



# SATMS THROUGH THE SARS WEBSITE



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# 1 SUMMARY

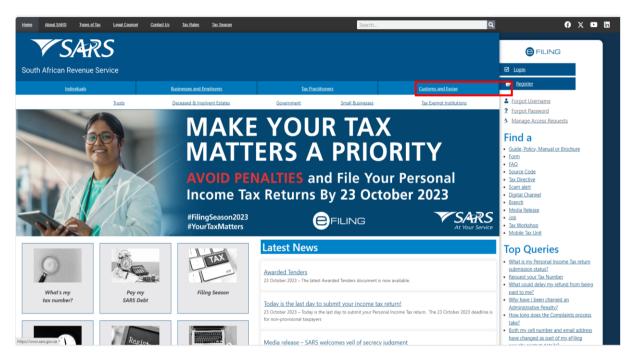
- a) Section 15 of the Customs and Excise Act of 1996 (hereon referred to as the Act) requires that each person entering or leaving South Africa must make a complete a declaration of the goods which they:
  - i) Have on their person;
  - ii) Are carrying for themselves; or
  - iii) Are carrying on behalf of other persons.
- b) Full particulars of the following must be declared:
  - i) On entering South Africa:
    - A) Goods acquired abroad on which duty has not been paid:
    - B) Repaired, processed or remodelled goods;
    - C) Prohibited, restricted or controlled goods; and
    - D) Goods temporarily imported with the intention of being re-exported.
  - ii) Before leaving South Africa:
    - A) Goods intended to be repaired, processed or remodelled;
    - B) Prohibited, restricted or controlled goods; and
    - C) Goods temporarily exported with the intention of being re-imported.
- c) Goods described above includes:
  - Goods in excess of the duty free allowance in terms of Rebate Item 407.02 and the Guide on Duty Free Allowances (SC-PA-01-03);
  - ii) Commercial goods; and
  - iii) Any road vehicle (excluding SACU registered vehicles) for temporary import or export.
- d) The Commissioner may determine the manner in which declaration may be made.
- e) Historically, provision was made only for manual declaration to be made on a Traveller Card (TC-01).
- f) The South African Traveller Management System (SATMS) is implemented to allow for voluntary electronic declaration.
- g) Submission by a traveller of an electronic Traveller Declaration in terms of Rule 15.03A(2)(a) is regarded as submission of form TC-01 (Traveller Card) for purposes of the Rules under Section 15 of the Act.
- h) A person may be guestioned and goods may be inspected by a Customs Officer.
- i) Any assessed duties, taxes and levies must be paid.
- j) This document serves to guide travellers and crew members who will complete the electronic Traveller Declaration on the South African Traveller Management System (SATMS).
- k) Completion of the electronic Traveller Declaration will require mandatory fields to be completed. Mandatory fields will be highlighted in red, if not completed.
- I) The traveller is able to access the electronic Traveller Declaration either through the:
  - i) SARS website:
  - ii) QR Code, found displayed on the banners or pamphlets at the Customs ports of entry. Refer to SC-PA-01-13 on how to use this method:
  - iii) SARS Mobi Application (eFiling) which is available to users registered for eFiling. eFiling is a free electronic tool designed by SARS to offer electronic services such as filing tax returns, making payments, and accessing accounts. Refer to SC-PA-01-13 on how to use this method; or



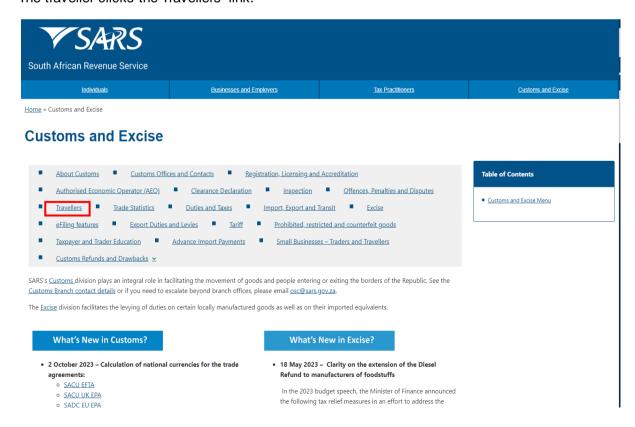
iv) SATMS Mobi Application which can be downloaded by anyone on their electronic device to complete the traveller declaration. Refer to SC-PA-01-13 on how to use this method.

# 2 ACCESSING THE TRAVEL DECLARATION THROUGH THE SARS WEBSITE

a) The traveller clicks on the Customs and Excise link.



b) The traveller clicks the 'Travellers' link.





c) The traveller clicks the 'Customs Online Traveller Declaration' link.



Home » Customs and Excise » Travellers

# **Travellers**

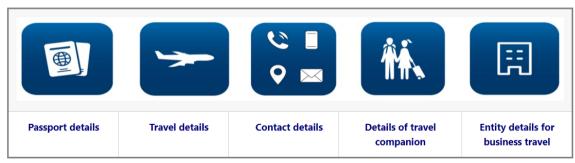


d) The traveller clicks on the 'Complete Declaration' button.



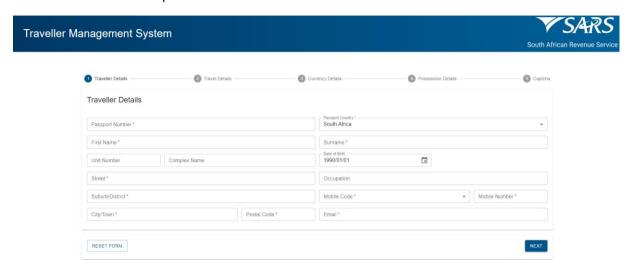
# What you will need

Keep the following handy when you fill in the declaration form:





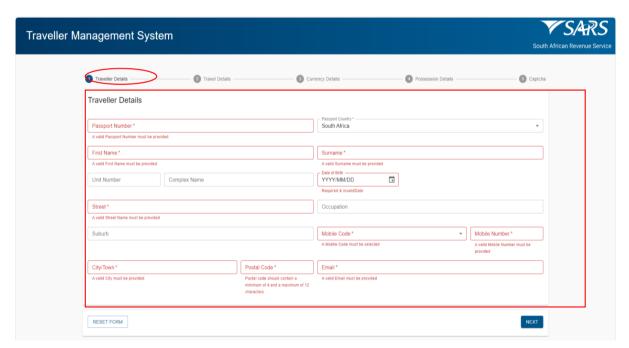
e) The accessed link will open the first screen for the electronic Traveller Declaration.



