



CUSTOMS DECLARATION (TRANSIT CONTROL) – SAD 502

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1 TRANSIT CONTROL AND TRANSPORT EXAMINATION

- a) The Customs Declaration – Transit Control (SAD 502) is designed for use in clearance of goods in transit or goods moving from a warehouse facility across the BELN border to another warehouse facility.
- b) Where bonded goods are moved by road, the following procedures apply:
 - i) The goods declaration (SAD 500) and SAD 502 must be completed at the place of departure and processed at the office of the Controller before loading.
 - ii) All copies of forms SAD 500 and/or SAD 502 required for production or retention of proof of movement must accompany the driver of the vehicle.
 - iii) The relevant declarations on all copies of the SAD 502 must be completed by the:
 - A) Consignor on departure (Office of commencement) of the vehicle, recording the actual quantity loaded and sealed;
 - B) Consignor certifying the litres loaded; and
 - C) Customs Officer of the various Customs administrations to complete the declarations during the movement of the goods.
 - iv) Where the transit goods are moved through a BELN country, the driver must report with the copies of the SAD 500 and SAD 502 containing the endorsements obtained in the Republic to the Customs Officer in the:
 - A) BELN country at the point of entry when removed to the BELN country which is the final country of destination or which is a transit country to a final destination country outside the common customs area;
 - B) BELN country at the point of exit when that BELN country is a transit country to a final destination country outside the common customs area; and
 - C) First country outside the Common Customs Area (CCA) at the point of entry only where that country is the final destination country or is a transit country to any other country outside the common customs area, to obtain the endorsement on the SAD 502.
 - v) Copies of the SAD 500 and the duly completed SAD 502 must be retained by:
 - A) The consignor;
 - B) The customs border post of exit or entry in the Republic; and
 - C) The licensed remover of goods in bond, if applicable.
- c) In most cases, the boxes are identical for commencement country, both transit countries and country of final destination. The information required by the different Customs Administrations may differ and the remover must adhere to the requirements of the applicable Customs Administration.
- d) The information described in this document is as per the requirement of SARS irrespective if SARS: Customs is the “Country of Commencement”, “Transit Country” or “Country of Destination”.
- e) If goods are moved from the place of landing (entry) to a warehouse or between warehouses or from a warehouse to a place of exit, then a form SAD 505 as documented in SC-CF-55-A13 must be completed to support the clearance.

2 SAD 502 PARTICULARS

2.1 Importer or Exporter Details

2.1.1 Importer Name and Address

- a) **Field Information:**
 - i) **Representation:** Importer or Exporter
 - ii) **Location:** SAD 502 Box 50

50. Importer / Exporter ABC Stores of Africa 467 Pearls Street The Oaks 0001	TIN 12345678
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b) Description:

- i) Importer details are a composite data requirement that must be submitted according to the relevant field.
- ii) The data comprises a combination of data elements, namely the importer or consignee name, street name, street number, building name and floor, suburb, city/town and street code.
- iii) Enter the name and address as reflected in Box 8 on the SAD 500 declaration in this sub-box.

c) Operations Reference: None

d) Rules and Usage:

- i) This is a mandatory field.
- ii) Where a registered importer is foreign based, such party is required to be represented by an Importer's Agent for the purposes of satisfying Customs requirements.

2.1.2 Importer Code
a) Field Information:

- i) **Representation:** Importer TIN
- ii) **Location:** SAD 502 Box 50

50. Importer / Exporter ABC Stores of Africa 467 Pearls Street The Oaks 0001	TIN	12345678

b) Description:

- i) The Customs client number allocated to a registered importer. Not applicable to a consignee.
- ii) Enter the Customs and Excise client number (TIN) of the Importer as reflected in Box 8 on the SAD 500 declaration in this sub-box.

c) Operations Reference: None

d) Rules and Usage:

- i) This is a mandatory field.
- ii) Where a registered importer is foreign based, such party is required to be represented by an Importer's Agent for the purposes of satisfying Customs requirements.

