**RETRO-CERTIFICATION ADVICE NOTE**

**This document is to be used in accordance with the procedures set out in the Fairtrade Standard for the   
Retro-certification of Fairtrade Tea (*Camellia Sinensis*)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Trader/Buyer issuing this document, FLO ID:** |  | **2.Transaction number/Retro-advice Code:** Trader FLOID / Producer FLOID / Year (YYYY) / Retro-transaction number ***[[1]](#endnote-1)***  *(e.g. 824/9851/2021/12345)* | |  | |
| **3. Tea Producer name, address, FLO ID:** |  | **4. Exporter/conveyor, FLO ID:**  **(where relevant)** | |  | |
| **5. Purchase invoice Number & Date of issue**  **Number:** |  | **6. Trade name of the product:** | |  | |
| **7. Date of original invoice** |  | **8. Date of Declaration: (date producer organisation agrees to the retro-certification of the consignment)** | |  | |
| **9. Total weight of original invoice (Kg):** |  | **10. Retro Qty of Tea (Kg) declared as FT:** | |  | |
| **11. Percentage of the total volume bought:** |  | **12. type of tea:** | | **CTC tea from Africa**  **Orthodox teas and non African CTC** | |
| For CTC African teas, buyers may Retro-certify up to 30% of volume purchased on original invoice from Fairtrade certified producers. Teas may be retrospectively declared as Fairtradeup to 3 months after month of the original purchase invoice. For Orthodox and non African CTC teas, buyers may Retro-certify up to 100% of volume purchased on original invoice from Fairtrade certified producers. Teas may be retrospectively declared as Fairtrade up to 6 months after month of original purchase invoice. | | | | | |
| **13. FT premium per Kg: (according to the applicable FT premium)** |  | **14. Total Premium payment due:** |  | | |
| **To be paid by:** |  | | |
| **15. FT Price adjustment: (where applicable if original price paid is below applicable FT minimum price)** |  | **16. Total Price adjustment due:**  **(where applicable)** |  | | |
| **To be paid by:** |  | | |
| **17. Payment date due:** |  | | | | |
| **Give the justification for the Retroactive certification:** | | | | | **Yes** |
| Product is bought on one-off annual seasonal basis (forecasting of future demand difficult) | | | | |  |
| Product is required at short notice to meet increased sales/demand (promotional volume) | | | | |  |
| Product is required for new customers/new products (incremental producer volume) | | | | |  |
| There is shortage of FT teas in the market due to unforeseen circumstances (adverse climate, civil unrest, logistical difficulties etc) | | | | |  |
| Other exceptions considered, provided producer benefit demonstrated (increased sales/volume) | | | | |  |
| **Authorised by the issuing organisation:**  Date:  Signature (digital if sent as an electronic document or physical if faxed):  Name & Position: |  | **Approved by the producer organisation:**  Date:  Signature (digital if sent as an electronic document or physical if faxed):  Name & Position | |  | |

1. *In Tea Hired Labour standard refer to requirements 5.4.1, 5.4.2, 5.4.3*

   *In Tea SPO standard refer to requirements 4.5.1, 4.5.2, 4.5.3* [↑](#endnote-ref-1)