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MINISTER

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ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture and Forests
Thimphu : Bhutan



MoAF/BAFRA/2014/ 145

August 11, 2014

EXECUTIVE ORDER

In order to facilitate sale of Cordyceps, the Bhutan Agriculture & Food Regulatory Authority (BAFRA), Ministry of Agriculture & Forests will implement the " *Revised Export Certification Procedure for Ophiocordyceps sinensis (Yartsa Guenboop)* " with immediate effect. All concerned are requested to extend necessary assistance to enable BAFRA to carry out their responsibilities.

This is issued for strict compliance.

Yeshey Dorji

Cc:

1. The Secretary, Ministry of Home & Cultural Affairs, Thimphu for information.
2. The Secretary, Ministry of Finance, Thimphu for information.
3. The Secretary, Ministry of Economic Affairs, Thimphu for information.
4. The Secretary, Ministry of Agriculture & Forests, Thimphu for information.
5. The Director General, CORR, MoAF, Thimphu for information.
6. The Offtg. Director General, Department of Agriculture, MoAF, Thimphu for information.
7. The Director General, Department of Forests & Park Services, MoAF, Thimphu for necessary action.
8. The Director General, Bhutan Agriculture & Food Regulatory Authority, MoAF, Thimphu for necessary action.
9. The Director, Department of Livestock, MoAF, Thimphu for information.
10. The Director, Department of Marketing & Cooperatives, MoAF, Thimphu for necessary action.
11. The Program Director, National Biodiversity Centre, MoAF, Serbithang, Thimphu for information.
12. The Program Director, Information & Communication Services, MoAF, , Thimphu for information

Revised Export Certification Procedure for *Ophiocordyceps sinensis* (Yartsa Guenboop)

BAFRA is mandated to ensure that the Cordyceps [*Ophiocordyceps sinensis* -Yartsa Guenboop] being exported from Bhutan has been collected legally for which the following guidelines will be followed.

Based on the Cordyceps auction guidelines-2014, the respective Gewog Administration led by the concerned Gup will be the overall coordinator for the auction of the cordyceps.

Once the auction dates and location in each Dzongkhag are announced, the plant focal officer of the BAFRA head office assumes the role of the Overall Coordinator for export of cordyceps who will manage the overall functioning of the export certification system. The respective Officer Incharges (OICs) of the concerned Dzongkhag BAFRA offices will assume the role of the coordinator in their Dzongkhag. Their TOR is attached as Annexure-I.

BAFRA officials will be present at every auction site and will be a member of the Visual Assessment Committee as specified in the Cordyceps auction guidelines-2014. The visual assessment of cordyceps will not be based on any standards but just on the general overall appearance of the lot.

BAFRA shall issue the export certificate to the following categories of exporters:

- A) *The Licensed Cordyceps Exporter (LCE)* are those who are licensed by the Department of Trade, MoEA and registered with the Department of Agricultural Marketing & Cooperatives, Ministry of Agriculture & Forests to participate in the auction of cordyceps;
- B) *The High Altitude Resident Collectors (HAR)* are those who are eligible for collection of cordyceps, verified by the concerned gups and the officials of the Department of Forests and Park Services (DoFPS), Ministry of Agriculture & Forests in their respective jurisdictions.

Sale of cordyceps is permissible through:

- (i) Direct export or
- (ii) Domestic market through registered outlets.

The procedures for both categories are detailed below:

I. Direct Export:

Inspection and certification procedure for direct export by LCE and HAR

SL. NO.	PROCEDURE/ PARTICULARS	LICENSED CORDYCEP EXPORTERS (LCE)	HIGH ALTITUDE RESIDENTS COLLECTORS (HAR)
1	Application	Submit a duly completed application form (in the prescribed form – Annexure II) to any BAFRA office in 20 Dzongkhags for inspection and issuance of export certificate.	
2	Relevant documents necessary for every application for export certificate.	<ol style="list-style-type: none"> 1. Royalty slip issued by concerned DoFPS office. 2. Business Transaction Document issued by respective Gewog Administration. 	<ol style="list-style-type: none"> 1. Collection permit documents issued to them by the concerned Gewog Administration. 2. Certificate of origin from the respective range office, DoFPS quantifying the collection made during that particular season. 3. Royalty slip issued by respective DoFPS office. 4. Business Transaction document issued by respective Gewog administration.
3	Recording	<p>The concerned BAFRA Inspector will</p> <ol style="list-style-type: none"> 1. Verify the relevant documents. 2. Deduct the quantity proposed for export from the total quantity mentioned in the relevant document. 3. Sign on the relevant document with their individual official seal (that is inscribed with individual name, designation, EMP ID No. & respective office address). 4. Maintain a photo copy of the same document every time an export certificate is issued to monitor the export of the cordyceps by the specific exporter. This process will be continued till the total quantity of cordyceps reflected in the original document is 	

