

Program Quality Manual
Vriksh Shipment Certificate

Version: 3.1



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Approved by: Program Manager
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1. Introduction

Vriksh shipment certification is meant for export consignments consisting of *Dalbergia sissoo* and *Dalbergia latifolia* which are covered under CITES Appendix II that essentially emphasises controlled trade to avoid their over utilization.

The Vriksh shipment fulfils international compliances in connection to trade of timber like EUTR, US Lacey, Australia Illegal logging prohibition Act 2012 that emphasizes on due diligence system for legal export of timber products

Applicants can also avail Vriksh shipment certificate for the shipments with wooden items made up of *Mangifera indica* and *Acacia nilotica* as per their buyers' requirements.

2. History of Vriksh Certification

Illegal logging is a global problem with significant negative economic, environmental and social impact.

In economic terms illegal logging results in loss of revenues and other foregone benefits. In environmental terms illegal logging is associated with deforestation, climate change and a loss of biodiversity.

In October 2010 the EU adopted a new Timber Regulation to combat trade in illegally harvested timber. This is one of several actions under the 2003 EU Action Plan on Forest Law Enforcement Governance and Trade (FLEGT). Similarly other international regulations came into action focusing on combating trade in illegally harvested timber like Lacey act, Australian legality act, Saint Petersburg declaration for Russia, Belgium legality act.

The main obligations of international regulations are:

- It prohibits the placing in the international market of the illegally harvested timber and products derived from such timber.
- It requires traders who are placing their products for the first time in the international market to exercise “Due Diligence “or “Due Care “.
- Keep the records of their suppliers.

The three key elements of the “Due Diligence” or “Due Care”.

- **Information:** In this the e-operator must have access to information describing the timber and timber products, country of harvest, quantity, details of the supplier and information on compliance with national legislation.
- **Risk Assessment:** The Operator should have assessed the risk of illegal timber in his supply chain based on the information identified above and taking into account criteria set out in the regulation.
- **Risk Mitigation:** When the assessment shows that there is a risk of illegal timber in the supply chain that risk can be mitigated by requiring additional information and verification of the supplier.

With the international regulations, buyers started losing confidence in the indian wood fiber. No

current fool proof internationally acceptable mechanism is there to prove and validate the legality of wood, Lack of an acceptable standard system puts a question mark in the international market on the wood origin, authenticity of documentation and validity and veracity of timber legality documents presently in acceptance. **Handicraft industry – first to feel the heat**, small artisans may lose their livelihood if clarity not brought about regarding wood legality issues which are beyond their capabilities.

Presently no approved mechanism exists that can comprehensively establish timber legality for EUTR/Lacey Act requirements for handicrafts industry. Handicraft industry felt the need for a timber legality assessment scheme to address these concerns of industry, artisans, buyers and international market. There was a need for quick action before India's competitive advantage is lost out. Industry experts discussed the matter with industry representatives, subject matter experts and other stakeholders in detail. Industry put forth problems being faced by exporters, *e.g.* sudden drop in export orders, hesitance in fulfilling export commitments, lack of clarity regarding compliance. Industry leaders then requested EPCH for guidance and help – the necessity to meet new timber legality requirements to meet customer obligations.

Expert committee recommended that EPCH should invite global tenders from competent private bodies/companies to develop Standards which can comply with foreign (demand side) regulation. *viz.* EUTR, Lacey Act. *etc.* To provide a viable solution to help the handicrafts exporters and maintain their source of livelihood, through standard development and verification programme to effectively deal with international timber regulation requirements.

EPCH then initiated Vriksh to promote the responsible and legal use of wood in the handicrafts and home décor industry, keeping in mind our social and environmental obligations.

3. Objective

Vriksh Shipment certificate is to ensure the legality of the harvested wood through CITES comparable certificate. It complies with forestry due diligence regulations like EUTR, Lacey act, Australian legality act, Saint Petersburg declaration for Russia, Belgium legality act. VSC ensures that wood products exported from legal sources and have made all related taxes and fee and meet international norms sets for the export of CITES species and non-CITES species from India.

4. Eligibility for Vriksh Shipment Certificate

- (i) Vriksh membership with Export Promotion Council for Handicraft (EPCH)
- (ii) Vriksh timber legality assessment and verification certification (Vriksh COC Certificate holder)

Note: Exporter shall have a valid VRIKSH Certificate. Application will not be entertained if VRIKSH certificate is terminated, suspended or expired.

5. Scope of Certification

The scope of VRISKH Shipment aims to fulfil the requirements of CITES permit for *Dalbergia spp.* falling under Appendix II of CITES.

VRIKSH Shipment certificate facilitates tracing the origin of procured wood through the due diligence of supply chain documents.

6. Standard Operation Procedure for releasing Vriksh Shipment Certificates.

Step 1: Application for Vriksh Shipment certificate

The exporters exporting items made from *Dalbergia sissoo* and *Dalbergia latifolia* downloads the application form i.e. “Form A” from the VRIKSH website (<https://vrikshindia.in/index.php/user/index>). The duly filled application is submitted to EPCH on the e-mail id (vriksh@epch.com) along with the applicable fees.

When EPCH checks the received application for the exporter's eligibility and, if found to be in order, uploads the same in ERP system from where GICIA India Pvt. Ltd. (GIPL) downloads and start further process. Once GIPL received the application, process starts according to the standard procedure.

GIPL shall not entertain shipment application directly from exporter.

Step 2: Acknowledgement of the application

Turnaround time: 1 business day from Step 1 depending on the mode of exporter's application (normal or express) and when it is received by GIPL.

