

CUSTOMS AND BORDER MANAGEMENT

INTERNAL

COMPLETION MANUAL

DA 185 / DA 186

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1 SCOPE

- a) This manual describes the completion requirements for the DA 185 used in applications for registration, designation and licensing **and the DA 186 used for application for accreditation purposes** in order to facilitate the licensing, designation, registration **and accreditation** process.
- b) The forms mentioned hereunder are available on the SARS website, www.sars.gov.za, on the path – Customs and Excise / Customs / Customs forms and may be printed for the purpose of applying for registration and licensing.
- c) The form is split into either registration products or licensing products. The applicant can apply for any one (1) or more of the client types listed on the application form by marking the relevant field.
- d) A separate registration / license is required for each type of activity in respect of which registration / licensing is required under any provision of the Act. If an application is lodged for registration / licensing of two (2) or more client types, only one (1) DA 185 must be completed but such must be supported by separate annexure(s) for each respective client type. The respective categories will be elaborated on below.
- e) This manual explains the procedure for completion for the following types of registration and licensing activities:
 - i) Customs Warehouses:
 - A) Special Manufacturing Warehouses;
 - B) Manufacturing Warehouses including Customs Controlled Area (CCA) Enterprises;
 - C) Storage Warehouses including CCA Enterprises;
 - D) Special Storage Warehouses; and
 - E) Special Manufacturing Warehouses – Motor Industry Development Program (MIDP);
 - ii) Industrial Development Zones (IDZ);
 - iii) Clearing Agents;
 - iv) Registered Agents;
 - v) Accreditation;
 - vi) Registered Agents;
 - vii) Removers of goods in bond;
 - viii) Importers;
 - ix) Exporters:
 - A) General;
 - B) For SADC, the Trade, Development and Cooperation Agreement (TDCA) and Southern African Customs Union (SACU) / European Free Trade Association (EFTA); and
 - C) For African Growth and Opportunity Act (AGOA);
 - x) Rebate users (Schedule 3, 4 and 6)
 - xi) Electronic communication with SARS; and
 - xii) Manufacturers in terms of drawback items 501.00 to 521.00.

f) Inclusions:

Number	Title
DA 185	Application form: Registration of Customs and Excise clients
DA 185.4A1	Importer (Local or Foreign)
DA 185.4A2	Exporter (Local or Foreign)
DA 46A1.02	Exporter application for registration for the purpose of AGOA (Local or Foreign)
DA 49A.02	Agreement on Trade, Development and Cooperation between the European Community and its Member States and the Republic of South Africa and the Free Trade Agreement between EFTA and SACU (Local or Foreign)
DA 46A.01	Generalised System of Preferences (GSP) (Local or Foreign)
DA 185.4A3	Rebate User (Schedules 3, 4 and 6)
DA 185.4A4	Manufacturer
DA 46A1.03	African Growth and Opportunity Act (Local or Foreign)
DA 185.4A5	Special Manufacturing Warehouse: MIDP
DA 185.4A6	Electronic Communications with SARS

Number	Title
DA 185.4A7	Producer
DA 185.4A10	Manufacturer in terms of Drawback Items 501.00 to 521.00
DA 185.4A11	Industrial Development Zone Operator and / or designation of a Customs Controlled Area (CCA) – (Sections 21A, 59 and Rule 21A.04)
DA 185.4A13	Registered Agent
DA 185.4B1	Special Manufacturing Warehouse
DA 185.4B2	Manufacturing Warehouse
DA 185.4B3	Storage Warehouse
DA 185.4B4	Special Storage Warehouse
DA 185.4B5	Clearing Agent
DA 185.4B6	Remover of Goods in Bond (Local or Foreign)
DA 185.4B9	Storage Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21, 21A, 60, 61 and Rule 21A.10)
DA 185.4B10	Manufacturing Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21A, 27, 59A and rule 21A.10)
DA 185.C	Security Particulars
DA 185.D	Nomination of Registered Agent
DA 186	Application for Customs Accredited Client Status

g) Exclusions

Number	Title
DA 185.4A8	Commercial manufacturer of biodiesel
DA 185.4A9	Non-commercial manufacturer of biodiesel
DA 185.4A12	Electricity Producer
DA 185.4B7	Distributor of Fuel
DA 185.4B8	Special Ad Valorem Manufacturing warehouse
This manual excludes all other applications for registration, designation and licensing other than that mentioned in paragraph (f) above.	

- h) Incorrect information and particulars or misrepresentations of information supplied on the application form(s) constitute a contravention of the Customs and Excise Act, which may lead to either penalties or enforcement action.