2.1.3 Exporter Name
a) Field Information:

- i) **Representation:** Importer or Exporter
- ii) **Location:** SAD 502 Box 50

50. Importer / Exporter ABC Stores of Africa 467 Pearls Road Pensacola FLORIDA 32503 United States	TIN	12345678

b) Description:

- i) The legal name of the registered Exporter.
- ii) Exporter details are a composite data requirement comprising a combination of data elements, namely: Exporter Name, Exporter Street Name and Number, Exporter Building Name and Floor, Exporter Suburb, Exporter City/Town, and Exporter Street Code. Any goods declaration requiring Exporter details requires the full complement of information and must be submitted according to the relevant field.
- iii) Enter the name and address as reflected in Box 2 on the SAD 500 declaration in this sub-box.

c) Rules and Usage:

- i) This is a mandatory field.
- ii) Must be reflected on all import or export goods declarations, that is:
 - A) Import declarations - Importer's data; and
 - B) Export declarations - Exporter's data.
- iii) Where a registered importer is foreign based, such party is required to be represented by an Importer's Agent for the purposes of satisfying Customs requirements.

2.1.4 Exporter Code
a) Field Information:

- i) **Representation:** Exporter TIN
- ii) **Location:** SAD 502 Box 50

50. Importer / Exporter ABC Stores of Africa 467 Pearls Road Pensacola FLORIDA 32503 United States	TIN	12345678

b) Description:

- i) The Customs client number allocated to a registered exporter.
- ii) Enter the Customs and Excise client number (TIN) of the Exporter as reflected in Box 2 on the SAD 500 declaration in this sub-box.

c) Rules and Usage:

- i) This is a mandatory field.
- ii) Where a registered Exporter is foreign based, such party is required to be represented by an Importer's Agent for the purposes of satisfying Customs requirements.

2.2 Office Code
a) Field Information:

- i) **Representation:** Office code
- ii) **Location:** SAD 502 Box 51

51. Office Code JHB

b) Description:

- i) The district (branch) office code must be inserted.
- ii) Release of the goods will be attained at this place.

- iii) Enter the Customs office alpha code where the goods are cleared (presented and processed) as reflected in Box A Office Code on the SAD 500 declaration.

c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) **Rules and Usage:** This is a mandatory field.

2.3 Forms

a) **Field Information:**

- i) **Representation:** Forms
 ii) **Location:** SAD 502 Box 52

52. Forms
1 3

b) **Description:**

- i) This box is for the number of the particular page and the total number of forms used for this declaration.
- ii) For example:
- A) For a transit declaration consisting of four (4) separate items, the details of one (1) Tariff item are on the first (1) page, three (3) Tariff items are on the second (2) page and the transit control on the third (3) page. Therefore, there are three (3) sheets - 1/3, 2/3 and 3/3.
- B) In this example the information as reflected in the sub-boxes for the different pages must be inserted in Box 52 of this page.

EXPLANATION	INFORMATION TO INSERT ON SAD	
	FIRST SUB-BOX	SECOND SUB-BOX
SAD 500 - Customs Declaration form = 1	1	3
SAD 501 - Customs Declaration form (Continuation Sheet) = 2	2	3
SAD 502 - Customs Declaration form (Transit Control) = 3	3	3

c) **Operations Reference:** None

d) **Rules and Usage:** This is a mandatory field.

2.4 Registration Number and Date

a) **Field Information:**

- i) **Representation:** Registration number and Date
 ii) **Location:** SAD 502 Box 53

53. Registration No & date
DBN2026052312345678

b) **Description:**

- i) The serial number allocated to the SAD 500 in this box.
- ii) This number indicates the unique reference of the original goods declaration to which the amendment, replacement or cancellation clearance refers.
- iii) The number must be entered in the following sequence and format - Office Of Entry (AN3) Date (CCYYMMDD) (N8) Number (N7).
- iv) In order to ensure that the SAD 500 and SAD 501 could still be linked the client must, on receipt of the SAD 500, insert the final number and date allocated to the SAD 500 in this box.

c) **Operations Reference:** None

d) **Rules and Usage:**

- i) This field must be declared.
- ii) It is used in conjunction with transaction types 1 and 4 to reference the original clearance being amended (changed) or cancelled.

2.5 Declarant Reference

a) **Field Information:**

- i) **Representation:** Declarant Reference
- ii) **Location:** SAD 502 Box 54

54. Declarant Reference 12345678DBN20260528123456

b) **Description:**

- i) This box is reserved for the declarant's own use.
- ii) This field denotes the unique ID that the declarant assigns to the consignment in question.
- iii) The number is made up of the Agent Code (N8), the Office of Entry (AN3), Date of Entry [CCYYMMDD] (AN8), and a unique Client Serial Number (N6) and must be entered in this sequence on the goods declaration.
- iv) The Local Reference Number (LRN) information reflected on the SAD 500, if any, must be inserted in this box.

c) **Operations Reference:** Noned) **Rules and Usage:**

- i) The LRN is the unique number issued by the declarant and must remain the same for the lifecycle of a goods declaration.
- ii) The LRN may not be amended.