# 3 CAPTURING

# 3.1 Traveller Details

a) On the 'Traveller Details' screen the traveller must insert:

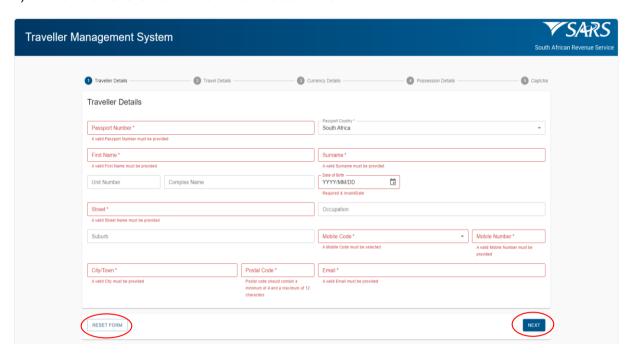


- i) Passport number and country;
- ii) First name and surname;
- iii) Address details:
  - A) Unit number and complex name (if applicable);
  - B) Street;
  - C) Suburb;
  - D) City or town; and
  - E) Postal code; and
- iv) Contact number details:
  - A) Mobile code (select from the drop-down options provided in alphabetical order); and
  - B) Mobile number; and
- v) Email address.



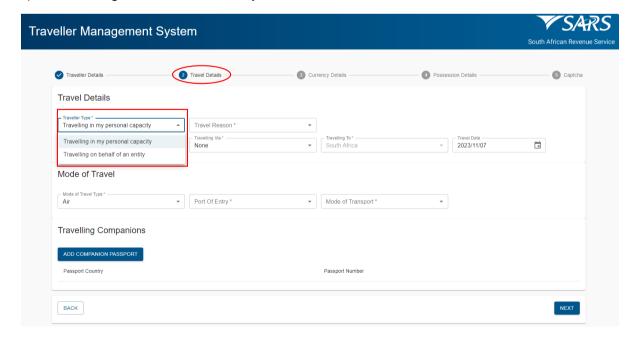
# b) The SATMS allows:

- i) The traveller to reset the form if corrections must be made; or
- ii) For the traveller to click on 'Next' to continue.



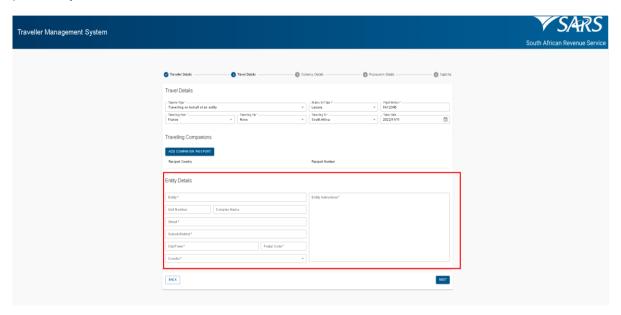
# 3.2 Travel Details

- a) On the Travel Details screen the traveller must select 'Travel Type' which can be either:
  - i) Travelling in personal capacity; or
  - ii) Travelling on behalf of an entity.

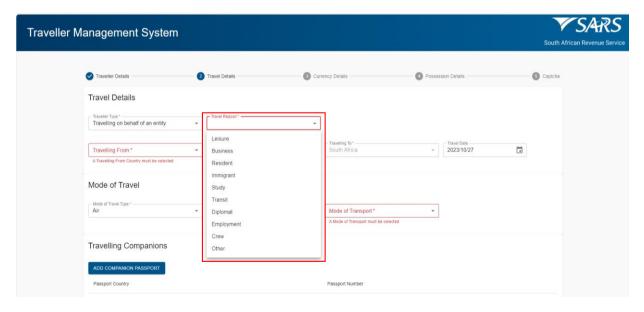




- b) In the case of the Travelling on behalf of an entity option, the following mandatory information must be inserted in the portion that will be provided for Entity Details:
  - i) Entity;
  - ii) Street;
  - iii) City/Town;
  - iv) Postal Code;
  - v) Country; and
  - vi) Entity instructions.

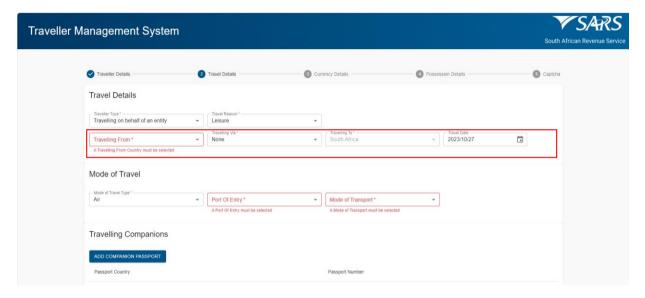


c) Whether travelling in their personal capacity or on behalf of an entity, the traveller must select the Travel Reason from the drop-down list.