1. After receiving the application from EPCH (downloaded from EPCH ERP), it is uploaded on the VRIKSH Shipment portal by GIPL coordinator.
2. Acknowledgement mail for the receiving of application is sent to the client consisting of batch no.*, application id**, invoice no. of the client.
3. After receiving the mail, client fills the required details on the portal (portal id).
4. The client shall fill in the following information in portal: Storage location of the goods (should be in the premise), the species name, product category (furniture/decorative), the amount, the raw material used, and the conversion factor details.
5. The client shall upload the following documents:
 - a) Export invoice copy.
 - b) Form- E on 50 Rs. Stamp paper.
 - c) Duly filled Service agreement.

- d) Chain of Custody documents.
- 6. Chain of custody documents shall have
 - a) Supplier bill
 - b) Sub supplier bill (if applicable)
 - c) Origin document
 - d) Valid sawmill license
 - e) Transit pass (if applicable)

* **Batch no.** -This is generated by the GIPL coordinator. Same batch no. is assigned to all applications received in a particular day.

** **Application ID-** Application ID is provided to the exporter by EPCH. Each application has a unique application ID.

Step 3: Technical Review

Turnaround time: Depends on the availability of complete documents (Revert to be sent within 2 days of receiving the application)

The information that has been received via portal is reviewed by the Technical Reviewer (TR). The status of the VRIKSH certificate is checked by the technical reviewer and if found valid then proceed with the received application and documents via portal. Following information is reviewed by TR-

1. **Service agreement:** Client shall fill its primary contact details on page 1 of agreement. Client shall also fill the execution page (page 25 and 26 of agreement).
2. Form- E should be on 50. Rs stamp paper.
3. Export invoice should have all the information mentioned in Part 4 of VRIKSH standard.
4. Information mentioned in the export invoice should match with the other information provided *i.e.*, address, details of buyer, product category (furniture/ decorative), amount of invoice, no. of items, total pieces, consignment net weight, weight of *Dalbergia sissoo*.
5. Conversion factor details should match with the details provided.
 - i. Conversion factor is not applicable for merchant exporters.
 - ii. Conversion factor is applicable on manufacturer exporters.
 - iii. Conversion factor should be calculated with the following formula:
Conversion factor = Total output/ input
6. Raw material quantity should be verified via Chain of custody documents. Purchase made by the client should be more than or equal to the raw material consumed in production of shipping products. In the case of merchant exporter, no. of pieces purchased should match with the supplied documents.
7. Supply chain documents should be verifiable and traceable till the origin of the raw material. Supplier bills, sub supplier bills, harvest documents, transport documents, sawmill license etc. shall be valid, legal, authentic and verifiable.

8. Raw material going into manufacturing should be traceable through batch no. and there should be no evidence to indicate any mixing.

Application is approved if all applicable documents are found to be complete and authentic. Revert is sent to the client if any information is found to be incomplete or mismatched or any clarification is required.

Application is rejected by the TR for the following reasons:

- (i) Export's VRIKSH Certification is suspended/terminated
- (ii) Documents/information not found complete or verifiable.
- (iii) If Shipment fee is pending or not complete.

If the application is approved by the Technical Reviewer, it is returned to the coordinator, who schedules the Physical Verification date.

Step 4: Scheduling Physical Review

Turnaround time: *Depending on the availability of complete documents.*

Physical Review of the products and material is done by Physical Reviewer (PR) either on-site or remotely (via video call).

Objective of the Physical Review is-

1. To check that the information provided by the exporter (no. of pieces, raw material used, Weight of *Dalbergia sissoo*) in his export invoice copy are legit and same is being exported by the exporter.
2. Products claimed to be made of *Dalbergia spp.* by the client are actually made of the same.
3. Products of the shipment are in the premises of the client. Clients should wait until they receive VRIKSH Shipment Certificate before transporting their goods to the port.

Physical Review of each client should be conducted at least once in a month, Desk Verification of each application is mandatory. A trained Physical Reviewer is assigned by GIPL, to visit (onsite/remote) the premises of the client and conduct the Physical Verification. It is important to note that Physical Reviewer shall not perform any Physical Verification of items present in the customs. Goods needs to be present in the premises of the client.

The scheduled Physical Verification is communicated to the client electronically before the scheduled date. Confirmation needs to be taken from the exporter stating that the products and the concerned personnel are present in the premises of the exporter.

If the above criteria are not fulfilled, the site inspection shall not be scheduled. In case the

criteria are found unfulfilled at the time of site visit, the assessment is aborted and is rescheduled for the next suitable date that is communicated to concerned exporter via email.

Onsite Physical Review: Assigned PR visits to the Exports premises and conduct Physical Review as per the above-mentioned criteria.

Remote Physical Review: Assigned PR verify the location, material and product through video call and accordingly fill the PR report.

Step 5: Physical Verification

Turnaround time: 2 business day (date of scheduled audit)

The Physical Reviewer carries out verification based on the checklist in the portal to verify that the exporter follows all compliances. The verification is carried out according to following steps:

1. Client shall present following documents-
 - a) Hard copy of export invoice.
 - b) Original copies of COC documents provided during Technical Review, in hard copy.
2. PR should verify that the material present in the premises of the client either in the form of raw material or finished product should match with the information provided by the client during Technical Review.
3. PR should check the batch no. mentioned by the client on the invoice and that should be traceable through the documents provided by the client.
4. PR should check that conversion factor provided by the client is found to be appropriate and correct.
5. There should not be any risk of mixing.
6. Click the pictures of the products and store for the record.
7. Put a slip on each verified sample. Slip should have signature and name of verifier and date of verification.
8. PR should require the Exporter to maintain a sealed sample for a period of 6 months from the date of dispatch if required.
9. PR should collect a sample if required. In case of decorative items, verifier can collect a finished product as sample, in case of furniture a wood swatch of 6X6 should be collected.
10. Physical verifier fills the Physical verification checklist (already provided on the portal) simultaneously and if everything is found to be in order, approves the application for further processing.
11. Details of the collected samples are then filled in the Sample Sheet simultaneously,

which includes details related to the samples such as name of the clients, invoice number, location of the collected samples, date of receiving the sample, date of completion of 6 months, *etc* during the verification, physical reviewer will inform the client that the samples can be collected after 6 months if needed.

