# RPA Logo

# Application for Certificates of Free Sale for export

## Notes about this form

1. Save a copy of this form to your computer, fill in all relevant parts, then email it to [trader@rpa.gov.uk](mailto:trader@rpa.gov.uk)
2. We will return incomplete forms for amendment, and your application will be delayed.
3. Certificates can only be issued for products intended for human or animal internal consumption.
4. We process (valid) applications in order of receipt, within 5 working days of receiving them. You should allow 10 working days from sending your application to receiving your certificate(s) back.
5. Certificates can only be posted to a UK address.

## Data Protection

For information on how we handle personal data go to GOV.UK and search [Rural Payments Agency personal information charter](https://www.gov.uk/government/organisations/rural-payments-agency/about/personal-information-charter).

## Part A – General details

Company name

Company address

Company postcode

### UK Postal address for certificate (If different from above)

Company name

Company address

Company postcode

### Contact details

Name

Telephone number (including area code)

Email address

## Part B – Type(s) of certificate(s) required

### Products for human consumption (non-alcohol)

|  |  |
| --- | --- |
| **Type(s) of certificate(s) required:** | **Numbers of copies** |
| Free Sale Standard - Complete Part C |  |
| Manufacture and Free Sale (Non-alcohol) - Complete Part D  **Note:** All non-alcohol exports to Nigeria require a Manufacture and Free Sale (Non-alcohol) certificate. |  |
| Declaration of Origin (Dioxin) - only available with one of the above Complete Part C and/or D, as relevant |  |

**Note:** You will need a Declaration of Origin (Dioxin) certificate for all non-alcohol exports to **Argentina, Lebanon, Oman, Saudi Arabia** and **Sudan** and for **exports of milk and milk products to all countries**. This is in addition to the Free Sale or Manufacture and Free Sale certificate.

### Products for human consumption (Alcohol)

|  |  |
| --- | --- |
| **Type(s) of certificate(s) required:** | **Numbers of copies** |
| Human Consumption (Alcohol only) - Complete Part C |  |
| Free Sale Alcohol - Complete Part C |  |

### Products for animal consumption

|  |  |
| --- | --- |
| **Type(s) of certificate(s) required:** | **Numbers of copies** |
| Free Sale - Complete Part C |  |
| Manufacture and Free Sale – Complete Parts C & E  **Note:** A Schedule of Analysis **must** be included. One product per Certificate |  |
| Non-Mammalian - Complete Part C |  |
| Non-Animal - Complete Part C |  |
| Dioxin Free - Complete Part C |  |

## Part C – Product details. Certificate of Free Sale (for all types)

1. Name(s) of product(s) as you want them to appear on the certificate.

2. All products will be listed on one certificate. If you want separate certificates for each product please select this box.

3. Additional details required on certificate(s): for example, Producer details or Trader declaration.

**Note:** If required then please choose a subject header from the drop-down box underneath. The free text box can then also be used to include comments/information that you wish to be present on your issue certificate(s).

4. Consignee name and address

5. Country of destination in full (Required)

## Part D – Product details. Certificate of Manufacture and Free Sale (only)

1. Application for combined certificate of Manufacture and Free Sale.

Please give details of consignment in appropriate column below.

| **Marks and numbers** | **Number and description of packages** | **Product details** |
| --- | --- | --- |
|  |  |  |

2. Additional details required on certificate(s): for example, Producer details or Trader declaration etc.

**Note:** If required please choose a subject header from the drop-down box underneath. The free text box can also be used to include comments/information that you wish to be present on your issue certificate(s).

3. Consignee name and address

4. Country of destination in full (Required)

## Part E – Schedule of Analysis. Animal Feed Manufacture and Free Sale only

|  |
| --- |
| 1. Schedule of analysis |
|  |

## Part F – Other details

1. Certificates are issued with a scanned signature.

Please tick if you want an **original** signature.

2. Please select language for certificate

English

Spanish

## Part G – Declaration and statement of indemnity

### Declaration

By submitting this application you are declaring that the product is free from harmful levels of radioactive material, may be sold in the United Kingdom of Great Britain and Northern Ireland, and that all foodstuffs are fit for human consumption.

You further declare that the products:

• Do not contain nicotinamide with a daily dose in excess of 300mg;

• Do not contain nicotinic acid with a daily dose in excess of 100mg;

• Do not contain added tryptophan;

• Do not contain added germanium;

• Do not contain comphrey or chapparal;

• Are not subject to the provisions of the Medicines Act 1968; and

In the case of health food supplements, do not contain vitamin A with a daily dose in excess of 800μg

### Statement of indemnity

I undertake to:

a) indemnify the Secretary of State for Environment, Food and Rural Affairs against any claims arising from the giving of Certificates of Free Sale, Certificates of Manufacture and Free Sale, Declaration of Origin Certificates, Certificates of Fitness for Human Consumption, Certificates of Compliance, Dioxin Certificates, Non Mammalian Certificates and all associated letters, howsoever caused;

b) accept that the Secretary of State cannot verify that the assurances provided in this/these certificate(s) fully comply with the importing country’s requirements; and

c) accept responsibility for the assurances provided in any certificate(s) issued as a result of this application.

Name (BLOCK CAPITALS)

Position in company

Name of company

## Contact details

Rural Payments Agency,

Room 151,

Lancaster House,

Hampshire Court,

Newcastle Business Park,

Newcastle upon Tyne,

NE4 7YH.

Telephone: 03300 416500.

Email: [Trader@rpa.gov.uk](mailto:Trader@rpa.gov.uk)