2 AUTHENTICATION VERIFICATIONS

- a) All first time applicants and existing clients amending any existing details must have the master data (company name, registration number and physical address) and bank details validated.
- b) Existing clients amending any details must, in addition to the details being amended, complete the master details (company name, registration number and physical address) of the DA 185 together with the portion on banking details. It is not a requirement to complete the entire form.
- c) Supporting documents required for an application by an individual:
- i) A completed DA 185 – Registration / Licensing of Customs clients and, if applicable, the relevant annex signed by the applicant or the appointed representative.
 - ii) Original identity document/passport or a temporary identity document/passport of the person signing the application and where required for the authorised representative.
 - iii) One (1) of the following documents not older than three (3) months to prove the account holder's name, bank account number and bank branch code:
 - A) A legible certified copy or original bank statement;
 - B) An original letter from the bank on a letterhead; or
 - C) An original auto bank statement.
 - iv) Original or certified municipal account not older than three (3) months to confirm the business address and residential address details.
 - v) VAT, IT, PAYE, SDL, UIF letters from SARS to confirm revenue registration details.
 - vi) Telkom and/or cell phone account not older than three (3) months to confirm contact details.

- d) Supporting documents required for an application by a company, trust, close corporation:
- i) A completed DA 185 – Registration / Licensing of Customs clients and, if applicable, the relevant annex signed by the applicant or the appointed representative.
 - ii) Founding document:
 - A) Certificate of Incorporation (CM1) in case of unlisted public/private company;
 - B) Founding statement and Certificate of Incorporation (CK1) in case of a close corporation; or
 - C) A trust deed or other founding statement in the case of a trust.
 - iii) Resolution specifying who is authorised to act on behalf of or represent the company, trust, close corporation, etc.
 - iv) One (1) of the following documents not older than three (3) months to prove the account holder's name, bank account number and branch code:
 - A) A legible certified copy or original bank statement; or
 - B) An original letter from the bank on the bank's letterhead.
 - v) Original or certified municipal account not older than three (3) months to confirm the business address details
 - vi) Original identity document/passport or a temporary identity document/passport of the person signing the application and where required for the authorised representative.
- e) Where the applicant or representative is not available or the application was not submitted in person the client will be informed to physically present themselves to the nearest SARS Customs Office.
- f) The SARS Customs Office checks the master data and banking details with the client in person and where such cannot be done a duly authorised representative must appear in person.
- g) The representative must be appointed with a letter of authority on the company's letterhead, signed by the responsible individual and two (2) witnesses. The following wording must be utilised: "I, the undersigned <insert full names, ID/Passport: <insert ID/Passport details> in my capacity as <insert title>, for <insert company, trust, etc. details> hereby appoint <insert full names and title of representative>, <insert ID/Passport of representative> in his / her capacity as <insert designation of representative> to be the representative in respect of changing the profile and / or banking details of client number(s) <insert all numbers>. This is done and executed at <insert place> on this <insert date> day of <insert month> 20<insert year>."
- h) Only the original copy of this document is acceptable and must be presented to SARS. A new letter of authority (LOA) must be produced every time a change in profile and/or banking details as authenticated and approved with SARS occurs or when requested to do so by SARS.
- i) The letter of authority must be submitted with the DA 185 and supporting documents required.
- j) If any of the required details do not match or any details are missing the applicant / representative will be informed.
- k) If the process was successful the applicant / representative will be issued with the SC-CF-05-A20 and the DA 185 and supporting documents will be submission to the SARS Customs Office for further processing and capturing purposes.

3 EXISTING REGISTRANT / LICENSEE PARTICULARS

- a) The applicant must insert all previously allocated Customs client numbers in this field.
- b) Whenever an application for registration / licensing is approved, the client will be informed in writing and a Customs client number will be allocated.
- c) If the applicant is, an existing client the Customs client number originally allocated must be inserted in this field.

4 PURPOSE OF APPLICATION

- a) The client must indicate what the individual purpose is for the application as it applies to either:
- i) New registration / licence;
 - ii) Amendment of existing information; or
 - iii) Cancellation.
- b) A new registration / license is when an applicant applies for the first time to be registered / licensed for a client type. The renewal of a license is when a license which in terms of Schedule 8 is only issued for a specific period and therefore must be renewed within a given time period, e.g., on a yearly basis.
- c) **Amendments are when the registrant or licensee amends any of the details registered or licensed with Customs. Where this entails the amendment of banking details the registrant or licensee must only complete the DA 185 and no further annexes would be required. However the respective supporting documents to prove the banking details must be provided and the registrant or licensee must present themselves in person for the verification of such details.**
- d) The cancellation of a license is when the registrant / licensee decide to cease the functions / activities for which registration / licensing was obtained. This field must be marked if the client does not wish to do business with Customs anymore. It will therefore be a total cancellation per client type and no further transactions will be entertained under the registration / license.