Step 6: Issuing permit number

Turnaround time: *Within 1 business day.*

After the approval of Physical Reviewer, Program Manager takes the final decision and issue a permit no. to the client. Every application has a unique permit no. which can't be issued to some other application.

After issuing the permit number VRIKSH Shipment certificate is generated automatically through the portal which is downloaded and printed as hard copy. 3 copies of the certificate are sent to EPCH for further approval.

***Note- In case of any technical issue or uncertain case the application can be applied manually (instead of portal) after due permission from Management of GIPL and EPCH.**

7. Personnel involved in Vriksh Shipment

The VRIKSH Shipment Program personnel operations are consistent with the GIPL Quality System. Program personnel will be competent to perform documentation reviews, complete Physical verification of wooden handicrafts items, make technical judgements, write reports, and conduct Client-related communications and other job duties and responsibilities as they are assigned. Terms of reference and/or job descriptions are provided to all program personnel, outlining duties and responsibilities.

Roles, Responsibilities and Qualifications

The VRIKSH Shipment Program are comprised of EPCH & GIPL personnel. The Decision Maker are EPCH personnel,

In GIPL, personnel involved in issuing certificate are Program Manager (PM), Program Co-Ordinator, Technical Reviewer (TR) and Physical Verifier.

i) Program Manager

The Program Manager oversees the operation of the program and reports to the Deputy General Manager. Duties and Responsibilities include, but are not limited to:

- Maintain program quality documents to ensure continued conformance to

relevant standards, and the Regulation.

- Act as primary regional contact for applicants, clients and GIPL personnel
- Provide support and guidance to sales staff, applicants throughout client acquisition process.
- Oversee VRIKSH Shipment certification process ensuring verifications and technical reviews happen on time and to program requirements.
- Technical review of reports to ensure quality, timeliness, consistency, alignment with VRIKSH shipment requirements, and ultimately verification competency.
- Issue periodic guidance memos and training as part of ongoing personnel training.
- Maintaining records including Client data, Physical verification records and COC Traceability Records.

Qualifications include, but are not limited to:

- a. Graduate in Forestry, Environmental Sciences or other relevant stream.
- b. Read all relevant standards and criteria noted in the program resources.
- c. Demonstrate basic competence and understanding of all relevant program standards, including corporate and program quality manuals as it relates to the administration of certifications, agreements, scope of services, proposals and invoices, certification decisions, and overall document control and record retention.
- d. Complete training for VRIKSH shipment certificate process and GIPL QA.
- e. 5 years experience in relevant field.

ii) Program Co-Ordinator

The Program Coordinator oversees the operation of the program and reports to the Program Manager.

Duties and Responsibilities include, but not limited to:

- Maintain duplicate client database to comply with GIPL quality management systems and the requirements of the Regulation.
- Track work orders, Payment Invoices from EPCH to GIPL as per agreed contract.
- Manage Physical verification schedule to ensure timely at client locations.
- Manage reconciliation of invoices and financial reports with GIPL.
- Prepare dispatch sheet and share with EPCH.
- Co-ordinate with stakeholders including EPCH and clients for any query or consultation.

Qualifications include, but are not limited to:

- a. Graduate in Forestry or Environmental Sciences or other relevant stream.
- b. Read all relevant standards and criteria noted in the program resources.
- c. Demonstrate basic competence and understanding of all relevant program standards, including corporate and program quality manuals as it relates to the administration of certifications, agreements, scope of services, proposals and invoices, certification decisions, and overall document control and record retention.

Complete training on VRIKSH Shipment procedure.

iii) Technical Reviewer

The Technical Reviewer oversees the operation of the program and reports to the Program Manager.

Duties and Responsibilities include, but are not limited to:

- Received application and related documents for shipment certificate.
- Verify supply chain traceability documents and ensure input and output are compatible
- Ensure and verify conversion factor mentioned in declaration meets input and output product quantity.
- Inform client about discrepancy found in document and/or record. Submit report at portal at same day.
- Inform the Program manager of updates and program related issues time to time.

Qualifications include, but are not limited to:

- a. Graduate in Forestry or Environmental Sciences or relevant stream.
- b. Read all relevant standards and criteria noted in the program resources.
- c. Demonstrate basic competence and understanding of all relevant program standards, including corporate and program quality manuals as it relates to the administration of certifications, agreements, scope of services, proposals and invoices, certification decisions, and overall document control and record retention.
- d. Complete training about VRIKSH Shipment procedure

iv) Physical Verifier

The Physical Verifier oversees the operation of the program and reports to the Program Manager.

