



## NOTIFICATION TO THE PARTIES

No. 2021/010

Geneva, 22 January 2021

CONCERNING:

CITES permits and certificates:  
Samples of permits and certificates, signature specimens  
and transition towards e-permitting systems

1. Parties are reminded of Article VI of the Convention and paragraphs 2 and 3 of Resolution Conf. 12.3 (Rev. CoP18) on *Permits and certificates*.
2. 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 are available on the CITES website and can be viewed by CITES Management Authorities and enforcement focal points.
3. For the Secretariat to be able to: a) maintain an effective permit confirmation service to Parties; b) provide assistance in cases where fraud is suspected or where there is reason to believe that a permit or certificate has been incorrectly issued; and, c) provide necessary capacity-building support, Parties are invited to inform the Secretariat of any new or updated template and or procedure for the issuance of permits and certificates. This includes the introduction of electronic CITES permits and certificates and the use of QR- or barcodes on the permits and any other similar measure.

*New permit templates and sample signatures*

4. Parties are invited to review the permit samples available in the password-protected section of the CITES country profiles (<https://cites.org/eng/parties/country-profiles>) and confirm that they contain the latest version of the sample permit. If that is not the case, Parties are invited to submit the latest sample(s) as soon as possible and preferably by 31 March 2021.
5. With regard to sample signatures, Parties that have not yet done so are invited to communicate to the Secretariat the names of the persons empowered to sign permits and certificates, as well as three specimens of their signatures and any changes to the authorized names and signatures within one month after these have taken effect. A template for Parties to communicate sample signatures to the Secretariat is contained in the Annex to the present Notification. If Parties use electronic signatures, they are invited to indicate this and provide any necessary details regarding the electronic signatures.

*Electronic systems for CITES permit issuance and management (eCITES)*

6. Parties are requested to inform the Secretariat if they have introduced or are introducing an electronic system for CITES permit issuance and management (eCITES). When informing the Secretariat, Parties may indicate if they wish to announce the new system through a Notification to the Parties. Further, Parties are invited to inform the Secretariat if they made use of the guidance available on the CITES website in developing eCITES.

7. Parties are invited to indicate whether their eCITES a) completely abolishes the need for an original in paper format, b) a paper permit is signed and must be printed by the Management Authority, or c) the permit is signed electronically and can be printed by the applicant. In all cases, Parties must take measures to ensure that a CITES permit can only be used once.
8. Parties are also encouraged to inform the Secretariat when embarking on the development and implementation of eCITES. It would be useful for the CITES community to learn at what stage the Parties are in their implementation of eCITES. Moreover, it would allow the Secretariat to better provide advisory support to Parties in ensuring that relevant international norms and standards are adhered to, so that the automation of CITES permitting processes enhances the cooperation among relevant authorities within and between Parties.
9. The Secretariat is ready to assist Parties with any matter relating to the present Notification. Parties are invited to submit any query or information in response to this Notification to the Parties at any time to Ms. Penelope Anne Benn at [penelope.benn@cites.org](mailto:penelope.benn@cites.org).
10. This Notification replaces Notification to the Parties No. 2015/001 of 9 January 2015.

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**

<b>Name</b>	<b>Signature (1)</b>	<b>Signature (2)</b>	<b>Signature (3)</b>

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***