5 CLIENT TYPES – REGISTRATION

5.1 DA 185 – Registration / Licensing of Customs clients structure of form

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Existing Registration/Licensing particulars	Existing clients must insert their respective Customs client number in the space provided. New applicants must leave this space blank.
Box 3	Nationality	Indicate with an X whether the application is for a juristic or natural person that is located in South Africa or not.
Box 4	Purpose	Indicate with an X whether the application is a new, amendment of existing information or a cancellation.
Box 5	Client types	4.A Registration and 4.B Licensing applies to the types of registration or licensing activity required, mark the appropriate box with an X.
Box 6	Business / person particulars	The business information referred to is the company registration details and the trading name of the business or person applying for the respective application type. This information will be used to register or licence the respective entity therefore the information required must be furnished to the fullest possible extent.
Box 7	Bank account details	Provide the respective bank details that SARS will utilise for future transactions. Only South African Banks are acceptable. This is not applicable to foreigners.
Box 8	SARS revenue identification numbers	Provide all existing registered identification numbers applicable to the business or person applying for registration / licensing activities. This is not applicable to foreigners.

Box 9	Nature of business	This applies to the type of business or person applying and the respective box(s) must be marked with an X. Foreign entities / individuals must indicate under the box "Other" the nationality of their business / identity.
Box 10	Particulars of Sole Proprietor / Individual and / or Partners / Directors	This field must be completed in full providing all the respective details of all entities that have a vital role in the business or person's application to conduct business with SARS Customs.
Box 11	Public Officer / Representative	This field must be completed in full. The person representing the applicant / enterprise / individual must be inserted here. This is not applicable to foreigners , however if it has been completed it must be checked and verified for correctness against the nomination forms submitted.
Box 12	Information regarding contraventions and other matters	The completion of this paragraph is mandatory for all applicants. SARS Customs has the authority to refuse, cancel or suspend registration under the Customs and Excise Act. This is not applicable to foreigners, however the nominated registered agent must provide this information.
Box 13	Documents in support of application	<p>This field provides notes on the relevant supporting documents that are mandatory and need to be provided together with the respective application form(s). The certified copies of the financials and proof of address (utility, etc.) may not be older than three (3) months.</p> <p>Where mention is made that the licensee or registered client is required to have sufficient knowledge of Customs laws and procedures the applicant must produce the curriculum vitae (CV) of those individuals together with the application form and supporting documents.</p>
Box 14	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.2 DA 185.4A1 – Importer (Local or Foreign)

Box 1	Trading Particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185. Applicants must indicate whether they will be doing clearance of imports themselves or if they will be making use of the services of a clearing agent / broker. Should the services of a clearing agent / broker be used a separate page with their particulars must accompany the application.
Box 2	Clearance of imports	<p>The applicant must indicate whether they are a South African or foreign importer.</p> <p>South African importers must indicate whether or not they will be conducting their own clearance or utilising the services of a clearing agent.</p> <p>Foreign importers must indicate whether they will utilising the services of a clearing agent or registered agent to do the clearance.</p>

Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this Box.
Box 5	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.3 DA 185.4A2 – Exporter (Local or Foreign)

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading Particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Clearance of exports	The applicant must indicate whether they are a South African or foreign exporter. South African exporters must indicate whether or not they will be conducting their own clearance or utilising the services of a clearing agent. Foreign exporters must indicate whether they will utilising the services of a clearing agent or registered agent to do the clearance.
Box 4	Trade Arrangement	In respect of the trade arrangement under which goods will be exported the client must mark with an X the appropriate agreement and / or GSP if applicable.
Box 5	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 6	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this Box.
Box 7	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.4 DA 46A1.02 – Exporter application for registration for the purposes of the AGOA (Local or Foreign)

Box 1	Trading particulars	It will be required to furnish all trade names and physical addresses of the business / person.
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Box 2	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
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5.5 DA 49A.02 – Application for Approved Exporter status in terms of Article 20 of the Protocol [Rule 49A.18 (19), (20)] and Article 22 of Annex V [Rule 49C.18 (19), (22)] (Local or Foreign)

General	None	<p>The DA 185.4A2 must be completed in addition to the DA 185 when applying for registration with SARS Customs as an exporter. When applying for approved exporter status under the TDCA or the SACU-EFTA free trade agreement the DA 185.4A2 and Section B (DA 49A.02) thereof must be completed for this purpose.</p> <p>Exporters need not complete the DA 185 again if already registered as an exporter and they have obtained a Customs Client Number.</p>
Box 1	Trading particulars and goods details	<p>It is a requirement of the Protocol (Article 20(1)) and Annex V (Article 22(1)) that an exporter applying for approved exporter status must export frequently under the free trade agreement.</p> <p>Exporters should have already applied and been granted a Customs Client Number. This number must be used for all applications and provided here.</p> <p>An exporter who does not export frequently must apply for EUR.1 certification where the value of the consignment exceeds EUR 6 000.</p> <p>The number of consignments which will qualify for preferential treatment and the total Rand value of estimated sales contracted / forecasted (planned / anticipated), for the next year to EU / EFTA countries needs to be provided.</p> <p>A full description of the products that are intended for export must be inserted.</p> <p>Also, insert the tariff heading (four-digit number) for each product listed.</p> <p>Explain how the goods comply with the origin criteria prescribed by the protocol, e.g. wholly obtained, manufactured from raw materials obtained in the common customs area, two (2) stage transformation of third country inputs, etc.</p> <p>A clear “yes” or “no” answer must be provided regarding the question of whether or not you are the manufacturer of the goods. If the answer is “yes”, a description of the manufacturing process must be provided. If the answer is “no”, indicate where the goods were obtained and include a declaration from the supplier of the manufacturing process and whether the materials used are imported, or of local origin.</p> <p>List any documents you attach as evidence. Such documents may include suppliers declarations regarding raw materials used, certificates of origin issued previously, etc.</p> <p>Insert the name of the EU or EFTA country or countries to where the goods will be exported.</p> <p>Indicate some form of identification when invoice declarations are</p>