2.6 To be completed if South Africa is the country of commencement

2.6.1 Country of Commencement

a) **Field Information:**

- i) **Representation:** Country of Commencement
- ii) **Location:** SAD 502 Box 55

55. Country of Commencement ZA
--

b) **Description:**

- i) Enter the two (2) alpha character country code where the transit procedures begin for example ZA.
- ii) The country of export must not be confused with the place of export as defined in Section 66(l)(e).

c) **Operations Reference:** SC-CF-55-A05 – Country and Currency Codes (UNLOCODE) – External Annexure

d) **Rules and Usage:**

- i) This is a mandatory field if South Africa is the country of commencement (export).
- ii) The Country of Commencement and the Country of Destination cannot both be South Africa (country code ZA). The SAD 502 will be rejected.

2.6.2 Guarantor Code and Name

a) **Field Information:**

- i) **Representation:** Guarantor Code and Name
- ii) **Location:** SAD 502 Box 56

56. Guarantor Code and Name
ABC Stores of Africa
39 Under street,
Durbanville, Cape Town, 1234
TIN 12345678

b) **Description:**

- i) The guarantor details are a composite data requirement that must be submitted according to the relevant field.
- ii) The data comprises a combination of data elements, namely their registered name, street name, street number, building name and floor, suburb, city/town and street code; and
- iii) The Customs client number, for example the Broker TIN, Remover TIN, or Warehouse TIN of the guarantor party must be inserted in this field.
- iv) The name and physical address of the consignor, licensed clearing agent or broker, remover of goods or warehouse licensee who lodges a surety and undertakes full liability for the movement of the consignment.
- v) Security may be in the form of a cash deposit (PP) or a surety bond. If goods are removed in bond by road under cover of:
 - A) A Consignor Bond - the Customs and Excise client number and name of the consignor must be inserted in this box.
 - B) A Road Bond – the Customs and Excise client number and name of the Licensed Remover must be inserted in this box.

c) **Operations Reference:** None

d) **Rules and Usage:** Required if South Africa is the country of commencement (export).

2.6.3 Bond Number

a) **Field Information:**

- i) **Representation:** Bond Name
- ii) **Location:** SAD 502 Box 57

57. Bond Number
 234432A

OR

57. Bond Number
 PP No. 2342/26 Off. Code: CTN

b) **Description:**

- i) If goods are removed in transit by road under cover of a Consignor Bond the bond number as allocated by Customs or the provisional payment (PP) number, including financial year, and office where PP was lodged must be reflected in this box.
- ii) The PP number and office must be entered in cases where a cash deposit is lodged with Customs.

c) **Operations Reference:** None

- d) **Rules and Usage:** Required if South Africa is the country of commencement (export).

2.6.4 Guarantee Type

a) **Field Information:**

- i) **Representation:** Guarantee type
 ii) **Location:** SAD 502 Box 58

58. Guarantee type
BHR

OR

58. Guarantee type
PPS

b) **Description:**

- i) If goods are removed in bond by road the following codes must be inserted to reflect the surety type:
 A) BHR – consignor bond lodged; or
 B) PPS – provisional payment lodged.
- ii) If the remover, licensed remover or warehouse licensee, moves the cargo with their own surety in the form of a remover or warehouse bond, Box 58 must be left blank.

c) **Operations Reference:** None

- d) **Rules and Usage:** Required if South Africa is the country of commencement (export).

