephrops\\_in\\_the\\_UK.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828722/RBS1_Apply_for_registered_status_as_a_buyer_or_seller_of_first-sale_fish_including_shellfish_and_nephrops_in_the_UK.pdf)

RBS5

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/704651/RBS5\\_Access\\_to\\_online\\_electronic\\_salesnote\\_system.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/704651/RBS5_Access_to_online_electronic_salesnote_system.pdf)

Send your completed application form to the Registration of Buyers and Sellers department of the MMO (refer to Section 5 of this document).

Once your application has been processed you will receive login details for the secure ERS Website.

#### 4.1.2 Using the UK Electronic Reporting System

The UK Electronic Reporting System (ERS) allows you to submit sales notes electronically using one of the following methods:

1. Direct data entry through the ERS website - suitable if you purchase small quantities of fish.
2. Send a Comma Separated Variable (CSV) file (e-mailed) to the ERS hub. The e-mail address is: [salesnote.live@fishhub.net](mailto:salesnote.live@fishhub.net) (you can use this to submit a file containing multiple sales notes).
3. Use an Application Programmable Interface (API). This provides access to the ERS web service and enables you to download sales notes from your existing database. An API developer's pack is available on the ERS website.
4. Using a predefined spreadsheet template supplied by the UK Fisheries Authorities ('Option 5'). As a buyer you can use this spreadsheet template to submit a single sales note or multiple sales notes.

## 5 Further Enquiries

Enquiries should be directed to the local office of the MMO.

### **MMO Contact Details:**

Registration of Buyers and Sellers  
Marine Management Organisation  
The Fish Quay  
Sutton Harbour  
Plymouth  
Devon  
PL4 0LH  
United Kingdom

Telephone no.: 0208 026 9052.

Marine Management Organisation  
Lancaster House  
Hampshire Court  
Newcastle upon Tyne  
NE4 7YH

Telephone no.: 0300 123 1032

## 6 Supplementary Information

**Paper Sales Notes:** Refer to Appendices.

## Appendix 1 Note

**RBS: Registered buyer paper sales note**

Buyer's name						Name and PLN of vessel	
Buyer's registration number						Master or owner name	
Sales contract reference number						Date of landing	
Date of purchase						Country and port of landing	
Landing declaration/Voyage ID						Transport documents ref	
						Take-over declaration ref	

Species	ICES/ RMFO zone	Freshness or grade	Size	Presentation	State	Weight (KG)	Value (GBP)