		<p>submitted electronically, i.e. electronic signature, or other form of appropriate electronic identification acceptable to the South African Revenue Service.</p> <p>This field must be completed in full and as comprehensive as possible to assist with the application. It is legally binding, as the exporter must comply with the undertaking.</p>
Box 2	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 3	For Official use	This must be left blank, as it will be completed by SARS.

5.6 DA 46A.01 – Generalised System of Preferences (GSP) (Local or Foreign)

Box 1	Notes and the Countries granting GSP Preferences	Applicant must mark the appropriate box for the respective country with an X.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses of the business / person.
Box 3	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.7 DA 185.4A3 – Rebate User (Schedules 3, 4 and 6)

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185. Applicants must mark the box "Schedule 4" with an X.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Manufacturing Process and Material Used	This should be completed as comprehensively as possible as this will assist with the application, you need to provide the respective raw / rebated materials and what this will be used for. Applicants for registration under Rebate Item 413.00 do not need to complete this paragraph.
Box 5	Finished Product Particulars	It is required of all applicants to list the respective tariff subheadings, items and description for the finished product in this paragraph. The column provided for expected yield is not a mandatory field.
Box 6	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this Box.
Box 7	Declaration	This field must be completed to ensure that the applicant understands

		the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 8	For Official use	This must be left blank, as it will be completed by SARS.

5.8 DA 185.4A4 – Manufacturer

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this box.
Box 5	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.9 DA 46A1.03 – African Growth and Opportunity Act (for manufacture of textile and apparel articles for export to the United States of America)

Box 1	Trading particulars	It will be required to furnish all trade names and physical addresses of the business / person
Box 2	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 3	Note	If the manufacturer is also the exporter a DA 46A1.02 must also be completed and submitted herewith.

5.10 DA 185.4A5 – Special Manufacturing Warehouse: MIDP

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.

Box 4	Warehouse particulars	State the rebate and tariff items and tariff subheading, rebate code and description of goods that will be manufactured or stored in the warehouse.
Box 5	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this box.
Box 6	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 8	For Official use	This must be left blank, as it will be completed by SARS.

5.11 DA 185.4A6 – Electronic Communication with SARS

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Contact Person	It will be required of all applicants to provide the contact details of a person who can be contacted regarding matters pertaining to the application for registration. The information required in this paragraph must be furnished to the fullest possible extent by all applicants.
Box 4	Electronic Data Interchange communication Details	This field is vital, as it will become the communication link with SARS. It will be required of all applicants to provide electronic data interchange communication details such as sender ID, name of computer bureau or service provider.
Box 5	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 6	Communication Area(s)	Mark the appropriate box for EDI communication purposes. Ensure all applicable boxes are marked.
Box 7	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this box.
Box 8	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.12 DA 185.4A7 – Producer

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
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Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185. The appropriate field reflecting the procedure under which the goods will be exported must be marked with an X, if applicable.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable delete all.
Box 4	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this box.
Box 5	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.13 DA 185.4A10 – Manufacturer in Terms of Drawback Items 501.00 to 521.00

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Drawback items 501.00 to 521.00 particulars	This should be completed as comprehensively as possible; applicants must state all applicable tariff subheading(s) and the description of the imported raw materials that will be used in terms of the specific drawback item for the export of the finished product.
Box 5	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms. Delete whichever is not applicable in this box.
Box 6	Finished Product Particulars	Applicants must state tariff subheading and description for the finished products to be exported.
Box 7	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

5.14 DA 185.4A11 – Industrial Development Zone Operator and / or designation of a Customs Controlled Area (CCA) – (Sections 21A, 59 and Rule 21A.04)

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Terms and Conditions	This field provides the terms and conditions for the premises, security and equipment that must conform to the prescribed requirements.
Box 3	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 4	Area for designation as a CCA	This must be completed in full stating the full name and physical address where the enterprise will conduct their business within the IDZ.
Box 5	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 6	The under-mentioned originals or certified copies must accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 7	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 8	For Official use	This must be left blank, as it will be completed by SARS.

5.15 DA 185.4A13 – Registered Agent

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Accepted relationship	The applicant must indicate the accepted relationship for either importer, exporter or licensed remover.
Box 4	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable delete all.
Box 5	Declaration	This field must be completed to ensure that the applicant understands the implications of applying and the requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

6 CLIENT TYPES – LICENSING

6.1 DA 185.4B1 – Special Manufacturing Warehouse

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Warehouse particulars	State the rebate and tariff items and tariff subheading, rebate code and description of goods that will be manufactured or stored in the warehouse.
Box 5	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 6	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 7	For Official use	This must be left blank, as it will be completed by SARS.

