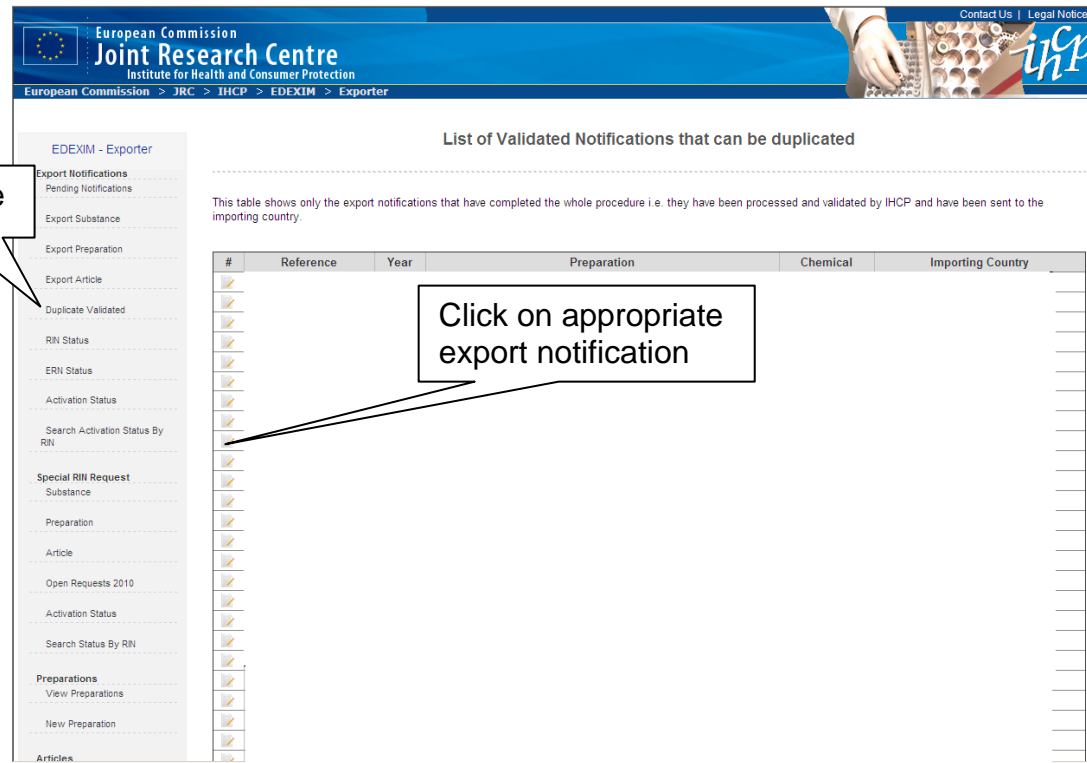


How to copy a validated notification form

Log in to your EDEXIM account. [To obtain an EDEXIM account.](#)

Click 'Duplicate validated' and then a list of previously validated export notifications is displayed.



