



Version 2.0 | April 2021

China Document Guide

Timber



This tool has been developed by Preferred by Nature with support from the LIFE programme of the European Union.





Preferred by Nature has adopted an “open source” policy to share what we develop to advance sustainability. This work is published under the [Creative Commons Attribution Share-Alike 3.0 license](#). Permission is hereby granted, free of charge, to any person obtaining a copy of this document, to deal in the document without restriction, including without limitation the rights to use, copy, modify, merge, publish, and/or distribute copies of the document, subject to the following conditions: The above copyright notice and this permission notice shall be included in all copies or substantial portions of the document. We would appreciate receiving a copy of any modified version.

The European Commission support to produce this publication does not constitute endorsement of the contents which reflects the views inly of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



What documents are relevant to indicate timber legality in China?

Key Documents for China

Below are listed examples of essential documents which can support the mapping of supply chains for traceability purposes or aid in mitigating legal non-compliance risks for timber supply chains within China.

A description of the document is attached to each image of its contents. It states to whom the document is applicable, who it has been issued and signed by, as well as important considerations when checking the validity of the document as part of the due diligence process.

Business License 营业执照	4
Forest Tenure Certificate 林权证	6
Immovable Property Certificate (for Forest land) 林地不动产登记证.....	8
Forest Management Plan 森林经营方案.....	11
Forest Harvest Permit 林木采伐许可证	13
Value-added Tax (VAT) Invoice 增值税发票	16
Self-billing VAT invoice/Receipt for Farmers 农民增值税收购发票/收据	19
Plant Phytosanitary Certificate 植物检疫证.....	22
Import & Export Plant Phytosanitary Certificate 进出口植物检疫证.....	25
Registration Form for companies with foreign trading activity 对外贸易经营者备案登记表 .	29
Import/export Customs Declaration (for each shipment) 进出口报关单	31
Permit for Import/Export and Re-export for CITES species	34

Business License 营业执照

Name of document: Business License

Applicable to: All business entities

Purpose and contents: The business license include unique social credit code, name and address of the company, type of company, legal representative, amount of investment, valid period, business scope, QR code, issuing date, etc.

Holder of document: Business entities

Signature/Seal required by: Market Regulation Bureau at the county level or above.

Key considerations when checking the document:

- ☐ Can it be verified via the government's website (Available in Chinese):
<http://www.gsxt.gov.cn/index.html>?*
 - Enter in the Unique Social Credit code or the Chinese company name in the searching field; or scan the QR code (if it is readable on the copy of the business license), the Unique Social Credit code can be identified automatically and appears in the searching box of this website.
 - If the business license is valid, the company name will appear on the webpage
 - Click on the company name, and then the details will appear on the following page.
 - Compare details on the business license to other information you have on the company, including unique social credit code, name and address of the company, business scope, status of the license (valid, suspended, dissolved, etc.)
- ☐ Is the company name correct on the business license?
- ☐ Is the company name the same as on the harvesting permit and VAT invoice?
- ☐ Does the business scope cover the products/materials under evaluation?
- ☐ Is the unique social credit code the same as on the invoice?
- ☐ Is the business scope the same as on the business license?

***Note:** If the website <http://www.gsxt.gov.cn/index.html> cannot be accessed, the alternative below is recommended to check the validity of business licenses:
<https://www.tianyancha.com/>

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.1 Land tenure and management rights
- 1.22 supply chain transparency and traceability.

Example of a Business License 营业执照

	
Business Licence 营业执照 (副本)	
Unique Social Credit Code 统一社会信用代码 91370782...-1	
Name	名 称 [redacted] 木业有限公司
Company type	类 型 有限责任公司(自然人投资或控股)
Address	住 所 山东省潍坊市... [redacted]
Legal Representative	法定代表人 [redacted]
Registered Capital	注册 资 本 [redacted]
Date of Establishment	成 立 日 期 2010 年 07 月 23 日
Valid Period	营 业 期 限 2010 年 07 月 23 日至 2030 年 07 月 23 日
Business Scope	经 营 范 围 加工、销售木材、家具；(有效期限以许可证为准)。货物进出口业务(依法须经批准的项目，经相关部门批准后方可开展经营活动)。
	
登 记 机 关 http://sd.gsxt.gov.cn	
	
2018 年 06 月 22 日	
中华人民共和国国家工商行政管理总局监制	
企业信用信息公示系统网址:	

Forest Tenure Certificate 林权证

Name of document: Forest Tenure Certificate

Applicable to: All forest entities and forest farmers who manage forest or plantation shall have evidence of ownership or use rights.

Note that companies can have other types of certificates to show ownership/use rights. An *Immovable Property Certificate* for forest has the same legal effect as a Forest Tenure Certificate.

Purpose and contents: A Forest Tenure Certificate shows use right and ownership of forest and forest land¹. It is also an important document for applying for a harvesting permit. Without a Forest Tenure Certificate or other concrete evidence of use right and ownership of forest and forest land, the harvesting permit cannot be issued.

The duration of the Forest tenure Certificate is usually between 30-70 years.

The contents of a Forest Tenure Certificate include: The owner of forest and forest land, owner of use right of forest and forest land, location of forest/plantation, forest compartment number, area of forest land, main species, number of trees, forest type, valid period, metes and bounds, etc.

In China, land can be owned only by the state/government or collectively owned (village committee or sub-village). Individuals or private companies do not have ownership rights to land. However, forest and use rights of forest and forest land can be owned by individuals (including farmers), entities or other organisations via renting agreements, transference agreements, or other mechanisms.

Holder of document: Forest management entities and/or forest farmers

Signature/Seal required by: Government at the county level or above.

Evidence limitations and weaknesses:

- No publicly available database or website exists to verify this certificate.
- In some regions, there is no clear information (e.g., GPS coordinates, maps) on the location of the land described on the certificate.
- Usually, the number of trees is missing on this certificate, despite being required to be included in the certificate).

Key considerations when checking the document:

- ☐ The certificate will have an expiry date. Check if the certificate is still valid?
- ☐ Is the name of the owner (at least owner of forest and use right of forest), location, forest compartment number, forest type the same as on the harvesting permit?
- ☐ Is the name of the owner the same as on the VAT invoice/receipt issued by the timber owner?
- ☐ Is the name the same as on the business license (if the forest is managed by a forest entity)?
- ☐ Is the species the same as on the harvesting permit or does it cover the species on the harvest permit?

¹ Forest land is the land on which the forest or plantation grows. Forest is the standing trees within a natural forest or plantation. Timber is the felled trees.

- Is there a stamp of government or forest authority at or above the county level?

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.1. Land tenure and management rights

Example of a Forest Tenure Certificate 林权证

Forest Tenure Certificate

沐府 林证字 (2007) 第 0110 号

Certificate number

Holder of this certificate

根据《中华人民共和国森林法》规定，本证中森林、林木、林地所有权或者使用权，业经登记，合法权益受法律保护。

特发此证

发证机关 (印)

2007 年 12 月 27 日

Seal of issuing authority

森林、林木、林地状况登记表

05111290110GDYMSY06154 No 1

林地所有权人	油房村六组	林地使用权人	
森林或林木所有权人		森林或林木使用权人	
坐落	永福镇油房村六组		
小地名	长湾	林班	油房
面积	2亩	小班	0796
株数		主要树种	柳杉
林地使用期	50 年	林种	用材林
四至	东：埂一分水一埂	终止日期	2055/12/30
西：茂源林场埂一埂			
南：土坎一土坎			
北：横路一茂源林均			
注 记：			
填证机关 经办人：彭洪斌 负责人：凌维东			
2007 年 12 月 27 日 2007 年 12 月 27 日			

Issuing date

Immovable Property Certificate (for Forest land) 林地不动产权登记证

Name of document: Immovable Property Certificate (for Forest land)

Applicable to: All forest entities and forest farmers who manage forest or plantation.