6.2 DA 185.4B2 – Manufacturing Warehouse

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Warehouse particulars	Mark the appropriate box with an X and state the rebate and tariff items and tariff subheading, rebate code and description of goods that will be manufactured or stored in the warehouse.
Box 5	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 6	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

Box 7	For Official use	This must be left blank, as it will be completed by SARS.
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6.3 DA 185.4B3 – Storage Warehouse

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Warehouse particulars	Mark the appropriate box with an X and state the rebate and tariff items and tariff subheading, rebate code and description of goods that will be stored in the warehouse.
Box 5	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 6	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 7	For Official use	This must be left blank, as it will be completed by SARS.

6.4 DA 185.4B4 – Special Storage Warehouse

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 4	Warehouse particulars	Mark the appropriate box with an X and state the rebate and tariff items and tariff subheading, rebate code and description of goods that will be stored in the warehouse.
Box 5	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 6	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

Box 7	For Official use	This must be left blank, as it will be completed by SARS.
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6.5 DA 185.4B5 – Clearing Agent

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Head Office details	Applicant must indicate the location of their Head Office.
Box 4	Employee details	Applicant must state the name of employee at each place where business with SARS Customs will be conducted.
Box 5	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 6	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 7	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 8	For Official use	This must be left blank, as it will be completed by SARS.

6.6 DA 185.4B6 – Remover of Goods in Bond (Local or Foreign)

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185.
Box 3	Clearance of imports and exports	<p>The applicant must indicate whether they are a South African or foreign importer/exporter.</p> <p>South African importers/exporters must indicate whether or not they will be conducting their own clearance or utilising the services of a clearing agent.</p> <p>Foreign importers/exporters must indicate whether they will utilising the services of a clearing agent or registered agent to do the clearance.</p>

Box 4	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 5	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 6	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 7	For Official use	This must be left blank, as it will be completed by SARS.

6.7 DA 185.4B9 – Storage Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21, 21A, 60, 61 and Rule 21A.10)

Box 1	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185. Also include other registered / licensed particulars and the CCA number.
Box 2	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.
Box 3	Warehouse particulars	Mark the appropriate box with an X and state the rebate and tariff items and tariff subheading, rebate code and description of goods that will be stored in the warehouse for export / manufacturing purposes.
Box 4	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 5	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 6	For Official use	This must be left blank, as it will be completed by SARS.

6.8 DA 185.4B10 – Manufacturing Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21A, 27, 59A and Rule 21A.10)

Box 1	Trading particulars	It will be required to furnish all trade names and physical addresses if the business is conducted from a different address or under a different name as that stated in Box 5 of the DA 185. Also include other registered / licensed particulars and the CCA number.
Box 2	Authority to apply	All applicants must fill in their name(s), the entity, which they represent, and the capacity they operate in. Delete whichever is not applicable of paragraphs (a) to (d). Where none is applicable, delete all.

Box 3	Warehouse particulars	Mark the appropriate box with an X and state the rebate and tariff items and tariff subheading, rebate code and description of goods that will be manufactured / stored in the warehouse.
Box 4	Originals or certified copies to accompany the application	This is to highlight what certified copies are required for the respective application and need to be submitted together with the respective application forms.
Box 5	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.
Box 6	For Official use	This must be left blank, as it will be completed by SARS.

7 BUSINESS / PERSON PARTICULARS

Box 1	Registered name	<p>The applicant / business, ensuring the accuracy thereof as this information will be entered on RAS and be used to update clients in respect of the business with SARS, must complete this section. This must be the full legal registered name that is shown on the registration certificate of business issued by the Companies and Intellectual Property Commission (CIPC) or the Master of the Supreme Court in case of a trust. In the case of a sole proprietor and partnerships, the name used to conduct business must be inserted.</p> <p>If any subsequent change or a contemplated change in the legal identity of the business takes place, Customs must be notified immediately. The contact information is vital for future communication purposes.</p>
Box 2	Business address, building name, floor, Suburb, City or Town	In cases where the business is conducted from more than one (1) address, the entity must supply the physical address of where all documents will be kept for safekeeping. The address will be used for all correspondence concerning the application. If any subsequent change or a contemplated change in the business address takes place, Customs must be notified immediately. The name and the floor number of the building, including the suburb, city or town from where the business will be conducted must be reflected as well, if applicable.
Box 3	Contact details	The respective business telephone and facsimile number(s) must also be provided. The e-mail address of the business and contact person or person responsible for communications in respect of this application must also be provided.