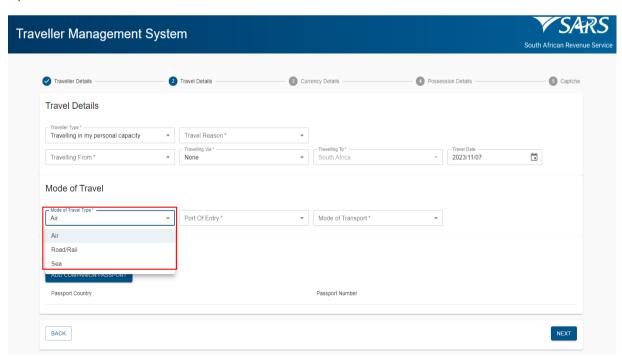




- d) The traveller selects from the drop-down options provided:
  - i) Travelling From;
  - ii)
  - Travelling Via; Travelling To; and iii)
  - Travel date from the pop-up calendar. iv)

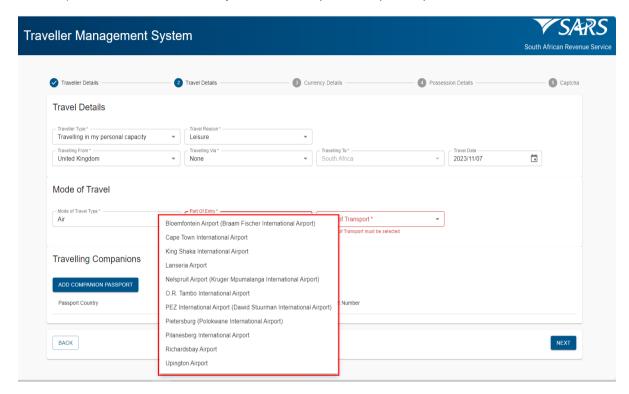


- The traveller selects the 'Mode of Travel Type' from the drop-down options provided. The options e) available are:
  - i) Air;
  - ii) Road/Rail; and
  - iii) Sea

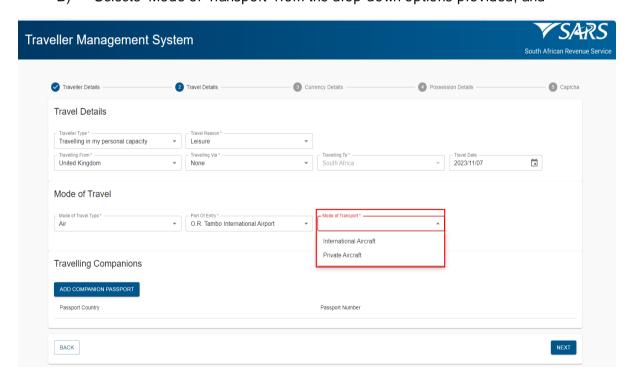




- f) In the case where the:
  - i) Air mode of travel is used, the traveller:
    - A) Selects 'Port Of Entry' from the drop-down options provided;

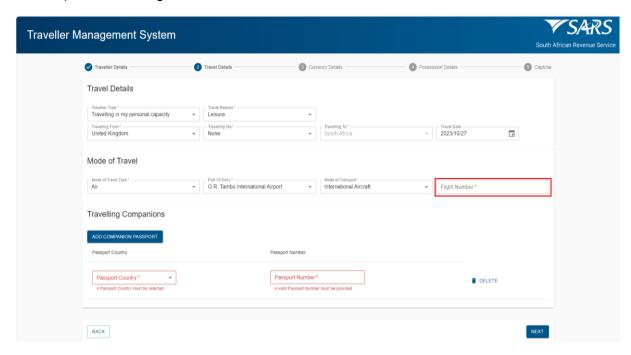


B) Selects 'Mode of Transport' from the drop-down options provided; and

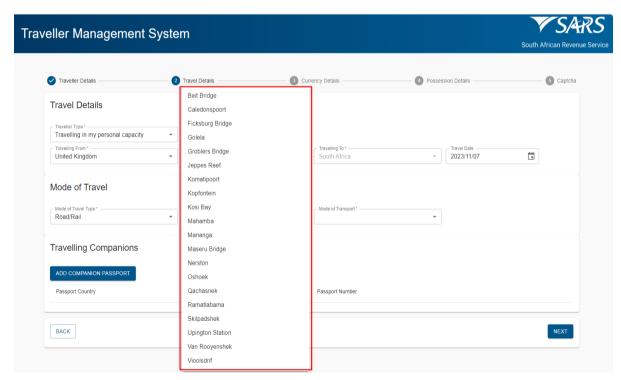




C) Inserts 'Flight Number'.

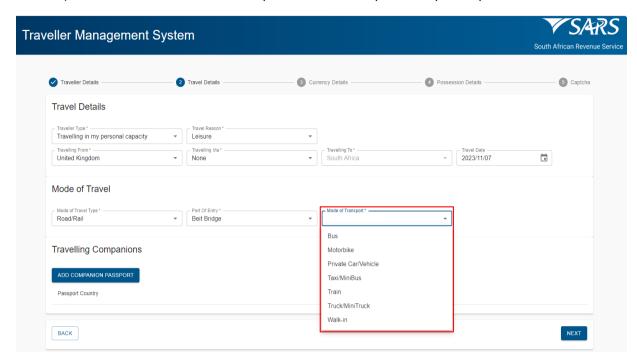


- ii) Road/Rail mode of travel is used, the traveller:
  - A) Selects the 'Port of Entry' from the drop-down options provided;

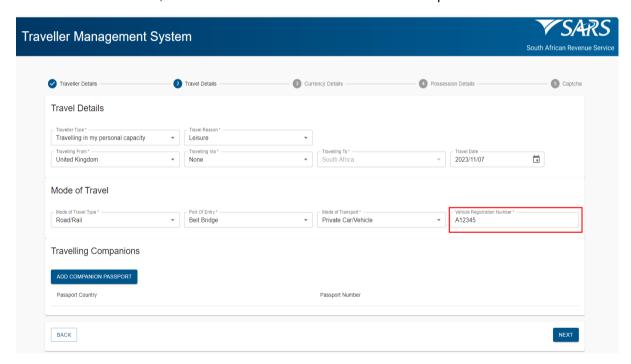




B) Selects the 'Mode of Transport' from the drop-down options provided; and

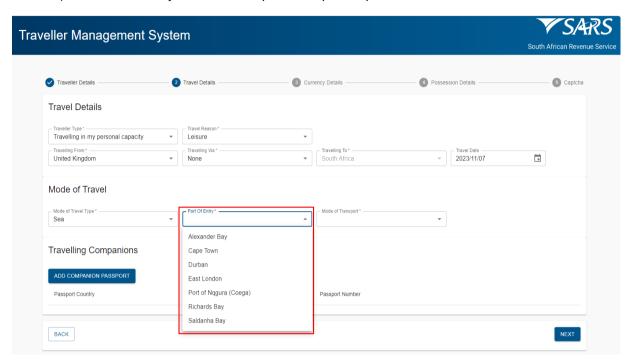


C) Inserts the 'Vehicle Registration Number' in the case where a motorbike, private car/vehicle, and truck/mini truck was the mode of transport used.