Note that companies can have other types of certificates to show ownership/use rights. Immovable Property Certificate for forest has the same legal effect as Forest Tenure Certificate

Purpose and contents: According to the Interim Regulation of Immovable Property Registration and Interim Measures of Confirmation and Registration of Natural Resources, some provinces have started issuing Immovable Property Certificate for forests since 2019. In such cases, these have the same legal effect as Forest Tenure Certificate.

The contents of an Immovable Property Certificate for Forest names the holder of the certificate, specifies the rights of the holder has (e.g., the owner of forest or use right of forest and forest land), location of forest, species, area of forest, forest type, duration of management of the forest, map, etc.

Holder of document: Forest management entities and/or forest farmers

Signature/Seal required by: Natural Resource Department at county level or above.

Evidence limitations and weaknesses: No publicly available database or website is available to verify this certificate.

Key considerations when checking the document:

- ☐ The certificate will have an expiry date. Check if the certificate is still valid?
- ☐ Is the owner's name (at least of forest and use right of forest), location, forest compartment number, forest type the same as on the harvesting permit?
- ☐ Is the owner's name the same as on the VAT invoice/receipt issued by the timber owner?
- ☐ Is the name the same as on the business license (if the forest is managed by forest entity)?
- ☐ Is the species the same as on the harvesting permit or does it cover the species on the harvest permit?
- ☐ Is there a stamp of government or forest authority at or above the county level?

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.1. Land tenure and management rights

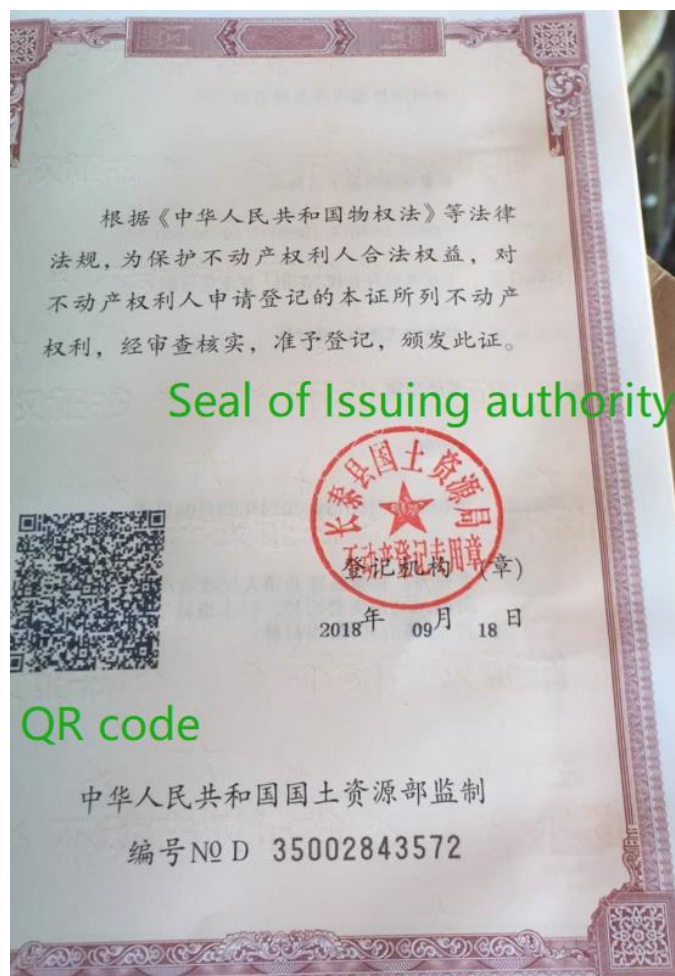
Example of an Immovable Property Certificate (for forest land) 林地不动产登记证

The three pictures below are selected pages of the Immovable Property Certificate.

- The first picture is the page with details of the certificate.
- The second picture is the page showing the seal of the issuing authority.
- The third picture is the forest map attached to the certificate.

闽 (2018) 县 不动产权第 0003287 号

权利人 owner	漳州市 发展有限公司
共有情况	
坐落 location	长泰县 林场
不动产单元号	350625 004014 JE00001 L00000001
权利类型 Type of Right: Land use right/forest and trees ownership	土地承包经营权/森林、林木所有权
权利性质 Nature of Right: Contrated production forest	其他方式承包/用材林
用途	其他林地
面积 Area	535亩
使用期限 Duration	2004年03月06日起2074年03月05日止
Remarks	发包方: 长泰县 人民政府承包土地的实测 面积: 535亩主要树种: 杉木造林年度: 1988年小地 名: 陈婆山林种: 用材林
权利其他状况	





Forest Management Plan 森林经营方案

Name of document: Forest Management Plan (FMP)

Applicable to (only): All state-owned forest entities/farms.

Purpose and contents: The Forest Management Plan is an important basis for forest management, harvesting, monitoring, production, and other management activities. Compilation and implementation of the approved FMP is a legal requirement for all state-owned forest entities/farms.

The Forest Management Plan is a comprehensive document, containing maps, inventory, and details about harvest and long-term management. It shall be updated every 5-10 years.

Holder of document: State-owned forest entities/farms

Signature/Seal required by: Approval by forest authority at county level or above.

Key considerations when checking the document:

- ☐ The FMP will be valid for a specific period after approval. Check if the FMP is approved and within the valid period.
- ☐ Check if the growth rate is estimated justifiably and the planned harvest volume does not surpass the estimated growth rate?
- ☐ Compare with annual harvest quota approved by forest authority to check that there is no significant discrepancy in harvest volume.
- ☐ Check if it includes all legally required elements, such as forest resources status quo, growth rate, planned harvest volume, regeneration plan, biodiversity protection, forest fire prevention, pest and disease control?
- ☐ Is the species to be harvested within the management plan, the same as the harvest permit (if available)? Are there any protected forests/areas? If applicable, is there any protective measures to be applied for the protected area?

