

## **Import / Export / Re-export Application Guidance to Completing form FED 0172**

**This guidance should be read in conjunction with GN1 (General Guidance Note for Importers and Exporters)**

**Box 1 - Exporter/ Re-exporter.** Must contain the full name and address of the actual (re)exporter, If you are an agent put the name of the (re)exporter and c/o your address. Also if you have it, **your daytime telephone number** and e-mail address.

**Box 2 - Permit/Certificate.** Tick the correct box to indicate which type of document is required. The box for re-export should be ticked to indicate that a species was imported into this country, and is being exported. Re-exports would include items manufactured in the UK from raw CITES materials taken elsewhere (ie. Ivory, tortoiseshell). In this instance, evidence of the legal import of the specimen must be provided.

**Other applications** – this box must be ticked for applications for **Personal Ownership Certificates**

**Box 3 - Importer.** Must contain the full name and address of the actual importer. If you are an agent put the name of the importer and c/o your address. Also if you have it, **your daytime telephone number** and E-mail address.

**Box 4 – Country of (re)-export.** Enter the name of the country from which the specimens are to be (re)exported

**Box 5 – Country of Import.** Enter the name of the country where the specimens are to be imported

**Box 6 – The final destination at which live wild-taken or first generation captive bred specimens of Annex A species will be kept after import.** To be completed for **imports** of live, specimens given source code W, or where the exact source is unknown, given source code U, and first generation captive bred Annex A specimens given source code F (the offspring of one or more wild parents). **This may not be the same premises as a quarantine or holding address.**

**Box 7 – Issuing Management Authority.** This box should already contain the pre-printed address of the UK Management Authority.

**Box 8 – Description of specimens (incl. marks, sex/date of birth for live animals).** A detailed description of the specimens, to include (where applicable): sex, hatch or birth date and age, ring or microchip numbers, type of ring (close or split, etc.), status (live or dead, species or hybrid, etc.), any

additional details. **NB:** This description **MUST** include a three-letter code from the list attached at annex A.

**Box 9 – Net mass (kg).** Must be completed with the total metric volume or mass of **dead** specimens or parts/derivatives **ONLY**

**Box 10 – Quantity.** Must be completed with the total number of specimens

**Box 11 – CITES Appendix.** Enter the correct CITES Appendix: I, II or III, if known

**Box 12 – EC Annex.** Enter the correct EC Annex: A, B or C, if known

**Box 13 – Source.** Must be completed with the source of the specimens using one of the source codes at annex B of this guidance.

**Box 14 – Purpose.** Must be completed with the intended purpose of the specimens using the purpose codes in annex C of this guidance.

**Box 15 - Country of origin.** Enter the name of the country where the specimens were taken from the wild, bred or propagated

**Box 16 – Permit No.** Enter the number of the CITES permit issued for the export of the specimens from the country of origin

**Box 17 – Date of issue.** Enter the date of issue of the permit entered in box 16.

**Box 18 – Country of last re-export.** Enter the name of the last re-exporting country (if applicable)

**Box 19 - Certificate No.** Enter the number of the CITES permit issued for the last re-export of the specimens

**Box 20 – Date of issue.** Enter the date of issue of the permit number entered in box 19

**Box 21 – Scientific name of species.** Enter the Latin/scientific name of the species (for example *Ara macao*). You may need to contact your local library or veterinary surgeon for this information.

**Box 22 – Common name of species.** Enter the common name of the species (for example Scarlet Macaw)

**Box 23 – I hereby apply for the permit / certificate indicated above.** Please include any additional information or comments, if necessary and indicate if the application is retrospective\*

The form must be signed and dated. Please also print your name above 'Name of Applicant'. If you are acting as an agent, then you must also enclose a letter of consent from your client.

\*An application is retrospective when the specimen(s) have already been imported/exported prior to obtaining the necessary CITES permits. An explanatory letter should be enclosed detailing why the required permits were not obtained before the goods were shipped, and any evidence supplied to corroborate the circumstances.