		exhausted. Digital record will also be maintained.
4.	Packing	After inspection, the consignment must be packed in presence of BAFRA Inspector to prevent inclusion of any other commodities.
5.	Sealing	The consignment will be sealed by BAFRA Inspector with "INSPECTED" mark on the consignment.
6.	Certification	The export certificate (Annexure- VI) for that quantity is issued after necessary export certification fee of Nu. 50.00 have been received for inspection of one lot. Necessary official revenue receipt shall be issued by BAFRA Inspectors.
7.	Declaration at border exit	It is mandatory to declare the cordyceps consignments at the exit points to BAFRA Officials. Failure to declare will lead to seizure of the consignment.

II. Sale through Outlet (shop/hotel/handicraft shop/travel agent office with valid trade licence and fixed location) for domestic market:

Both LCE and HAR are permissible for sale of cordyceps through outlet. The following procedure for retail of cordyceps shall be followed:

1. An admissible agreement (Annexure-III) shall be drawn in accordance with the Evidence Act drawn between LCE or HAR who are eligible for collection of cordyceps and Outlet owner agreeing sale of specified quantity of cordyceps through the outlet.
2. An application along with this agreement and trade license/collection permit shall be filed to any BAFRA office in 20 Dzongkhags seeking registration for sale of cordyceps through the outlet.
3. Retail shall be allowed only through the outlets located in the major Dzongkhag towns and Thromdes specified under the Annexure - IV. The annexure list shall be updated by BAFRA on the basis of requirement and feasibility of affective monitoring.
4. The detail record of the signing parties shall be documented at BAFRA office.
5. The cordyceps for sale shall be inspected by BAFRA officials and necessary unique code [Dzongkhag code (specified in Annexure-V). + outlet no. + approval no. (XX-001-00001)] shall be assigned to each consignment lot.

6. Both HAR and LCE shall produce Royalty slip, business transaction document. The HAR shall also produce collection permit and certificate of origin.
7. The original documents specified under clause no. 6 shall be retained by the exporter and a copy of the updated record shall be maintained by concerned BAFRA office.
8. Export certification (Annexure- VII) shall be issued and export certificate fee of Nu. 50.00 shall be charged for inspection of one lot carried out and revenue receipt shall be issued by BAFRA Inspector.
9. Cordyceps shall be packaged by exporters in standard zip-lock plastic pockets and sealed by BAFRA. The exporters may come up with their own packaging with standard size and approved labelling.
10. The respective BAFRA offices shall communicate the details of the exporters, outlet and identification code of the consignment to the BAFRA office at the exit points for monitoring purpose.
11. The packets of cordyceps certified and sealed by the BAFRA inspectors in outlets shall not be tampered. In the event of tampering, the consignment shall be seized.
12. Concerned BAFRA office will inspect the outlets in their respective jurisdiction and document the status of the sale of cordyceps.

Inspection at exit points for both direct export and sales through outlets

1. It is mandatory to declare the cordyceps consignments at the exit points to BAFRA officials. Failure to declare will lead to seizure of the consignment.
2. BAFRA officials will inspect the export certificate and the consignments. Consignment without the export certificate shall be seized.
3. Upon inspection, if the certified package or the seal is tampered, the consignment shall be seized.
4. In case the intactness of the consignment including the BAFRA's seal is compromised unintentionally through handling and transport, then the consignment will be opened, examined, verified, repacked and allowed for export if in compliance with the contents of the accompanying export certificate.

Seized cordyceps:

The cordyceps seized within the country or at the border exit shall be immediately submitted to the Director General, BAFRA, Thimphu to be handed over to the Director General of the Department of Forests and Park Services.