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.3 Management and harvesting planning.
- 1.10. Environmental requirements

Example of a Forest Management Plan 森林经营方案

5.3 生态公益林培育管理	- 40 -
5.4 商品林培育管理	- 41 -
5.5 经济林培育管理	- 44 -
5.6 竹林培育	- 45 -
5.7 林下经济发展规划	- 45 -
5.8 种苗规划	- 46 -
第6章 森林采伐	- 47 -
6.1 采伐原则	- 47 -
Information of harvesting volume	- 47 -
6.3 年伐量的确定	- 48 -
6.4 伐区配置	- 52 -
6.5 毛竹采伐	- 53 -
第7章 非木质资源经营	- 54 -
7.1 经济林经营	- 54 -
7.2 林木良种培育	- 54 -
7.3 绿化苗木生产	- 54 -
7.4 林下经济开发	- 54 -
7.5 森林旅游资源开发	- 55 -
第8章 森林保护	- 56 -
8.1 生物多样性保护	- 56 -
8.2 森林防火防控	- 56 -
8.3 有害生物防控	- 57 -

Chapter 6 Forest Harvesting

第6章 森林采伐

6.1 采伐原则

(1) 森林资源消耗量小于年生长量, 保证有足够的使用寿命, 使资源量不断增长; 根据森林功能区和森林分类经营成果, 分别主伐、更新采伐、抚育采伐等, 结合森林经营方针与经营目标, 系统分析, 确定森林合理年伐量和木材生产量, 有利于经营与调整森林结构, 保持和维护森林生态系统的生产力和可持续发展能力。

(2) 遵循《十二五》期间年森林采伐限额编制方案》、《国家级公益林管理办法》、《广西壮族自治区森林资源规划设计调查技术规程》、《关于分解下达“十二五”期间年森林采伐限额和 2011 年林木采伐计划的通报》(桂林发〔2011〕75 号) 等文件与技术规程, 开展森林采伐规划工作, 制定年森林采伐限额、年森林采伐计划以及森林更新计划。

6.2 采伐年龄与轮伐期 Design of harvesting

根据国家和自治区《森林采伐更新管理办法》、《广西壮族自治区森林资源规划设计调查技术规程》和《广西壮族自治区林木采伐作业调查设计技术规程》, 根据林分经营类型的不同, 确定各种采伐年龄和轮伐期。

表 6-1 经营类型的采伐年龄、轮伐期、采伐方式设计一览表

经营类型	林龄 (年)	轮伐期 (年)	采伐方式	经营类型	林龄 (年)	轮伐期 (年)	采伐方式
防护林	40-50	10-15	择伐	防护林	40-50	10-15	择伐
用材林	40-50	10-15	择伐	用材林	40-50	10-15	择伐
经济林	40-50	10-15	择伐	经济林	40-50	10-15	择伐
薪炭林	40-50	10-15	择伐	薪炭林	40-50	10-15	择伐
生态公益林	40-50	10-15	择伐	生态公益林	40-50	10-15	择伐
商品林	40-50	10-15	择伐	商品林	40-50	10-15	择伐
竹林	40-50	10-15	择伐	竹林	40-50	10-15	择伐
其他	40-50	10-15	择伐	其他	40-50	10-15	择伐

Forest Harvest Permit 林木采伐许可证

Name of document: Forest Harvest Permit

Applicable to: Forest/plantation that grows on forest land, which is subject to Forest Law. Either a forest entity or an individual farmer can manage the forest/plantation to be harvested.

Exemptions: This document is not required for individual farmers who cut their own forest or trees on farmland, private plots and surrounding their houses. It is also not required for bamboo forest outside nature reserves.

In some provinces such as Shandong, Jiangsu, Henan, Hebei and Anhui, a significant percentage of plantations species (poplar, paulownia, willow, fruit trees, etc.) commonly grow on farmland, private plots and surrounding the houses of farmers.

Purpose and contents: The Forest Harvesting Permit is required prior to harvesting and provides evidence of legal harvesting. While harvesting trees, holders must act according to the required time, area, species, and measures of the permit to harvest forest.

Contents of the Forest Harvest Permit include holder, permit code, harvesting location, GPS coordinates, Forest Tenure Certificate code, forest type (natural forest or plantation), species, land ownership type (state or collective), harvest method (clear or selective cut), harvest rate, harvesting area, number of trees to be harvested, felled stock volume, mill run volume, duration of harvesting and authorised organisation, etc.

Harvesting permits tend to be valid for only one to six months, so several permits are likely to be needed to cover one year of harvesting. However, the validity may vary according to harvesting volume: where the volume under the permit is larger, the permit may have longer validity.

Felled volume is defined as the total estimated volume including branches and twigs based on the harvest survey and design prior to harvesting; while mill run volume is only the estimated volume of logs.

Holder of document: Forest entity and farmers who manage forest/plantation land.

Signature/Seal required by:

- **County Forest Authority:**
 - State-owned forest at the county level
 - Collective forest
 - Individual farmers
- **Provincial Forestry Department:**
 - State-owned forest at the prefecture and province level
 - Provisionally managed nature reserves or forest parks
 - Ecological forests
 - Non-forestry units
- **National Forestry and Grassland Administration:**
 - Key state-owned forest
 - Nature reserves or forest parks of key national importance, or other forests with ecological importance

Evidence limitations and weaknesses: In some cases, the specific species on the harvest permit is not clear. Often species are indicated as e.g., 'broadleaf', 'mixed forest with conifer and broadleaved trees', 'pine', etc... The scientific species are not required to be defined.

Key considerations when checking the document:

- ☐ Check the permit dates to verify that the approved date of harvesting is prior to the date of delivery?
- ☐ Is the date of issuing this document before the date of transport?
- ☐ Has the applicable authority provided the signature?
- ☐ What area and forest type (natural/ plantation) is included in the harvesting permit? Is this consistent with the species/wood-type relevant to the supply?
- ☐ Is the holder's name the same as the seller's name on the VAT invoice or receipt (for farmer)?
- ☐ Is the harvesting volume (mill run volume) equal to or greater than the volume shown on the invoice and phytosanitary certificate? Are these volumes consistent with the volumes required for further processing or the volume of final product required?
- ☐ Is the species the same as on the invoice and phytosanitary certificate?
- ☐ Is the harvesting location the same as or near to the starting place for transport (see delivery note/Invoice)?

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.4 Harvest permits
- 1.22 supply chain transparency and traceability.

Example of a Forest Harvest Permit 林木采伐许可证

Forest harvesting permit
林木采伐许可证

编号: 34060301151207001

Holder of permit
[Redacted]

Location
[Redacted]

根据 采伐申请 填报的伐区调查设计(申请), 经审核, 批准在 [Redacted] 场(乡镇) / 林班(村) / 作业区(组) / 小班(地块)采伐。

采伐四至: 东 相阳泡 南 一里地 西 石堡 北 祝庄生产路

GPS 定位: 11111111

Species
林分起源: 人工 林种: 一般用材林 树种: 意杨

权属: 集体 林权证号(证明): /

采伐类型: 主伐 采伐方式: 皆伐 采伐强度: 20%

采伐面积: 3.93 公顷(株数: [Redacted])

Harvest Volume
采伐蓄积: [Redacted] (出材量: 356.8 立方米)

Time of harvesting
采伐期限: 2015 年 12 月 01 日至 2015 年 1 月 31 日


更新期限: 2016 年 03 月 14 日

更新面积: 3.93 公顷(株数: 2100 株)


☐ 占限额 ☐ 不占限额

备注: 占限额
意杨, 采伐2100株, 商品材蓄积548.90立方米, 商品出材356.80立方米

Seal of issuing authority



省林
管理机关(章)



发证人(章):
领证人:

Issuing time 发证日期: 2015 年 12 月 01 日

注: 1. 此证一式二联。第一联为存根, 第二联为采伐凭证。
2. 超过规定采伐期限, 此证无效。
3. 采伐凭证联套印省级以上林业主管部门采伐许可证管理专用章。
4. 非国有林木采伐不填写GPS定位。

Value-added Tax (VAT) Invoice 增值税发票

Name of document: VAT invoice

Applicable to: All forestry entities

Purpose and contents: An invoice provide evidence of a transaction. A VAT invoice (Fapiao) is evidence that an enterprise pays tax and tax reimbursement.

