

**CUSTOMS**

**EXTERNAL POLICY**

**TRADE STATISTICS**

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## 1 SUMMARY OF MAIN POINTS

- a) Trade statistics must be compiled and published by the Commissioner in terms of Section 117(1). For this purpose, trade data is extracted from the Customs data on Customs Clearance Declarations (CCDs) submitted for importation and exportation. The data is subjected to internal verification and analysis processes with the aim to identify and correct anomalies in trade figures during the preparation of the final trade statistics, which are published on the SARS website. The Commissioner may in terms of Section 117(2) request additional information if such is required for the compilation of trade statistics.
- b) The Trade Statistics division is delegated by the Commissioner to disclose trade statistics to persons, institutions and organs, and for purposes, listed in Section 4(3). In line with international best practice SARS is committed to provide, at the request of a client and as quickly and as accurately as possible, information relating to trade statistics within the ambit of Customs legislation.

## 2 POLICY

### 2.1 Fundamental principles

#### 2.1.1 United Nations principles

- a) Principle 1: Official statistics must be compiled and made available on an impartial basis to honour the right to access to information.
- b) Principle 2: Statistical agencies must decide according to strictly professional considerations, including scientific principles and professional ethics, on the methods and procedures for the collection, processing, storage and presentation of statistical data to retain trust in official statistics.
- c) Principle 3: Statistical agencies must present information according to scientific standards on the sources, methods and procedures of the statistics to facilitate a correct interpretation of the data.
- d) Principle 4: Statistical agencies are entitled to comment on erroneous interpretation and misuse of statistics. In this regard, South Africa has converted to the inclusion of trade with Botswana, Lesotho, Namibia and Swaziland (BLNS) in International Merchandise Trade Statistics (IMTS) presentation and calculation with effect from November 2013.
- e) Principle 5: Data for statistical purposes may be drawn from all types of sources, be they statistical surveys or administrative records. Statistical agencies must choose the source with regard to quality, timeliness, costs and the burden on respondents.
- f) Principle 6: Individual data collected by statistical agencies for statistical compilation, whether they refer to natural or legal persons, must be strictly confidential and used exclusively for statistical purposes.
- g) Principle 7: The laws, regulations and measures under which the statistical systems operate must be made public (refer to legislation listed in par. 3.1).
- h) Principle 8: Coordination among statistical agencies within countries is essential to achieve consistency and efficiency in the statistical system.
- i) Principle 9: The use by statistical agencies in each country of international concepts, classifications and methods promotes the consistency and efficiency of statistical systems at all official levels (IMTS 2010 guidelines are applied – refer to par. 2.1.2.a).
- j) Principle 10: Bilateral and multilateral cooperation in statistics contributes to the improvement of systems of official statistics in all countries (refer to 'Trade Agreements' on the SARS Website>Customs and Excise>Trade Statistics home page).

### 2.1.2 Trade reporting system

- a) The UNSD compiles the United Nations IMTS (UN IMTS) guidelines according to which trade statistics should be compiled to reflect a most comprehensive trade balance. The recommended trade reporting systems are:
- i) The General system according to which all imports and exports throughout the economic territory (including free zones) must be recorded based on the Customs Procedure Code (CPC) of the transaction; and
  - ii) The Special system according to which the statistical territory comprises only a particular part of the economic territory excluding certain flows of goods from trade statistics. A strict or relaxed approach may be applied:
    - A) The strict definition of the special system is in use when the statistical territory comprises only the free circulation area, i.e.:
      - I) Goods imported for inward processing and goods that enter or leave an industrial or commercial free zone or Customs warehouse are not included in trade statistics, as they would not have been cleared through Customs for home use; and
      - II) Compensating products after inward processing are also not included in export statistics.
    - B) The relaxed definition of the special system is in use when trade statistics include goods that enter a country for, or leave it after inward processing, as well as goods that enter or leave an industrial or free zone.
- b) South Africa currently:
- i) Makes use of the Special Strict system according to which:
    - A) Warehoused goods destined for local consumption are included in trade statistics;
    - B) Warehoused goods for export are excluded from trade statistics; and
    - C) Goods imported and exported for processing are excluded from trade statistics.
  - i) Follows the World Trade Organisation (WTO) agreement on rules of origin for purposes of special trade and duty pricing agreements between countries.
  - ii) Reports:
    - A) Both exports and imports as Free-on-Board (FOB).
    - B) Exports per Country of Destination (COD).
    - C) Imports per Country of Origin (COO).
    - D) Gold, in exception to B) and C) above, as country code 'ZN' (Origin of goods is unknown). When refined trade data is extracted, it is thus not possible to determine where the exports are going to or the imports are coming from.
    - E) Re-imports (imports of domestic goods which were previously recorded as exports) as code ZA (imports from South Africa).
  - iii) Does not make use of Country of Consignment.
- c) SC-CF-04-A19 – Export Coding – External Annex prescribes additional attribute information to be recorded on export clearance declarations only in SAD Box 44 (CD1: Financial Data > To be Coded), which denotes whether or not the content of the clearance declaration is to be incorporated in Trade Statistics, as follows:
- i) Code 1: Include in trade statistics; versus
  - ii) Code 2: Exclude from trade statistics.