2.6.5 Remover Name

a) **Field Information:**

- i) **Representation:** Remover Code and Name
 ii) **Location:** SAD 502/505 - Box 59

59. Remover Code and Name
Best Transporters
42 Top Street, Colesberg, 1234
TIN 12345678

b) **Description:**

- i) This field denotes the name, physical address and Customs and Excise client number of the firm undertaking the removal in bond in this box. This is the entity that undertakes full liability for the movement of the consignment.
- ii) In the case of a declaration for the movement of the goods by road transport, the Customs and Excise client number, name and physical address of the licensed remover responsible for the transportation of the goods must be inserted in this field.
- iii) The removal of goods in bond by a licensed remover is however exempt in the following instances:
 A) In the case where the goods are removed by a foreign haulier which will not be licensed in South Africa.
 I) However, the clearing agent presenting the declaration will be responsible for the removal and therefore the clearing agent Customs and Excise client number, name and physical address should be declared in the remover Customs and Excise client number and name field.
 II) These consignments must always be moved under cover of some surety (consignor bond or PP) which should be declared in Boxes 56 (guarantor Customs and Excise client number and name), 57 (bond number) and 58 (guarantee type). Foreign hauliers will only be allowed to move goods in and out of the Common Customs Area (SACU). This excludes removals between warehouses.
 B) In the case where the goods are removed to a bonded warehouse and the physical remover of the goods is the owner of either the warehouse from which, or to which, the goods are removed, the Customs and Excise client number and name of the warehouse owner must be declared in the remover field. In these cases, the removal of the goods will be under

cover of the bond lodged by the warehouse owner at the time of the licensing of the warehouse and the remover need not be licensed.

c) **Operations Reference:** None

d) **Rules and Usage:**

- i) Required if South Africa is the country of commencement (export).
- ii) **TRANSFER OF LIABILITY:** This field must be completed to transfer liability from the shipping line to the Remover of Goods (ROG) as contemplated in Section 44(5)(e).
 - A) The transfer of liability allows the ROG to transport goods for examination where the goods are:
 - I) Containerised;
 - II) Cleared on a direct import declaration; and
 - III) Imported on a ship (transport code 01).
 - B) Where liability is transferred, all applicable lines on the goods declaration must be reflected in the additional information field with:
 - I) The code BND (Bond Amount); and
 - II) The bond amount.

2.6.6 Remover Code

a) **Field Information:**

- i) **Representation:** Remover Code and Name
- ii) **Location:** SAD 502/505 – Box 59

59. Remover Code and Name
Best Transporters
42 Top Street, Colesberg, 1234
TIN 12345678

b) **Description:** This field denotes the Customs client number allocated to a licensed remover, being the company/person appointed to undertake the removal of bonded goods.

c) **Operations Reference:** None

d) **Rules and Usage:**

- i) Required if South Africa is the country of commencement (export).
- ii) **TRANSFER OF LIABILITY:** This field must be completed to transfer liability from the shipping line to the Remover of Goods (ROG) as contemplated in Section 44(5)(e).
 - A) The transfer of liability allows the ROG to transport goods for examination where the goods are:
 - I) Containerised;
 - II) Cleared on a direct import declaration; and
 - III) Imported on a ship (transport code 01).
 - B) Where liability is transferred, all applicable lines on the goods declaration must be reflected in the additional information field with:
 - I) The code BND (Bond Amount); and
 - II) The bond amount.

2.6.7 Subcontractor Remover Name

a) **Field Information:**

- i) **Representation:** Subcontractor Remover Code and Name

- ii) **Location:** SAD 502/505 – Box 60

60. Subcontractor Remover Code and Name Second Best Transporters 2 Bottom Street, Ceres, 2234 TIN 12345678
--

b) **Description:**

- i) The subcontractor details are a composite data requirement that must be submitted according to the relevant field.
- A) The data comprises a combination of data elements, namely their registered name, street name, street number, building name and floor, suburb, city/town and street code; and
- B) The Customs client number allocated to the registered subcontractor must be inserted in this field.
- ii) Enter the name and physical address of the subcontracting firm, undertaking the removal in bond on behalf of the main contractor – this is the firm that undertakes liability for the movement of the consignment.

c) **Operations Reference:** None

d) **Rules and Usage:** Required if South Africa is the country of commencement (export).

2.6.8 Subcontractor Remover Code

a) **Field Information:**

- i) **Representation:** Subcontractor Remover Code and Name
- ii) **Location:** SAD 502/505 – Box 60

60. Subcontractor Remover Code and Name Second Best Transporters 2 Bottom Street, Ceres, 2234 TIN 12345678
--

b) **Description:**

- i) The subcontractor details are a composite data requirement that must be submitted according to the relevant field.
- A) The data comprises a combination of data elements, namely their registered name, street name, street number, building name and floor, suburb, city/town and street code; and
- B) The Customs client number allocated to the registered subcontractor must be inserted in this field.
- ii) Enter the Customs and Excise client number of the subcontracting firm, undertaking the removal in bond on behalf of the main contractor – this is the firm that undertakes liability for the movement of the consignment.

c) **Operations Reference:** None

d) **Rules and Usage:** Required if South Africa is the country of commencement (export).

