



## Form B - Documents checklist – submitted prior to site assessment

### Vriksh Shipment Certificate for Trade in Appendix-II *Dalbergia* Species

The following checklist is to be filled in and submitted by the client to GICIA INDIA PVT. LTD after the submission of the application. The Technical Reviewer at GICIA INDIA PVT. LTD would review this checklist and only after fulfilment of all conditions would the client be approved for field level assessment by on site auditors.

S No.	Item	Details																		
1.	<b>Applicant Details</b>	Name																		
		Vriksh Certificate Code and validity date																		
		Address																		
		Email ID																		
		Phone no.																		
		Contact Person																		
		Export- Import code																		
2.	<b>Importer Details</b>	Name																		
		Address																		
		Phone Number																		
		Email Id																		
		Contact Person																		
3.	Consignee Address																			
4.	Shipment invoice no.																			
5.	Invoice value																			
6.	Destination port																			
7.	No. of containers																			
8.	Date of despatch																			
9.	Species name	<input type="checkbox"/> <i>Dalbergia sissoo</i> (Sheesham) <input type="checkbox"/> <i>Dalbergia latifolia</i> (rosewood)																		
10.	Place of origin																			
11.	Date of Acquisition of Specimen																			
12.	No. of products in each invoice along with no. of discrete pieces of each product	<table border="1"> <thead> <tr> <th>S. No</th> <th>Name of Items</th> <th>No. of Pieces</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> </tr> </tbody> </table>	S. No	Name of Items	No. of Pieces	1			2			3			4			<b>Total</b>		
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		1																		
		2																		
		3																		
		4																		
<b>Total</b>																				
13.	a. Attach photographs of each product b. Attach dimensions of each product c. Attach volume/weight details of each product d. Provide weight of <i>Dalbergia sissoo</i> / <i>Dalbergia latifolia</i> in each product and total weight																			
14.	In case the product is a composite/combination product (e.g. with a mix of wood and non-wood material, or a mix of <i>Dalbergia</i> and other wood species), the total quantity of wood applicable under this certificate needs to be specified																			



	separately for each product.																
15.	Conversion factor for each product and methodology for calculation <b>(Please mention whether the raw material received was in Round Log or Plank Form)</b>																
16.	Product wise raw material requirement as per information supplied above in sections 16-18	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Item Name</th> <th>Raw material required (Weight/ Vol)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> </tbody> </table>	S. No.	Item Name	Raw material required (Weight/ Vol)	1			2			3			4		
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		1															
		2															
		3															
4																	
17.	Source of origin documents (as per Section 14) Provide list of documents along with document identification number and scanned copies of each document of origin. Total volume/weight of raw material as determined in section 19 should tally with the total quantum of raw material for which source of origin documents are available and traceable. (precondition for issuance of the certificate)																
18.	Transit documents Provide list of documents along with document identification number and scanned copies of each document (Raw material transit documents should account for all the raw material as purchased and accounted for in section 19-20.)																
19.	Where multiple agencies have been involved in the movement of the material from source of origin (forest or farm), documents to identify the material movement from source to factory gate is available, as per sections 19,20 and 21). Absence of documents and lack of traceability would prevent issuance of certificate.																
20.	Shipping documents Provide list of documents along with document identification number (if available)																
21.	Signed declaration from company (as submitted during the Vriksh audit)																
22.	Signed affidavit (Form E)																

Product Conversion Information					
S. No.	Item name	Total Wood declared/Item (cu.ft/cu.m. and weight in kgs)	Raw Material consumption (cu.ft./cu.m. and weight in kgs)	Conversion factor (including conversion from log/plank)	Verified(Y/N) NA – in case of traders/wholesalers/ Distributors (For Office Use Only)
1					
2					
3					
4					



Supporting Documentation Checklist				
Documents	List of Supporting Documentation Submitted	Reference Numbers of Documents Submitted (To be filled by Client)	Verified (Y/N/NA) (For Office Use only)	Remarks (For Office Use Only)
<b>Purchase/harvest documents</b>	Cutting permit			
	Sale note/Invoice			
	Auction note			
	Mandi Samiti receipt			
	LST/CST and TIN			
<b>Transit documents</b>	Transit pass			
	VAT permit			
	Weigh bridge slip			
	Sales tax/commercial tax permit			

We, M/s.....do hereby, solemnly declare that all the above mentioned statements/information is true and correct to the best of our knowledge and belief. We further declare that the we would be maintaining all necessary records in the applicable format for Sections 20-24 and produce, if necessary on requisition of the concerned authorities/ Export Promotion Council for Handicrafts (EPCH). In case any of the information/statements that is provided in this document checklist is found incorrect/wrong, my Vriksh certificate is liable to be suspended/terminated and EPCH is authorised to take any legal/penal action as deemed fit against us.

Date: .....

Place: .....

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(Signature of the applicant)

**FOR OFFICE USE ONLY**

I have reviewed the documents submitted by ..... for the export of material vide invoice no .....The documents of the client are compliant with the requirements of Vriksh Timber Legality Assessment and Verification Scheme and as per the requirements of the Vriksh Shipment Certificate (comparable document in lieu of the CITES permit). As per the documents submitted by the client as part of Form B and Form E, it is evident that the raw material used for production of this invoice was purchased prior/ Post January 2<sup>nd</sup> 2017. The total export quantity approved for shipment as per the listed invoice is ..... product, totally containing ..... pieces, weighing in total ..... kgs, and having *Dalbergia sissoo/Dalbergia latifolia* wood weighing ..... The shipment is cleared for issuance of the Vriksh Shipment Certificate, based on the technical review of the documents submitted.

Date: .....

Place: .....

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(Name/ Signature of verifier)