



AN t-ÚDARÁS UM  
CHOSAINT  
IASCAIGH MHARA

SEA-FISHERIES  
PROTECTION  
AUTHORITY

# Guidance Note on ECS for Industry – Annex IV

**EXPORT CERTIFICATE SYSTEM -  
Processing Statement Application**

**V1.0**



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# Document Control

## Version History

Version	Author	Approved By	Effective Date	Changes
V1.0	Donna O'Sullivan	Bernard O'Donovan		

## Review Record

Version	Review Date	Reviewed By	Review Outcome
<b>Last Review Date</b>			
<b>Next Review Date</b>			



## Foreword

### Purpose of this document

The purpose of this document is to provide guidance on the Export Certificate System (ECS) used by the exporters/applicants to acquire Irish Processing Statements for exports as required under IUU Regulations.

### Audience for this document

Irish Exporters of previously imported third country produce that has been processed by an Irish establishment.

*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

Where products are processed in a country other than the flag State the importer must submit a statement established by the processing plant in the other third country, provided in Annex IV of the IUU Regulation. The statement must give an exact description of the products and must indicate that the products originated from catches accompanied by a catch certificate. A copy of those catch certificates must be attached to this statement. The competent authorities in the processing State must endorse the statement.

### 2.2. Export Requirements

#### 2.2.1. Exports of Irish produce

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

- **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.
- **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.
- **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.
- **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 other applicants to acquire Irish Catch Certificates and Irish Processing Statements/Annex IVs for exports to Third Countries.

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

### Anonymous User

Anonymous Application can be used for a once off catch certificate request.

[ECS \(agriculture.gov.ie\)](https://agriculture.gov.ie)



Export Certification System

Welcome to the Exports Portal

A product of the Department of Agriculture, Food and the Marine of Ireland

[Click here to create a new application](#)

## Registered User

Exporters can register through the Department of Agriculture's online registration portal. Registration is recommended for exporters that will require catch certificates on an on-going basis.

[CCS Customer Registration \(agriculture.gov.ie\)](https://agriculture.gov.ie/CCS-Customer-Registration)

Once registered exporter can use the below link for all applications:

[agfood.ie:Individual Login \(agriculture.gov.ie\)](https://agfood.ie/Individual-Login)

The screenshot shows the login and registration interface. The 'Login' section includes a 'Please enter the first, third and seventh digits from your PAC' field with three input boxes, a password field, and a 'Forgot Password?' link. The 'Register' section has a 'Register' button. The 'MyGovID' section has a 'MyGovID' button. A header banner at the top reads 'An Roinn Talmhaíochta, Bia agus Mara, Department of Agriculture, Food and the Marine'.

Exporters can login with your Username, PAC and Password, that have been provided to you. As a registered ECS user exporters can apply for and track the status of all applications for Catch Certificates and/or Processing Statements.

The screenshot displays the 'Export Certification System' dashboard. At the top, it says 'Home Exit' and 'PAUL O'SULLIVANECR00106'. The main content is divided into two panels. The left panel, titled 'Certificate Requests', contains a table:

Type	Status	Count
Dairy Certificate	Reviewed By Admin	1
Fishery Catch Certificate	Open	1
Fishery Catch Certificate	Approved	1
Fishery Processing Statement	Reviewed By Admin	1

The right panel, titled 'Request Certificate', has a 'Select Certificate Type' dropdown menu. Below it is a 'Search' section with a 'Tracking Number' input field and a 'Search' button. The page footer includes the Department of Agriculture, Food and the Marine logo and name.



Click dropdown at Request Certificate 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, Chapter 3 CN codes can be found [here](#). Products listed under Headings 1604/1605 can be found [here](#).

### 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.

### 2.3.2. Processing Plant

The screenshot shows a form titled 'Processing Plant' with the following fields:

- Processing Plant Name \*
- Processing Plant Address \*
- Processing Plant Email \*
- Processing Plant Approval Number \*
- Responsible Person from Processing Plant \*
- Date \*
- Place \*

**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.

### 2.3.3. Exporter Section

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

**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.

### 2.3.4. Health Certificate

**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.

### 2.3.5. Documents

Copies of all 3rd country catch certificates, included in the consignment that has been processed need to be provided in the processing statement application.

This supporting documentation, in PDF format, must be uploaded before application is submitted; otherwise, the application will be refused.

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.

Name	Type	Size	Date	Document Category
No documents				
Supporting Documentation				
Select File...				
Selected Files				
Close length: 1				
Name	Type	Size	Date	Document Category
Revision CC.pdf		0.115 MB		Supporting Documentation
				Remove
Submit				

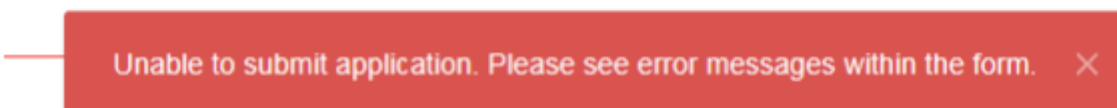
Once a file is selected, and attached, it will then be visible in the 'Selected Files' section of 'Documents'. If more than one catch certificates produce has been used in the processing, each respective catch certificate must be attached to the documents section.

### '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.



Processing Plant Name \*  
John Doe Ltd.

---

Processing Plant Address \*  
Required

---

Processing Plant Email \*  
Required

---

Processing Plant Approval Number \*  
Required

---

Responsible Person from Processing Plant \*  
John Doe

---

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.

Documents

Name	Type	Size	Date	Document Category
No documents				

Supporting Documentation

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

**Certificate Requests**

Type	Status	Count
Dairy Certificate	Reviewed By Admin	1
Fishery Catch Certificate	Open	3
Fishery Catch Certificate	Approved	6
Fishery Catch Certificate	Rejected	1
Fishery Processing Statement	Open	4

**Request Certificate**

Select Certificate Type:

**Search**

Tracking Number:   
9/28

Search

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.