Guidance Note on ECS Industry Requirements for trade with the UK – Annex IV

EXPORT CERTIFICATE SYSTEM - Processing Statement Application

V2.0

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Document Control

Version History

Version	Author	Approved By	Effective Date	Changes
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Next Review Date			

Foreword

Purpose of this document

The purpose of this document is to provide guidance on the Export Certificate System (ECS) used by the applicant/ Industry to acquire Irish Processing Statement/Annex IVs for exports, irrespective of destination.

Audience for this document

This document is intended for the Industry trading with the UK when applying for Irish Processing Statement/ Annex IVs.

If you have any Brexit queries that are not addressed by the information in this ECS guidance, please contact us via email: sfpabrexit@sfpa.ie or phone Brexit Office +353 (023) 885 9300.

The purpose of this document is to provide information upon Export Certificate System- Processing Statement Application This information is purely for guidance and does not constitute legal advice or analysis and should not be relied upon as such. Whilst every effort is made to ensure accurate and relevant material is published, no responsibility is accepted by, or on behalf of the SFPA, for any errors, omissions, or misleading statements on these pages.

1. General

1.1. Glossary of Terms

Below is a glossary of terms and acronyms used in this document.

Terms / Acronyms	Description
ECS	Export Certificate System
CN Code	Combined Nomenclature/Product Code

1.2. Relevant Legislation/ Documents

The following legislation is of particular relevance to this Guidance Note:

- EC Regulation 1005/2008
- EC Regulation 1010/2009

1.3. Confidentiality and Data Protection

With regards to information obtained in the performance of their duties, SFPA personnel are subject to confidentiality obligations laid down in section 58 of the Sea-Fisheries and Maritime Jurisdiction Act 2006 and shall have regard to SFPA's Data Protection Policy and to the obligations of SFPA with respect to the processing of personal data as set out in Data Protection Legislation and GDPR.

2. Guidance

2.1. Introduction

The UK is due to leave the EU at midnight on the 31st January 2020. In the event of an agreement before this date, the transitional arrangement agreed in the Withdrawal Agreement will apply and while formally a Third Country (i.e., a non-EU Member State); EU law will continue to apply during a transitionary period. Under a disorderly Brexit scenario, if the Withdrawal Agreement is not ratified and no deal has been agreed by this date, EU law would cease to apply to the UK and regulatory changes will be inevitable and will be implemented with immediate effect following departure.

While movements of fish and fishery products are largely unrestricted within the EU, exports to the UK post-Brexit will be classed as exports to a Third Country. Although the processes for importing and exporting between the EU and the UK are expected to change after exit day, the details and extent of these changes have yet to be finalised and will be dependent on the outcome of the ongoing negotiations.

2.2. Export Requirements

If the UK leave the EU without a deal in place, Irish exporters wishing to trade with the UK will be required to provide respective documentation for produce travelling to the UK (this guidance does not include direct landings of Irish vessels into the UK), for container, air or road freight the following documents will be required.

2.2.1. Exports of Irish produce

An Irish Catch Certificate will be required for all produce travelling to the UK whether produce is processed or not.

2.2.1.1. Exports of produce processed in Ireland originating from other Member States

A copy of the catch certificate for the respective produce, and an Irish processing statement/Annex IV that covers the processing conducted

2.2.1.2. Exports of produce processed in Ireland originating from Non-EU Countries

A copy of the catch certificate for the respective produce, and an Irish processing statement/Annex IV that covers the processing conducted.

2.2.1.3. Exports of produce not processed in Ireland originating from other Member States

A copy of the catch certificate that covers the produce being exported and a storage document

2.2.1.4. Exports of produce not processed in Ireland originating from Non-EU Countries

A copy of the catch certificate that covers the produce being exported, with the re-export section of the catch certificate completed, and a storage document.

2.2.2. Export Certificate System (ECS)

The Export Certificate System (ECS) is used by exporters, Food Business Operators or agents (referred to as applicants), to acquire Irish catch certificates and Irish Processing statements/Annex IVs for exports to the UK only. Exports for consignments to other Non-EU countries will be conducting as per existing procedures that are in place.

2.2.3. Applicant Process

Access to the login page will be conducted via the following links.