Usually, invoices are issued by the seller to the buyer. VAT invoices have a uniform format and requirements and are printed and sold by designated tax authorities who monitor and supervise tax collection. Companies will apply for the blank template from the designated tax authorities. Following any transactions, companies enter the necessary information such as price, total amount, name of product etc. into Taxation authority VAT issuing IT system, print the VAT invoice on the hardcopy blank template and seal it with the company stamp. VAT invoices are monitored by the Taxation Authority.

Contents of the invoice include invoice code, invoice serial number, uniform social credit code (for both buyer and seller), name and address of buyer and seller, product description, volume/quantity, and the seal of the seller.

The VAT invoice is also required between two affiliated companies (e.g., forest and sawmill under the same ownership) when they are independent in accounting/Finance.

Holder of document: Both seller and buyer in China

Signature/Seal required by: Seal of the seller.

Evidence limitations and weaknesses: The species is not legally required to be included in the VAT invoice of timber or timber products. As a result, for logs and sawn timber, it is recommended to check the sales contract, delivery note, phytosanitary certificate to confirm the species.

Key considerations when checking the document:

- ☐ Can it be verified via the website: <https://inv-veri.chinatax.gov.cn>? See guidance below *Timber Legality Risk Assessment indicator* **which this document is relevant to:**
 - 1.6 Value added taxes and other sales taxes.
 - 1.22 supply chain transparency and traceability.

- ☐ **How to verify VAT invoices?**
- ☐ Does the volume or quantity match other documents such as sales contract and delivery note?
- ☐ Does the product description match the harvesting permit?
- ☐ Check whether the document date is after the timber harvest date (See Harvest Permit)?
- ☐ Are the names of the buyer or seller the same as on the delivery note and business contract (if applicable)?

VAT invoice with unclear species information for logs and sawn timber?

- ☐ To ensure correct supply chain, it is recommended that the supplier provide the delivery note, phytosanitary certificate or statement(s) issued by the seller for the species included in the VAT invoice to verify species information.

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.6 Value added taxes and other sales taxes.
- 1.22 supply chain transparency and traceability.

How to verify VAT invoices?

Step /comments

Supporting images

1: Go to: <https://inv-veri.chinatax.gov.cn>

2: Enter in the following information:

- Invoice code
- Invoice Number
- Issuing date
- Invoice amount

Image of China VAT invoice official verification website:



国家税务总局全国增值税发票查验平台

支持增值税专用发票、增值税普通发票、增值税普通发票（卷票）、增值税电子普通发票（通行费）、机动车销售统一发票、二手车销售统一发票、货物运输业增值税专用发票在线查验。

首页 | 发票常识 | 常见问题 | 操作说明

提示：您使用的是谷歌 55 版本浏览器，请参照操作说明安装根证书再进行发票查验操作！

发票查验说明

查验结果说明

发票真伪识别方法

Invoice code

*发票代码: ✖ 发票代码有误!

Invoice No

*发票号码: ✎ 请输入发票号码

Issuing date

*开票日期: ✎ 请输入开票日期

Invoice amount (not incl. tax)

*开具金额(不含税): ✎ 请输入开具金额

Verification code

*验证码:

点击获取验证码 点击图片刷新

Click to get verification code

验证 重置

Verify

本查询由国家税务总局电子税务管理中心提供

版本: 1.0.06 支持火狐 (50.1)、谷歌 (55.0)、IE8及以上版本浏览器 建议分辨率: 1280*768

3: If the information entered corresponds with a valid VAT invoice, the website will display that VAT invoice.

This can then be compared against the VAT invoice obtained for the supply chain, to ensure they are the same.

The verification result shows the same information as the valid VAT invoice:



Verified invoice details

发票查验明细

查验次数: 第1次 查验时间: 2018-12-11 23:40:53 打印 关闭

invoice code **invoice no.** **issuing date** **江西增值税专用发票**

发票代码: 3600164130 发票号码: 0547 开票日期: 2018年04月19日 校验码: 81551905080571837102 机器编号: 661521318987

buyer name

名称: 有限公司

纳税人识别号: 9135058377

地址、电话: 福建南安市 6

开户行及账号: 农行泉州市鲤城支行江南分理处13 5103 0104 0004 538

货物或应税劳务、服务名称 **规格型号** **单位** **数量** **单价** **金额** **税率** **税额**

*木制品*纤维板	9mm	张	1665	683760683761	5.38		4.62
*木制品*纤维板	9mm	张	1	53846153846	3.84		6.54
合计						3.84	551.16

价税合计 (大写) 柒万叁仟叁佰零伍圆整 (小写) ￥ 5.00

Seller name

名称: 材料股份有限公司

纳税人识别号: 9136080573

地址、电话: 江西省吉安市井冈山经济技术

开户行及账号: 工商银行吉安支行 15092121290

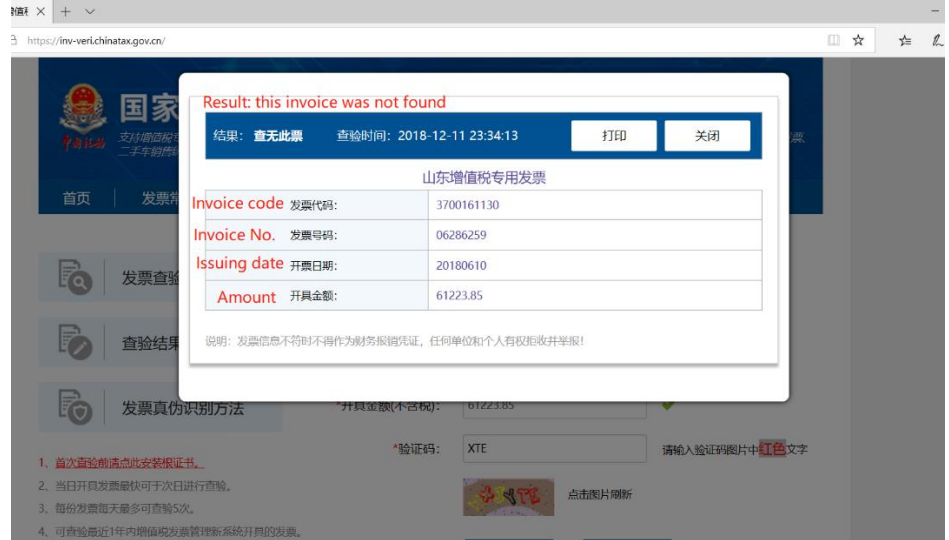
特别提示:

- » 本平台仅提供所查询发票票面信息的查验结果。
- » 若发现发票查验结果与实际交易不符, 任何单位或个人有权拒收并向当地税务机关举报。

4: If the information entered does not correspond with a valid VAT invoice, it will state that the invoice was not found.

For example, the invoice to the left was not found on the website, because the issuing date on the VAT invoice obtained for the supply chain was forged. The date on the false invoice states 2018-06-10 (when the actual date is 2016-06-10).

