



TTB Public Guidance

December 17, 2013

General Instructions for the “Wine Export Certificate” for U.S. Wine Products Exported from the United States to the People’s Republic of China

1. The Alcohol and Tobacco Tax and Trade Bureau (TTB) is responsible for the administration and enforcement of the Federal Alcohol Administration Act, 27 U.S.C. section 201 et seq. and the Internal Revenue Code of 1986, 26 U.S.C. Chapter 51 (Distilled Spirits, Wine, and Beer). This includes the regulations per Title 27 of the Code of Federal Regulations (CFR) related to the production and sale of alcohol in interstate or foreign commerce, specifically 27 CFR parts 19, 24, and 25 and the export regulations of 27 CFR part 28.
2. The People’s Republic of China requires United States exporters of wine to file several certificates as a condition of entry. Effective March 1, 2014, the People’s Republic of China will accept the one-page “Wine Export Certificate” (Consolidated Certificate) from United States industry members for United States wine products exported from the United States to the People’s Republic of China. The Consolidated Certificate is a multi-purpose document, which can be used as a certificate of origin, certificate of health/sanitation, and certificate of authenticity/free sale.

You may download a template of the [Consolidated Certificate](#) here.

3. Please fill out the Consolidated Certificate with all the required information, print and sign two copies of the form, and submit them to TTB for review in accordance with these instructions. If we confirm that the producer of the wine described in the Consolidated Certificate holds a valid permit issued by TTB, we will sign, date, and stamp the TTB seal on the two copies of the form and return them to the submitter.

When a shipment of wine arrives at a port in the People’s Republic of China, one copy of the Consolidated Certificate will be submitted to the General Administration of Quality Supervision Inspection and Quarantine (AQSIQ) for review and the second copy will be submitted to the General Administration of Customs. To differentiate the two copies from each other, we will place a “For AQSIQ” stamp on one copy of the Consolidated Certificate.

4. You may email the two copies of the Consolidated Certificate as PDF files to exportcertificates@ttb.gov. Please note that the two copies of the Consolidated Certificate cannot be emailed back to you as the People’s Republic of China requires the documents to contain an original TTB signature and TTB seal.

If you would like the two copies of the Consolidated Certificate returned to you by express mail, please prepare an overnight bill from the commercial carrier of your choice, including your own billing/account information, and attach it to your email request. Otherwise, we will return the forms through the U.S. Postal Service to the return address indicated on your request.

5. The two copies of the Consolidated Certificates may also be submitted by mail or commercial carrier. For submissions by regular mail, please use the address below:

Alcohol and Tobacco Tax and Trade Bureau (TTB)
International Trade Division
Attn: Export Certificate Program
1310 G Street NW, Box 12
Washington, DC 20005

For submissions by commercial carriers (for example, UPS or FedEx), please use the address below:

Alcohol and Tobacco Tax and Trade Bureau (TTB)
International Trade Division
Attn: Export Certificate Program
1310 G Street NW, Suite 400W
Washington, DC 20005

6. Under normal circumstances, we will review and process the Consolidated Certificate requests within two business days of receipt. To receive an approval, the submitter must (a) possess a TTB basic permit that is in good standing, (b) fill out all required information truthfully, accurately and completely, and (c) have the Consolidated Certificate signed by a person with signing authority according to the submitter's TTB permit.

Specific Instructions for Filling out the Certificate:

1. **For wineries that directly export wine to the People's Republic of China,** please put "**same**" in all boxes in the "Exporter/Wholesaler" section.
2. **For exporters/wholesalers that export wine to the People's Republic of China,** please provide your information in the "Exporter/Wholesaler" section and the winery/bottler/producer's information in the "Winery/Bottler/Producer" section.
3. **In the "China Importer/Consignee" section,** please provide information on the Chinese importer/consignee who will receive the wine.

4. **In the “Description of Wine” section**, there are five mandatory items (name, brand, origin, net volume, and alcohol content) and three items for use where applicable (varietal or type, vintage, and appellation).
5. **In the “Quantity” section**, please use the format “# Bottles/Case, # Cases”.
6. **In the “Bottling Date” section**, date information is required but lot code information is optional.
7. **In the “Signature” section**, please make sure the person signing the document has signing authority on the company’s TTB permit.

If you have any questions regarding the Consolidated Certificate, please contact the International Trade Division by phone at 202–453–2260, or by email at exportcertificates@ttb.gov.