2.6.9 Office of Commencement

a) **Field Information:**

- i) **Representation:** Office of commencement
- ii) **Location:** SAD 502/505 – Box 61

61. Office of commencement PEZ
--

b) **Description:**

- i) The district (branch) office code must be inserted.
- ii) Release of the goods will be attained at this place.
- iii) Enter the three digit alpha code of the Customs Office of commencement where the transit of the goods starts.

c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) **Rules and Usage:**

- i) Required if South Africa is the country of commencement (export).
- ii) The District Office data field cannot be changed. If an amendment is required, the goods declaration must be replaced and the original declaration cancelled.

2.6.10 Office of Exit

a) **Field Information:**

- i) **Representation:** Office of exit
- ii) **Location:** SAD 502/505 – Box 62

62. Office of Exit BBR

b) **Description:**

- i) The district (branch) office code must be inserted.
- ii) Release of the goods will be attained at this place.
- iii) The Customs border Office alpha code where the goods will exit South Africa must be inserted in this box.

c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) **Rules and Usage:** Required if South Africa is the country of commencement (export).

2.6.11 Information to be completed by the Customs Officer

a) All the requirements as listed in paragraph 1 must be adhered to.

b) **At place and time of commencement**

I have verified the packages specified on this declaration and found them conform to the description given and that are undamaged		Means of transport/packages exported with seals intact	
Time limit	Time limit – within/exceeded		
Seals	National transit requirements satisfied		
☐ on means of transport	☐	☐	☐
☐ on package	☐	☐	☐
☐ intact	☐	☐	☐
☐ affixed	☐	☐	☐
Signature and date stamp		Signature and date stamp	

- i) At time of loading a Customs Officer verifies and completes the following supplied information:
 - A) Verification – The Customs Officer who conducts the examination must indicate whether the verification was conducted;

- B) Time limit – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
- C) Seals – The Customs Officer conducting the examination must answer the questions with a Yes or No in the blocks provided.
 - I) On means of transport;
 - II) On packages;
 - III) Intact; and
 - IV) Affixed.
- D) This information would not be required when the clearance is lodged at the border office. Information is mandatory in cases where the movement must be conducted under supervision.
- E) The Customs Officer at commencement must also endorse and sign three copies of the SAD 502 form with the statement as is required in terms of rule 18A.10(a)(iv).
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

c) **NOTES:** Imported power driven vehicles to be exported under own power from a Customs and Excise storage warehouse must be examined and the temporary permit verified prior to commencement of the journey. The officer must insert the permit number in this box just beneath the wording “Time limit”.

d) **At place and time of exit**

I have verified the packages specified on this declaration and found them conform to the description given and that are undamaged		Means of transport/packages exported with seals intact
Time limit		Time limit – within/exceeded
Seals		National transit requirements satisfied
☐	on means of transport	
☐	on package	
☐	intact	
☐	affixed	
Signature and date stamp		Signature and date stamp

- i) The following information must be completed by the Customs Officer at the place of exit and is mandatory in cases where the movement must be conducted under supervision:
 - A) Means of transport/packages with seals intact – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - B) Time limit within/exceeded – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
 - C) National transit requirements satisfied – If the transit must comply with certain National Transit Requirements, then the Customs Officer conducting the examination must ensure that these were complied with.
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

2.7 To be completed if South Africa is the transit country

2.7.1 Transit Country

a) **Field Information:**

- i) **Representation:** Transit Country

- ii) **Location:** SAD 502/505 – Box 63

63. Transit Country BWA

b) **Description:**

- i) The transit country is any country through which the cargo is moved in transit to final destination.
- ii) Enter the country alpha code of the transit country in this box.

c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) **Rules and Usage:** Mandatory field if South Africa is the country is the transit country.

2.7.2 Boxes 64 to 68

Information and requirements as described in paragraphs 2.6.2 to 2.6.8 above.