### 2.1.3 Data sources

- a) The main source of the Trade Statistics data is the CCD completed by traders. The date embedded in the Movement Reference Number (MRN) is the date used for reporting of Trade Statistics.
- b) Trade statistics are programmatically derived from data source tables for the day (delta loads) from Declaration Processing (DPR) into the Customs Data Store (CustomsDS) database with all versions and historical data.
- b) The Southern African Customs Union (SACU) Import and Export statistics: Extra SACU:

- i) **These statistics** refer to import and export transactions of BLNS with countries other than South Africa, i.e. BLNS exports to other countries like the United States of America (U.S.A.) or Mozambique.
  - ii) The purpose of **these statistics** is for statistical records as part of the preliminary process for BLNS.
- c) SACU import and export **statistics**: Intra SACU
- i) **These statistics** refer to the import and export transactions with all countries within the BLNS, e.g. merchandise exported from South Africa to one (1) of the BLNS countries.
  - ii) The purpose of **these statistics** is for statistical records for the Intra SACU pool.
- d) Import and Export **statistics**: International Trade - refer to the import and export transaction **statistics** relating to merchandise imported from and exported to other countries, obtained from **declarations captured on the DPR**.
- e) The South African Reserve Bank (SARB) currently provides the gold export figures for inclusion in trade statistics to SARS.

## 2.2 Verification of data

### 2.2.1 Verification purpose and process

- a) The purpose of verification of data is to ensure correctness and accuracy of trade statistics including the SACU revenue pool.
- b) Raw trade data (before application of Trade Statistics rules) is programmatically made available to Data Verification Officers (DVOs) for verification purposes and from these printouts unit values are verified by comparing quantities and values against the description of the goods in order to determine whether incorrect values or quantities were declared. This verification must be done daily to eliminate any obvious errors in the data.

### 2.2.2 Verification queries

- a) Suspected inaccuracies will be queried with clients in order to confirm that the correct data is on the database:
  - i) If there is an existing Case number on the item the DVO will access the Case to view the supporting documents. Only if additional supporting documents relevant to the query is required, will it be specified on the query.
  - ii) A query number will programmatically be allocated to the query.
  - iii) A systems generated email with predefined text will be sent from the DVO's email address to the declarant. The subject of the email will reflect as follows: 'Query Number 12345 – 'Status'\_ 'Relevant client name'.
  - iv) One (1) of the following query status options will be indicated on the query:
    - A) 'Open' – a query will default to 'Open' once a new query is being created. The status will remain on 'Open' unless it is changed by the DVO;
    - B) 'Cancelled by Admin' – a query that has been sent to the wrong declarant or where a declaration has been cancelled;
    - C) 'Pending' - a query that is in follow-up or that has initially been replied to and that is being clarified by the DVO, e.g. further documentation is requested from the declarant, or the query is referred internally for expert opinion;
    - D) 'Escalated' – a query that has been handed-over to a different division in SARS for further action in the following circumstances:
      - I) Where documentation has been requested, the query has been followed-up for three (3) days, and no co-operation is received from the declarant;
      - II) Where the declarant submits an amended declaration in reply to the query; or
      - III) Where analysis of the submitted documentation in response to a query renders it evident that the declaration requires amendment or further investigation.