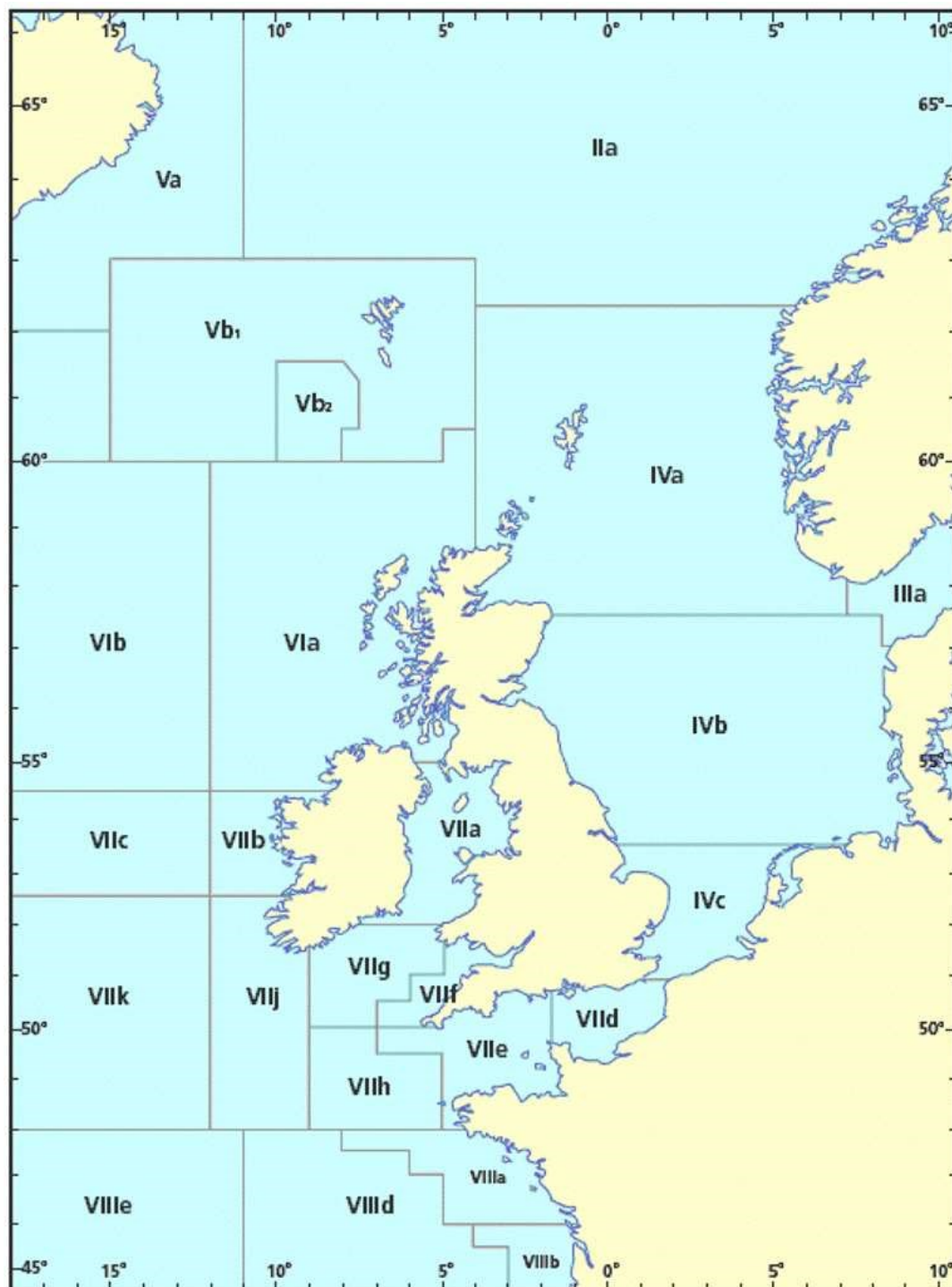
Buyer's signature \_\_\_\_\_ Date \_\_\_\_\_



## Appendix 2 Example of a Completed Fisheries Administration Sales Note (Paper)

[illegible]

### Appendix 3 Map showing the approximate location of ICES Areas







## Appendix 4      **FAO 3-Alpha Codes of the Most Common Fish Species Landed in the UK**

This list is the most common species caught and the associated Food and Agriculture Organisation (FAO) of the United Nations short code. The list is not a comprehensive list of all species. A full list of codes is available on the FAO website. Registered Buyers and Sellers (RBS) can also access a list on the Electronic Recording System (ERS) when entering sales information. This list can be viewed online at URL:

<https://www.gov.uk/government/publications/buyers-and-sellers-of-first-sale-fish-and-submission-of-sales-notes/list-of-common-species-codes-for-fish-landed-in-the-united-kingdom>  
<https://www.gov.uk/government/publications/buyers-and-sellers-of-first-sale-fish-and-submission-of-sales-notes/list-of-common-species-codes-for-fish-landed-in-the-united-kingdom>  
<https://www.gov.uk/government/publications/buyers-and-sellers-of-first-sale-fish-and-submission-of-sales-notes/list-of-common-species-codes-for-fish-landed-in-the-united-kingdom>

