

Commercial accompanying document

(For wine products)

Completing the form electronically

- You will need Adobe Acrobat or Reader v7 or later, to fill in this PDF. Go to www.adobe.com to download it for free.
- Type the relevant details in the boxes.
- You can copy and paste text into other boxes.
- Use the Tab key or mouse to move between boxes.
- Use the +/- icons to zoom in and out of the document, and keyboard arrow keys or scroll bars to move up and down.
- Please send a signed copy with the goods and keep a copy for your records.

Completing the form by hand

- Use a **BALL POINT PEN** and **BLOCK CAPITALS**.
- Keep a copy of the form for your records.

Guidance notes

If you have any queries about completing this form please contact your local inspector. Details of local inspectors are available at www.food.gov.uk/wine

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 EU Reg. 2018/273 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 moved for vinification purposes by the grape producers or on their behalf (excluding the consignee identified in Box 3), when the total distance does not exceed 70km;
 - (b) in the case of wine or partially fermented grape must which is moved within the UK, when the product does not change ownership and is being moved, 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 Council Directive (EU) 2020/262, Commission Delegated Regulation (EU) 2022/1636 or 2022/1636, for movement between UK tax warehouses, by the documentation required by H.M. Revenue and Customs.
2. 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.
3. The form must be completed legibly in indelible characters. It 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.
4. **A signed copy must accompany the goods and must be retained for at least 5 years.**

Detailed instruction

The following notes are designed to assist with the completion of individual sections of the CAD:

1. **Reference number (Section 2)**

Use your WSB ref no, a serial number and the year (e.g, WSBxxxx/01/2023) to identify a unique number for this consignment and in your records.

2. **Competent authority at the place of dispatch (Section 4)**

Indicate the name and address of the competent authority (Food Standards Agency) responsible for checking the document at the place of dispatch.

3. Information concerning carriage (section 5)

Indicate:

3. Information concerning carriage (section 5) Indicate:

- name and address of the person responsible for organising the first movement (if different from the consignor);
- the type of transport used (lorry, van, tanker, motor car, railway wagon, rail tanker, aeroplane); 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.

4. Place of delivery (Section 7)

Indicate the actual place of delivery if different from the consignee's address.

5. Description of the product (Section 8)

Indicate the following as appropriate:

- Wine without designation (PDO/PGI):

The word 'Wine', the colour, and the country of origin or the phrase 'Blend of wines from different countries'.

- Wine with designation (PDO/PGI):

A traditional term, name of the protected designation, the colour, and the country of origin.

- 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'.

- 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.

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.

6. Quantity (Section 9)

For bulk products, give the net quantity:

- 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';
- of other products in hectolitres or litres, expressed by the symbols 'hl' and 'l';
- or packaged products, the number and nominal volume of the containers used.

7. Indications specifically for bulk products (section 10)

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;
- 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 in the description;
- 7: a vine variety other than that indicated in the description has been added;
- 8: a product harvested during a year other than that indicated 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 which have been enriched indicated as (1).
- Wine which has been de-acidified indicated as (3).

8. Certificates of origin (Section 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.”

8 Description of product (continued)

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9 Quantity (see note 6)

11 Certificates (see note 8)

Certain wines:

10 Additional information (see note 7)

Include specific requirements for bulk products:

12 Record of control/validation etc.

Use by competent authority:

13 Declaration

I declare the particulars given in this form to be correct to the best of my knowledge and belief.

Name (in BLOCK CAPITALS):

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Date:

DD	MM	YYYY
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