

# Instructions for Completing the Commercial Accompanying Document

## • 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 being moved for vinification purposes, when the product neither changes ownership nor moves from one local administrative unit to another (i.e. from England to Wales or vice-versa);
  - b. in the case of wine or partially fermented grape must which is not moved across the boundary between the local administrative units,
    1. when the product is returned to its owner after vinification, or
    2. 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) 2719/92 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.
5. The form 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
6. The form has been designed in a set of 3. The top copy should accompany the goods whilst the bottom copy should be kept by the consignor; the middle copy should accompany the goods but may be retained by a customs officer or other authorised official en route. Both the top and bottom copies 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:

### **UK No**

If not pre-printed, contact the Wine Standards Branch for approved reference number

### **7. Reference number (Box 2)**

Indicate a number which identifies the consignment in the records of the consignor (e.g. Invoice Number).

### **8. Competent authority at the place of dispatch (Box 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.

### **9. Information concerning carriage (Box 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.

### **10. Place of delivery (Box 7)**

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

### **11. Description of the product (Box 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 % vol or 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.

## 12. Quantity (Box 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.

## 13. Indications specifically for bulk products (Box 10)

- a. Wine-growing Zone  
Give the wine-growing zone in which the  
product transported originates in accordance  
with Annex IV to Regulation 491/2009 Annex  
XIIb, 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 winegrowing 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).

## 14. Certificates of origin (Box 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."

**UK**

No:

European Community  
**COMMERCIAL ACCOMPANYING DOCUMENT**  
 For wine products

Issued by the Wine Standards Branch  
 Food Standards Agency, Aviation House  
 125 Kingsway, London WC2B 6NH

<b>1. Consignor</b> (name/address/postcode)	<b>2. Reference Number</b> (see note 7)	
	<b>4. Competent Authority at Place of Dispatch</b> (name and address) (see note 8)	
<b>3. Consignee</b> (name/address/postcode)	<b>6. Date of Dispatch</b>	<b>7. Place of delivery</b> (see Note 10)
	<b>9. Quantity</b> (see Note 12)	
<b>5. Carrier and other transport details</b>		
<b>8. Description of product</b> (see Note 11)		
<b>10. Additional information</b> (incl. specific requirements for bulk products) (See note 13)		
<b>11. Certificates</b> (certain wines) (see Note 14)	<b>Signatory's Company and tel. number</b>	
<b>12. Record of control/validation etc.</b> (use by competent authority)	<b>Name of Signatory</b>	
	<b>Signature</b>	
	<b>Place and date</b>	



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