## Annex A

### Codes to be included in the description of specimens and units of measure to be used in permits and certificates

Description	Code	Preferred units	Alternative units	Explanation
body	<b>BOD</b>	no.	kg	substantially whole dead animals, including fresh or processed fish, stuffed turtles, preserved butterflies, reptiles in alcohol, whole stuffed hunting trophies, etc.
bone	<b>BON</b>	kg	no.	bones, including jaws
calipee	<b>CAL</b>	kg		calipee or calipash (turtle cartilage for soup)
carapace	<b>CAP</b>	no.	kg	raw or unworked whole shells of testudinata species
carving	<b>CAR</b>	kg		carvings (incl. wood) - there are some species from which more than one type of product may be carved (e.g. horn and bone); where necessary, the description should indicate the type of product (e.g. horn carving)
claw	<b>CLA</b>	no.	kg	e.g. of Fedae, Ursidae or Crocodylia, but not turtles
cloth	<b>CLO</b>	m <sup>2</sup>	kg	if the cloth is not made entirely from the hair of a CITES species, the weight of the hair of the species concerned should, if possible, be recorded under HA] instead.
coral (raw)	<b>COR</b>	kg		raw or unworked
culture	<b>CUL</b>	no. of flasks, etc.		cultures of artificially propagated plants
dried plant	<b>DPL</b>	no.		e.g. herbarium specimens
ear	<b>EAR</b>	no.		usually from elephant
egg	<b>EGG</b>	no.	kg	whole dead or blown-eggs, including caviar
egg (live)	<b>EGL</b>	no.	kg	usually birds and reptiles but includes fish and invertebrates
extract	<b>EXT</b>	kg		usually plant extracts
feather	<b>FEA</b>	kg/wings	no	in the case of objects (e.g. pictures) record the number of wings no. objects
fibre	<b>FIB</b>	kg	m	e.g. plant fibres but includes strings of tennis rackets
flower	<b>FLO</b>	kg		e.g. made of treefern fibres
flower pot	<b>FPT</b>	no.		
frogs legs	<b>LEG</b>	kg		
fruit	<b>FRU</b>	kg		
foot	<b>FOO</b>	no.		e.g. of elephant, rhino, hippo, lion, crocodile, etc.
gall	<b>GAL</b>	kg		
gall bladder	<b>GAB</b>	no.	kg	

garment	<b>GAR</b>	no.		incl. gloves and hats but not shoes; incl. trimming or decoration on garments
graft rootstock	<b>GRS</b>	no.		
hair	<b>HAI</b>	kg		incl. all animal hair, e.g. of elephant, yak, vicugna, guanaco
horn	<b>HOR</b>	no.	kg	incl. antlers
leather product (small)	<b>LPS</b>	no.		small manufactured products of leather, e.g. belts, braces, bicycle saddles, cheque book or credit card holders, earrings, key fobs, notebooks, purses, tobacco pouches, wallets, watch-straps
leather product (large)	<b>LPL</b>	no.		e.g. briefcases, furniture, handbags, suitcases, travel trunks
live	<b>LIV</b>	no.		
leaf	<b>LVS</b>	no.	kg	
meat	<b>MEA</b>	kg		incl. flesh of fish if not whole, also see "body"
medicine	<b>MED</b>	kg/l		
musk	<b>MUS</b>	g		
oil	<b>OIL</b>	kg	l	e.g. from turtles, seals, whales, fish
piece -bone	<b>BOP</b>	kg		pieces of bone, not manufactured
piece -horn	<b>HOP</b>	kg		pieces of horn, not manufactured, incl. scrap
piece -ivory	<b>IVP</b>	kg		ivory pieces, not manufactured, incl. scrap
plate	<b>PLA</b>	m <sup>2</sup>		plates of fur skins - incl. rugs if made of several skins
root	<b>ROO</b>	no.	kg	roots, bulbs, corms pr tubers
saw-logs	<b>SAL</b>	no/ m <sup>3/kg*</sup>		substantially whole tree trunks use kg only in the case of special purpose timbers traded by weight rather than by volume, e.g. <i>Guaiaicum spp.</i> )
sawn wood	<b>SAW</b>	m <sup>3/kg*</sup>		tree trunks sawn into unworked planks, beams, blocks, etc. (* use kg only in the case of special purpose timbers traded by weight rather than by volume, e.g. <i>Guaiaicum spp.</i> )
scale	<b>SCA</b>	kg		of e.g. turtle, other reptiles, pangolins, fish
seed	<b>SEE</b>	kg		
shell eggs	<b>SHE</b>	no.	kg	raw or unworked shell of molluscs or eggshell except whole
side	<b>SID</b>	no		sides or flanks, does not include Tinga frames
skeleton	<b>SKE</b>	no.		substantially whole skeletons
skin	<b>SKI</b>	no.		substantially whole skins, raw or tanned, incl. Tinga frames
skin piece	<b>SKP</b>	no.		incl. scraps, raw or tanned
skull	<b>SKU</b>	no.		