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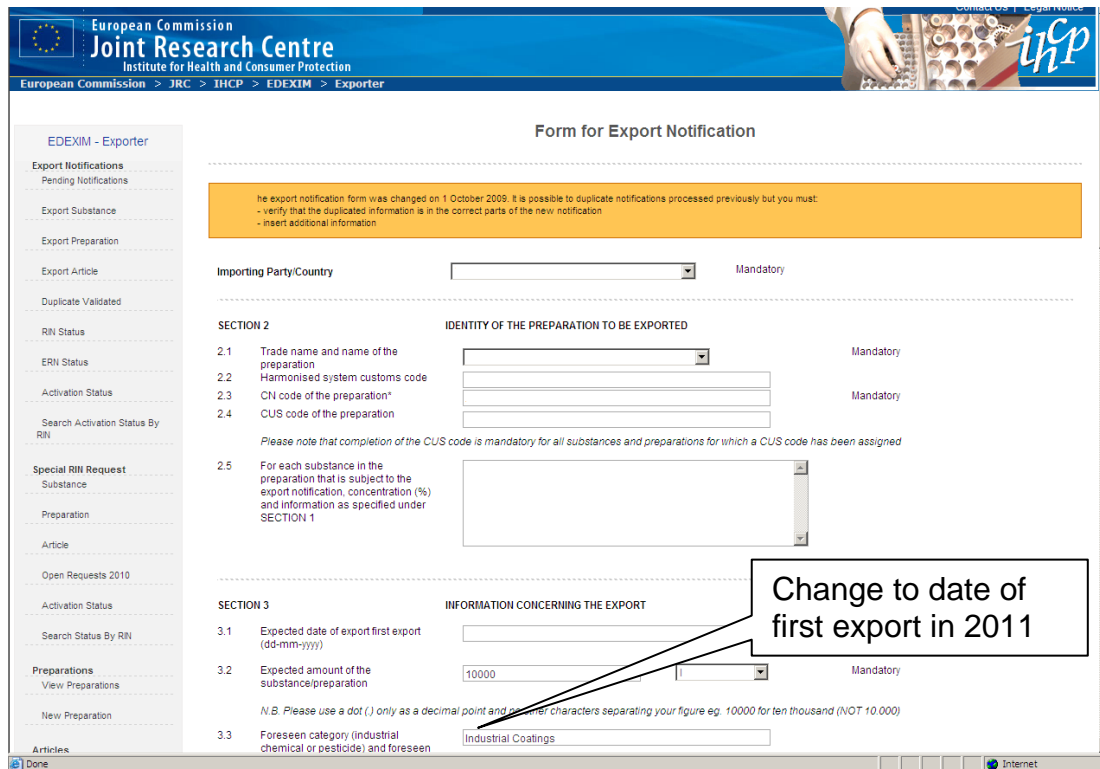
- Export Notifications
- Pending Notifications
- Export Substance
- Export Preparation
- Export Article
- Duplicate Validated
- RIN Status
- ERIN Status
- Activation Status
- Search Activation Status By RIN
- Special RIN Request
- Substance
- Preparation
- Article
- Open Requests 2010
- Activation Status
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- Articles

List of Validated Notifications that can be duplicated

This table shows only the export notifications that have completed the whole procedure i.e. they have been processed and validated by IHCP and have been sent to the importing country.

#	Reference	Year	Preparation	Chemical	Importing Country
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100					

Click on the notification that is nearest to the export you wish to send in 2011.



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Preparations
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Form for Export Notification

The export notification form was changed on 1 October 2009. It is possible to duplicate notifications processed previously but you must:
- verify that the duplicated information is in the correct parts of the new notification
- insert additional information

Importing Party/Country Mandatory

SECTION 2 IDENTITY OF THE PREPARATION TO BE EXPORTED

2.1 Trade name and name of the preparation Mandatory

2.2 Harmonised system customs code

2.3 CN code of the preparation* Mandatory

2.4 CUS code of the preparation

Please note that completion of the CUS code is mandatory for all substances and preparations for which a CUS code has been assigned

2.5 For each substance in the preparation that is subject to the export notification, concentration (%) and information as specified under SECTION 1

SECTION 3 INFORMATION CONCERNING THE EXPORT

3.1 Expected date of export first export (dd-mm-yyyy)

3.2 Expected amount of the substance/preparation Mandatory

N.B. Please use a dot (.) only as a decimal point and power characters separating your figure eg. 10000 for ten thousand (NOT 10.000)

3.3 Foreseen category (industrial chemical or pesticide) and foreseen

Change to date of first export in 2011

The completed notification is then displayed. Change details in fields for importing party/country, tonnage and export date as appropriate.

If the notification is for a substance then you need to add an SDS. Please note that from 1st December 2010, the SDSs that accompany substance notifications will need to include classifications under both CHIP4 and CLP schemes and these exports need to be labelled in accordance with CLP, unless an exemption applies deferring the requirement until 1st December 2012.

If the notification is for a preparation then an SDS will be attached at the bottom of the duplicated form. If you wish to update this SDS, you should go to your preparations library and amend/replace it.

When an appropriate SDS is attached, then click save at the bottom of the form. You will then need to go to pending notifications and submit the new notification.

For notification forms completed prior to 01 October 2009, you can duplicate the notification but you will need to verify that the duplicated information is in the correct fields of the new notification and insert additional information.