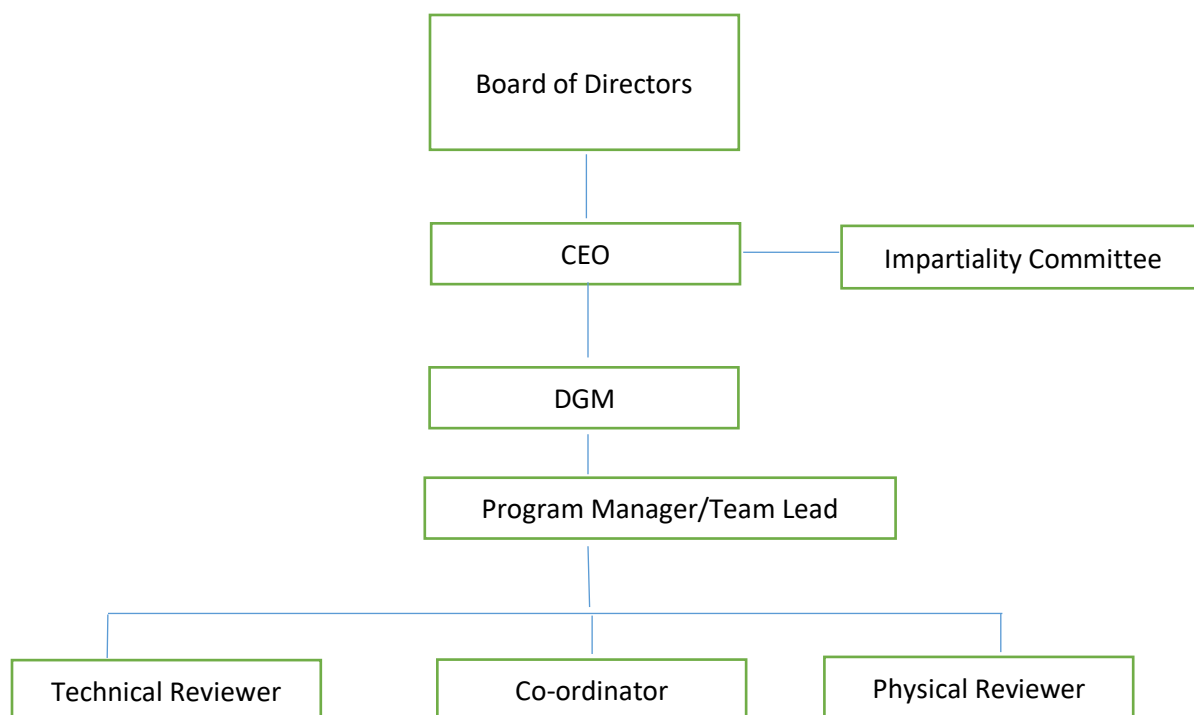
Duties and Responsibilities include, but are not limited to:

- Visit to client premises as per schedule received from program co-ordinator.
- Document verification
- Sample check and verify that it is made from same species mentioned in submit documents.
- Report writing

Qualifications include, but are not limited to:

- a. Graduate in Forestry or Environmental Sciences or other relevant stream.
- b. Read all relevant standards and criteria as uploaded in the program resources.
- c. Demonstrate basic competence and understanding of all relevant program standards, including corporate and program quality manuals as it relates to the administration of certifications, agreements, scope of services, proposals and invoices, certification decisions, and overall document control and record retention.
- d. Complete training about VRIKSH Shipment procedure
- e. 1 year experience forestry and related services.

8. Team Structure



9. Maintaining Program Competence

Program personnel calibration training is required at least once a year and documented as training by personnel. Calibration training shall be completed through at least one of the following forums: program meetings, one-on-one meetings, webinars, training event, and/or evaluation tests. The Program Manager and the Program coordinator is responsible for initiating the training and identifying relevant topics based on technical training needs for the Technical and Physical Verification team.

For maintenance and improvement of competence, Auditors shall also be provided with ongoing training in any of the following areas:

- a. The current and impending regulations (by EPCH and GIPL)

- b. Verification Practices
- c. Guidance Documents, Work Instructions, and Corporate Quality Manuals

10. VRIKSH Shipment Certificate (sample):

Date of Issue: 31/10/2023 Export Permit no: VSC/0231/2023-24/28521

Vriksh Shipment Certificate
(Comparable document in lieu of CITES permit for Appendix II species)

According to
Convention on International Trade in Endangered Species of Wild Fauna and Flora
(Article X Trade with States Not Party to the Convention and CITES Resolution Conf. 9.5 (Rev. CoP14): Trade with States not party to the Convention)

and
Provisions of VRIKSH Timber Legality Assessment and Verification Scheme - India
(as per the Government of India Gazette Notification no. L3/RE - 2013/2009-2014 dated on 14th May 2013 issued by the Director General of Foreign Trade to Export Promotion Council for Handicrafts)

This is to certify that Invoice no. 43/2023-24 with packing list no. 43/2023-24 and certificate of origin no. ... contains 64 number of items with total 305 pieces, weighing total 7239.95 Kgs made of 4437.64 Kgs of *Dalbergia sissoo* species, being exported by Nidhi Art & Exports (Export-Import code: 1310022046) 1 To 4 Bhagwan Mahaveer Nagar, Near Abhishek Garden Pal Ship Gram, Jodhpur, Rajasthan, 342005 with VRIKSH Certificate code: VRIKSH-GIPL-0231 valid till 04-05-2027 is permitted for export and the same will be non-detrimental to the survival of the species. This is further to certify that the procurement of the raw material is in accordance with the laws of the Republic of India.

This certificate is valid upto 6 months from the date of issue.

Auxiliary information:-

- Name of species of specimen: *Dalbergia sissoo*
- Origin of Specimen: Artificially Propagated i.e., private plantations etc.
- Date of acquisition of specimen: 25/09/2021
- Place of acquisition of specimen: District/City State
ARONAR Punjab
- Vriksh database reference: VRIKSH-GIPL-0231
- Purpose of transaction: Commercial
- Description of item accompanying this certificate: Wooden Handicraft Furniture Items

-(NAME, STAMP, SIGNATURE)-
Export Promotion Council for Handicrafts (EPCH)
Competent Issuing Authority

Date of Issue: 31/10/2023 Export Permit no: VSC/0231/2023-24/28521

| | | |
|----|------------------|---|
| 1. | Name of Importer | Heritage Furniture Ltd |
| 2. | Address | Prospect Hill, Water Street, Blackburn, Lancashire, BB1 1TL, United Kingdom |
| 3. | Phone number | +447793708535 |
| 4. | E-Mail | info@heritagefurniture.co.uk |
| 5. | Contact Person | Riya |

*In case the invoice contains products containing both *Dalbergia sissoo* and *Dalbergia latifolia*, then the list of items, weight in kgs and total weight of the individual items shall be submitted species wise.

| | | | |
|--------------------|-------|-----------------------------|--------------------------|
| Export endorsement | | Bill of lading/waybill no.: | |
| Part of Export: | Date: | Signature: | Official Stamp and Title |

EPCH has the final authority to issue the certificate for the export and the final arbiter in case of any disputes in this regard. To maintain the credibility of the program and ensure robustness in the assessments, all field level assessments would be undertaken only after a satisfactory desk review of the documents by the Technical Reviewer in GICIA India Pvt. Ltd.