8 SOUTH AFRICAN BANK ACCOUNT DETAILS

Box 1	Type of account	<p>If the client does not have a local savings or cheque account, they need to indicate such and provide the respective account number other than savings or cheque account.</p> <p>For foreigners this is optional.</p>
Box 2	Business bank details	The business banking account(s) must be provided. This will be

		used for future financial transactions with SARS and the client must specify the correct bank name, account type and account holder.
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9 SARS REVENUE IDENTIFICATION NUMBERS

Box 1	SARS business type identification numbers	<p>The client (if applicable) must insert the respective SARS identification numbers for the following:</p> <ul style="list-style-type: none"> a) VAT; b) PAYE; c) UIF; d) Income Tax; and e) SDL. <p>This information will assist with the client vetting and profiling to ensure alignments throughout SARS.</p> <p>For foreigners this is optional.</p>
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10 NATURE OF BUSINESS

Box 1	Type of business	<p>The client must indicate the nature of their respective business as registered with CIPC.</p> <p>When Embassies apply they must mark Public Authority as their nature of business.</p>
Box 2	Registration number(s)	<p>The client must provide the respective registration numbers allocated to them by CIPC, as this information will assist SARS in future alignment sessions.</p>

11 PARTICULARS OF SOLE PROPRIETOR / INDIVIDUAL / OR PARTNERS

Box 1	Details of either Sole Proprietor / Individual / Director or Partner	<p>The person authorised by the entity to apply on their behalf must complete this section. The name of the applicant if an individual or the name(s) of the individual partner(s), director(s), etc. if a company must be reflected in this field.</p> <p>The client depending on the type of business must complete and provide the respective individuals details required by providing the:</p> <ul style="list-style-type: none"> a) Initials, first names and surname; b) Capacity; c) ID or passport. <p>If more than three (3) partners an annex must be provided listing all relevant partners.</p>
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12 PUBLIC OFFICER / REPRESENTATIVE

Box 1	Business representative / public officer contact details	<p>The client must provide the full details (Name, surname, all telephone, and facsimile) details as required of their public officer / representative to ensure that SARS makes the correct contact where appropriate with regards to transactions under either the registration or licensing product applied for.</p>
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		This is not applicable for foreigner applicant, as they will complete the nomination for registered agent.
Box 2	Type of representative / public officer	<p>The client must also clearly indicate the type of public officer or representative by marking the appropriate box.</p> <p>This is not applicable for foreigner applicant, as they will complete the nomination for registered agent.</p>

13 INFORMATION REGARDING CONTRAVENTIONS AND OTHER MATTERS

Box 1	Contravention(s)	<p>The client must indicate the respective information required by SARS with regards to the business on whether the client has contravened any provisions or has been convicted of any offences within the preceding five (5) years, including any cases of insolvency and liquidation. If unsure the client should contact SARS for clarification prior to completing this section, as this information will be utilised for assessing the client prior to registration or licensing.</p> <p>This is not applicable for foreigners.</p>
Box 2	Note(s)	<p>If the client answered yes to any of the questions posed on the form the must provide the respective details / information on a separate sheet and attach such to the application form. If the client also has mitigating reasons that the contraventions or failure was inadvertent, without fraudulent intent or gross negligence a further submission on a separate page indicating such must also be attached to the application form.</p> <p>This is not applicable for foreigners.</p>

14 DOCUMENTS IN SUPPORT OF APPLICATION

Box 1	Documents to prove bank details	Only one (1) of the listed documents is required to support the application with respect to banking details.
Box 2	Certified copies	All the mentioned documents must be certified and attached to the application form.
Note	Important	<p>All supporting documents required as indicated for in this box of the application must be provided.</p> <p>The application will be rejected if any supporting documents are not available at time of lodgement. For newly established companies certain documents would not be available at time of application and therefore it would not be a requirement to submit with the application.</p> <p>All supporting documents may not be older than three (3) months.</p> <p>The agency contract that is required as a supporting documents content and layout is not prescriptive, however the following minimum information must be provided on the contract and will be checked:</p> <p>a) Full name(s);</p>

		<p>b) Physical Address(es); c) ID and or Passport number(s); and d) Functions to be fulfilled on behalf of the foreigner / registered agent.</p> <p>If a company has been newly established the financial statements are not applicable at time of application however SARS could call for these at a later stage once the company has been in operation for more than one (1) year.</p>
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15 DECLARATION

Box 1	Declaration	<p>The client (or delegated individual) is required to complete this application form; applications completed by a third party will not be entertained.</p> <p>The initials and surname of the person applying on behalf of the entity must be reflected in this field. The status / capacity of the person applying on behalf of the entity must be reflected in this field (e.g. Manager, Director, Owner, etc.). The person applying on behalf of the entity and whose initials and surname appears under "Initials and surname" in this box must sign the declaration. The date and name of the place where the applicant is completing this form must be reflected in this field.</p>
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16 DA 185.C – SECURITY PARTICULARS

Box 1	Security particulars	States which clients need to complete the respective annex.
Box 2	Notes	Provides notes for each activity and the required security provisions that should be considered.
Box 3	Bond Particulars	<p>This must be completed as comprehensively as possible as the information provided will be used to draft the applicable bond.</p> <p>In these fields reflect:</p> <p>a) The full names and capacity (director, member) of the person(s) who will sign the bond on behalf of the applicant; b) The full name and address of a South African bank or an approved insurance company who will provide the security; and c) The full names and capacity (director, member, manager) of the person(s) who will sign the bond on behalf of the surety.</p>

