



TRAVELLER **DECLARATION**

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1 PURPOSE

- a) The purpose of this guide is to:
 - i) Assist travellers in accurately declaring their personal details, goods, and currency.
 - ii) Promote compliance with Customs and Excise legislation by ensuring that all required information is disclosed.
 - iii) Facilitate efficient processing at ports of entry and exit by reducing errors, delays, and non-compliance.
- b) This guide also clarifies when the Traveller Card must be used, particularly in instances where the South African Traveller Management System (SATMS) is unavailable.

2 SCOPE

- a) This guide applies to all travellers entering or leaving the Republic of South Africa who are required to complete a Traveller Card (TD-01) for declaration purposes.
- b) The guide covers:
 - i) The circumstances under which the Traveller Card must be completed, including when the SATMS online declaration is unavailable.
 - ii) The requirements for completing the Traveller Card, including mandatory declaration of goods, currency, and supporting information.
 - iii) Step-by-step guidance on completing each section of the Traveller Card, including traveller details, travel information, goods declarations, and currency declarations.
 - iv) The responsibilities of travellers to provide accurate and truthful information and to comply with Customs requirements when crossing the border.


3 TRAVELLER DECLARATION REQUIREMENTS

- a) Declare all goods and currency as required. Failure to declare or providing false information can result in penalties or seizure of goods.
- b) The TD-01 must be completed with a black / blue pen in English using capital letters.
- c) Parents or guardians must assist minors to complete TD-01 form.
- d) Each traveller (or legal guardian in the case of minors) must sign the TD-01 that he / she has completed.
- e) Have your passport, travel documents, and any permits or supporting documents available for inspection.
- f) If you are unsure about any field or what to declare, ask a Customs Officer for assistance.

4 COMPLETION OF THE TRAVELLER DECLARATION (TD-01)

- a) Traveller Details. The traveller enters:
 - i) 'Port of Entry / Exit' – the name of the border post, airport, or seaport where you will enter or leave South Africa.
 - ii) 'Date of Travel' – the date you will be travelling.
 - iii) 'Declaration is completed on behalf of another person?' (Yes / No). Tick:
 - A) 'Yes' if you are filling out this form for someone else (such as a child or dependent),
 - B) 'No' if not.
 - iv) 'Travel Document Type' - specify the type of travel document (e.g., passport, ID).
 - v) 'Passport Number'.
 - vi) 'Passport Issuing Country' - the country that issued it.
 - vii) 'Travelling From' – your country of departure.

- viii) 'Travelling To' – your destination.
- ix) 'Travelling Via' - any countries you will transit through.
- x) 'Date of Birth' – your date of birth in the same format shown on the form.
- xi) 'Occupation' - the current profession or job title.
- xii) 'Charter / Private Flight No. / Vessel No. / Vehicle Registration No. / Train No' - If traveling by private means, fill in the relevant number (e.g., flight, vessel, vehicle, or train).
- xiii) 'First Name' as it appears on the passport or travel document.
- xiv) 'Surname' - as it appears in the traveller's passport or travel document.
- xv) 'Mobile Code' - country code.
- xvi) 'Mobile Number'.
- xvii) 'Email Address'.



TRAVELLER DECLARATION MANUAL FORM

Port of Entry / Exit

Date of Travel (CCYY/MM/DD)

Declaration is completed on behalf of another person? Yes No

Traveller Details

Travel Document Type	<input style="width: 90%;" type="text"/>	Passport Number	<input style="width: 90%;" type="text"/>	Passport Issuing Country	<input style="width: 90%;" type="text"/>
Travelling From	<input style="width: 90%;" type="text"/>	Travelling To	<input style="width: 90%;" type="text"/>	Travelling Via	<input style="width: 90%;" type="text"/>
Date of Birth (CCYY/MM/DD)	<input style="width: 90%;" type="text"/>	Occupation	<input style="width: 90%;" type="text"/>		
		Charter/Private Flight No. / Vessel No. / Vehicle Reg No. / Train No.			
First Name	<input style="width: 90%;" type="text"/>		Surname	<input style="width: 90%;" type="text"/>	
Mobile Code	<input style="width: 90%;" type="text"/>	Mobile Number	<input style="width: 90%;" type="text"/>		
		Email Address	<input style="width: 90%;" type="text"/>		

b) South African Physical Address Details. The traveller provides the address where they will be staying in South Africa:

- i) 'Unit number'.
- ii) 'Complex name' (if applicable).
- iii) 'Street number'.
- iv) 'Street or Farm Name'.
- v) 'Postal Code'.
- vi) 'Country Code'.
- vii) 'Suburb/District'.
- viii) 'City/Town'.