- E) 'Closed' - where the declarant submitted the required documentation or counter evidence and it transpired that the declaration is in order.
- b) The declarant must respond on the original verification query reflecting the query number and subject.
- c) Where the submitted documents in response to a query are insufficient to clarify the query, additional documents will be requested by the DVO. The DVO will reply to the declarant on the email received, indicating the required information and a new time-period within which the documents must be submitted.
- d) Where additional documents are submitted by the declarant in response to a query the DVO will verify the submitted documentation according to the guidelines for specific documentary checks as listed in SC-CF-55-Clearance Declaration – External Standard:
  - i) If the declarant's mitigation is in order, the DVO will update the Query Feedback field, change the query status to Closed; and
  - ii) A systems generated email with predefined text will be sent from the DVO's email address to the declarant. The subject of the email will reflect as follows: 'Query Number 12345 – 'Closed'\_ 'Relevant Client name'.

## 2.3 Analysis of data

### 2.3.1 Analysis purpose and process

- a) Analysis is conducted on commodities contained in the Tariff Book to determine month-on-month variances and trends to reveal significant increases or decreases.
- b) Traders in commodities where variances were identified will be requested to clarify the variances.
- c) The Trade Statistics division also conducts specific analysis projects and entertains ad hoc analysis requests (refer to par. 2.3.3).

### 2.3.2 Queries on analysis inconsistencies

- a) The Trade Statistics Functional Specialists may query selected commodity movements with the specific trader via email.
- b) The subject of the email will reflect the trade type and the trader name, e.g.: 'SARS: Imports Confirmation – Trader Name'.
- c) The trader must reply on the original email from the Functional Specialist. The Functional Specialist monitors analysis queries as replies are received in his / her mailbox.
- d) A summary of traders' responses is included in the Trade Balance Summary to serve as explanation for fluctuations in trade.

### 2.3.3 Analysis ad hoc requests

- a) Ad hoc analysis requests must be submitted to the dedicated Trade Statistics mailbox: tradestatistics@sars.gov.za. No telephonic or SARS personal email address requests may be entertained. Where a request for an analysis report is submitted at Branch front-end, the request must be forwarded to the dedicated Trade Statistics mailbox.
- b) The Functional Specialists: Trade Statistics will evaluate the specifications of the analysis request in order to establish:
  - i) Data content;
  - ii) Relevant database from where data must be extracted;
  - iii) Complexity of analysis; and
  - iv) Content of report.

- c) The Functional Specialists will:
  - i) Conduct the analysis on the downloaded data according to the request specifications;
  - ii) Compile a detailed analysis report containing e.g. comparative data tables, graphical illustrations and findings and / or recommendations; and
  - iii) Disseminate the completed analysis report to the requestor according to indicated preference (refer to par. 2.5.4) and depending on the size of the analysis report.
- d) Analysis reports will be completed in a time reasonable to the complexity of each analysis.

## 2.4 Publication of Trade Statistics

- a) Trade statistics is prepared with a month lag, e.g. trade statistics for May 2017 will be subject to preliminary processing during June 2017.
- b) Trade statistics reports, visualisations and downloads are made available on the Trade Statistics home page on the SARS website>Customs and Excise.
- c) The SARS Website Team publishes the trade statistics to the following pages on the SARS website:
  - i) SARS homepage;
  - ii) What's new;
  - iii) Media Release;
  - iv) Trade Statistics Landing page; and
  - v) Trade Statistics Reports.
- d) The trade statistics will only be available for public viewing and disclosure on the SARS website after official publication at 14:00 on the last working day of the month.

## 2.5 Disclosure of trade data

### 2.5.1 Requests for disclosure of trade data

- a) Ad hoc requests for trade data disclosure may be submitted:
  - i) By email to the dedicated Trade Statistics mailbox: [tradestatistics@sars.gov.za](mailto:tradestatistics@sars.gov.za); or
  - ii) Through the provided Trade Statistics Download wizard on the SARS Website.
- b) Ad hoc requests for Customs data must be submitted by email to the dedicated Trade Statistics mailbox: [tradestatistics@sars.gov.za](mailto:tradestatistics@sars.gov.za).
- c) Requests submitted through the SARS website wizard results in an immediate data download to the requestor.
- d) Requests to be subscribed as a regular receiver of data through the [tradestatistics@sars.gov.za](mailto:tradestatistics@sars.gov.za) mailbox must be accompanied by the reason for and the period of the request. Registration as subscriber is required once only. All institutions to whom trade statistics may be disclosed in terms of Section 4(3) must be managed as subscribers.
- e) Confidential or client specific information is not generally made available as it is proprietary or can advantage a requestor unfairly. Examples of such data include client name, address and information at a transactional level. This information can only be supplied to the client in question or a duly authorised representative, in which case the request must be accompanied by a Power of Attorney (POA) / Letter of Authority (LOA) which will serve as consent in term of Section 4(3D).
- f) The following must be clearly stated in the request:
  - i) Trade type (exports / imports);
  - ii) Period for which data is requested;
  - iii) Section(s) / commodities;
  - iv) Country of origin / destination; and
  - v) Purpose for which the data is required.

