**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*)**

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| **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)