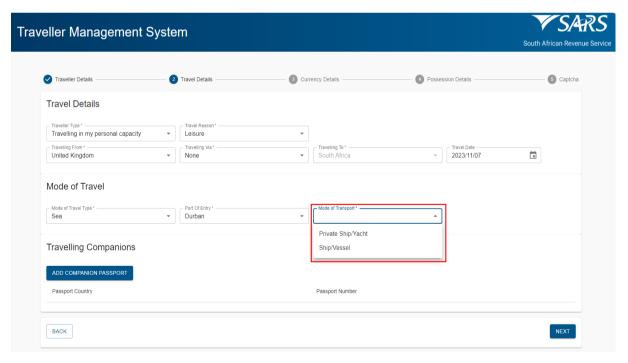




- iii) Sea mode of travel is used, the traveller selects the:
  - A) 'Port Of Entry' from the drop-down options provided; and



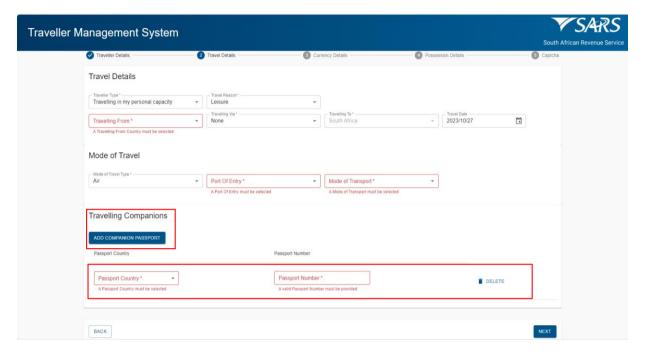
B) 'Mode of Transport' from the drop-down options provided.



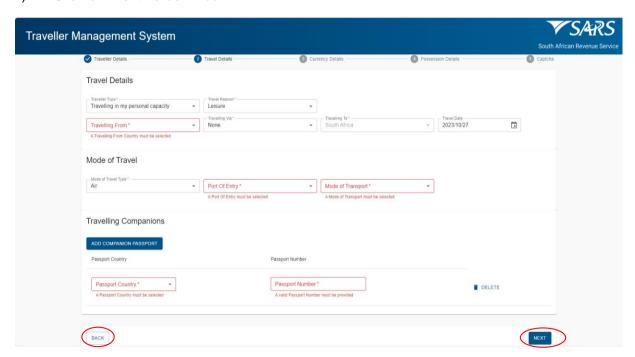


- To capture the details of travelling companions the traveller must for each travelling companion: g)

  - Click on 'Add Companion Passport'; and Insert 'Passport Country' and 'Passport Number'. ii)



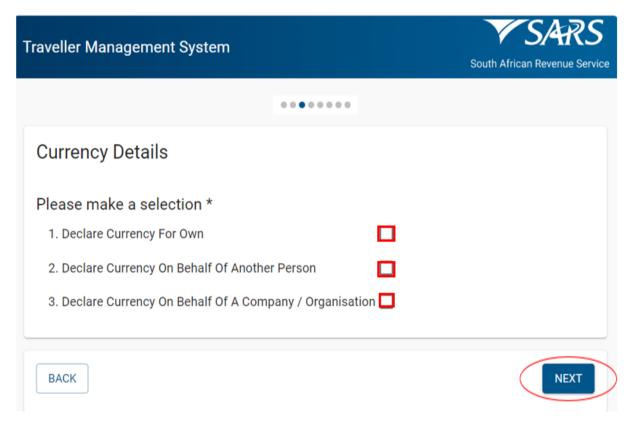
- h) The SATMS allows the traveller to:
  - i) Go back if corrections must be made; or
  - ii) Click on 'Next' to continue.



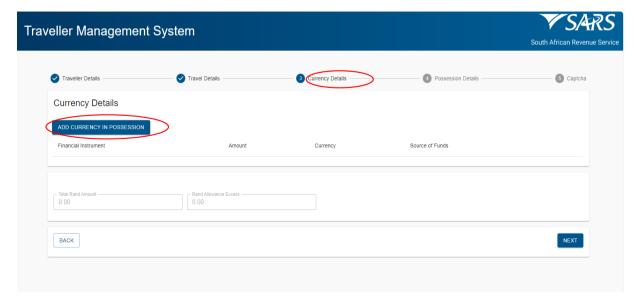


# 3.3 Currency Details

- a) The SATMS allows traveller to select all applicabe choices with regards to 'Currency Details'.
  - i) Declare Currency for Own
  - ii) Declare Currency On Behalf Of Another Person
  - iii) Declare Currency On Behalf Of A Company / Organisation
  - iv) Select applicable choice and Click on 'Next' to continue.

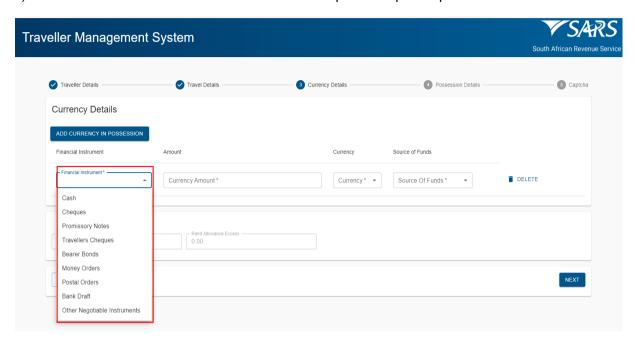


- b) If 'Declare Currency For Own' is selected: On the Currency Detail screen, the traveller must:
  - i) Click on 'Add Currency In Possession'.