2.7.3 Office of Entry

a) **Field Information:**

- i) **Representation:** Office of entry
- ii) **Location:** SAD 502/505 – Box 69

69. Office of entry KFN

b) **Description:** Enter the Customs border office alpha code through which the goods first entered the transit country. If for example, goods are in transit through South Africa and the entering Customs Office was Kopfontein, then KFN must be inserted here.

c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) **Rules and Usage:**

- i) Mandatory field if South Africa is the country is the transit country.
- ii) If the office code of any Previous Procedure MRN declared on an import declaration is not equal to the codes as per SC-CF-55-A02 the goods declaration will be outright rejected.
- iii) The District Office data field cannot be changed. If an amendment is required, the goods declaration must be replaced and the original declaration cancelled.

2.7.4 Information to be completed by the Customs Officer

- a) All the requirements as listed in paragraph 1 must be adhered to.

b) **At border office and time of entry**

		Means of transport/packages imported with seals intact		Means of transport/packages exported with seals intact
Time limit		Time limit – within/exceeded		
		National transit requirements satisfied		
Document checked				
Additional seals number				
NO		YES		
Signature and date stamp		Signature and date stamp		

- i) The following information must be completed by the Customs Officer at the place of entry and is mandatory in cases where the movement must be conducted under supervision:
 - A) Means of transport/packages with seals intact – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - B) Time limit – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
 - C) Documents checked – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - D) Additional seal numbers – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - I) If the answer is Yes then the additional seal numbers must be listed in the space provided; and
 - II) If the answer is No the additional seal numbers field must be left blank
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

2.7.5 Office of Exit

a) **Field Information:**

- i) **Representation:** Office of exit
- ii) **Location:** SAD 502/505 – Box 70

70. Office of exit KFN

b) **Description:**

- i) **Import:** This field denotes any Customs office of where the transit operation ends –
 - A) The office/place of destination in respect of goods cleared under the National Transit procedure (**B20**), or
 - B) The office/port of exit in the case of goods under the International Transit procedure (**B21**).
- ii) **Export:** The field denotes the office/port through which the goods will exit South Africa.
- iii) Enter the Customs border office alpha code through which the goods exit the country. If for example, goods are in transit through South Africa and the exit Customs Office was Kopfontein, then KFN must be inserted here.

c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) **Rules and Usage:**

- i) Mandatory field if South Africa is the country is the transit country.

Effective Date: 14 August 2026

- ii) On any goods declaration where goods exit South Africa from a land port, by road, only a designated land port (district office code for example Kopfontein must be reflected as KFN) will be accepted as a valid port of exit. In the event where goods declarations fail this validation, they will be outright rejected with the following message port of destination/exit invalid for purpose code.

2.7.6 Information to be completed by the Customs Officer

- a) All the requirements as listed in paragraph 1 must be adhered to.
- b) **At place and time of exit**

Means of transport/packages imported with seals intact		Means of transport/packages exported with seals intact	
Time limit		Time limit – within/exceeded	
Document checked		National transit requirements satisfied	
Additional seals number			
NO	YES		
Signature and date stamp			

- i) The following information must be completed by the Customs Officer at the place of exit and is mandatory in cases where the movement must be conducted under supervision:
- Means of transport/packages with seals intact – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - Time limit within/exceeded – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
 - National transit requirements satisfied – If the transit must comply with certain National Transit Requirements, then the Customs Officer conducting the examination must ensure that these were complied with.
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

2.8 To be completed if South Africa is the transit country

2.8.1 Transit Country

- a) **Field Information:**

- i) **Representation:** Transit Country
- ii) **Location:** SAD 502/505 – Box 71

71. Transit Country BWA

- b) **Description:**

- i) The transit country is any country through which the cargo is moved in transit to final destination.
- ii) Enter the country alpha code of the transit country in this box.

- c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

- d) **Rules and Usage:** Mandatory field if South Africa is the country is the transit country.

2.8.2 Boxes 72 to 76

Information and requirements as described in paragraphs 2.6.2 to 2.6.8 above.

2.8.3 Office of Entry

- a) **Field Information:**

- i) **Representation:** Office of entry
 ii) **Location:** SAD 502/505 – Box 77

77. Office of entry BBR

- b) **Description:** Enter the Customs border office alpha code through which the goods first entered the transit country. If for example, goods are in transit through South Africa and the entering Customs Office was Beit Bridge, then BBR must be inserted here.
- c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure
- d) **Rules and Usage:**
- i) Mandatory field if South Africa is the country is the transit country.
- ii) If the office code of any Previous Procedure MRN declared on an import declaration is not equal to the codes as per SC-CF-55-A02 the goods declaration will be outright rejected.
- iii) The District Office data field cannot be changed. If an amendment is required, the goods declaration must be replaced and the original declaration cancelled.