### 2.5.2 Analysis of requests for disclosure of trade data

- a) All data requests will be analysed in order to establish the type of data requested (refer to definitions for Customs data and trade data – par. 4).
- b) The Functional Specialist will evaluate the content of the request to establish clear detail of the requested data. If not clear, the Functional Specialist will email the client to get a clear understanding of his / her requirements.

### 2.5.3 POA/LOA for Confidential Customs data requestors

- a) It is recommended that the template SC-GP-15-A01 – POA for Trade Statistics Disclosure – External Annex be used. SC-GP-15-A01 is available on the Trade Statistics home page on the SARS website.
- b) If SC-GP-15-A01 is not used by the client, the POA / LOA must comply with the following minimum requirements:
  - i) Motivated request in writing on an official letterhead;
  - ii) Confirmation of the owner of the data:
    - A) Name of the company;
    - B) Company registration number;
    - C) Client code;
    - D) Company address and contact details; and
    - E) Full names of the executive granting authority to SARS to disclose the information to the requestor / recipient; and
  - iii) Validity period which may not exceed two (2) years;
  - iv) Data specifications (Sections, commodities, periods, etc.);
  - v) Details of the person to whom the data may be disclosed:
    - A) Full names as reflected on identification document;
    - B) Identification number; and
    - C) Email address; and
  - vi) The letter must be signed by:
    - A) The person transferring his / her authority; and
    - B) Two (2) witnesses; and
  - vii) If the content of the letter extends over more than one (1) page, all pages must be signed by all signatories (person granting authority and witnesses);
  - viii) If the request is not an ad hoc / once off request, the validity period of the authorisation must be stated; and
  - ix) The letter must include a clause indemnifying SARS against any action of unauthorised use (including any further disclosure) of the provided data.
- c) Any presented POA / LOA may only be accepted for a period of two (2) years. The POA / LOA must be kept on record for five (5) years from the termination of its validity period.
- d) Where there is any doubt regarding the confidentiality of the Customs data request, the Functional Specialist will progress the request via email to the OOC for consideration who will inform the requestor via a formal letter of the outcome of the request.

### 2.5.4 Subscribers registration and disclosure options

- a) Subscribers may opt to receive data in one (1) of the following formats:
  - i) Access to the SARS Secured File Transfer Protocol (SFTP) site for which registration as a SFTP site user is required and must be re-applied for annually;
  - ii) On Compact Disk (CD) / Digital Versatile Disk (DVD) for collection at an arranged time; or
  - iii) Via email:
    - A) Standard and tailored subscribers will receive automated emails from the tradestatistics@sars.gov.za mailbox;
    - B) The Functional Specialist: Trade Statistics is responsible for manual emails to ad hoc requestors and distinct subscribers;
    - C) Small files will be zipped and emailed to the email address provided by the requestor; and



- D) Where the data report exceeds the data limit of the email system, the Functional Specialist: Trade Statistics will contact the requestor to either:
- I) Register for SFTP access (refer to par. 2.5.4b); or
  - II) Collect the data report on CD / DVD.
- b) To be registered on the SARS Trade Stats SFTP Service:
- i) The requestor must complete the form INF001 – External Application for Access to SARS Electronic Interface available on the SARS Website and submit it to the Functional Specialist: Trade Statistics;
  - ii) The Functional Specialist: Trade Statistics will create the directory file for the requestor and submit the confirmed directory file and form INF001 to the Manager: Trade Statistics for approval and sign-off;
  - iii) The Functional Specialist: Trade Statistics will log a remedy call to the DMZ Admin Group with the signed INF001 form attached in PDF;
  - iv) The requestor's directory will be set up by the DMZ Interface Team who must confirm the following to the Functional Specialist: Trade Statistics via email:
    - A) Credentials to use for connecting to SARS SFTP Service;
    - B) Prod SFTP Server port detail;
    - C) Test SFTP Server port detail;
    - D) Troubleshooting information;
    - E) Username; and
    - F) Password.
  - v) The Trade Statistics Functional Specialist will confirm the SARS Information for External Client with the requestor and the steps to follow to test access to the SFTP site; and
  - vi) The requestor must follow the connection procedure and confirm successful access to the SFTP site where downloads must be accessed for the agreed period.

