

Notes for the completion of private attestations

Based on Chapter 4 “Notes for the completion of model animal health certificates, official certificates and animal health/official certificates...” in Annex I of Regulation (EU) 2020/2235.

Part 1 – Description of the consignment

Box	Description
I.1 Consignor/Exporter	Indicate the name and address, country and ISO country code, of the natural or legal person dispatching the consignment. This person shall be established in a third country.
I.2 Certificate reference	Indicate the unique alphanumeric code for the document, assigned by the food business operator responsible for the attestation. Repeated in box II.a. <i>This reference should be specified in box I.9 of the CHED when attaching the private attestation (PA). Alternatively, the CHED reference number for the consignment can be used as the private attestation’s certificate reference (provided that the CHED is created, and the PA is then edited before uploading).</i>
I.5 Consignee/Importer	Indicate the name and address of the natural or legal person to whom the consignment is destined in the Member State.
I.6 Operator responsible for the consignment*	Indicate the name and address, country and ISO country code, of the natural or legal person in the Member State in charge of the consignment when presented at the Border Control Post (BCP) who makes the necessary declarations to the competent authorities as the importer or on behalf of the importer. This operator may be the same as indicated in box I.5. <i>The operator who notifies the consignment for control in TRACES (for example a forwarder or other agent) becomes the operator responsible for the consignment (the corresponding box is also in CHED and is the same operator signing the CHED in box I.31).</i>
I.7 Country of origin I.8 Region of origin	Indicate the name and ISO country code of the country where the goods were produced, manufactured or packaged. <i>Box I.8: When the products are affected by regionalisation measures in accordance with Union legislation, indicate the code of the approved regions or zones.</i>
I.9 Country of destination I.10 Region of destination	Indicate the name and ISO country code of Member State of destination of the products. <i>Box I.10: See box I.8.</i>

Box	Description
I.11 Place of dispatch	Indicate the name and address, country and ISO country code of the establishment from where the final composite product is dispatched from. Where required by Union legislation, indicate its registration or approval number.
I.12 Place of destination	Indicate the name and address, country and ISO country code, of the place where the consignment is being delivered for final unloading. <i>For example, an external warehouse or at the importer's address.</i>
I.13 Place of loading*	Indicate the name, address and category (for example, establishment, port or airport) of the final place where the products are to be loaded in the means of transport for the journey to the union. In the case of container, state where it is to be placed aboard the final means of transport to the Union. In the case of a ferry, indicate the place where the truck is to be embarked.
I.14 Date of departure	The date when the means of transport departs (aircraft, vessel, railway or road vehicle).
I.15 Means of transport*	Select one or more of the following means of transport for animals or goods leaving the country of dispatch, and indicate its identification: <ul style="list-style-type: none"> - aircraft (indicate the flight number); - vessel (indicate the vessel name and number); - railway (indicate the train identity and wagon number); - road vehicle (indicate the registration number with trailer number, if applicable) In the case of a ferry, tick "vessel" and identify the road vehicle(s) with registration number (with trailer number, if applicable), in addition to the name and number of the scheduled ferry.
I.16 Entry Border Control Post*	Indicate the name of the BCP of entry into the Union. <i>If possible, use the BCP code found in TRACES.NT.</i>
I.17 Accompanying documents	Indicate the type of accompanying document and its unique code/reference. Commercial document reference: indicate for example the airway bill number, the bill of lading number or the commercial number of the train or road vehicle.

Box	Description
I.18 Transport conditions	Indicate the category of required temperature during the transport of the products (ambient or chilled). <i>“Chilled” is only applicable when the shelf-stable composite product needs to be transported chilled for organoleptic quality reasons. If the composite product is not shelf-stable, it requires an official certificate.</i>
I.19 Container number/Seal number*	Indicate the container or trailer number and its seal number.
I.20 Certified as or for - Product for human consumption	The intended use of the goods. This box needs to be ticked if the consignment is to be approved as food for human consumption.
I.22 For internal market	This box must be ticked if the consignment is to be approved for being placed on the Union market.
I.24 Total number of packages	Indicate the total number of packages in the consignment and that are covered by the attestation.
I.26 Total net weight/gross weight (kg)	Indicate the total net weight and gross weight in kilograms for the products covered by the attestation. <i>The total net weight is the mass of the goods themselves, without immediate containers or any packaging.</i> <i>The total gross weight is the aggregate weight of the goods, plus immediate containers and all their packaging, but excluding transport containers or other transport equipment.</i>
I.27 Description of the consignment If the private attestation covers several composite products, the description of goods in box I.27 must be presented clearly and separately for each composite product (one line by product).	
CN code:	Indicate the relevant Harmonised System (HS) code and the title defined by the World Customs Organisation as referred to in Council Regulation (EEC) No 2658/87.
Product name:	Indicate the name of the product.
Number of packages:	Indicate the number of separate packages. <i>For example, in the format 6 x 200 g.</i>
Nature of commodity:	Indicate the type of product, for example a composite product with dairy/egg/fishery products etc.

Box	Description
Type of packaging:	Indicate the type of packaging, for example cartons, bags, glass bottles etc. <i>Type of packaging according to the definition given in Recommendation No 21^A of UN/CEFACT (United Nations Centre for Trade Facilitation and Electronic Business).</i>
Manufacturing plant:	Indicate the name and registration number or address of the plant where the final composite product is produced.
Net weight (kg):	Indicate the mass of each composite product covered by the private attestation. Those data are needed to calculate the total net weight in box I.26.
Final consumer:	Tick the box if the product is packaged for the final consumer.
Batch No:	Indicate the lot/batch number of the composite product. <i>Must be found on the packaging and must be filled in for the identity check to be able to be carried out. Best before date can be entered if batch number is missing.</i>
Date of production:	Indicate the date of production for the composite product.

* *Optional in the case of products exempted from official controls at border control posts.*

Part II: Attestation

Part	Description
II.a. Attestation	Same as box I.2.
II. Health information, first line "I, the undersigned, ..."	Indicate the name, address and full details of the importer.
3. Composite products with gelatine, collagen or highly refined products	Delete or strike through the ingredients that are <i>not</i> part of the composite product. <i>Highly refined products include fat derivatives, such as vitamin D3 from wool (lanoline) and food flavourings of animal origin, according to section XVI in Annex III of Regulation (EG) No 853/2004.</i>
4. List of ingredients	Enter the full list the ingredients in descending order of weight (including percentages).

Part	Description
	<i>Grouping certain ingredients by dairy products, fishery products, egg products, products of non-animal origin as relevant is allowed.</i>
5. Approved establishments	Indicate the approval number of the establishment(s) having produced the processed products of animal origin contained in the composite product and the third country or the Member State, where the approved establishment is located.
9. Composite products with fishery products	Delete or strike through if the composite product does not contain fishery products from wild catch or fishery products derived from live bivalve molluscs/live echinoderms/live tunicates/live marine gastropods from wild catch.
10. Risk-mitigating treatment of dairy products	Delete or strike through the alternatives that are not applicable. Alternatively delete or strike through the entire point if the product does not contain any dairy products. <i>Use footnote 4, 5 and 6 to choose the correct alternative for the dairy product included in the composite product.</i>
11. Risk-mitigating treatment of egg products	Delete or strike through if not applicable, that is if the composite product does not contain any egg products.
Signing the attestation	Indicate the qualification and title of the importer issuing the attestation, a printed name and signature as well as the date of issue. Include a stamp if possible.