



## NOTIFICATION TO THE PARTIES

No. 2015/001

Geneva, 9 January 2015

CONCERNING:

### Sample permits and certificates and signature specimens

1. The Secretariat continues to maintain samples of the CITES permits and certificates used by Parties, as well as samples of the signatures of the persons empowered to sign such documents. The sample permits and certificates can be viewed by CITES Management Authorities and Enforcement Authorities through a secure section of the CITES website.
2. In order to ensure that its files are up-to-date, the Secretariat invites all Parties to provide samples of the CITES permits and certificates that they are currently using.
3. Parties are also reminded that, in Section VII, paragraph b), of Resolution Conf. 12.3 (Rev. CoP16) on *Permits and certificates*, the Conference of the Parties recommends that:  
  
*any Party using phytosanitary certificates as certificates of artificial propagation inform the Secretariat and provide copies of the certificates, stamps, seals, etc. that are used.*
4. With regard to sample signatures, in Section I, paragraph p) of Resolution Conf. 12.3 (Rev. CoP16), under *Regarding standardization of CITES permits and certificates*, the Conference of the Parties recommends that:  
  
*Parties that have not yet done so communicate to the Secretariat the names of the persons empowered to sign permits and certificates, as well as three specimens of their signatures, and that all the Parties communicate, within one month of any change thereto, the names of persons who have been added to the list of those already empowered to sign, the names of persons whose signatures are no longer valid and the dates the changes took effect.*
5. A template for Parties to communicate sample signatures to the Secretariat is contained in the Annex to the present Notification.
6. Parties are invited to submit to the Secretariat, by 31 January 2015, samples of their current CITES permits and certificates, as well as the names and signature specimens of the persons currently empowered to sign such documents.
7. Parties are urged to advise the Secretariat in a timely fashion of any subsequent changes made to their permit and certificate forms or the persons empowered to sign such documents. In this connection, the Conference of the Parties recommends, in Section I, paragraph a), under RECOMMENDS, of Resolution Conf. 12.3 (Rev. CoP16), that "Parties wishing to modify their permit and certificate forms, to reprint existing documents or to introduce new documents, first ask the Secretariat for advice".
8. The Secretariat is ready to assist Parties with any matter relating to the present Notification.

Annex

### Person(s) empowered to sign CITES permits and certificates

Country	
Management Authority	
Full address	
City and postcode	
Telephone	
Fax	
Email	
Name of contact person (optional)	

**Name(s) and signatures (three samples for each person)  
of person(s) empowered to sign CITES permits and certificates**

Name	Signature (1)	Signature (2)	Signature (3)

If the number of persons exceeds three, please supply information on a separate sheet.

If your country has designated several Management Authorities, please complete one sheet for each authority specifying, if necessary, its competences (plants, animals, territories, etc.).

***Please enclose a copy of the permit form used***