At all times, the process integrity is maintained and all information of the client, including shipment details, buyer details *etc.* would be kept in the strictest confidence by GICIA India Pvt. Ltd. as well as EPCH.

11. Application Withdrawal and Refund

The application is withdrawn automatically after 6 months in the following cases:

- Case 1: If the exporter has not responded after receiving mail from GICIA India Pvt. Ltd. regarding the applied application into EPCH.

- Case 2: If the exporter has submitted incomplete document even after receiving 3 reverts from GICIA India Pvt. Ltd.

In Case 2, the application fee will not be refunded after 6-month duration from the applied application date.

12. Duplicate, Amendment and Rectification of certificates

Duplicate Certificate: Client can apply for a duplicate copy of certificate if required. Client should approach EPCH for the duplicate certificate. EPCH will forward the request to GIPL after receiving the applicable fee.

Amended Certificate: Client can apply for amendment in the certificate in following scenario.

1. Where changes are less than or equal to 5% of the original quantity (weight, no. of items, no. of pieces).
2. In the case of expired certificate, validity is extended only once and there will be no changes in content of the certificate other than validity date. A new permit number is provided in this case.
3. In the case of expired certificates, a new permit no. is to be issued in the current series. The client must re-apply on the Shipment Portal along with the details for technical review. After which, physical verification will be done onsite, no remote verification will be considered. A declaration from the client has to be taken which has to state the details of the shipment, confirmation of the location of goods, the reason for the delay in the shipment.

EPCH will forward the request to GIPL after receiving the applicable fee.

Rectified Certificate: If some error occurred in the certificate from the end of GICIA, client could apply for the rectification of certificate. The client needs to approach EPCH and EPCH will forward the request to GIPL. No fees are applicable in the case of rectification.

13. Delivery time of Certificates

As per the requirement client can apply in either normal mode or express mode.

While the normal mode ensures the delivery of VSC within seven (07) working days (subjected to availability of all documents), the express mode delivers the same within four (04) working days. In the case of the express mode the applicable fees are double the price of the normal mode.

14. Validity of Vriksh Shipment Certificate


VRIKSH Shipment certificate is valid for 06 months from the date of issue conditioned to the validity of VRIKSH COC Certificate. Whichever expiry date comes first will be the expiration date of the certificate.

15. Grant

A grant is issued with each VRIKSH Shipment Certificate. It consists of following information.

1. Name of applicant (exporter)
2. Application ID
3. Vriksh COC Certificate Code and validity
4. Address of exporter
5. Email, Phone no., IEC Code of Exporter
6. Importer's address
7. Invoice no. and invoice value
8. Destination port
9. No. of containers
10. Date of dispatch
11. Species name
12. Place of origin