Image of China VAT invoice official verification website, stating invoice is not found:



Example of VAT Invoice 增值税发票

Buyer 买方		Seller 卖方	
名称:	Name	名称:	Name
纳税人识别号:	Address and phone	纳税人识别号:	Address and phone
地址、电话:		地址、电话:	
开户行及账号:		开户行及账号:	
货物或应税劳务名称		规格型号	单位
Name of product		Unit	Quantity
		单价	金额
		税率	税额
合计		(小写)	
价税合计 (大写)			
收款人:		复核:	开票人:
销售单位: (章)			

Self-billing VAT invoice/Receipt for Farmers 农民增值税收购发票/收据

Name of document: Self-billing VAT invoice/Receipt for Farmers

Applicable to: Transaction between individual farmers and timber products entities

Purpose and contents: Self-billing VAT invoices and/or receipts aim to deal with the reality that individual farmers are unable to issue VAT invoices. In some regions, medium and large company buyers can issue self-billing VAT invoices when buying timber from individual farmers. The self-billing VAT invoice is issued via the Taxation authority system and can be verified online similar to VAT Invoices.

The difference between the VAT Invoice and the self-billing VAT invoice is that the buyer can issue the Self-billing VAT invoice, whereas the normal VAT invoice is issued by the seller.

Some companies use receipts instead. The receipt is prepared by the seller (a company or farmer). There is no fixed template, and the receipt cannot be verified online.

Holder of document: Forestry entity

Signature/Seal required by: Self-billing VAT invoice shall be issued via taxation authority's IT system and sealed by the buyer.

The receipt shall be signed by the individual farmers.

Evidence limitations and weaknesses: The receipt is easily falsified.

Key considerations when checking the document:

Self-billing invoice

- ☐ Can it be verified via the website: <https://inv-veri.chinatax.gov.cn>? See guidance above *Timber Legality Risk Assessment indicator* **which this document is relevant to:**
 - 1.6 Value added taxes and other sales taxes.
 - 1.22 supply chain transparency and traceability.

- ☐ **How to verify VAT invoices?**
- ☐ Does the product description match the harvesting permit?
- ☐ Is the date of the document after the timber harvest date, see harvest permit (if available)?
- ☐ Does the volume or quantity match other documents such as sales contract and delivery note?
- ☐ Are the names of the buyer or seller the same as on the delivery note and business contract (if applicable)?

Receipt:

- ☐ Is the farmer's name and address the same as on the harvest permit (if available) and as declared in the supply chain map?
- ☐ Is the signature, address, phone number, ID number of farmer available on the document to provide a high level of confidence that the receipt is authentic?
- ☐ Does the product description match the harvest permit (if available)?
- ☐ Is the date of the document after the timber harvest date. See harvest permit (if available)?

Note: What information is recommended on a receipt?

There are no legal requirements on what should be included in a receipt. However, to provide a high level of confidence with the authenticity of receipt, it is recommended that the receipt contain the following information: farmer's name and ID information, signature, address, phone number, species, volume, buyer's name, etc.

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.22 supply chain transparency and traceability.

Example of a Self-billing VAT Invoice 收购发票

Example of a Receipt for farmers 农民收据

Receipt 今 收 到

<p>人民币 (大写) 贰仟壹佰贰拾伍元</p>	
<p>Buyer 说明: 有阳司条购桐栢木</p> <p>款: $1.7 \text{ 亩} \times 125 \text{ 元/亩} = 2125.00 \text{ 元}$</p> <p>字题地址: 桃涌集镇</p> <p>身份证号: 37292219</p> <p>ID number:</p>	<p>¥ 2125.00</p> <p>(签字) 谢</p> <p>Signature:</p> <p>手机号: 137749</p> <p>Phone number:</p> <p>date: 2019 年 1 月 23 日</p>

汇君纸品

Plant Phytosanitary Certificate 植物检疫证

Name of document: Plant Phytosanitary Certificate (or Plant Quarantine Certificate)

Note: The Plant Phytosanitary Certificate is issued for the transport of timber within China. It is different from the phytosanitary certificate used for import and export (see next document example, Import & Export Plant Phytosanitary Certificate 进出口植物检疫证, p.25).

Applicable to: Plants/timber species under quarantine due to pest or disease outbreak that are to be transported outside the county affected by the pests/disease. Species subject to quarantine restrictions and requirements are included in a list maintained by the provincial forest authority. This includes logs, sawn timber, bamboo timber and chips.

Most of the secondary forest products are exempt from the requirement of having a Plant Phytosanitary Certificate.

Purpose and contents: This document aim to prevent the spread of plant pest and disease through the transportation of plant/forest products. The contents of the certificate include series number, the issuing authority' information, consignee's information and address, Origin, type of transport, starting and final destination of transportation process, species, product type and specification, volume/quantity, valid period.

Holder of document: Timber owner or entities responsible for the transport of the timber

Signature/Seal required by: Forest authorities at both province and county level.

Evidence limitations and weaknesses: It is not easy to know when this document is required for what species, due to the situation is dynamic and the information about epidemic area and affected species is not public in some cases.

Key considerations when checking the document:

- ☐ Is it the same as the result verified by scanning the QR code? See stepwise guide *How to verify the authenticity of a plant phytosanitary certificate* below.
- ☐ Is the date, species, quantity, quality on the document correct?
- ☐ Is the starting location and destination of transportation in in line with the supply chain map, and supporting supply chain documents?

Category of law or risk which this document is relevant to:

- 1.22 supply chain transparency and traceability.

How to verify the authenticity of a plant phytosanitary certificate

Step /comments

1: Scan the QR code on the phytosanitary certificate.

2: If the phytosanitary certificate is valid, a link will appear that will take you to the certificate:

- Compare details on the license to the screen version to ensure no information has been altered.
- Other information can be compared and verified against other supply chain documents to ensure it related to the actual supply chain

Supporting images

Side by side comparison
(Top is the hard copy and below is the webpage)



植物检疫证书 (出省)

林草检字: 02759898

调运单位(人)及地址: 大石林场

调运(承运)人姓名: 张... 身份证件号码: 231084197... 联系电话: 1890484...

收货单位(人)及地址: 大石林场

植物或植物产品来源: 大石林场

运输工具: 汽车(车牌号:无)

运输起迄: 自吉林省延边朝鲜族自治州大石林场 经 至山东省...

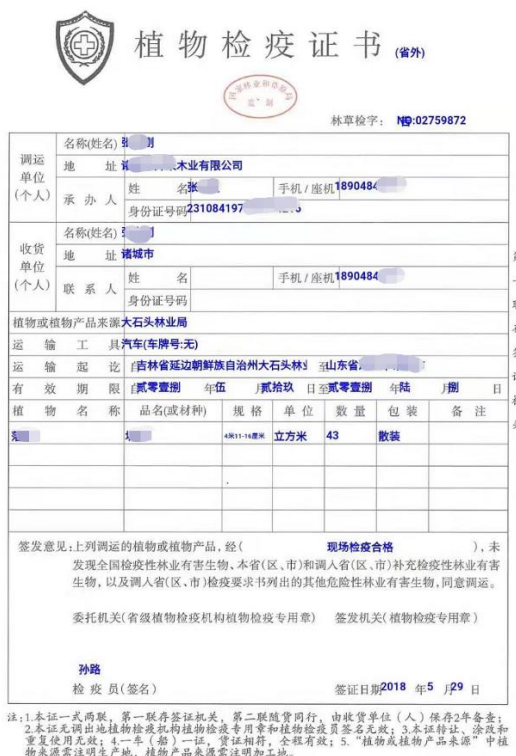
有效期限: 自 2018 年 5 月 29 日 至 2018 年 6 月 29 日

植物或植物产品名称	品名(或材料)	规格	单位	数量	备注
大石林场	大石林场	43.00	立方米	43.00	散装

签发意见: 上列调运的植物或植物产品, 经() 未发现林业检疫性有害生物, 本省(区、市)和调入省(区、市)补充林业检疫性有害生物, 调入省(区、市)林业检疫机构提出的检疫要求列出的其它林业危险性有害生物, 同意调运。

委托机关(省级林业植物检疫机构检疫专用章) 签发机关(植物检疫专用章)

检疫员(签名): 孙路 鉴证日期: 2018 年 5 月 29 日



植物检疫证书 (省外)

林草检字: 02759872

调运单位(个人): 名称(姓名): 张... 地址: 大石林场 承办人: 张... 手机号码: 1890484... 身份证件号码: 231084197...