TOR of the overall Coordinator for Cordyceps export certification

1. To Coordinate with various BAFRA Dzongkhag Officer Incharges/ Coordinators during auction.
2. To ensure that BAFRA Dzongkhag Officer Incharges/Coordinators follow the procedure for cordyceps export certification.
3. Compile the reports received from the BAFRA Dzongkhag Officer Incharges/Coordinators.
4. Compile and submit final report on the auction and export of cordyceps for that specific season.

TOR of BAFRA Dzongkhag Officer Incharges/Coordinators for Cordyceps export certification

1. To ensure BAFRA officials are present at the auction sites during auction.
2. Ensure that BAFRA participates as the member of the Visual Assessment Committee.
3. Ensure BAFRA offices follow the procedure for Cordyceps export certification.
4. Monitor the information between the certification office and Exit points.
5. Compile and submit report to BAFRA head office on weekly basis.
6. Compile and submit final report on the auction and export of cordyceps for that specific season.

ANNEXURE-II

APPLICATION FOR ISSUANCE OF EXPORT CERTIFICATE FOR CORDYCEPS

**The Director General
Bhutan Agriculture and Food Regulatory Authority
Ministry of Agriculture, Thimphu, Bhutan**

I/We the exporter/ Authorized agent of the exporter, herewith submit an application for issuance of an Export Certificate as described below.

A. FOR BOTH DIRECT EXPORT AND RETAIL (Licensed Cordycep Exporter and High Altitude Residents)			
1. Name:		2. Mobile No.:	
		3. Email address:	
4. Current Address:		5. Permanent address (if different from the current address):	
6. Date of Inspection requested		7. Place of Inspection requested	

B. FOR DIRECT EXPORT ONLY			
1. Trade License No. (For Licensed Cordycep Exporters only)		1. DAMC Registration (For Licensed Cordycep Exporters only)	<input type="checkbox"/>
		2. Royalty Slip	<input type="checkbox"/>
5. BIC No. (For Licensed Cordycep Exporters only)		6. BCCI No. (For Licensed Cordycep Exporters only)	
7. Gross Weight (weight of cordycep and package)	____Kg(s) ____Gm(s) ____Unit(s)	8. Net Weight (weight of cordycep only)	____Kg(s) ____Gm(s) ____Unit(s)
9. No. of packages		10. Description of packaging material	

		(zip lock plastic/standardized package/...)	
11. Declared point of exit		12. Importing country:	
13. Name and Address of Consignee:		14. Name of conveyance	
15. Mode of conveyance	<input type="checkbox"/> Sea <input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Passenger		
20. Additional Declaration (required by importing country)			
C. FOR RETAIL THROUGH OUTLETS			
Gross Weight (weight of cordyceps and package)	____ Kg(s) - ____ Gm(s) ____ Unit(s)	Net Weight (weight of cordyceps only)	____ Kg(s) ____ Gm(s) ____ Unit(s)
Total no. of packages		Description of packaging material (zip lock plastic/standardized package/...)	
Name of the outlet owner		Tel. no. of the outlet owner	
Address of the outlet:		Admissible agreement	<input type="checkbox"/>

Declaration		
<p>1. I/We the exporter/ authorized agent of the exporter declare that the information furnished in this form, to the best of our knowledge and belief, is true, correct and complete in every respect</p> <p>2. I/We shall provide any relevant information and related documents connected with export of consignment for issuance of the Export Certificate.</p>		
Date:	(Official Seal of Exporter/ Agent)	Signature:
Place:		Name:
		Designation:

AGREEMENT

THIS AGREEMENT is made on the between Mr./Mrs/Ms.....(herein after referred as the "SUPPLIER") holding Citizen Identity CardfromunderGewog,Drungkhag.....Dzongkhag, House No....., Thram No...../ or Registered Cordycep Exporters no.....Trade License no:.....or Collection Permit no.....

AND

Mr/Mrs/Ms.....(herein after referred as the "BUYER") of villageunder Geog,Drungkhag..... Dzongkhag holding Citizen Identity Card No., House No., Thram No.Trade license no:.....located at.....Shop no:/Hotelunder.....Dzongkhag/Thromde)

WHEREBY IT IS AGREED AS FOLLOWS:

- 1. The 'supplier' shall supplyKg/ Gm/.....Pieces of Cordycep to the 'buyer' for the purpose of retail.
2. The 'buyer' shall not assign the consignment (Cordycep) or any part thereof to any outlet for further sale.
3. The supplier further covenants with the buyer to bear the liabilities as per the procedures in the event of breach from either parties.
4. THE SUPPLIER & THE BUYER HEREBY AGREE TO ABIDE BY THE TERMS & CONDITIONS CONTAINED IN THIS AGREEMENT AND 'THE REVISED PROCEDURES FOR RETAIL OF CORDYCEPS, BAFRA, 2014'.