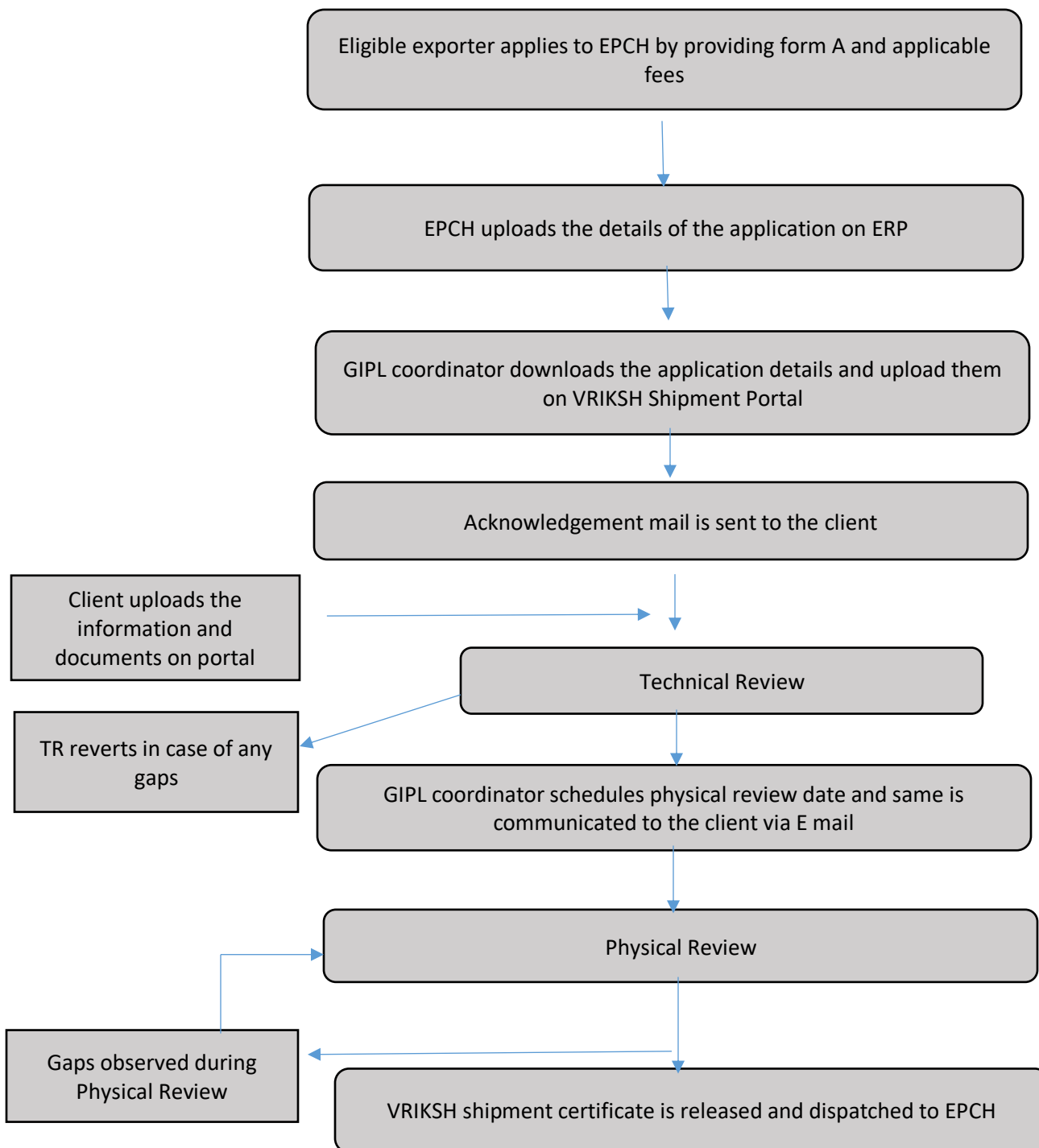
GrantFormat

| GICIA India Private Limited | |
|---|--|
|  | |
| Grant of Vriksh Shipment Certificate | |
| Name of Applicant (Exporter) | NIKHIL ART & EXPORTS |
| Application ID | 29879 |
| Vriksh Certificate Code and validity date | VRIKSH/GPL-0231 Valid Till 04-05-2027 |
| Address | I TO 4 BHAGWAN MAHAYEE NAGAR, NEAR ABHISHEK GARDEN PAL SHILP GRAM, JODHPUR, RAJASTHAN, 342005 |
| Email ID | ee@nikhilartexports@gmail.com |
| Phone no. | 9828182228 |
| Export-Import code | 1310022046 |
| Consignee address | PROSPECT HILL, WALTER STREET, BLACKBURN, LANCASHIRE, BB1 1TL, United Kingdom |
| Shipment invoice no. | 43/2023-24 |
| Invoice value | 1376928.72 |
| Destination port | UNITED KINGDOM |
| No. of containers | Full containers |
| Date of dispatch | 11/10/2023 |
| Species name | Dalbergia sissoo |
| Place of origin | District/City State LEOARA Punjab |
| Recommendation for Certification: | The shipment is approved for issuance of the Vriksh Shipment Certificate, based on the review of the documents submitted through Form B & E and physical verification. |
| Presented by: | Jashika Tyagi |

GICIA_VRIKSH_Grant of VSC_V1.0_30032023

| GICIA India Private Limited | |
|--|--|
|  | |
| Vriksh Shipment Certificate Permit Number: VSC/0231/2023-24/28521 | |
| Date of Issuance: 31/10/2023 | |
| Validity: Valid Till Six Months | |
| Certificate prepared and is submitted for signature. | |
|  | |
| CEO | |
| GICIA India Private Limited | |
| (For EPCH use only) | |
| Based on the assessment report submitted by GPI and the recommendation for permit issuance NIKHIL ART & EXPORTS is found to be compliant with the requirements of the Vriksh Shipment Certificate and is hereby granted the permit no VSC/0231/2023-24/28521 export of invoice no. 43/2023-24, containing 4437.64 Kgs of Dalbergia sissoo. | |
| Director | |
| Export Promotion Council for Handicrafts | |
| GICIA_VRIKSH_Grant of VSC_V1.0_30032023 | |