There are two means of accessing the ECS, either as an **Unregistered User** or **a Registered User**

2.2.3.1. Unregistered User Access Screen

This option can be used by anyone requesting certification from the ECS, when using this option, you will be required to complete a CAPTCHA Process.
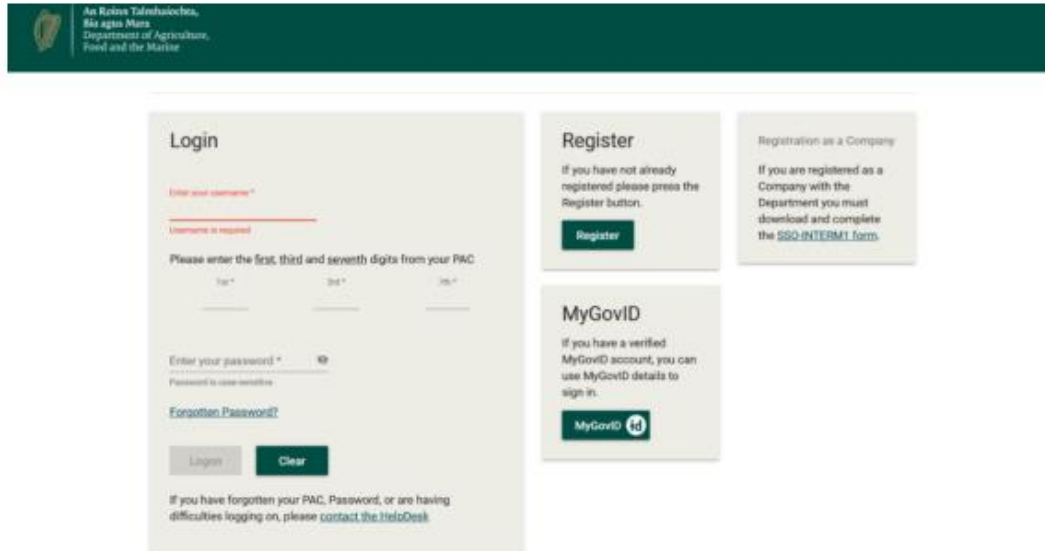
For anonymous users the link is:

https://publicapps.agriculture.gov.ie/ecs-ui/#/captcha

2.2.3.2. Registered User Access Screen

For registered external individual users
https://agfood.agriculture.gov.ie/sso-auth-ui-applicant/#/login

For registered external partners
https://agfood.agriculture.gov.ie/sso-auth-ui-partner/#/login

On the home page you can login with your Username, PAC and Password, that have been provided to you, if you haven't received login details, you can apply for a catch certificate or an Annex IV/Processing statement for the produce you are transporting to the UK as an unregistered user, as the latter you won't be in a position to track your application and details pertaining to you and your company will not be auto loaded at application stage.

Your dashboard will be displayed, here you will be able to apply for certification or monitor/search for previously made applications.

Click dropdown and select 'Fishery Processing Statement' to initiate process

After selecting Fishery Processing Statement from drop down box, the following will be displayed.

2.3. Processing Statement Requirements

Port – You will need to select the SFPA port that has responsibility for your premises, they will be notified about your application via email.

Processed Fishery Product – A description of the finished product following processing, for example, 'Breaded Cod Fillets'

Combined Nomenclature/Product Code – This will be the full 8-digit code for the product that has been processed, CN Code information can be found on the SFPA Public website under Information for Exporters at the following link:

CN Codes for Fish and Fishery Products

2.3.1. Catch Certificate Tab

Catch Certificate Number – The catch certificate number that is being used for processing is entered here. This cannot be an Irish Catch Certificate, alternative Member State or Non-EU Country only. This number will be found on the catch certificate, typically on the top of front page.

Vessel Name and Flag – This is the catching vessels name and flag state, this can be found on the catch certificate, typically in Section 2 of the document, the vessels flag will be the same as the origin of the catch certificate.

Validation Date – This is the date the certificate was validated by the competent authority of the catching vessel, typically found under Section 9 or 'Flag State Authority Validation' section of the catch certificate.

Catch Description – This is the description of the product as referred to in the catch certificate, typically Section 3. This will be the pre-processed description, as in the species.

Total Landed Weight -This is the total weight landed by the catching vessel, found typically in Section 3 of the catch certificate, Kilogram value to be entered.

Catch Processed – This will be the equivalent weight of the product your premises have processed, Kilogram value to be entered.

