Online application for transaction certificates

1. **Log in on Homepage** www.ceres-cert.de
2. **Choose Online-Tools**

3. **Choose** <u>Textile</u>

4. <u>**Choose your country** </u>**(company headquarters)**
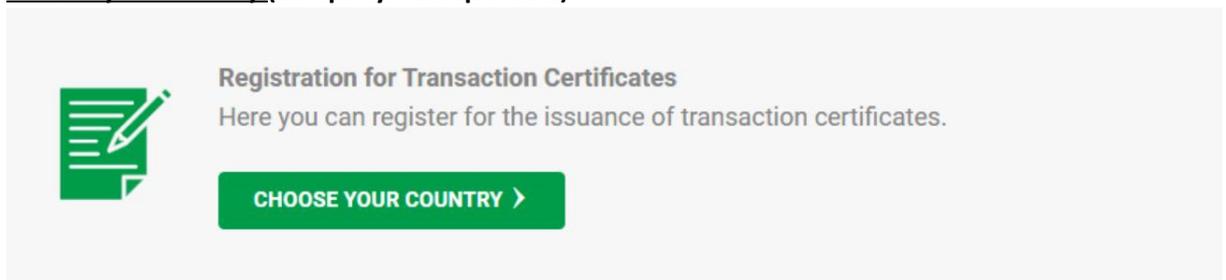
5. **After choosing your country click** <u>Go to Form</u>
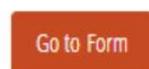
6. **You will be directed to the TC Template and can start filling out your application**

➔ **Please note, that all fields marked with** * **are mandatory! If there are empty mandatory fields, you will receive an error message and your application can not be submitted.. This helps you to enter it correctly and minimizes the number of queries about your application.**

➔ **All previously required documents such as invoices, transport documents, quantity control tables are still required and need to be uploaded.**

Additional documents

[Upload] or drag files here.

The documents 13-6-1-1-1 Annex 1 and 13-6-1-1 TC-Application Form are not necessary anymore

➔ **For your convenience, you can double-check that all required documents have been uploaded in the checklist below**

➔ **If your application is still incomplete/you do not want to send it finally, click Save**

➔ **Due to limited storage capacity, your application must be completed and sent within 7 calendar days. After expiry of this deadline, the application will be archived and must be created again.**

➔ **When your request is finished and ready to be sent, click Submit**

☐ Financial Records (e.g. bank receipts, SWIFT, letter of credit)

[Submit]   [Save]

➔
➔ **After you have submitted your application, you will receive a confirmation by e-mail**

➔ **As before, all applications received will be processed chronologically and as quickly as possible**