



**Country Services
Plant Health Service**

231 Corstorphine Road
Edinburgh
EH12 7AT

Tel: 0131 314 6480

Fax: 0131 314 6148

Email: ian.brownlee@forestry.gsi.gov.uk

Head of Country Services
Roger Herbert

My Ref PH10/5/3

Your Ref

Date: July 2004

Dear _____,

ELECTRONIC APPLICATION FOR PHYTOSANITARY CERTIFICATION (EAPC)

1. Your company has agreed to take part in the Forestry Commission (FC) pilot to develop a scheme for submission of electronic applications relating to phytosanitary certification of exports from Scotland, England and Wales of wood packaging material, rough sawn timber and bark products to third countries. We are writing to you now to give you further information on the pilot and the pre-registration arrangements, which will allow you access.

What is EAPC?

2. EAPC is an Internet based system. In order to use the system you will need to have access to Internet Explorer Version 4 or later. It will allow you to apply for phytosanitary certificates over the Internet using 'on screen' application forms. In order to use the system it will be necessary to register with the FC. You will be allocated with a unique customer reference (password) which will be specific to your applicant name. If you will be applying for phytosanitary certificates on behalf of other companies, then you will be allocated with unique customer references for those as well. After submitting your initial application electronically the applicant contact details will be stored on your PC via cookies. The information stored in the cookie will be available on your PC only and not to any other party. The cookies will only be used to pre-fill details on the form. Therefore there will be no need to re-type your contact details on each occasion. Unfortunately, however if you apply on behalf of more than one company the contact details saved will be those relating to the company to which the most recent application referred. For this reason it may be more efficient to submit these applications in batches or from specific PC's if it is practical to do so.



How will it work?

3. Once all the necessary data has been completed, the application is submitted to the FC via the internet to a database. On screen confirmation of the submission of your application will be displayed **after** you click on the 'Submit Form' button. At that time a unique '*submission*' reference number will be displayed which you should make a note of on a printed (paper copy) version of your application so that you can quote it to us during enquiries about that particular form. Please note that you will need to print a paper copy (ie screen dump of the typed details, which has no official status) of your application form **BEFORE** you submit it electronically to the FC. We will then check the details on the application, make any necessary amendments and produce a printed, signed, officially stamped and serially numbered paper copy certificate, which will then be posted to you via first class mail.

How do I register to use the EAPC system?

4. For the purposes of the pilot it will be necessary to register with the FC and obtain a unique reference number (essentially a password). By registering you are agreeing to be bound by the terms and conditions for the issue of phytosanitary certificates throughout the period in which you participate in the pilot. These terms and conditions are set out in the attached registration application.
5. In order to register simply complete the attached EAPC registration agreement and return the original signed copy by post to Sheila Inglis at the address below by (date)

Forestry Commission
Plant Health Service
Silvan House
231 Corstorphine Road
Edinburgh
EH12 7AT

Tel: 0131 314 6414
Fax: 0131 314 6148

6. You should be aware that, because the data you send will not be encrypted for the purposes of the pilot, the FC cannot guarantee its security during transmission over the Internet.
7. We will contact you by email shortly before the pilot is to commence 'live' operation. In the meantime if you have any questions about the EAPC system these should be addressed to me at the address above.

Yours sincerely

Ian J Brownlee
Operations Manager

**FORESTRY COMMISSION
PLANT HEALTH SERVICE**

ELECTRONIC APPLICATION FOR PHYTOSANITARY CERTIFICATION (EAPC)

APPLICATION FOR REGISTRATION

Company name:

Full postal address:

.....

.....

Postcode:

Telephone number (*including STD code*):

Full name and e-mail address of person applying for registration

.....

The Forestry Commission (FC) will operate the pilot Electronic Application for Phytosanitary Certification (EAPC) system for registered users in Scotland, England and Wales.

By applying to become a registered user of the pilot EAPC system, applicants agree to be bound by the following conditions for the duration of their participation in the pilot:

I *CONDITIONS OF REGISTRATION*

- a. Each registered user will be issued with a unique reference number for his company or companies for which they make applications on behalf of. Unique reference numbers must on no account be disclosed to any third party. The FC will treat any application for export certification, which is authenticated by means of a unique reference number as having been submitted by the person with authority to do so.
- b. The FC may modify or cease operating the pilot EAPC system at any time by giving notice to registered users.
- c. The FC may suspend or revoke any EAPC registration by notifying the registered individual or organisation in writing.

Protecting and expanding Britain's forests and woodlands, and increasing their value to society and the environment.

<http://www.forestry.gsi.gov.uk>

- d. The FC will notify registered EAPC users in the event that the EAPC system becomes unavailable. In this event users will be required to submit their applications by other means (usually by fax).
- e. By registering to use the EAPC system, users undertake to take appropriate precautions to prevent the transmission of computer viruses etc which may affect the operation of the EAPC system.
- f. The FC can accept no liability for any loss or damage caused by or resulting from the use or misuse of the EAPC system, including the loss or unauthorised interception of data during transmission.

II *CONDITIONS RELATING TO THE EXAMINATION AND CERTIFICATION OF CONSIGNMENTS OF WOOD PACKAGING MATERIAL, ROUGH SAWN TIMBER, WOOD AND BARK PRODUCTS*

- a. The FC may on plant health grounds refuse any application for the issue of an export certificate. In particular, a certificate will not be issued if:
 - the FC has reason to suspect that any information supplied by the applicant is incorrect or inaccurate; or
 - there is a breach of any conditions prescribed relating to the treatment or movement of material intended for export.

The FC may require an exporter to produce any information in connection with his application for export of wood packaging material, rough sawn timber, wood and bark products.

- b. No liability shall attach to the FC in respect of any loss or damage arising as a result of the issue of any certificate or any delay in granting or failure to grant a certificate or non-delivery, delayed or mis-delivery of any documents, whether negligent or otherwise. No guarantee is given by the FC that any certificate granted will comply with the requirements of any other country or importer.
- c. The FC shall be entitled to rely upon the accuracy of all information supplied by a registered user in connection with an application for inspection or for the issue of a certificate.
- d. The export certificate shall only be used to accompany the wood packaging material, rough sawn timber, wood and bark products in respect of which it was issued.
- e. The FC cannot undertake to deal with the applications for export certification unless they are received at least five working days (for seafreight) and three working days (for airfreight), before the proposed date of despatch of the consignment in the case of exports of wood packing material, sawn timber and wood and bark products.
- f. It is the exporter's responsibility to ensure that the health standard of wood packaging material, rough sawn timber, wood and bark products is maintained after a certificate is issued.

g. In case of any dispute English law shall apply.

I wish to be registered to use the pilot EAPC system. I have read and agree to be bound by the conditions of registration and the conditions for the examination and certification for export of consignments of wood packing material, sawn timber and wood and bark products.

Signed Dated

Name in BLOCK LETTERS

NB: Any personal data collected by the FC under the EAPC system will be held and used in accordance with the requirements of the Data Protection Act 1998.