17 DA 185.D – NOMINATION OF REGISTERED AGENT

Box 1	Notes	Provides guiding principles and instructions for the completion of the form.
Box 2	Foreign Principal Particulars	The foreign principal must complete the details in full and ensure that they are duly authorised on behalf of the principal to sign and submit the application. The foreign principal must also ensure that they indicate whether this is an appointment of an agent or a cancellation of an appointment of agent.
Box 3	Registered Agent	The nominated registered agent must indicate whether they are

	Particulars	accepting the nomination or cancelling the nomination. All relevant details must be completed, as these details must be matched to the SARS data. The registered agent completing this application form must ensure that they have been duly authorised to complete this and sign accordingly. The address provided in this instance must be the same as per the DA 185 address.
Box 4	Nominated Relationship	The applicant must indicate the nominated relationship for either importer, exporter or licensed remover.
Box 5	Signed by the Foreign Principal	The foreign principal must understand that by signing and accepting this application it binds them to all the legal requirements relating to the application.
Box 6	Signed by the Registered Agent	The registered agent must understand that by signing and accepting this application it binds them to all the legal requirements relating to the application.

18 DA 186 – APPLICATION FOR CUSTOMS ACCREDITED CLIENT STATUS

Box 1	For Official use	This must be left blank, as it will be completed by SARS.
Box 2	Applicant particulars	Provide all respective details and complete this section in full.
Box 3	Particulars of Contact Person	It will be required of all applicants to provide the contact details of a person who can be contacted regarding matters pertaining to the application for registration. The information required in this paragraph must be furnished to the fullest possible extent by all applicants.
Box 4	Declaration	This field must be completed to ensure that the applicant understands the relevant implications of applying and the respective requirements that support the application. The person applying must be authorised to apply on behalf of the business / person.

19 QUALITY RECORDS

Number	Title
DA 185	Application form: Registration of Customs and Excise clients
DA 185.4A1	Importer
DA 185.4A2	Exporter
DA 46A1.02	Exporter application for registration for the purpose of AGOA
DA 49A.02	Agreement on Trade, Development and Cooperation between the European Community and its Member States and the Republic of South Africa and the Free Trade Agreement between EFTA and SACU
DA 46A.01	Generalised System of Preferences (GSP)
DA 185.4A3	Rebate User (Schedules 3, 4 and 6)
DA 185.4A4	Manufacturer
DA 46A1.03	African Growth and Opportunity Act
DA 185.4A5	Special Manufacturing Warehouse: MIDP
DA 185.4A6	Electronic Communications with SARS
DA 185.4A7	Producer
DA 185.4A10	Manufacturer in terms of Drawback Items 501.00 to 521.00
DA 185.4A11	Industrial Development Zone Operator and / or designation of a Customs Controlled Area (CCA) – (Sections 21A, 59 and Rule 21A.04)
DA 185.4A13	Registered Agent
DA 185.4B1	Special Manufacturing Warehouse
DA 185.4B2	Manufacturing Warehouse

Number	Title
DA 185.4B3	Storage Warehouse
DA 185.4B4	Special Storage Warehouse
DA 185.4B5	Clearing Agent
DA 185.4B6	Remover of Goods in Bond
DA 185.4B9	Storage Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21, 21A, 60, 61 and Rule 21A.10)
DA 185.4B10	Manufacturing Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21A, 27, 59A and Rule 21A.10)
DA 185.C	Security Particulars
DA 186	Application for Customs Accredited Client Status

20 REFERENCES

20.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Customs and Excise Act No. 91 of 1964: Sections 59A, 60 – 64, 64A – G, 77 and the notes to Schedule 8 Customs and Excise Rules: Rules 59A, 60 – 64, and 64A – G
Other Legislation:	Promotion of Administrative Justice Act No. 3 of 2000: Section 3, 4 and 5
International Instruments:	Kyoto Convention General Annex Chapter 3 Clearance and other Customs Formalities: Standards 3.6 and 3.21; Chapter 5 Security: Standards 5.1; 5.2; 5.4; 5.6 and 5.7 ; Chapter 7 Information Technology: Standards 7.1 and 7.4; Chapter 8 Relationships between Customs and Third Parties: Standards 8.1; 8.2; 8.3; 8.4; 8.6 and 8.7; Chapter 9 Information, Decisions and Rulings Supplied by Customs: Standards 9.4 and 9.8; Chapter 10 Appeals in Customs Matters: Standards 10.1; 10.2; 10.3; 10.5; 10.6; 10.7; 10.8; 10.9; 10.10; 10.11 and 10.12; Specific Annex A Chapter 2 Temporary Storage of Goods: Paragraph 2 and 6; Specific Annex D Chapter 1 Customs Warehouses: Paragraph 4; Specific Annex E Chapter 1 Customs Transit: Paragraph 5 WCO SAFE Framework of Standards: None

