Wine Standards

# Commercial accompanying document (For wine products)

Food Standards Agency
food.gov.uk

## Completing the form electronically

- You will need Adobe Acrobat or Reader v7 or later, to fill in this PDF. Go to www.adobe.com to download it for free.
- Type the relevant details in the boxes.
- You can copy and paste text into other boxes.
- Use the Tab key or mouse to move between boxes.
- Use the +/- icons to zoom in and out of the document, and keyboard arrow keys or scroll bars to move up and down.
- Please send a signed copy with the goods and keep a copy for your records.

## Completing the form by hand

- Use a **BALL POINT PEN** and **BLOCK CAPITALS**.
- Keep a copy of the form for your records.

## Guidance notes

If you have any queries about completing this form please contact your local inspector. Details of local inspectors are available at www.food.gov.uk/wine

### General

(Note: for general guidance on the use of accompanying documents, see Movement of Wine on website).

1.  The Commercial Accompanying Document (CAD) is an official form, required by Reg. 436/2009, which must accompany the movement within the United Kingdom of unpackaged wine products in containers of a nominal volume of more than 60 litres **except on the following occasions**:

    (a)  in the case of grapes or fresh grape must moved for vinification purposes by the grape producers or on their behalf (excluding the consignee identified in Box 3), when the total distance does not exceed 40km;

    (b)  in the case of wine or partially fermented grape must which is moved within the same local administrative unit or a neighbouring administrative unit (defined as a county):

    when the product does not change ownership and is being moved, after payment of all duties, for the purpose of processing, storage or bottling;

    (c)  when a Third Country product is moved prior to the payment of Customs Duty and is accompanied by a VI document or other documentation required by HM Revenue and Customs;

    (d)  when the product is under Excise duty-suspension arrangements and is accompanied by the fiscal documentation required by Regs (EEC) 648/2009 or 3649/92 or, for movement between UK tax warehouses, by the documentation required by H.M. Revenue and Customs.

2.  The CAD may also be used to certify the origin either of wine exported from the United Kingdom to certain Third Countries or of imported (Third Country) wine in free circulation in the European Community.

3.  Where products are transported in different compartments of the same container to different consignees, a separate CAD must be made out for each showing the compartment number.

4.  The form must be completed legibly in indelible characters. It must not contain erasures or overwritten words. Any mistake made in filling out the form means that it cannot be used and a new one must be completed. Anyone knowingly entering false information on the form may risk prosecution.

5.  **A signed copy must accompany the goods** but may be retained by a customs officer or other authorised official en route. A copy should be retained for your records and **must be retained for at least 5 years**.

### Detailed instructions

The following notes are designed to assist with the completion of individual sections of the CAD:

### *6. Reference number (Section 2)*

Use your WSB ref no, a serial number and the year (e.g, WSBxxxx/01/2010) to identify a unique number for this consignment and in your records.

### *7. Competent authority at the place of dispatch (Section 4)*

(Required for export outside the EC or when AAD is not used for transport to another Member State.)
Indicate the name and address of the competent authority responsible for checking the document at the place of dispatch.

### 8. Information concerning carriage (Section 5)

Indicate:

(a) name and address of the person responsible for organising the first movement (if different from the consignor);

(b) the type of transport used (lorry, van, tanker, motor car, railway wagon, rail tanker, aeroplane);

(c) registration number or, for a ship, the name. In the case of a change of the means of transport, the carrier loading the product must enter on the reverse side of the first copy of the document:

- the date of dispatch;
- the type of transport used and the registration number for vehicles and, for ships, the name;
- his/her surname and first name, or business name, and full address including postal code.

### 9. Place of delivery (Section 7)

Indicate the actual place of delivery if different from the consignee's address. For goods to be exported, indicate 'EXPORTED'.

### 10. Description of the product (Section 8)

Indicate the following as appropriate:

(a) Wine without designation (PDO/PGI):
The word 'Wine', the colour, and the country of origin or the phrase 'Blend of wines from different countries of the European Community'.

(b) Varietal wine without designation:
Colour, country of origin, vintage, vine variety/ies for wines for wines under approved Certification scheme.

(c) Wine with designation (PDO/PGI):
A traditional term (such as 'Appellation Controlee' etc.), name of the protected designation, the colour, and the country of origin.
In addition, the following if they are to appear on the labelling: vintage, other traditional terms, details of product type, geographic area smaller than the specified region, vine variety/ies, and production details.