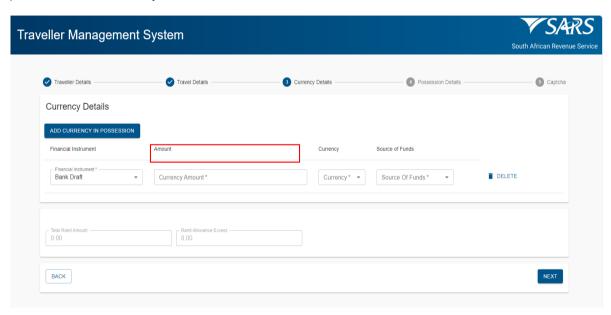




ii) Select the 'Financial Instrument' from the drop-down options provided.

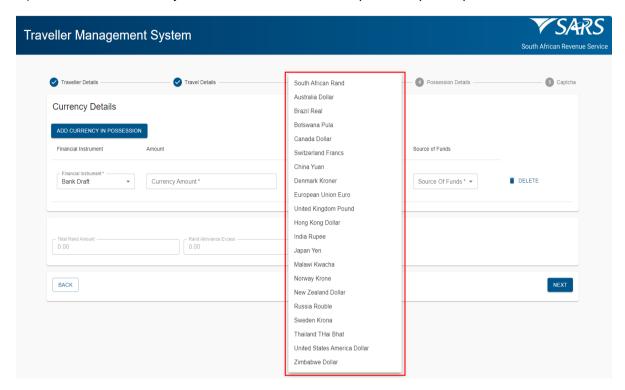


iii) Insert the 'Currency Amount'.

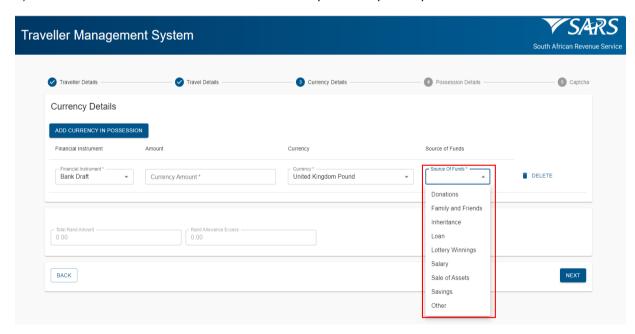




iv) Select the 'Currency Denomination' from the drop-down options provided.

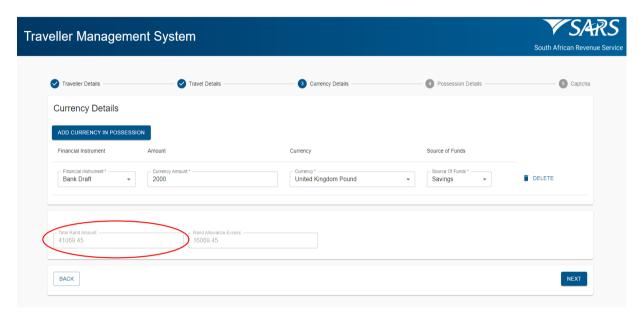


v) Select the 'Source of Funds' from the drop-down options provided.

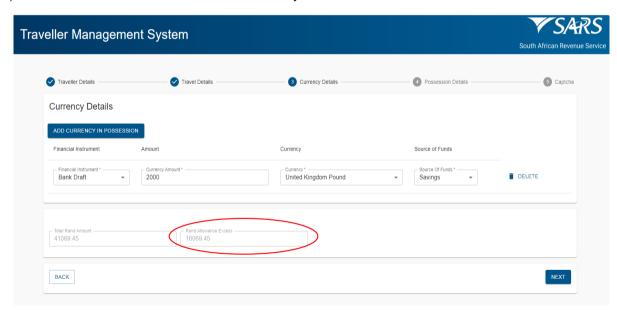




- c) The SATMS will automatically:
  - i) Convert any foreign currency to South African Rand. The official rate of exchange published on the SARS website on the date of declaration will be used. The converted value will be reflected in the total Rand amount field.

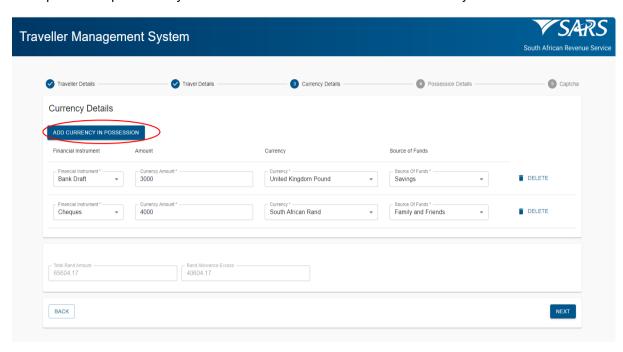


ii) Calculate and reflect the excess currency total in the Rand allowance excess field.

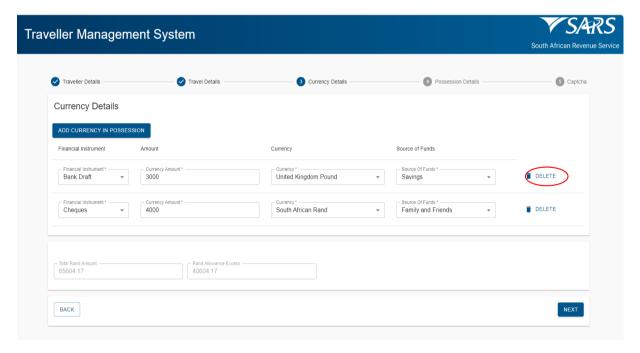




d) To capture multiple currency details the traveller must click on 'Add Currency in Possession Details'.