2.8.4 Information to be completed by the Customs Officer

- a) All the requirements as listed in paragraph 1 must be adhered to.
- b) **At border office and time of entry**

		Means of transport/packages imported with seals intact				Means of transport/packages exported with seals intact	
Time limit		Time limit – within/exceeded					
		National transit requirements satisfied					
Document checked							
Additional seals number							
NO		YES					
Signature and date stamp		Signature and date stamp					

- i) The following information must be completed by the Customs Officer at the place of entry and is mandatory in cases where the movement must be conducted under supervision:
- A) Means of transport/packages with seals intact – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
- B) Time limit – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
- C) Documents checked – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.

- D) Additional seal numbers – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - I) If the answer is Yes then the additional seal numbers must be listed in the space provided; and
 - II) If the answer is No the additional seal numbers field must be left blank
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

2.8.5 Office of Exit

a) Field Information:

- i) **Representation:** Office of exit
- ii) **Location:** SAD 502/505 – Box 78

 78. Office of exit
KFN

b) Description:

- i) **Import:** This field denotes any Customs office of where the transit operation ends –
 - C) The office/place of destination in respect of goods cleared under the National Transit procedure (**B20**), or
 - D) The office/port of exit in the case of goods under the International Transit procedure (**B21**).
- ii) **Export:** The field denotes the office/port through which the goods will exit South Africa.
- iii) Enter the Customs border office alpha code through which the goods exit the country. If for example, goods are in transit through South Africa and the exit office was Kopfontein, then KFN must be inserted here.

c) Operations Reference: SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) Rules and Usage:

- i) Mandatory field if South Africa is the country is the transit country.
- ii) On any goods declaration where goods exit South Africa from a land port, by road, only a designated land port (district office code for example Kopfontein must be reflected as KFN) will be accepted as a valid port of exit. In the event where goods declarations fail this validation, they will be outright rejected with the following message port of destination/exit invalid for purpose code.

2.8.6 Information to be completed by the Customs Officer

- a) All the requirements as listed in paragraph 1 must be adhered to.

b) At place and time of exit

		Means of transport/packages imported with seals intact		Means of transport/packages exported with seals intact
Time limit		Time limit – within/exceeded		
		National transit requirements satisfied		
Document checked				
Additional seals number				
NO	YES			
		Signature and date stamp		
Signature and date stamp		Signature and date stamp		

- i) The following information must be completed by the Customs Officer at the place of exit and is mandatory in cases where the movement must be conducted under supervision:
 - A) Means of transport/packages with seals intact – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - B) Time limit within/exceeded – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
 - C) National transit requirements satisfied – If the transit must comply with certain National Transit Requirements, then the Customs Officer conducting the examination must ensure that these were complied with.
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

2.9 To be completed if South Africa is the country of export

2.9.1 Country of Destination

a) Field Information:

- i) **Representation:** Country of destination
- ii) **Location:** SAD 502/505 – Box 79

79. Country of destination

- b) **Description:** Enter the alpha country code to which the goods are destined for.
- c) **Operations Reference:** SC-CF-55-A05 – Country and Currency Codes – External Annexure
- d) **Rules and Usage:**
 - i) Mandatory if South Africa is the country of export.
 - ii) When applying the International Transit procedure (**B21 or B22**) the country of destination cannot be ZA.
 - iii) The Country of Destination and the Country of Export cannot both be South Africa (country code ZA), the goods declaration will be rejected.

2.9.2 Boxes 80 to 84

Information and requirements as described in paragraphs 2.6.2 to 2.6.8 above.

2.9.3 Office of Entry

a) Field Information:

- i) **Representation:** Office of entry
- ii) **Location:** SAD 502/505 – Box 85

 85. Office of entry
BBR

- b) **Description:** Enter the Customs border office alpha code through which the goods first entered the transit country. If for example, goods are in transit through South Africa and the entering Customs Office was Beit Bridge, then BBR must be inserted here.

- c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) Rules and Usage:

- i) Mandatory field if South Africa is the country of export.
- ii) If the office code of any Previous Procedure MRN declared on an import declaration is not equal to the codes as per SC-CF-55-A02 the goods declaration will be outright rejected.
- iii) The District Office data field cannot be changed. If an amendment is required, the goods declaration must be replaced and the original declaration cancelled.