Processed Fishery Product – This is the output achieved following processing, Kilogram value to be entered.

'Add Catch Certificate' Tab – This is required where processing from more than one catch certificate has been conducted, you can use up to three alternative catch certificates produce, on each application

'SCROLL DOWN TO PROCESSING PLANT SECTION'

2.3.2. Processing Plant

Processing Plant Name – Enter the name of the processing plant here.

Processing Plant Address – Enter the address of the processing plant here.

Processing Plant Email – Enter email address of processing plant here.

Processing Plant Approval Number – Enter plants approval number here.

Responsible person from Processing Plant – Floor or Plant Managers name here.

Date – Click on calendar tab, and select date that application is being made. Otherwise type date in DD/MM/YY format.

Place – The applicant company name/location, applicant might be an alternative to processing plant.

'SCROLL DOWN TO EXPORTER SECTION'

2.3.3. Exporter Section

The exporter could be potentially an alternative premise to the processing plan.

Exporter Name – Name of the company exporting the produce if alternative to processing plant, otherwise 'See Processing Plant'

Exporter Business Address – Full business address to be included here if alternative to processing plant, otherwise 'See Processing Plant'

Exporter Email – Email address of exporter for correspondence purposes, this field must be completed either way.

'SCROLL DOWN TO HEALTH CERTIFICATE SECTION'

2.3.4. Health Certificate

The UK competent authority has indicated that health certificates will not be required, for the initial period following their departure from the EU, however, this will be subject to change.

Health Certificate Number – The number from the respective health certificate, applicable to consignment being exported.

Health Certificate Date – The date the health certificate was validated by the SFPA. Click on calendar tab and select date. Otherwise type date in DD/MM/YY format.

'SCROLL DOWN TO HEALTH CERTIFICATE SECTION'

2.3.5. Documents

The SFPA will require a copy of the respective 3rd country catch certificate, used for the consignment that has been processed by the respective Processing Plant. This supporting documentation must be uploaded before application is submitted; otherwise, the application will be refused. The pdf copy must be stored on, or be accessible from, the device where the application is being made. Click 'Select File' this will open a window to search for the file to upload. Once found select file and click 'Open'. This will attach the pdf file to the documentation section.
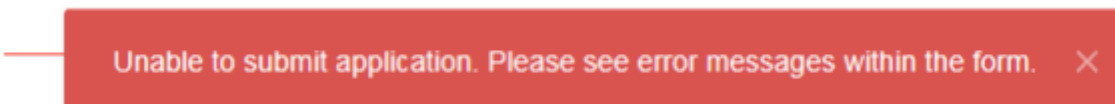

Once a file is selected, and attached, it will then be visible in the 'Selected Files' section of 'Documents'. If more than one catch certificates produce has been used in the processing, each respective catch certificate must be attached to the documents section.

'SUBMIT TAB'

Review document content and once you are satisfied that it is correct, click on the 'SUBMIT' tab, this will push the application to the SFPA Port you have selected from the application process.

'APPLICATION FAILED TO SUBMIT'

If you have clicked on the submit tab and you receive the following notification.

This is informing you that fields that require information, or information in a certain format (numerical), are either empty, or incorrectly completed.

These fields will be highlighted in red, once outstanding entries are completed/corrected, you will now be able to submit the application.

Review document content and once you are satisfied that it is correct, click on the 'Submit' tab; this will push the application to the SFPA Port you have selected as part of the application process. Once submitted to the SFPA, you can view the status of application on your dashboard.

The application made will be displayed in the 'open' section of the ECS Dashboard

Once your application status changes from 'Open' you will receive notification of same. The application will then move from the 'Open' folder to 'Approved or 'Rejected', as applicable. This will be a result of actions taken by your respective SFPA Office.

If your application is rejected, please contact, the SFPA Office that the application has been made to, comments may have been left with your application, in the 'Documents Section' of your application, identifying any potential errors, where the application might need to be altered before being resubmitted for approval.

2.4. Email Notifications

As the review process is underway by the SFPA, various notifications will be received by you, the applicant, such as 'approved', 'rejected', or 'successful'.

2.5. Validation

As part of the process, you will need to liaise with your local SFPA Office, the application must be signed by the exporter and then validated/signed by the SFPA before it is finalised. Once validated by the SFPA, the document can be forwarded with the consignment for verification checks to be conducted, with the UK competent authorities, as/if required.