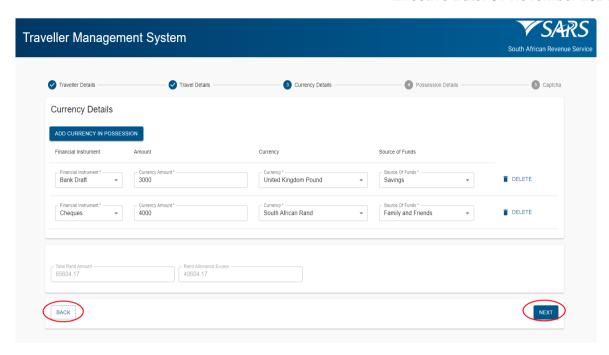


e) To delete captured currency detail the traveller must click on 'Delete' next to the entry to be deleted.

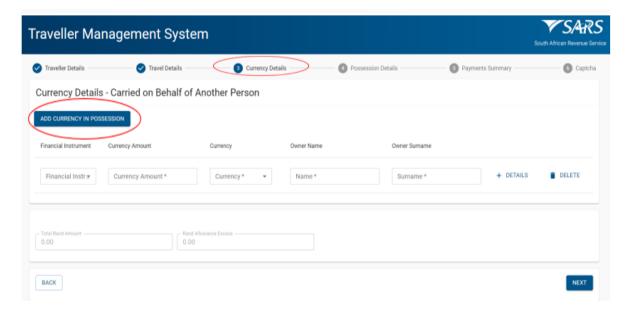


- f) The SATMS allows the traveller to:
  - i) Go back if corrections must be made; or
  - ii) Click on 'Next' to continue.



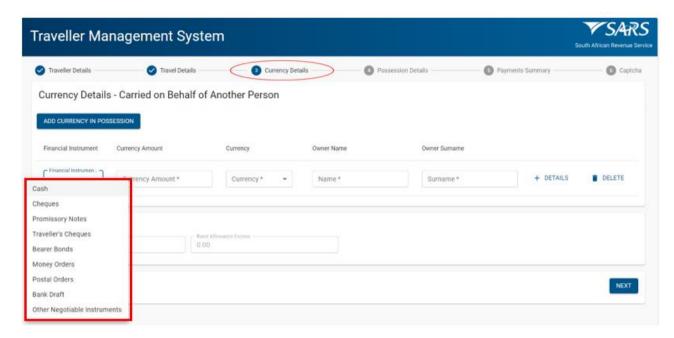


- g) If 'Carried on Behalf of Another Person' is selected: On the Currency Detail screen, the traveller must:
  - i) Click on 'Add Currency In Possession'.

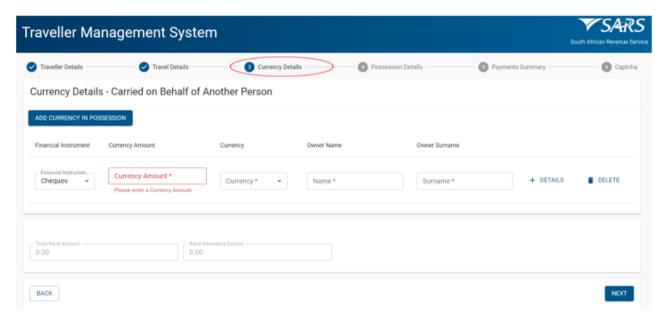




ii) Select the 'Financial Instrument' from the drop-down options provided.

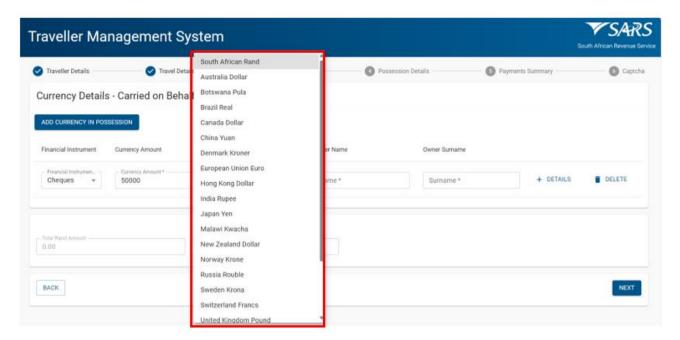


iii) Insert 'Currency Amount';

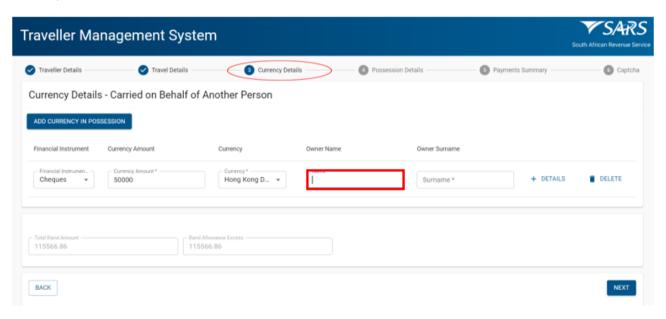




iv) Select the 'Currency Denomination' from the drop-down options provided;

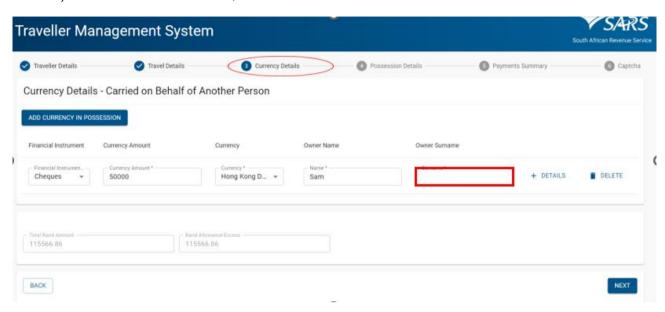


v) Enter 'Owner Name';