16. Process Flowchart



17. TERMINOLOGIES

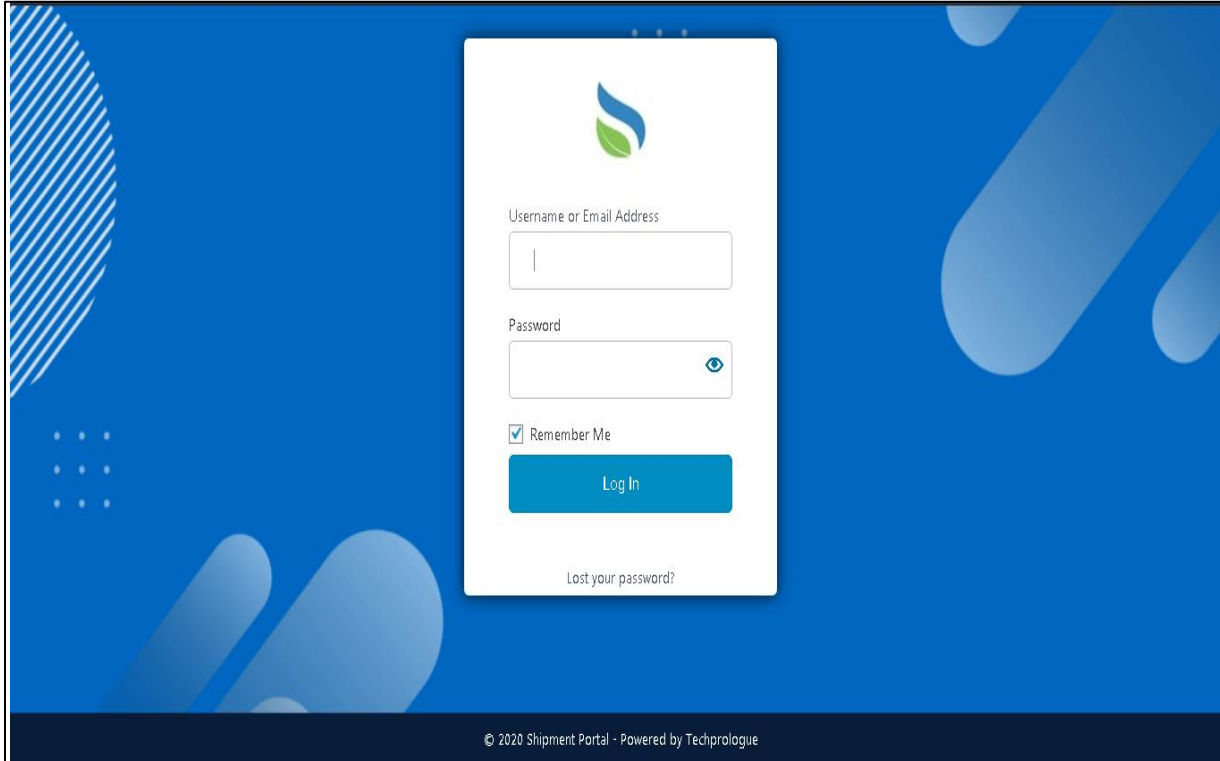
1. **CITES:** (Convention on International Trade in Endangered Species of Wild Fauna and Flora). CITES is a multilateral treaty to protect endangered plants and animals.
2. **Appendix II of CITES:** Appendix II, about 21,000 species, are species that are not necessarily threatened with extinction, but may become so unless trade in specimens of such species is subject to strict regulation to avoid utilization incompatible with the survival of the species in the wild.
3. **Acquisition:** Purchase of input material (transfer of ownership of the material)
4. **Specimen:** portion or quantity of material for use in testing, examination, or study i.e. sample.
5. **Chain of Custody:** The Chain of custody (CoC) is the path taken by products from the forest/farmers/plantation manager to the point where the product is sold with appropriate claim. The CoC includes each stage of sourcing, processing, trading, and distribution where progress to the next stage of the supply chain involves a change of product ownership.

References

1. <https://cites.org/eng>
2. <https://cites.org/eng/resources/terms/glossary.php>
3. <https://www.lawinsider.com/search?q=Acquisition>
4. <https://www.merriam-webster.com/dictionary/specimen>
5. FSC-STD-40-004 V3-0 Annex C. Terms and definitions Page no. 26

18. Exporter Workflow

STEP 1: Login URL: <https://gicia.techprologue.com/shipment/>



The screenshot displays the login interface of the GICIA India Shipment Portal. The background is a vibrant blue with abstract white and light blue geometric shapes. A central white login card contains the GICIA India logo at the top. Below the logo, there are two input fields: 'Username or Email Address' and 'Password'. The password field includes a toggle icon for visibility. A 'Remember Me' checkbox is positioned below the password field. A prominent blue 'Log In' button is located at the bottom of the card. A link for 'Lost your password?' is situated below the button. The footer of the page, in a dark blue bar, reads '© 2020 Shipment Portal - Powered by Techprologue'.

Username or Email Address

Password

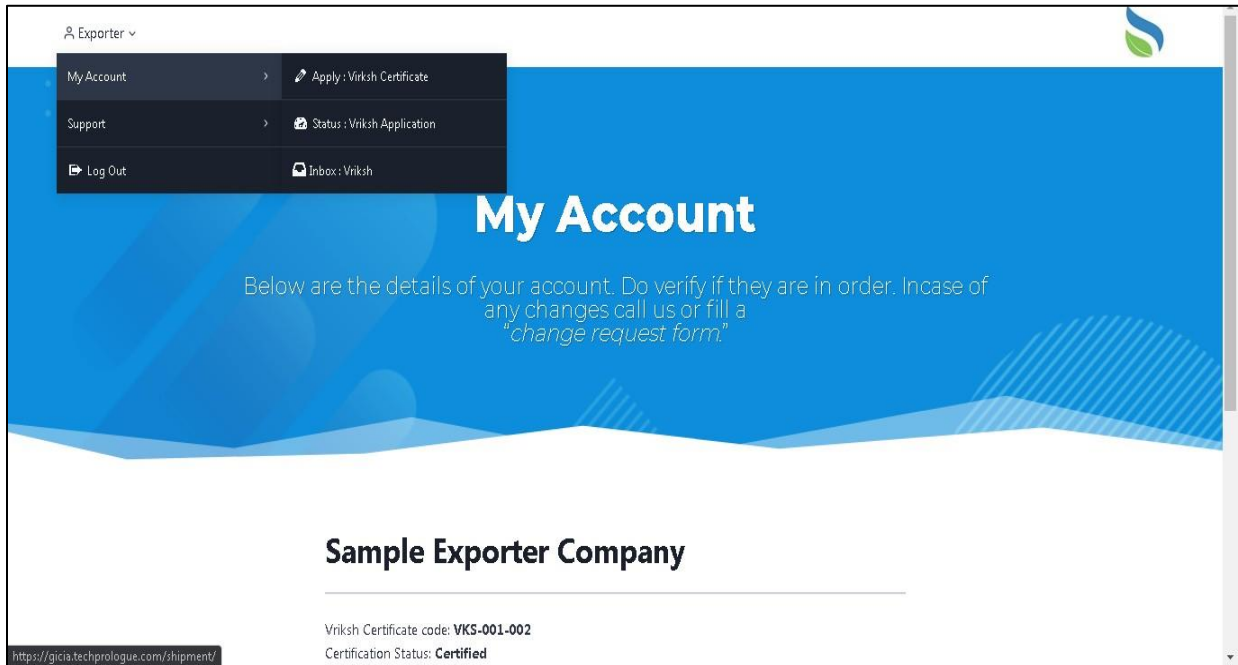
☒ Remember Me

Log In

Lost your password?

