



## 4C System Update 8

21 January 2021

1. **Business Partners Traders licensed by the Managing Entity to sell 4C certified coffee to First Buyers**
2. **Clarification on the deadlines for submission and approval of Annual Update documents**
3. **Translation of relevant 4C System Documents and audit checklist**

### 1. **Business Partners Traders licensed by the Managing Entity to sell 4C certified coffee to First Buyers**

Business Partners Service Providers having trading function (BP Traders) within a 4C Unit are allowed to be licensed by the Managing Entity (ME) of that 4C Unit, to sell 4C certified coffee produced by the Business Partners Producers of that 4C Unit directly to First Buyers under the 4C certificate held by the ME. This licensing requires that the ME indicates in the Business Partner Map (BPM), which BP Traders it is authorizing to sell 4C certified coffee directly to the First Buyer. The indication is made by typing "First Buyer" in the commercial coffee flow column in the line of the licensed BP Trader, as indicated in figure 1. This licensing also requires that all traceability records and controls are centralized at the ME and made available at the ME during any type of 4C audit. The volumes of 4C certified coffee sold under this licensing procedure must be reported in the 4C portal by the respective ME under its 4C certificate. The commercial guidelines and rules, as stated in the 4C System Regulations, as to the inclusion of the 4C certificate number in all commercial documentation, must be followed.

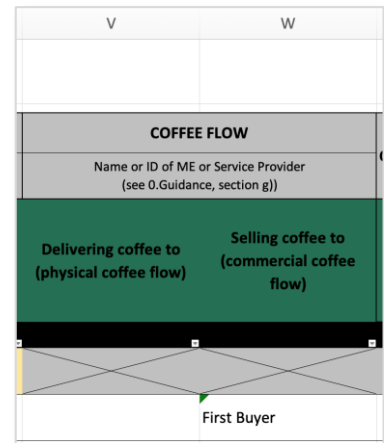


Figure 1: Coffee Flow in the BPM

### 2. **Clarification on the deadlines for submission and approval of Annual Update documents**

As stated in the 4C System Regulations chapter 5.3.2 on Annual Updates, *“the timely provision of the AU documents is part of the 4C compliance mechanism and failing to fulfil this requirement is considered a severe infringement of 4C requirements. This includes the timely cooperation between MEs and CBs in case clarifications or adjustments are required. If the evaluation process of the AU documents has not been finalized and approved by the*



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*CB within 60 calendar days after the due date of the submission of the AU documents to the CB, the certificate for that 4C Unit will be withdrawn and the 4C Unit will be suspended from recertification for six months.”*

Please note that this **does not mean** that MEs do have the possibility **to hand in** their AU documents **60 days after the due date of submission**, as the 60 days are only referring to the **evaluation process** of such documents. The AU documents **must be provided** to the 4C or the CB (whoever is in charge of evaluating the AU documents) **until the due date for submission the latest**, otherwise this leads to the withdrawal of the 4C certificate.

### **3. Translation of 4C System documents and audit checklist**

We are pleased to announce the translation of our 4C Code of Conduct, 4C System Regulations and 4C audit checklist for 4C Units into the following languages:

- Portuguese
- Spanish
- Vietnamese (4C audit checklist following soon)

You can find the translations of the document on our 4C website [here](#).

Please note that for documents translated into languages other than English, the English language version remains the definitive version and 4C accepts no responsibility for any discrepancies between translated versions and the original English document.



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