<b>Species name</b>	<b>Species code</b>	<b>Scientific name</b>
Anglerfishes nei	ANF	<i>Lophiidae</i>
Atlantic cod	COD	<i>Gadus morhua</i>
Atlantic halibut	HAL	<i>Hippoglossus hippoglossus</i>
Atlantic herring	HER	<i>Clupea harengus</i>
Atlantic horse mackerel	HOM	<i>Trachurus trachurus</i>
Atlantic mackerel	MAC	<i>Scomber scombrus</i>
Ballan wrasse	USB	<i>Labrus bergylta</i>
Black seabream	BRB	<i>Spondylusoma cantharus</i>
Blonde ray	RJH	<i>Raja brachyura</i>
Brill	BLL	<i>Scophthalmus rhombus</i>
Catsharks, nursehounds nei	SCL	<i>Scyliorhinus spp</i>
Clams, etc. nei	CLX	<i>Bivalvia</i>
Common cuttlefish	CTC	<i>Sepia officinalis</i>
Common dab	DAB	<i>Limanda limanda</i>
Common edible cockle	COC	<i>Cerastoderma edule</i>
Common octopus	OCC	<i>Octopus vulgaris</i>
Common prawn	CPR	<i>Palaemon serratus</i>
Common shrimp	CSH	<i>Crangon crangon</i>
Common sole	SOL	<i>Solea solea</i>
Cuckoo ray	RJN	<i>Raja naevus</i>
Cuttlefish, bobtail squids nei	CTL	<i>Sepiidae, Sepiolidae</i>
Dogfishes and hounds nei	DGH	<i>Squalidae, Scyliorhinidae</i>



Edible crab	CRE	<i>Cancer pagurus</i>
European anchovy	ANE	<i>Engraulis encrasicolus</i>
Species name	Species code	Scientific name
European conger	COE	<i>Conger conger</i>
European flat oyster	OYF	<i>Ostrea edulis</i>
European flounder	FLE	<i>Platichthys flesus</i>
European hake	HKE	<i>Merluccius merluccius</i>
European lobster	LBE	<i>Homarus gammarus</i>
European pilchard (=Sardine)	PIL	<i>Sardina pilchardus</i>
European plaice	PLE	<i>Pleuronectes platessa</i>
European seabass	BSS	<i>Dicentrarchus labrax</i>
European smelt	SME	<i>Osmerus eperlanus</i>
European sprat	SPR	<i>Sprattus sprattus</i>
European squid	SQR	<i>Loligo vulgaris</i>
Garfish	GAR	<i>Belone belone</i>
Gilthead seabream	SBG	<i>Sparus aurata</i>
Great Atlantic scallop	SCE	<i>Pecten maximus</i>
Green crab	CRG	<i>Carcinus maenas</i>
Grey gurnard	GUG	<i>Eutrigla gurnardus</i>
Haddock	HAD	<i>Melanogrammus aeglefinus</i>
John dory	JOD	<i>Zeus faber</i>
Lemon sole	LEM	<i>Microstomus kitt</i>
Ling	LIN	<i>Molva molva</i>
Lumpfish (=Lumpsucker)	LUM	<i>Cyclopterus lumpus</i>
Manila clam	CMM	<i>Corbicula manilensis</i>
Megrim	MEG	<i>Lepidorhombus whiffiagonis</i>
Megrims nei	LEZ	<i>Lepidorhombus spp</i>
Mulletts nei	MUL	<i>Mugilidae</i>
Norway lobster	NEP	<i>Nephrops norvegicus</i>
Pacific cupped oyster	OYG	<i>Crassostrea gigas</i>
Periwinkles nei	PER	<i>Littorina spp</i>
Pollack	POL	<i>Pollachius pollachius</i>
Pouting(=Bib)	BIB	<i>Trisopterus luscus</i>
Queen scallop	QSC	<i>Aequipecten opercularis</i>
Rabbit fish	CMO	<i>Chimaera monstrosa</i>
Red gurnard	GUR	<i>Aspitrigla cuculus</i>