South African Physical Address Details

Unit Number	<input style="width: 90%;" type="text"/>	Complex Name	<input style="width: 90%;" type="text"/>	Street number	<input style="width: 90%;" type="text"/>	Street / Farm Name	<input style="width: 90%;" type="text"/>	
Suburb/ District	<input style="width: 90%;" type="text"/>	City/Town	<input style="width: 90%;" type="text"/>		Country Code	<input style="width: 90%;" type="text"/>	Postal Code	<input style="width: 90%;" type="text"/>

c) Travel Companion(s). The traveller enters:

- i) 'First Name'.
- ii) 'Surname'.
- iii) 'Passport Number'.
- iv) 'Passport Issue Country'.

Travel Companion(s)							
First Name	<input type="text"/>	Surname	<input type="text"/>	Passport Number	<input type="text"/>	Passport Issue Country	<input type="text"/>
First Name	<input type="text"/>	Surname	<input type="text"/>	Passport Number	<input type="text"/>	Passport Issue Country	<input type="text"/>

d) Reason of Visit. The traveller ticks the box that best describes their reason for travel:

- i) 'Resident'
- ii) 'Immigrant'
- iii) 'Study'
- iv) 'Business'
- v) 'Transit'
- vi) 'Holiday'
- vii) 'Diplomat'
- viii) 'Employment'
- ix) 'Crew'
- x) 'Other (Specify)'.

Reason For Travel													
Leisure	<input type="checkbox"/>	Resident	<input type="checkbox"/>	Immigrant	<input type="checkbox"/>	Study	<input type="checkbox"/>	Business	<input type="checkbox"/>	Transit	<input type="checkbox"/>	Holiday	<input type="checkbox"/>
Diplomat	<input type="checkbox"/>	Employment	<input type="checkbox"/>	Crew	<input type="checkbox"/>	Other	<input type="checkbox"/>						
Other (Specify)	<input type="text"/>												

e) Goods for Declaration. The traveller ticks the box from the options provided:

- i) 'Any prohibited or restricted goods' - declare if you are carrying items that are not allowed or require special permits (e.g., firearms, certain medicines, plants, or animal products).
- ii) 'Any goods in excess of Duty-Free Allowances (DFA)' - if the traveller has more than the allowed duty-free limits (see below), declare these goods.
- iii) 'Foreign or ZAR Currency exceeding limits' - If you are carrying more than R100 000 (or equivalent in foreign currency), you must declare it. **Refer to Excess Currency policy (SC-PA-01-06).**
- iv) 'Goods for Temporary Importation / Exportation' - declare items the traveller is bringing in or taking out temporarily (e.g., equipment for a short-term project).
- v) 'Declare currency / BNI for own / on behalf of another person / on behalf of a Company/Organisation' - indicate if you are declaring currency for yourself, someone else, or a company.
- vi) 'Goods for Remodelling / Repairs' - declare items being imported/exported for repair or modification.
- vii) 'Any samples in your possession' - declare commercial or trade samples.
- viii) 'Goods for Imports / Exports' – Declare goods you are bringing into or taking out of South Africa.
- ix) 'Re-Importation / Re-Exportation' - Declare goods temporarily taken out of or brought into South Africa that you now wish to return or remove again.
- x) Any goods intended for trade - If you are bringing goods for sale or trade, declare them.
- xi) Type of Trade: Informal Trade / Commercial Trade - Specify whether your trade is informal (small-scale) or commercial (business).
- xii) Details of Currency/BNI - State the type and amount of currency or bearer negotiable instruments (BNI), and any relevant comments.