收货单位(个人): 名称(姓名): 张... 地址: 大石林场 联系人: 张... 手机号码: 1890484... 身份证件号码: 231084197...

植物或植物产品来源: 大石林场

运输工具: 汽车(车牌号:无)

运输起迄: 自吉林省延边朝鲜族自治州大石林场 经 至山东省...

有效期限: 自 2018 年 5 月 29 日 至 2018 年 6 月 29 日

植物名称	品名(或材料)	规格	单位	数量	包装	备注
大石林场	大石林场	43.00	立方米	43	散装	

签发意见: 上列调运的植物或植物产品, 经() 未发现全国检疫性林业有害生物、本省(区、市)和调入省(区、市)补充检疫性林业有害生物, 以及调入省(区、市)检疫要求书列出的其他危险性林业有害生物, 同意调运。

委托机关(省级植物检疫机构植物检疫专用章) 签发机关(植物检疫专用章)

孙路 检疫员(签名) 鉴证日期: 2018 年 5 月 29 日

注: 1. 本证一式两份, 第一联存证机关, 第二联随货同行, 由收货单位(人)保存2年备查; 2. 本证无调出地植物检疫机构植物检疫专用章和植物检疫员签名无效; 3. 本证转让、涂改和重复使用无效; 4. 本证(一)证, 货证相符, 全数有效; 5. "植物或植物产品来源"中植物来源需注明产地, 植物产品来源需注明加工地。

Example of a Plant Phytosanitary Certificate 植物检疫证

Plant Phytosanitary Certificate
植物检疫证书 (出省)

林(出)检字 **N0** 02759898

调运单位(人)及地址 **Dispatching company & Address**

调运(承办)人姓名 **Name** 身份证件号码 **ID No.** 联系电话

收货单位(人)及地址 **Consignee and Address**

植物或植物产品来源 **Plant/product origin** 运输工具 汽车(车牌号:无)

运输起讫 自 **Departure** 经 至 **Destination**

有效期限 自 年 月 日至 年 月 日

Valid Period

植物或植物产品名称 Plant/products name	品名(或材种) Type	规格 Size	单位 Unit	数量 Volume	备注
		4米11-16厘米	立方米	43.00	散装

签发意见: 上列调运的植物或植物产品, 经 (**现场检疫合格**), 未发现林业检疫性有害生物、本省(区、市)和调入省(区、市)补充林业检疫性有害生物、调入省(区、市)林业检疫机构提出的检疫要求列出的其它林业危险性有害生物, 同意调运。

委托机关(省级林业植物检疫机构检疫专用章) 签发机关(植物检疫专用章)

Two seals of issuing authority

Signature of Quarantine inspector
检疫员(签名)

签证日期 2018 年 5 月 29 日

注: 1. 本证无调出地省级林业植物检疫机构检疫专用章(受委托办理本证的须加盖本机构植物检疫专用章)和检疫员签名无效。2. 本证转让、涂改或重印无效。

第二联 随货同行

Import & Export Plant Phytosanitary Certificate 进出口植物检疫证

Name of document: Import & Export Plant Phytosanitary Certificate

Applicable to: Importing and exporting of timber and timber products.

Purpose and contents: To prevent insect and disease associated with plant imports or exports, the Entry & Exit Inspection and Quarantine Bureau in China will carry out quarantine inspection and issue the phytosanitary certificate.

The contents of this documents include name and address of the consigner and consignee, name of product, botanical name of plant, quantity declared, number of packages, place of origin, port of destination, means of conveyance, date of inspection, date of issue.

Holder of document: Entities importing and exporting timber and timber products.

Signature/Seal required by: Entry-Exit Inspection and Quarantine Bureau

Evidence limitations and weaknesses: No publicly available database or website is available to verify this certificate.

Key considerations when checking the document:

- ☐ Is the name of importer/exporter the same as on the business license?
- ☐ Is the product name and the botanical/ scientific name of the product (species name) in line with invoice, packing list, certificate of origin?
- ☐ Is the information of product description, quantity/volume, price the same as on the bill of lading, customs declaration, commercial invoice and packing list?

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.22 supply chain transparency and traceability.

Example of a Phytosanitary Certificate for export 出口植物检疫证

 中华人民共和国出入境检验检疫 ENTRY-EXIT INSPECTION AND QUARANTINE OF THE PEOPLE'S REPUBLIC OF CHINA	
植物检疫证书 编号 No.: 470500213302584 PHYTOSANITARY CERTIFICATE	
发货人名称及地址 Name and Address of Consignor	
收货人名称及地址 Name and Address of Consignee	
品名 Name of Produce	FRESH MANDARIN
植物学名 Botanical Name of Plants	***
报检数量 Quantity Declared	**73257 KGS
包装种类及数量 Number and Type of Packages	**8885 BASKETS
产地 Place of Origin	CHINA
到达口岸 Port of Destination	
运输工具 Means of Conveyance	BY SEA
检验日期 Date of Inspection	OCT 23, 2013
兹证明上述植物、植物产品或其他检疫物已经按照规定程序进行检查和/或检验，被认为不带有输入国或地区规定的检疫性有害生物，并且基本不带有其他的有害生物，因而符合输入国或地区现行的植物检疫要求。 This is to certify that the plants, plant products or other regulated articles described above have been inspected and/or tested according to appropriate procedures and are considered to be free from quarantine pests specified by the importing country/region, and practically free from other injurious pests; and that they are considered to conform with the current phytosanitary requirements of the importing country/region.	
杀虫剂/或灭菌处理 DISINFESTATION AND/OR DISINFECTION TREATMENT	
日期 Date	***
药剂及浓度 Chemical and Concentration	***
处理方法 Treatment	***
持续时间及温度 Duration and Temperature	***
附加声明 ADDITIONAL DECLARATION *****	
	发证地点 Place of Issue: SHENZHEN, CHINA 发证日期 Date of Issue: OCT 25, 2013 授权签字人 Authorized Officer: ZIFU PING 签名 Signature: 
<small>中华人民共和国出入境检验检疫局及其分支机构及不承认该证书的有效性，凡有怀疑该证书的有效性，应向该证书签发机构提出质疑。</small> <small>No branch of the Entry-Exit Inspection and Quarantine Bureau of the People's Republic of China shall refuse to accept the validity of this certificate and shall not be held responsible for the validity of this certificate.</small>	

Example of a Phytosanitary Certificate for import 入境植物检疫证



Entry-Exit Inspection and Quarantine of China
中华人民共和国出入境检验检疫
入境货物检验检疫证明
Import Phytosanitary Certificate