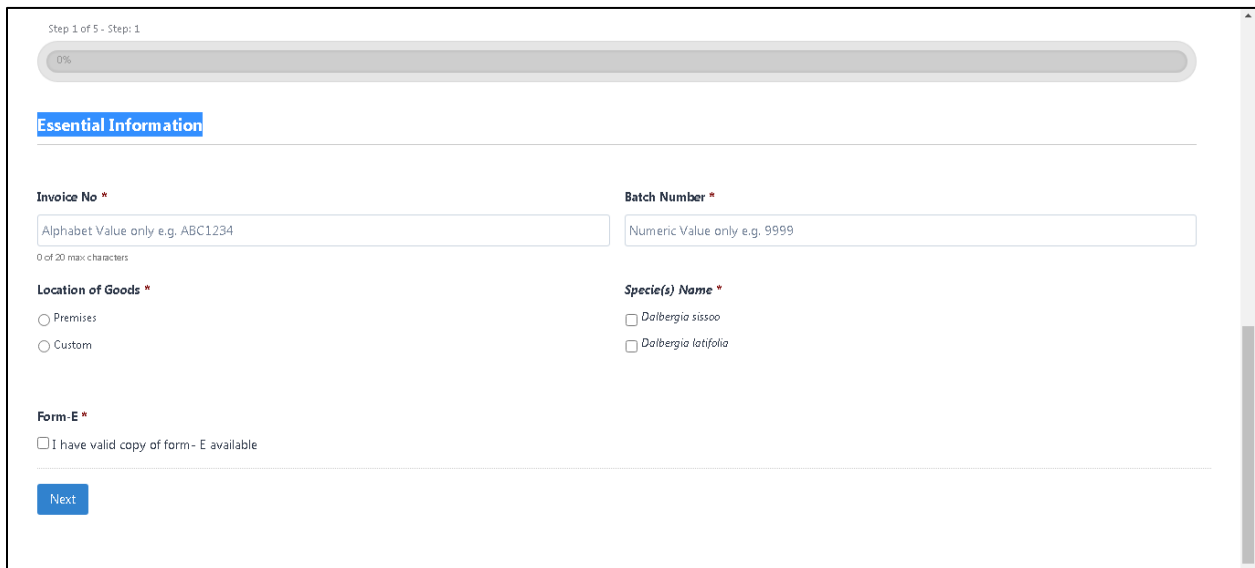
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STEP 2: Exporter Dashboard



The screenshot shows the 'My Account' section of the GICIA India Exporter Dashboard. A dark sidebar on the left contains a search bar with 'Exporter' and a dropdown menu with options: 'My Account' (selected), 'Support', and 'Log Out'. The main content area has a blue header with the GICIA logo and the title 'My Account'. Below the header, a message states: 'Below are the details of your account. Do verify if they are in order. In case of any changes call us or fill a "change request form."' The account details for 'Sample Exporter Company' are listed: 'Vriksh Certificate code: VKS-001-002' and 'Certification Status: Certified'. A URL 'http://gicia.techprologue.com/shipment/' is visible at the bottom left.

STEP 3: Essential Information



The screenshot shows the 'Essential Information' form in the GICIA India system. At the top, a progress bar indicates 'Step 1 of 5 - Step: 1' with a 0% completion rate. The form is titled 'Essential Information' and contains several fields: 'Invoice No *' (Alphabet Value only e.g. ABC1234, 0 of 20 max characters), 'Batch Number *' (Numeric Value only e.g. 9999), 'Location of Goods *' (radio buttons for Premises and Custom), and 'Specie(s) Name *' (checkboxes for Dalbergia sissoo and Dalbergia latifolia). A 'Form-E *' section has a checkbox for 'I have valid copy of form - E available'. A blue 'Next' button is at the bottom left.

STEP 4: FORM-B Document Checklist

EXPORTER DETAILS

Name of Applicant Company: *

28 of 50 max characters

Vriks Code *

10 of 15 max characters

Validity Status

VALID

Valid Till *

Certificate Shipping Address *
☐ Address 1
☐ Address 2

Contact Person Name *

First

Last

Import Export code *

9 of 20 max characters

Applicant's GST Number:

15 of 15 max characters

Email *

Nature of Applicant *

STEP 5: Importer details

Step 3 of 5 - Step: 3

40%

IMPORTER DETAILS

Name of Importer's Company *

27 of 56 max characters

Contact Person Name *

Phone *

Email *

STEP 6: Consignment Details

Step 4 of 5 - Step: 4

60%

CONSIGNMENT DETAILS

Nature of the Transaction *

☐ Commercial

☐ Any Other (Please Specify the Purpose)

Product Category * **Estimated Date of Shipment Dispatch ***

Wooden handicraft furniture items

[Check Currency Rate](#)

Invoice currency * **Amount *** **Currency Rate *** **Invoice value in INR ***

AFN = 0.00

Shipment invoice no. * **Destination port ***

No. of containers *

☒ Full containers ☐ Partial

STEP 7: Attach scan Form-E and submit

FORM - E

Please upload scan copy of Form-E *

No file selected.

I agree to the privacy policy. *

☐ I agree

CAPTCHA

9
+
3

The CAPTCHA wasn't entered correctly. Go back and try it again.

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STEP 8: Keep store auto generated system application no.

Fill the form below to apply for a new Vriksh Shipment Certificate.

View Eligibility Criteria

Completed

100%

Dear Exporter,

Thank you for submitting your Vriksh application (Ref no. 3670).

You may check the application status any time at the following link [Click here](#)

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