



# ROTTERDAM CONVENTION

SECRETARIAT FOR THE ROTTERDAM CONVENTION  
ON THE PRIOR INFORMED CONSENT PROCEDURE  
FOR CERTAIN HAZARDOUS CHEMICALS AND PESTICIDES  
IN INTERNATIONAL TRADE



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## STANDARD FORM FOR EXPORT NOTIFICATION UNDER THE ROTTERDAM CONVENTION

### Background

Article 12 and Annex V of the Convention sets out the provisions and information requirements related to export notification. Where a chemical is banned or severely restricted by a Party is exported, that Party shall provide an export notification to the importing Party. The importing Party has the obligation to acknowledge receipt of the export notification within 30 days.

At the request of the third meeting of the Conference of the Parties the Secretariat has developed this standard form for export notification in order to facilitate Parties in meeting their obligations under the Convention.

Parties are encouraged to use this form when making or acknowledging receipt of export notifications. Where there are forms that have been developed at the national level that meet the information requirements of Annex V of the Convention they may continue to be used.

Parties may also wish to consult Article 13 of the Convention which sets out the information required to accompany exported chemicals including the Harmonised Systems codes, labelling requirements and safety data sheets.

### Introduction to the form

The form is divided into seven sections which covers the information requirements of Annex V of the Convention. The substantive information in sections 1,2,4,5 and 6 can be taken from the notification of final regulatory action, which was submitted by the designated national authority of the notifying country at the time when the chemical was banned or severely restricted.

On the first page of the form a reference number may be assigned which will help in tracking the export notification and the preparation and receipt of the associated acknowledgment.

The last page consists of a form that may be used to acknowledge receipt of an export notification. This form is to be signed by the designated national authority of the importing country and sent to the designated national authority of the exporting country.

If a preparation is exported, section 2 of the form must be completed including detailed information on the identity of each substance and the concentration in the preparation. No information is needed if a pure substance is to be exported.

If a copy of a safety data sheet is attached to the export notification form that includes the information set out in sections 4 and 5 it is not necessary to complete these sections of the form.