### 2.5.5 Trade Stats Data Reports

- a) Ad hoc data requests will be completed (logged, data extracted and report disclosed) within a time-frame reasonable to the request complexity, but preferably within 24 working hours.
- b) Subscribers' reports will be made available for access / disclosed only after official publication of the monthly trade statistics on the SARS website on 14:00 on the last working day of the month.
- c) Arrangement of the statistics will vary according to client requirements and will in most cases be disseminated in electronic format either in MS Excel or .txt format, depending on the size of the data files or client preference.

## 2.6 Keeping of records

- a) Every declarant must keep for record purposes for a period of five (5) years:
  - i) Books, accounts and documents in respect of all transactions relating to the Rules for the purpose of any acquittal procedure; and
  - ii) Any data related to such documents created by means of a computer.
- b) The five (5) year period is calculated from the end of the calendar year in which the document was created, lodged or required with the exception of POA / LOAs which must be kept for five (5) years from the termination of its validity period.
- c) Every declarant must produce such books, accounts and documents on demand.

## 3 RELATED INFORMATION

### 3.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS	<b>Customs and Excise Act No. 91 of 1964:</b> Sections 4(3); 4(4); 4(12A);101A and 117(2)(a)

TYPE OF REFERENCE	REFERENCE
	<b>Customs and Excise Rules:</b> None <b>Tax Administration Act No. 28 of 2011:</b> Sections 215 to 220 and 224
Other Legislation	<b>Auditor-General Act No. 12 of 1995:</b> Section 3 <b>SARB Exchange Control Regulations, 1961:</b> Schedule 19 <b>The Currency and Exchanges Act No. 9 of 1933:</b> Section 9 <b>The Statistics Act No. 6 of 1999:</b> Sections 14 and 17
International Instruments	<b>Kyoto Convention:</b> General Annex Chapter 7 – Application of Information Technology – Standard 7.1; Chapter 9B - Information of a Specific Nature, Standards 9.4; 9.5; 9.6 and 9.7 <b>The Southern African Customs Union (SACU) Agreement:</b> Part 7, Article 36 <b>WCO Framework of Standards, June 2012:</b> Pillar 1, Standard 6.9 – Data Privacy and Data Protection <b>UN IMTS Compilers Manual (IMTS 2010-CM, Rev. 1):</b> All

### 3.2 Cross References

DOCUMENT #	DOCUMENT TITLE
SC-CF-04-A19	Export Coding – External Annex

### 3.3 Quality Records

DOCUMENT #	DOCUMENT TITLE
SAD 500	Customs Declaration Form
SAD 504	SAD: Voucher of Correction: (Direct)
SC-GP-15-A01	Trade Statistics POA – External Annex

## 4 DEFINITIONS AND ACRONYMS

<b>Ad hoc request</b>	Irregular or once-off requests for data. Ad hoc requestors are managed in the Trade Statistics Mailbox Request Tool. Where repetitive requests are identified, the requestor is contacted to enquire if he / she can be added to the Subscribers Register.
<b>BLNS</b>	The Republic of <b>B</b> otswana; The Kingdom of <b>L</b> esotho; The Republic of <b>N</b> amibia; and The Kingdom of <b>S</b> waziland
<b>Case</b>	SARS Service Manager generated Case to query a declaration. All CCDs submitted, on which the supporting documents were requested, in order for further inspection purposes will be managed through the SARS system which refer to CCDs routed in this manner as a case.
<b>CD</b>	Compact Disk
<b>COD</b>	Country of Destination
<b>COO</b>	Country of Origin
<b>CPC</b>	Customs Procedure Code
<b>Customs data</b>	a) Raw data of all import and export transactions as it is captured on the Declaration Processing System (DPR); b) Contains client specific (confidential) information; and c) Is NOT availed for generic disclosure
<b>CustomsDS</b>	Customs Data Store (Customs DS Database in PTABREBE11 server)
<b>Data</b>	A representation of information, knowledge, facts, concepts or instructions which are being or have been prepared in a formalised manner and is intended to be processed, is being or has been processed in a computer system or network and may be in any form (including computer printouts, magnetic optical storage media, punched cards and punched tapes) or stored internally in the memory of the computer
<b>Declaration</b>	Any Customs clearance declaration (CCD) made to declare goods imported, exported, moved in bond or transit or moved across the borders between the SACU countries
<b>Delta</b>	The difference between trade figures for two (2) periods, e.g. month-on-month