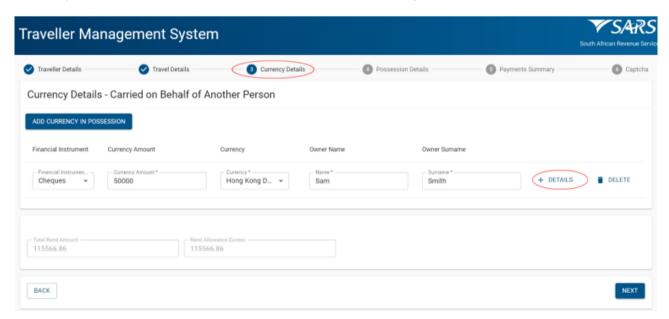




vi) Enter 'Owner Surname';

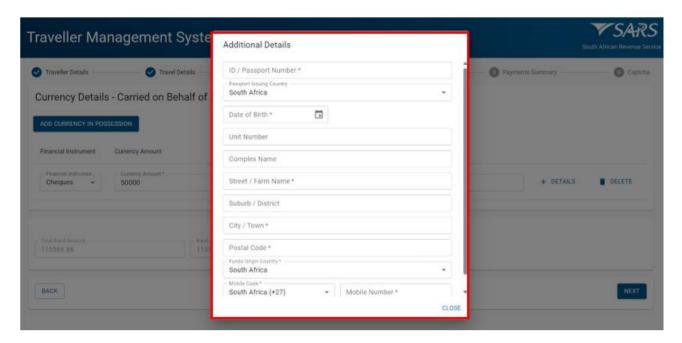


vii) The traveller must select '+ Details' to enter currency owner's details;

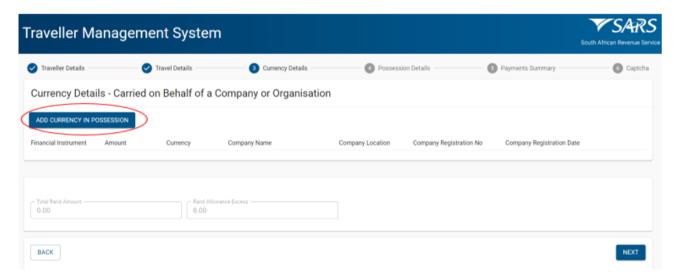


- h) On the 'Details' screen the traveller must enter:
  - A) ID or passport number
  - B) The issuing country
  - C) Date of birth
  - D) Address details:
    - I) Unit number and complex name (if applicable);
    - II) Street or farm name
    - III) Surbub or district
    - IV) City ot town
    - V) Postal code; and
  - E) Contact number details:
    - Mobile code (select from the drop-down options provided in alphabetical order);
       and
    - II) Mobile number.



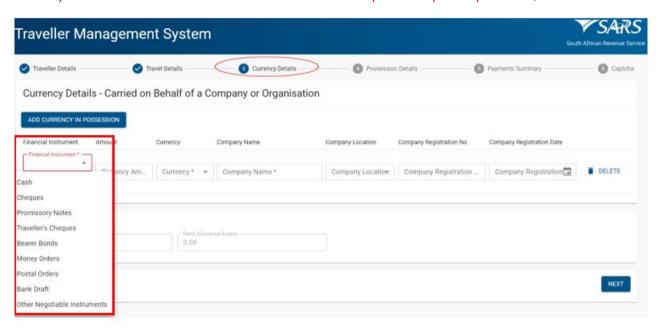


- vii) The SATMS allows:
  - A) The traveller to delete 'Currency Details Carried on Behalf of Another Person' details if required; or
  - B) For the traveller to click on 'Next' to continue.
- i) If 'Carried on Behalf of a Company or Organisation' is selected: On the Currency Detail screen, the traveller must:
  - i) Click on 'Add Currency In Possession'.

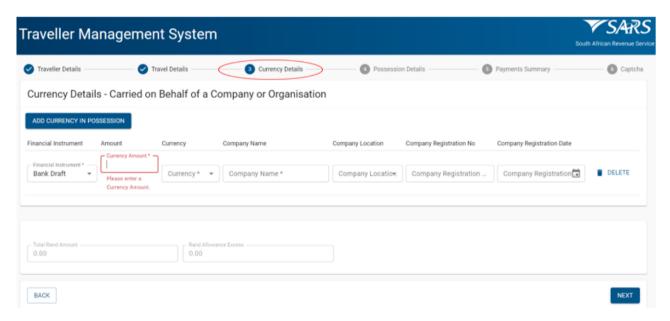




ii) Select the 'Financial Instrument' from the drop-down options provided;

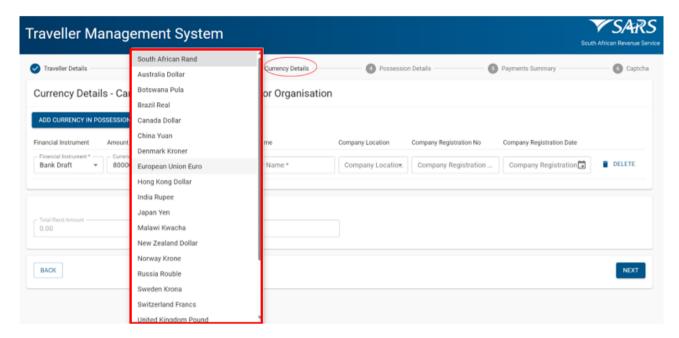


iii) The traveller must insert the currency amount;

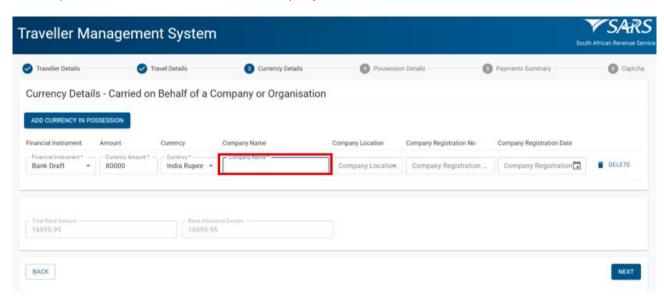


ii) Select the 'Currency Denomination' from the drop-down options provided;