IN WITNESS WHEREOF the parties hereto have set their hands on the day and the year first above written.

Signed By:

Signed By:

SUPPLIER

BUYER

Tel.no:
Email ID:

Tel. no:
Email ID:

In presence of (Witness)

In presence of (Witness)

Signature
Name:
CID No.:
Tel.no:

Signature
Name:
CID No:
Tel. no:

DETAILS OF DZONGKHAG TOWNS & THROMDE

Sl.no.	Dzongkhag	Major Town	Thromde
1.	Bumthang	Chamkhar	
2.	Chukha	Tsimasham	Phuentsholing
3.	Dagana	Kalizingkha	
4.	Gasa	Limethang	
5.	Ha	Ha	
6.	Lhuentse	Phaling	
7.	Mongar	Mongar	
8.	Paro	Tsongdue	
9.	Pemagatshel	Shumar	
10.	Punakha	Khuruthang	
11.	Samtse	Samtse	
12.	Samdrup Jongkhar	Samdrup Jongkhar	Samdrup Jongkhar
13.	Sarpang	Sarpang	Gelephu
14.	Thimphu	Thimphu	Thimphu
15.	Trashigang	Methidrang	
16.	Trashiyangtse	Trashiyangtse	
17.	Trongsa	Chhothrom	
18.	Tsirang	Damphu	
19.	Wangduephodrang	Bajo	
20.	Zhemgang	Trong	

DZONGKHAG CODE

Sl.no.	Dzongkhag	CODE
1.	Bumthang	BM
2.	Chukha	CH
3.	Dagana	DA
4.	Gasa	GA
5.	Ha	HA
6.	Lhuentse	LH
7.	Mongar	MG
8.	Paro	PA
9.	Pemagatshel	PG
10.	Punakha	PU
11.	Samtse	SA
12.	Samdrup Jongkhar	SJ
13.	Sarpang	SR
14.	Thimphu	TH
15.	Trashigang	TG
16.	Trashiyangtse	TY
17.	Trongsa	TR
18.	Tsirang	TS
19.	Wangduephodrang	WP
20.	Zhemgang	ZH

[Letterhead of the issuing office of BAFRA]

CERTIFICATE FOR DIRECT EXPORT

Ophiocordycep sinensis

Reference no.

From: Bhutan Agriculture and Food Regulatory Authority (concerned authority of the exporting country)		To: Concerned authority of the importing country
1. DESCRIPTION OF CONSIGNMENT		
NAME AND ADDRESS OF EXPORTER		DECLARED NAME AND ADDRESS OF CONSIGNEE
NUMBER AND DESCRIPTION OF PACKAGES		DISTINGUISHING MARKS OF PACKAGES
PLACE OF ORIGIN	DECLARED MEANS OF CONVEYANCE	DECLARED POINT OF EXIT
QUANTITY DECLARED		
This is to certify that the article described has been inspected according to appropriate official procedures		
DATE:		NAME AND SIGNATURE OF AUTHORISED BAFRA OFFICER

[Address, Telephone no. Fax. No, email address, website of the issuing office of BAFRA]

[Letterhead of the issuing office of BAFRA]

EXPORT CERTIFICATE FOR OUTLETS

Ophiocordycep sinensis**To: Concerned authority of the importing country**

1.Consignment Retail Code:		2.Name of the outlet	
3.Name of outlet owner		4.Contact address of the outlet owner	
5.Quantity per packet	_____ Gm/_____ No	6. Description of package	
7. No. of packets certified for retail			
This is to certify that the article described has been inspected according to appropriate official procedures			
CERTIFICATION DATE :		NAME AND SIGNATURE OF AUTHORISED BAFRA OFFICER	

To be filled out by the outlet owner on the certificate during sale of the certified packages.

No of outlet certified package(s) sold:

packets

.....(Figures in words)

Sign and seal of the outlet:

[Address, Telephone no. Fax. No, email address, website of the issuing office of BAFRA]