Number 编号 121000001182730001

收货人 Name of Consignee	木业（山东）有限公司 WOOD INDUSTRY SHANDONG CO.,LTD		
发货人 Name of Consigner	IMPORT AND EXPORT TRADE LIMITED		
品 名 Name of Product	见附页 See attachment	报检数/重量 Quantity declared	见附页 See attachment
包装种类及数量 Type & quantity of packages	见附页 See attachment	输出国家或地区 Origin	美国
合同号 Contract number	88601	标记及号码 N/M	
提/运单号 Bill of lading number	NAM4190584		
入境口岸 Port of destination	黄岛		
入境日期 Date of entry	2021年02月24日		
<p>证明 上述货物经检验检疫合格评定，予以通关放行。 *****</p> <p style="text-align: right;">Stamp of Customs quarantine office</p> <div style="text-align: center;">  </div> <p>签字:  日期: 2021 年 02 月 25 日 Signature Date of issue</p>			
备注 ***			

[5-1(2018.4.20) * 2]

① 货主收执


BD0337252

Attachment to Phytosanitary Certificate

附 页

Certificate number 编号 121000001182730001

序号	Name of product 品名	Volume/quantity declared 报检数/重量	Type & quantity of packages 包装种类及数量
1	非端部接合的白橡木板材	**11.871立方米/**10187.23千 克	**16裸装
2	非端部接合的白橡木板材	**6.864立方米/**5890.42千克	**0其他
3	非端部接合的红橡木板材	**8.071立方米/**6926.22千克	**0其他
4	非端部接合的白橡木板材	**1.298立方米/**1113.88千克	**0其他



Registration Form for companies with foreign trading activity 对外贸易经营者备案登记表

Name of document: Registration form for companies with foreign trading activity

Applicable to: Processor or trader who export or import goods.

Purpose and contents: The registration of importer/export is additional to the business license. All entities that have import and export business shall register at the Ministry of Commerce of China to obtain the qualification to import and export goods. The registered entity can both import and export goods. The contents of the document include the name of the entity (both English and Chinese names), address, unique social credit code, contact information, etc.

Holder of document: Entities importing and/or exporting goods

Signature/Seal required by: Commerce authority at the country or above

Key considerations when checking the document:

- ☐ Are the Chinese name and unique social credit code the same as on the business license?
- ☐ Is the English name of the company the same as bill of lading, commercial invoice and packing list?
- ☐ Can it be verified on the government website (in Chinese only):
<http://iecms.mofcom.gov.cn/corplLogin.html>
 - Enter the company's Chinese name or unique social credit code.
 - The company's Chinese name appears if the company has a valid registration form.
Click on the company's Chinese name, then check unique social credit code, English name, address, legal representative.

Note: A non-registered company can import/export goods through an agent who is registered and conducts customs declarations. However, the company name showed on the invoice/packing list could still be the non-registered buyer or seller.

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.22 supply chain transparency and traceability.

Example of a Registration form for companies with foreign trading activity

Export Licence

(Registration form of the company with foreign trading activity)

对外贸易经营者备案登记表

Registration date: _____ Social Credit Code: _____ 统一社会信用代码: 913709005500145100
 备案登记表编号: 00551552 进出口企业代码: _____

Company Chinese name 经营者中文名称		木业有限公司	
Company English Name 经营者英文名称		Wooden Co., Ltd.	
组织机构代码	经营者类型 (由备案登记机关填写)	有限责任公司	
Address 住所		山东省潍坊市	
Address (Chinese) 经营场所 (中文)		山东省潍坊市	
Address (English) 经营场所 (英文)		City Shandong Province Weifang	
Telephone 联系电话	联系传真	0536-8001203	
邮政编码	电子邮箱	100000	
Business Licence Registration date 工商登记注册日期		2010-7-23	
		工商登记注册号	

依法办理工商登记的企业还须填写以下内容

Legal Representative 企业法定代表人姓名	ID No. 有效证件号	310102196100171717
注册资金	(折美元)	

依法办理工商登记的外国(地区)企业或个体工商户(独资经营者)还须填写以下内容

企业法定代表人/ 个体工商户负责人姓名	有效证件号	
企业资产/个人财产	(折美元)	

备注

Seal of the issuing authority

填表前请认真阅读背面的条款, 并由企业法定代表人或个体工商户负责人签字盖章



2018 年 7 月 5 日

Import/export Customs Declaration (for each shipment) 进出口报关单

Name of document: Import Custom Declaration / Export Customs Declaration

Applicable to: Processor or trader who export or import goods.

Purpose and contents: All imported/exported good shall be declared to customs. The contents of these documents are; the name of the consigner and consignee, port of loading, country of origin, port of discharge, destination country, B/L number, contract number, means of transportation, container number, HS code, product description, quantity, price, etc.

The Import Custom Declaration and the Export Custom Declaration forms differ in design, but the information contained in the forms are similar. See examples below.

Holder of document: Entities importing and/or exporting goods.

Signature/Seal required by: Not required

Key considerations when checking the document:

- ☐ Is the name of consignee or consigner the same as on the business license?
- ☐ Are there bar code or QR code available on the top?
- ☐ Does the HS code correspond with the products?
- ☐ Is the information of product description, species, quantity/volume, quality, price the same as on the commercial invoice and packing list?
- ☐ Is there anything suspicious on the departure country, loading port, destination port?
- ☐ Is the bill of lading number, container number indicated on this document same as on the bill of lading?

Note: The consignee/consigner can be an agent who is a registered importer/exporter and conducts customs declarations. In this case the name of consignee/consigner is different from the buyer/seller name on the invoice/packing list.

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.16 Classification of species, quantity & quality
- 1.22 supply chain transparency and traceability.

Example of an Export Customs Declaration 海关出口货物报关单

China Export Customs Declaration Document


中华人民共和国海关出口货物报关单

425820180 5


预录入编号: E20180000102 Customs No. 海关编号: 42582018 (前湾口岸) 页码/页数: 1/1

境内发货人 Domestic Consigner 木业有限公司	出境关别 (4258) 前湾口岸	出口日期	申报日期 Date of Declaration 20180923	备案号
境外收货人 Foreign Consignee	运输方式 (2) 水路运输	运输工具名称及航次号 MARY MAERSK/839W	提运单号 Bill of lading No.	
生产销售单位 Producer/Seller 木业有限公司	监管方式 (0110) 一般贸易	征免性质 (101) 一般征税	许可证号	
合同协议号 Contract No.	贸易国 (地区) (DEU)	运抵国 (地区) Destination country	指运港 Destination port	离境口岸 Exit Port 青岛
包装种类 (22) 纸制或纤维板制盒/箱	Pieces 件数 699	Gross weight 毛重 (千克) 10438	Net weight 净重 (千克) 9486	成交方式 (3) FOB
随附单证及编号 随附单证1: 电子底账3709002181 随附单证2: 代理报关委托协议 (电子)	标记唛码及备注 Number of Container & No. 备注: N/M 集装箱标箱数及号码: 2; MRKU4710703;			
HS Code 9403609990 松木桌子	Product name & Size 商品名称及规格型号 0 0 盛放物品用 松木 无品牌 1150*700*750MM等	Quantity & Unit 数量及单位 UNIT	Price/Amount/Currency 单价/总价/币制 美元	Country of Origin 原产国 (地区) 中国 (CHN)
Country of Destination 最终目的国 (地区)		Place of Dispatch 境内货源地		
征免 照章征税 (1)				
特殊关系确认: 否 价格影响确认: 否 支付特许权使用费确认: 否 自报自缴: 否				
报关人员	报关人员证号 4210003	电话	兹申明对以上内容承担如实申报、依法纳税之法律责任	
申报单位 (9)	国际物流有限公司		申报单位 (签章)	海关批注及签章