<b>DPR</b>	Declaration Processing System
<b>DVD</b>	Digital Versatile Disk
<b>DVO</b>	Data Verification Officer
<b>Escalation</b>	The hand-over of verification queries to different Divisions in SARS for further action
<b>Export Coding</b>	Rules that apply to the declaration of goods originating within the Southern African Customs Union in terms of which goods on export declarations are coded for inclusion or exclusion in the compilation of trade statistics
<b>FOB</b>	Free on Board
<b>IMTS</b>	International Merchandise Trade Statistics
<b>LOA</b>	Letter of Authority
<b>MRN</b>	Movement Reference Number
<b>POA</b>	Power of Attorney
<b>Query</b>	A query generated by officers of the Trade Statistics division as part of the verification or analysis of data for trade statistical purposes
<b>SACU</b>	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
<b>SARB</b>	South African Reserve Bank
<b>Standard subscriber</b>	A requestor to whom repetitive generic data reports of trade data is disclosed monthly until confirmation to deregister as subscriber is received via email
<b>Subscriber</b>	A registered receiver of monthly trade statistics
<b>Tailored subscriber</b>	A requestor to whom repetitive generic trade data reports adapted to subscriber's specifications are disclosed monthly until confirmation to deregister as subscriber is received via email
<b>Tariff</b>	All import and export commercial transactions require declarations according to an appropriate tariff heading. The tariff classification code is directly linked to the rate of duty payable on that commodity. Classification operates as part of the international Harmonised Commodity and Coding System, under the WCO Harmonised System Convention. The Tariff is the Guide in which the commodity classifications according to specific headings are compiled.
<b>TCEI</b>	Tax, Customs and Excise Institute
<b>Trade Data</b>	<ul style="list-style-type: none"> <li>a) Customs data on import and export transactions to which compilation rules in terms of the IMTS standards have been applied in order to filter the Customs data to that which must be included for a most accurate reflection of a country's trade for a particular period;</li> <li>b) Has been further refined to exclude client specific information; and</li> <li>c) Is availed for generic disclosure.</li> </ul>
<b>Trade Statistics</b>	Verified and analysed trade data reflected in the publication pack on the SARS website
<b>UN</b>	United Nations
<b>UN IMTS</b>	United Nations International Merchandise Trade Statistics
<b>UNSC</b>	United Nations Statistics Commission
<b>UNSC</b>	The United Nations Statistical Commission as the apex entity of the global statistical system in compilation and dissemination of global statistical information: <ul style="list-style-type: none"> <li>a) Develops standards and norms for statistical activities; and</li> <li>b) Supports countries' efforts to strengthen their national statistical systems.</li> </ul>
<b>UNSD</b>	United Nations Statistics Division
<b>WCO</b>	The World Customs Organisation is the intergovernmental organisation focussed on Customs matters, specifically concerning global standards and the simplification and harmonisation of Customs procedures on the facilitation of international trade
<b>WTO</b>	World Trade Organisation

## 5 DOCUMENT MANAGEMENT

<b>Policy Owner</b>	Senior Manager Governance Compliance: Customs
<b>Detail of change from previous revision</b>	<p>a) Complete review of all standard operating procedure to align with revised processes, systems and tools which include:</p> <ul style="list-style-type: none"> <li>i) Electronic registers for maintenance and management purposes;</li> <li>ii) Access of data reports;</li> <li>iii) Creation and maintenance of verification and analysis queries;</li> <li>iv) Escalation of queries in specific circumstances;</li> <li>v) Dedicated mailbox for disclosure and analysis requests;</li> <li>vi) Templated reports;</li> <li>vii) Templated media release and website documents;</li> <li>viii) POA/LOA template for request of confidential data (SC-GP-15-A01); and</li> <li>ix) Disclosure to SFTP site added to disclosure options.</li> </ul> <p>b) Changed document title SC-GP-15 – Dissemination of Trade Data – External Policy to SC-GP-15 – Trade Statistics – External Policy;</p> <p>c) Updated cross-references and quality records;</p> <p>d) Created SC-GP-15-A01 – POA for Trade Statistics – External Annex.</p> <p>e) Withdrawn SC-GP-15-S01 - Dissemination of Trade Data – External SOP.</p> <p>f) Business and Document Owners amended.</p>
<b>Template number and revision</b>	GC-TM-03 - Rev 9