2.9.4 Information to be completed by the Customs Officer

- a) All the requirements as listed in paragraph 1 must be adhered to.

b) At border office and time of entry

	Means of transport/packages imported with seals intact		Means of transport/packages imported with seals intact
Time limit		Time limit – within/exceeded	
	Transferred to office of final		
			Document checked
	Transit operation completed		Transit operation completed
Signature and date stamp		Signature and date sta	

- i) The following information must be completed by the Customs Officer at the place of entry and is mandatory in cases where the movement must be conducted under supervision:
 - A) Means of transport/packages with seals intact – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - B) Time limit – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
 - C) Transferred to office of final destination – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided. [
 - D) Transit operation completed – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

2.9.5 Office of Final Destination

a) **Field Information:**

- i) **Representation:** Office of final destination
- ii) **Location:** SAD 502/505 – Box 86

 86. Office of final destination
JHB

b) **Description:**

- i) **Import:** This field denotes any Customs office of where the transit operation ends –
 - E) The office/place of destination in respect of goods cleared under the National Transit procedure (**B20**), or
 - F) The office/port of exit in the case of goods under the International Transit procedure (**B21**).
- ii) **Export:** The field denotes the office/port through which the goods will exit South Africa.
- iii) Inserts the inland or frontier Customs Office of the final destination or where the transit operation ends.
 - A) If the goods are cleared for South Africa and the place of final destination is Johannesburg, then the code JHB would be entered in this box.
 - B) In the case of a declaration, purpose code B 20/B 21 the port of destination in the case of a declaration purpose code B 21 is mandatory.
 - C) Consignments removed in bond to or through the BELN countries, the territories are for procedural purposes regarded as district offices and as such the applicable three (3) character code must be used.

c) **Operations Reference:** SC-CF-55-A02 – Alphabetic District Office Codes – External Annexure

d) **Rules and Usage:**

- i) Mandatory field if South Africa is the country of exit.
- ii) On any goods declaration where goods exit South Africa from a land port, by road, only a designated land port (district office code for example Kopfontein must be reflected as KFN) will be accepted as a valid port of exit. In the event where goods declarations fail this validation, they will be outright rejected with the following message port of destination/exit invalid for purpose code.

2.9.6 Information to be completed by the Customs Officer

- a) All the requirements as listed in paragraph 1 must be adhered to.

b) **At place and time of final destination export**

	Means of transport/packages imported with seals intact		Means of transport/packages imported with seals intact
Time limit		Time limit – within/exceeded	
	Transferred to office of final		
		Document checked	
	Transit operation completed		
		Transit operation completed	
Signature and date stamp		Signature and date sta	

- i) The following information must be completed by the Customs Officer at the place of final destination and is mandatory in cases where the movement must be conducted under supervision:
- D) Means of transport/packages with seals intact – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - E) Time limit within/exceeded – This box is currently not utilised. This box is reserved for future use and must therefore be left blank.
 - F) Documents checked – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
 - G) Transit operation completed – The Customs Officer conducting the examination must answer the question with a Yes or No in the block provided.
- ii) Signature and date stamp – The Customs Officer conducting the examination of the movement of the goods must authenticate the outcome of the examination by signing and date stamping this section.

3 REFERENCES

3.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Customs and Excise Act, Act No. 91 of 1964: Sections 18, 18A, 19A, 21, 44, 54, 64F and 101A. Customs and Excise Rules: Rules 00.05, 18, 18A, 19A, 21, 44, 54F, 64F.07, 120A.01, 202.01.01.
Other Legislation:	National Road Traffic Act No. 93 of 1996: All Cross Border Road Transport Act No.4 of 1998: All
International Instruments:	Kyoto Convention: General Annex, Chapters 3, Specific Annex E: Chapter 1 WCO Framework of Standards: Annex 1: 1.4.1, 6.4, 6.7 and 6.9 WCO Framework of Standards: Annex 2: 3 and 6

3.2 Cross References

DOCUMENT NUMBER	DOCUMENT TITLE
SC-CF-55-A02	Alphabetic District Office Codes – External Annexure
SC-CF-55-A05	List of Alphabetical Country and Currency Codes – External Annexure
SC-CF-55-A13	Customs Declaration SAD 505 – External Annexure

4 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The definitions, acronyms and abbreviations can be accessed via the following centralised link: [Glossary webpage](#).