



INFORMATION SHEET: DECLARATION FROM SUPPLIER OF LIVE CITES-LISTED PLANTS

GENERAL INFORMATION

This declaration form is used by suppliers of live CITES-listed plants. This provides information that is needed for a CITES permit applicant to validate the origin and growing methods (when applicable) of the plants they have obtained from a 3rd party and wish to export from Canada. The CITES permit applicant should provide this form to their suppliers in order to be filled out. All the forms should be gathered once completed and attached to the CITES permit application.

NOTE:

1. Complete **all** applicable sections accurately and legibly. Incomplete declaration forms will not be accepted. Attach additional sheets if necessary.
2. Ensure that copies of supporting documentation are clear and legible.
3. The form must be signed by a representative of the plant supplier in order to be accepted. **Electronic signatures are not accepted.**
4. Should you have any questions, contact the Canadian CITES Management Authority at: 1 855 869 8670, or by email at cites@ec.gc.ca

PART 1: Plant Recipient

This section should be completed by the CITES permit applicant that received live plants, and is in the process of requesting a CITES export permit. The remaining sections of the form should be completed by the supplier of the plants.

PART 2: Plant Supplier

This section as well as all remaining sections should be completed by the individual, company or organization that supplied the live CITES-listed plants to the Plant Recipient (as indicated in Part 1).

The full contact information for the supplier is required for the records of the CITES permitting office which will be issuing CITES permits for the export of plants by the Plant Recipient.

Part 3: Inventory of plant(s) supplied to recipient

A table **-Plant Inventory-** or spreadsheet is provided to itemize each CITES-listed plant species that were provided to the Recipient.

- The **Scientific name** for the plant is mandatory to ensure that the correct species is being referenced. The **common name** for the plant may be provided if known, but it is optional.
- Indicate the **quantity** of the specific plant species which was supplied to the Recipient.
- Indicate the **source** or supplier of each specific plant species. If there is more than 1 supplier for the same species, a separate row is required for each supplier.
 - Receipts or other papers documenting the purchase or ownership transfer of the plants species should be provided.
 - For hybrid plants obtained from a Canadian nursery, greenhouse or grower which produced the hybrid in their facility, a **Declaration for Hybrid Plants** must be completed by the supplier. The Declaration(s) must be provided along with this application.

- **Please note** that for any plant material brought into Canada with a foreign CITES permit, a copy of the foreign CITES permit must be provided.
- Specify the **quantity** of the particular plant species which was acquired from the supplier.
- Indicate the **date** the plants were acquired.
- Indicate the **code** for the type of plant material which was acquired from the supplier.
 - 1 - Flasks
 - 2 - Seedlings
 - 3 - Juvenile
 - 4 - Mature or blooming
 - 5 - Cuttings or divisions
 - 6 - Roots
 - 7 - Other (please describe what the material was)
- Indicate whether the plant material obtained was to be used for **propagation purposes** only and not for resale.

Part 5: Facility Details

- When the plants are produced or grown in the supplier facility, details are required about the facility.
- The environment and methods for growing the plant material are required in order to assess whether the plants meet the definitions for growth and/or production in a controlled environment.
- If necessary, separate documents with detailed descriptions or photos may be provided.

Attestation and signature

- The signature of the person who completed the declaration is required. An electronic signature cannot be accepted.