soup	<b>SOU</b>	kg	l	e.g. of turtle
specimen(scientific)	<b>SPE</b>	kg/l/ml		incl. blood, tissue, e.g. kidney, spleen, etc.
stem	<b>STE</b>	no.	kg	plant stems
tail	<b>TAI</b>	no.	kg	e.g. of caiman (for leather) or fox (for garment trimming, collars, boas, etc.)
tooth	<b>TEE</b>	no.	kg	e.g. of whale, lion, hippo, crocodile, etc.
timber	<b>TIM</b>	m <sup>3</sup>	kg	raw timber except saw-logs and sawn wood
trophy	<b>TRO</b>	no.		all the trophy parts of one animal if they are exported- together: e.g. horns (2), skull, cape, backskin, tail and feet (i.e. ten specimens) constitute one trophy. But if, for example, the skull and horns are the only specimens of an animal that are exported, then these items together should be recorded as one trophy. Otherwise the items should be recorded separately. A whole stuffed body is recorded under BOD. A skin alone is recorded under SKI.
tusk	<b>TUS</b>	no.	kg	substantially whole tusks, whether or not worked, incl. tusks of elephant, hippo, walrus, narwhal, but not other teeth
veneer	<b>VEN</b>	m <sup>2</sup>	kg	m <sup>2</sup> for sliced veneer,
		m <sup>3</sup>	kg	m <sup>3</sup> for rotary veneer
wax	<b>WAX</b>	kg		incl. Ambergris

- g* = grams  
 kg = kilograms  
 l = litres  
 cm<sup>3</sup> = cubic centimetres  
 ml = millilitres  
 m = metres  
 m<sup>2</sup> = square metres  
 m<sup>3</sup> = cubic metres  
 no. = number of specimens

## Annex B

### Codes for the indication in permits and certificates of the source of specimens

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- W** Specimens taken from the wild
- R** Specimens originating from a ranching operation
- D** Annex A animals bred in captivity for commercial purposes and Annex A plants artificially propagated for commercial purposes in accordance with the Commission Regulation, as well as parts and derivatives thereof. **See note below**
- A** Annex A plants artificially propagated for non-commercial purposes and Annexes B and C plants artificially propagated in accordance with the Commission Regulation, as well as parts and derivatives thereof
- C** Annex A animals bred in captivity for non-commercial purposes and Annexes B and C animals bred in captivity in accordance with the Commission Regulation, as well as parts and derivatives thereof. **See note below.**
- F** Animals born in captivity, but for which the criteria of the Commission Regulation are not met, as well as parts and derivatives thereof
- I** Confiscated or seized specimens (only to be used in conjunction with another source code)
- O** Pre-Convention (only to be used in conjunction with another source code)
- U** Source unknown (must be justified)

**Note:** It is the applicant's responsibility to ensure that the correct code is given for captive bred and artificially propagated specimens and to decide whether source code C or D is most appropriate.

## **Annex C**

### **Codes for the indication in permits and certificates of the purpose of a transaction**

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- B** Breeding in captivity or artificial propagation
- E** Educational
- G** Botanical gardens
- H** Hunting trophies
- L** Enforcement
- M** Bio-medical research
- N** Reintroduction or introduction into the wild
- P** Personal
- Q** Circuses and travelling exhibitions
- S** Scientific
- T** Commercial
- Z** Zoos