Saithe (Coalfish)

POK

*Pollachius virens*

Species name	Species code	Scientific name
Sand sole	SOS	<i>Solea lascaris</i>
Sandeels (=Sandlances) nei	SAN	<i>Ammodytes spp</i>
Sea trout	TRS	<i>Salmo trutta</i>
Shortfin squids nei	ILL	<i>Illex spp</i>
Small-eyed ray	RJE	<i>Raja microocellata</i>
Small-spotted catshark	SYC	<i>Scyliorhinus canicula</i>
Smooth-hound	SMD	<i>Mustelus mustelus</i>
Solen razor clams nei	RAZ	<i>Solen spp</i>
Spinous spider crab	SCR	<i>Maja squinado</i>
Spotted ray	RJM	<i>Raja montagui</i>
Starry smooth-hound	SDS	<i>Mustelus asterias</i>
Thornback ray	RJC	<i>Raja clavata</i>
Tope shark	GAG	<i>Galeorhinus galeus</i>
Tub gurnard	GUU	<i>Chelidonichthys lucerna</i>
Turbot	TUR	<i>Psetta maxima</i>
Undulate ray	RJU	<i>Raja undulata</i>
Velvet swimming crab	LIO	<i>Necora puber</i>
Whelk	WHE	<i>Buccinum undatum</i>
Whiting	WHG	<i>Merlangius merlangus</i>

## Appendix 5      Product Presentation 3-Alpha Codes



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## ANNEX I

Table 1

## Product presentation alpha-3 codes

3-Alpha product presentation code	Presentation	Description
CBF	Cod butterfly (escalado)	HEA with skin on, spine on, tail on
CLA	Claws	Claws only
DWT	ICCAT code	Gilled, gutted, part of head off, fins off
FIL	Filleted	HEA+GUT+TLD+bones off, each fish originates two fillets not joined by any part
FTS	Filleted and skinned fillets	FIL+SKI Each fish originates two fillets not joined by any part
FSB	Filleted with skin and bones	Filleted with skin and bones on
FSP	Filleted skinned with pinbone on	Filleted with skin removed and pinbone on
GHT	Gutted headed and tailed	GUT+TLD
GUG	Gutted and gilled	Guts and gills removed
GUII	Gutted and headed	Guts and head removed
GUL	Gutted liver in	GUT without removing liver parts
GUS	Gutted headed and skinned	GUII+SKI
GUT	Gutted	All guts removed
HFA	Headed	Heads off
JAP	Japanese cut	Transversal cut removing all parts from head to belly
JAT	Tailed Japanese cut	Japanese cut with tail removed
LAP	Lappen	Double fillet, HEA, skin+tails+fins ON
LVR	Liver	Liver only. In case of collective presentation use code LVR-C
OTH	Other	Any other presentation (*)
ROE	Roe (s)	Roe(s) only in case of collective presentation use code ROE-C
SAD	Salted dry	Headed with skin on, spine on, tail on and salted directly



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3-Alpha product presentation code	Presentation	Description
SAL	Salted wet light	CHF+salted
SGH	Salted, gutted and headed	GUT+salted
SGT	Salted gutted	GUT+salted
SKI	Skinned	Skin off
SUR	Surimi	Surimi
TAL	Tail	Tails only
TLD	Tailed	Tail off
TNG	Tongue	Tongue only. In case of collective presentation use code TNG-C
TUB	Tube only	Tube only (Squid)
WHL	Whole	No processing
WNG	Wings	Wings only

(1) When masters of fishing vessels use in the landing declaration or transhipment declaration the presentation code 'OTH' (Other), they shall describe exactly what the presentation 'OTH' refers to.

Table 2

## State of processing

CODE	STATE
ALI	Alive
BOI	Boiled
DRI	Dried
FRE	Fresh
FRO	Frozen
SAL	salted