20.2 Cross References

DOCUMENT #	DOCUMENT TITLE	APPLICABILITY
QMS-01	Quality Management System Manual	All
SC-CC-01	Counterfeit Goods – Internal Policy	IPR provisions
SC-CC-23	Internal Administrative Appeal – Internal Policy	All
SC-CC-25	Alternative Dispute Resolution – Internal Policy	All
SC-CF-05	Licensing and Registration – Internal Policy	All
SC-CF-05-S01	Licensing of Special Manufacturing Warehouse – Internal SOP	All
SC-CF-05-S02	Licensing of Manufacturing Warehouse – Internal SOP	All
SC-CF-05-S03	Licensing of Storage Warehouse – Internal SOP	All
SC-CF-05-S04	Licensing of Special Storage Warehouse – Internal SOP	All
SC-CF-05-S05	Licensing of Storage Warehouse for Second Hand Vehicles – Internal SOP	All
SC-CF-05-S06	Licensing of Clearing Agent – Internal SOP	All
SC-CF-05-S07	Licensing of Remover of Goods in Bond – Internal SOP	All
SC-CF-05-S08	License to Search Wreck or to Search for Wreck – Internal SOP	All
SC-CF-05-S09	Licensing of Degrouping Depot – Internal SOP	All
SC-CF-05-S10	Licensing of Container Depot – Internal SOP	All
SC-CF-05-S11	Registration of Importers and Exporters – Internal SOP	All
SC-CF-05-S12	Registration of Rebate User (Schedule 3, 4 and 6) – Internal SOP	All
SC-CF-05-S13	Registration of Special Manufacturing Warehouse (MIDP) – Internal SOP	All
SC-CF-05-S14	Registration for Electronic Communication – Internal SOP	All
SC-CF-05-S15	Registration as a Manufacturer in terms of Drawback Items 501.00 to	All

DOCUMENT #	DOCUMENT TITLE	APPLICABILITY
	521.00 – Internal SOP	
SC-CF-05-S16	Registration for participation in Deferment Scheme – Internal SOP	All
SC-CF-05-S17	Approved Exporters – Internal SOP	All
SC-CF-05-S18	IDZs – Requirements for Registration Designation and Licensing – Internal SOP	All
SC-CF-19	Licensing and Registration – External Policy	All
SC-CF-19-S01	Licensing of Special Manufacturing Warehouse – External SOP	All
SC-CF-19-S02	Licensing of Manufacturing Warehouse – External SOP	All
SC-CF-19-S03	Licensing of Storage Warehouse – External SOP	All
SC-CF-19-S04	Licensing of Special Storage Warehouse – External SOP	All
SC-CF-19-S05	Licensing of Storage Warehouse for Second Hand Vehicles – External SOP	All
SC-CF-19-S06	Licensing of Clearing Agent – External SOP	All
SC-CF-19-S07	Licensing of Remover of Goods in Bond – External SOP	All
SC-CF-19-S08	License to Search Wreck or to Search for Wreck – External SOP	All
SC-CF-19-S09	Licensing of Degrouping Depot – External SOP	All
SC-CF-19-S10	Licensing of Container Depot – External SOP	All
SC-CF-19-S11	Registration of Importers and Exporters – External SOP	All
SC-CF-19-S12	Registration of Rebate User (Schedule 3, 4 and 6) – External SOP	All
SC-CF-19-S13	Registration of Special Manufacturing Warehouse (MIDP) – External SOP	All
SC-CF-19-S14	Registration for Electronic Communication – External SOP	All
SC-CF-19-S15	Registration as a Manufacturer in terms of Drawback Items 501.00 to 521.00 – External SOP	All
SC-CF-19-S16	Registration for participation in Deferment Scheme – External SOP	All
SC-CF-19-S17	Approved Exporters – External SOP	All
SC-CF-19-S18	IDZs – Requirements for Registration Designation and Licensing – External SOP	All

21 DEFINITIONS AND ACRONYMS

Act	Customs and Excise Act No. 91 of 1964
AGOA	African Growth and Opportunity Act
CCA	Customs Controlled Area
Commissioner	Commissioner for the South African Revenue Service
EFTA	European Free Trade Association
GSP	Generalised System of Preference
Hub	The designated office for licensing and registration activities.
MIDP	Motor Industry Development Program
SACU	The Southern African Customs Union, consisting of: The Republic of South Africa; The Republic of Botswana; The Kingdom of Lesotho; The Republic of Namibia; and The Kingdom of Swaziland
SADC	Southern African Development Countries
TDCA	Trade, Development and Cooperation Agreement

22 DOCUMENT MANAGEMENT

Business Owner	Group Executive: Customs Trade Operations
Document Owner	Executive: Process Solutions Customs & Support Services
Author	P Jones
Detail of change from previous revision	Updating to bring in aspects of RAS authentication process for banking and master details and business owner
Template number and revision	ECS-TM-16 – Rev 1

