



Reference \_\_\_\_\_ Date \_\_\_\_\_ Prepared by \_\_\_\_\_

1 SHIPMENT IDENTIFICATION

SHIPMENT REFERENCE NO.	SUBMISSION DEADLINE
EXPORT COUNTRY	IMPORT COUNTRY
TRANSIT COUNTRIES (IF APPLICABLE)	
WASTE CODE (BASEL ANNEX)	EXPORT CLASSIFICATION

2 COMPETENT AUTHORITY — EXPORT COUNTRY

CA NAME	CONTACT PERSON
EMAIL	PHONE
FOCAL POINT SAME AS CA? <input type="checkbox"/> Yes — same entity <input type="checkbox"/> No — separate department	
CONTACT VERIFIED DATE	METHOD OF VERIFICATION

3 PRE-SUBMISSION VERIFICATION

Complete before assembling the notification package.

- CA contact confirmed current — not cached from a prior shipment Required
- Focal point vs Competent Authority distinction confirmed per country Required
- Correct submission email confirmed — focal point not used in error Required
- DexMetal API lookup completed for each country in route Required
- Authority lookups stored in shipment file for traceability Recommended
- 60-day consent window start date calculated from planned submission Required

**Operator Rule**

Never cache CA contacts across shipments. Verify before every new route. A stale contact does not start the PIC window — it restarts your timeline.

**4****DECLARATION & SIGN-OFF****COMPLIANCE OFFICER**

Name

Title

Company

Date

Signature

**AUTHORISING MANAGER**

Name

Title

Company

Date

Signature

This form does not replace Basel movement documents, government permits, or Prior Informed Consent. Retain with shipment file for minimum 3 years.