

Completing the Letter of Authority

This is an example of the boxes on the Letter of Authority, please contact plantclinic@fera.co.uk for a copy of the physical form.

Box 1

The company address details where the samples are being shipped from.

1. Name, address, and phone number of Consignor/Plant protection organisation of the Third country of origin
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Box 9

This is where you would put any details of specific packaging requirements e.g., the courier company, method of transport etc.

9. Packaging and movement conditions

Box 12

If you plan on sending multiple samples to us throughout the year using copies of this LoA you will need to put a reference number for each shipment and keep a record e.g. Package 1 and the date. If you are unsure you will send further packages state 'No'.

12. Multiple sendings (Yes/no) If Yes Date of insurance: Valid from 01 January 2021 to 31 December 2021 Reference number of the sending: Number of sendings and quantity per sending of specified material:

Box 13

The options are 'Destruction/into a collection and or storage'. As these samples will be for scientific testing the samples will be destroyed after testing, please state 'Destruction after testing'.

13. Final Use:

Box 14

The LoA must ideally be endorsed by the National Plant Protection Organisation (NPPO) of the country sending plant samples to the UK.

14. Endorsement by the National Plant Protection Organisation (NPPO) of the Third country of origin of the specified material. Place of endorsement: Date: Signature of authorised officer: Name in BLOCK LETTERS:
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