Example of an Import Customs Declaration 海关进口货物报关单



* 000000001415 *



* 4 1000054860 *

China Import Customs Declaration Document

中华人民共和国海关进口货物报关单

海关作业联


Consigner/ Consignee		预录入编号: 40054860		Customs No. 海关编号 42582018100	
收货人 (375200008) 进出口有限公司		Entry port 进口口岸 (4214) 青岛湾港		Entry date 进口日期 20180324	
Consumer 消费者 (375200008) 进出口有限公司		Transportation mode (2) 水路运输		Transportation tool name 运输工具名称 CAPE ARTEMISIO/752E	
Declarer unit 申报单位 (375200008) 进出口有限公司		Bill of Lading No. SUDU4131781		Domestic Destination 国内目的地 (37029) 青岛其他	
Trade country 贸易国 (地区) (609) 新西兰		Depart country 启运国 (地区) (609) 新西兰		Loading port 装货港 (609) 新西兰	
Contract No. 合同协议号		Transaction mode (2) C&F		Freight 运费 000/0.3/1	
Container No. 集装箱号 SUDU677 * 2(1)		Gross weight 毛重 (千克) 45496		Net weight (Kg) 净重 (千克) 45276	

Item No.	HS code	Product description, size	Quantity and Unit	Origin country/region	Price	Amount	Currency	Tax
1	44071120.90	辐射松板材	45276 千克	新西兰				(502) 照章征税
		0 3 辐射松, PINUS	90.5735 立方米	(609) 目的国: 中国				美元 (1)
		RADIATA 2100MM*55/83mm*36/42	90.5735 立方米		2000.000	18000.00		

特殊关系确认: 否

价格影响确认: 否

与货物有关的特许权使用费支付确认: 否



录入员 8930000061963	录入单位 	兹申明对以上内容承担如实申报、依法纳税之法律责任 申报单位(签章)
报关人员		海关批注及签章

Permit for Import/Export and Re-export for CITES species

Name of document: Permit for Import/Export and Re-export for CITES species

Applicable to: Entities who import, export and re-export species which are listed in the CITES appendices.

Purpose and contents: Import/Export as well Re-export Permits are required for trading species included on the CITES appendix lists. The contents of these documents are: Import port, export port, importer and exporter's names, customs certificate code of the holder, HS code, material type, species' scientific name, volume/quantity, validity, signature and seal from the Endangered Species Import and Export Management Office of China, etc.

Holder of document: Entities who import, export and re-export species which are listed in the CITES appendices.

Signature/Seal required by: Signature of the endorser and Seal of the Endangered Species Import and Export Management Offices in China

List of cities where the Endangered Species Import and Export Management Offices are located: Beijing, Shanghai, Tianjin, Shenyang, Hohhot, Urumchi, Lhasa, Harbin, Shijiazhuang, Chengdu, Kunming, Hangzhou, Jinan, Fuzhou, Nanning, Guangzhou, Haikou

Evidence limitations and weaknesses:

- No publicly available database or website is available to verify this certificate.
- Not unlikely to find falsified CITES permits. Extra care should be given to verify its validity.

Key considerations when checking the document:

- ☐ Is there a signature of the endorser and the seal of the Endangered Species Import and Export Management Office of China?
- ☐ Is the validity of the permit/certificate not exceeding 180 days? (according to the Measures on the Control of Import and Export Certificates of Wildlife, the validity of the permit/certificate shall not exceed 180 days).
- ☐ Is the scientific name of the species provided?
- ☐ Check the document for obvious mistakes and changes made in the document to verify its validity. See Preferred by Natures [Thematic Article No. 2: Fake Documents](#)
- ☐ Contact CITES authorities in the country where issued, and verify that it was issued by the applicable authorities.

Timber Legality Risk Assessment indicator which this document is relevant to:

- 1.19 Customs regulations
- 1.20 CITES
- 1.22 supply chain transparency and traceability.

Example of a Permit/Certificate for Import for CITES species CITES 树种允许进出口证明

CITES CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA
濒危野生动植物种国际贸易公约
PERMIT/CERTIFICATE FOR IMPORT/EXPORT & RE-EXPORT
允许进出口证明书

☐ EXPORT 出口
☐ RE-EXPORT 再出口
☒ IMPORT 进口
☐ OTHER 其它

1. PERMIT/CERTIFICATE No. 证号
2015CN9C610/HB

2. Valid Until 有效期至
Sep. 15, 2015

3. Importer (Name, Address and Country) 进口商 (名称、地址和国家)
[Redacted]

4. Exporter (Name, Address and Country) 出口商 (名称、地址和国家)
[Redacted]

3a. Import Port 进口口岸 CN SUFENHE

4a. Export Port 出口口岸 RU GRODEKOWO

5. HS Code and Special Conditions 海关税则号及特殊条件
4403910010

6. Name, Address, National Seal of Management Authority
The Endangered Species Import and Export Management Office of the People's Republic of China
Add: 18 Heping Dongjie, Beijing 100714
The People's Republic of China
Tel: 86-10-84239001, 84239010
Fax: 86-10-84234180, 84239015
中华人民共和国濒危物种进出口管理办公室
地址: 北京市和平门内大街18号
电话: 86-10-84239001, 84239010
传真: 86-10-84234180, 84239015

7. For live animals, this permit or certificate is only valid if the transport conditions conform to the Guidelines for Transport of Live Animals or, in case of air transport, to the IATA Live Animals Regulations. This permit/certificate is only valid for ONE consignment. 对于活体动物, 本证书仅在运输条件符合《陆运活体动物指南》或, 在空运情况下, 符合《空运活体动物指南》或 IATA《空运活体动物规则》要求的情况下, 本证书方为有效。本证书仅限一次性使用。

8a. Purpose of Transaction 贸易目的 T

8b. Security Stamp No. 安全印号

No. 序号	Species (Chinese & Scientific) Name 种名 (中文名、学名)	Appendix 附录	Source 来源	Description 证书备注	Quantity or Weight (Unit) 数量或重量 (单位)	Country/Region of Origin 原产地/地区
1	蒙古栎 Quercus mongolica	II	W Leg	原木	*300, Cum *****	RU 15-03-07 15RU001142DV
LAST RE-EXPORT: IMPORT						
*****LAST ITEM*****						

9. THIS PERMIT/CERTIFICATE IS ISSUED BY 发证机关
No. 19, Hengshanda,
Xiangfang District, Harbin,
Heilongjiang Province
Date: 2015
Signature: [Signature]
Security Stamp and Official Seal: [Stamp]

10. For Customs Official Use Only 海关专用
Block 栏次
Quantity/Unit 数量/单位
A
B
C
D

11. Bill of Lading/Airway Bill Number 提单/空运单号
2015091710

12. Port of Import/Export 进出口口岸
Date 日期
Signature 签名
Official Stamp and Title 公章

NOTE: This permit/certificate is composed of 5 pages. This copy is for the holder only.

0295145

About LIFE Legal Wood

[LIFE Legal Wood](#) is an initiative that aims at supporting timber-related companies in Europe with knowledge, tools and training in the requirements of the EU Timber Regulation. Knowing your timber's origin is not only good for the forests, but good for business. The initiative is funded by the LIFE Programme of the European Union.