(d) Partially fermented grape must:
The words 'Partially fermented grape must' or 'grape must in fermentation', colour, country of origin, or the phrase, 'Made from products of different countries of the European Community'.
If they are to appear on the labelling, the vintage and vine variety/ies should be shown.

(e) 3rd Country products:
The words 'imported wine', the colour and the country of origin.
In addition, the following if they appear on the labelling: name of a protected designation, quality terms, vine variety/ies, vintage, product type, production details.

(f) Other wine products (including Grapes and Fresh Grape Must):
The product type and all mandatory information and any optional information to appear on the labelling. Also the marks, identification numbers, number and type of packages or, in the case of products transported in tanks, the words 'in bulk' with, where appropriate, the number of the tank compartment.

(g) Actual and total alcoholic strength, density etc. for bulk products:

(1) For Wine, show its actual strength to 1 decimal place as % vol;

(2) For Grape must/wine in fermentation, wine with residual sugar content >4gr/litre show its total alcoholic strength to 1 decimal place as % vol;

(3) For Grape must, express its refractive index either as potential alcohol % volar as a density in grams per cubic centimetre;

(4) For Concentrated or Rectified Concentrated Grape Must, show its total sugar content in grams per litre and per kilogram.

### 11. Quantity (Section 9)

(a) For products in bulk, give the net quantity:

(1) of grapes, concentrated grape must, rectified concentrated grape must, concentrated grape juice, grape marc and wine lees in tonnes or kilograms, expressed by the symbols 't' and 'kg';

(2) of other products in hectolitres or litres, expressed by the symbols 'hl' and 'l';

(b) For packaged products, the number and nominal volume of the containers used.

## 12. Indications specifically for bulk products (Section 10)

(a) Wine-growing Zone:

Give the wine-growing zone in which the product transported originates in accordance with Regulation 1234/2007 Annex XIb, using the following abbreviations: A, B, C I (a), C I (b), C II, C III (a) and C III(b). The wine-growing zone need not be indicated where the carriage takes place entirely within the same wine-growing zone or where the product carried has been packaged. The whole of the UK is within Zone A.

(b) Operations performed:

Indicate the operations which products transported in bulk may have undergone, using the following figures between brackets:

0: none of the following operations carried out;

1: the product has been enriched;

2: the product has been acidified (this is usually an illegal practice in Zone A);

3: the product has been de-acidified;

4: the product has been sweetened;

5: the product has been fortified for distillation;

6: addition of a product originating in a geographical unit other than that indicated in the description;

7: a product obtained from a vine variety other than that indicated in the description has been added;

8: a product harvested during a year other than that indicated in the description has been added;

9: use of oak chips;

10: use of an experimental oenological practice;

11: use of partial dealcoholisation;

12: other operations (specify).

Examples:

• Wine originating in Zone B which has been fortified is indicated B (1).

• A grape must originating in Zone C III (b) which has been acidified is indicated CIII(b) (2).

## 13. Certificates of origin (Section 11)

For PDO wines, insert:

"This document certifies the Protected Designation of Origin of the wines set out herein."

For PGI wines, insert:

"This document certifies the protected geographical indication of the wines set out herein."

Wine Standards

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Food Standards Agency
food.gov.uk

**1** **Consignor**

Name:

Full postal address:

Postcode

**2** **Reference number** (see note 6)

**3** **Consignee**

Name:

Full postal address:

Postcode

**4** **Competent authority at place of dispatch** (see note 8)

Name:

Full postal address:

Postcode

**5** **Carrier and other transport details**

Carrier name:

Details:

**6** **Date of dispatch**

DD MM YYYY

**7** **Place of delivery** (see note 10)

Full postal address:

Postcode

**8** **Description of product** (see note 11)

*Continued on next page*

## 8 Description of product (continued)

## 9 Quantity (see note 12)

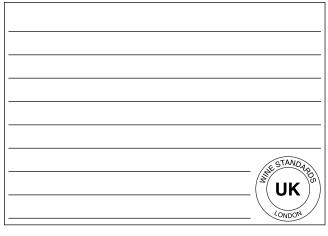## 11 Certificates (see note 14)

Certain wines:

## 10 Additional information (see note 13)

Include specific requirements for bulk products:

## 12 Record of control/validation etc.

Use by competent authority:

WINE STANDARDS
UK
LONDON

## 13 Declaration

I declare the particulars given in this form to be correct to the best of my knowledge and belief.

Name (in BLOCK CAPITALS):

Date:

DD   MM   YYYY