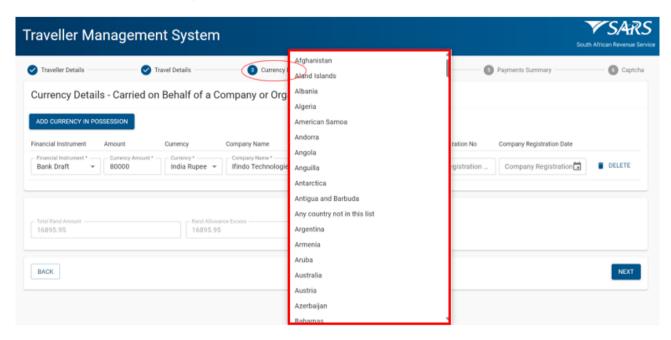


iii) Traveller must enter a valid company name;

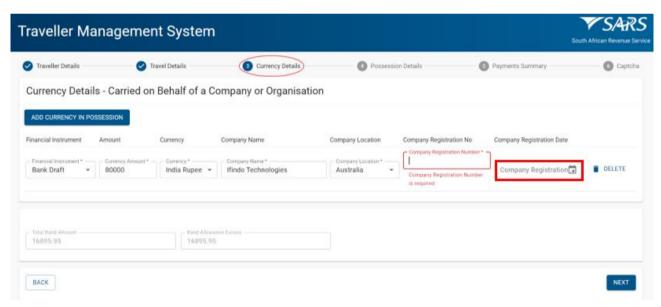




iv) Select 'Company location' from the drop-down list;



v) Traveller must enter company registration number and select company registration date;



- vi) The SATMS allows:
  - A) The traveller to delete 'Currency Details Carried on Behalf of a Company or Organisation' details if quired; thereafter

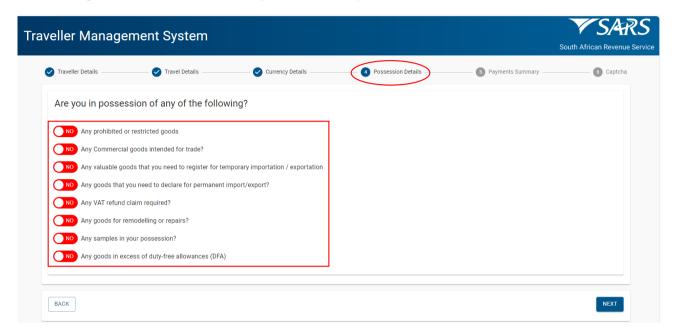
Revision: 4

B) For the traveller to click on 'Next' to continue.

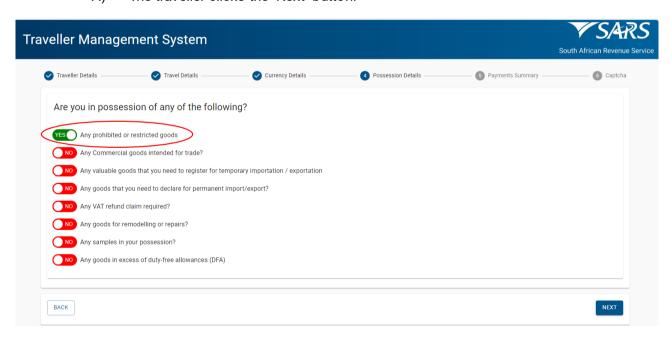


# 3.4 Possession Details

a) On the Possession Details screen the traveller must click on the radio button next to each statement to change the selection from no to yes to confirm possession of:



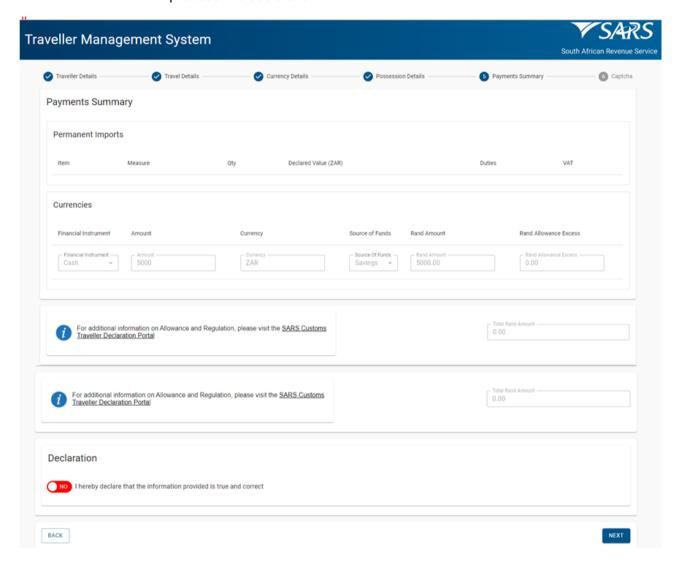
- Any prohibited or restricted goods according to the Prohibited and Restricted Imports and Exports List on the SARS website.
  - A) The traveller clicks the 'Next' button:





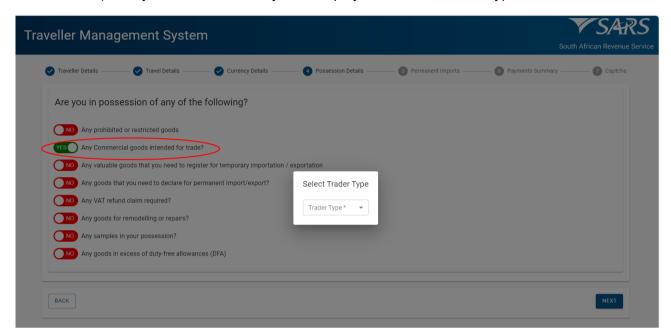
### B) The traveller:

- Views the payment summary showing a zero total amount which, amount might change after the processing of the traveller's declaration.;
- II) Clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct; and
- III) Clicks the 'Next' button. After submitting the declaration, the traveller receives a message with the direction to proceed to port where the Customs Officer will process the declaration.

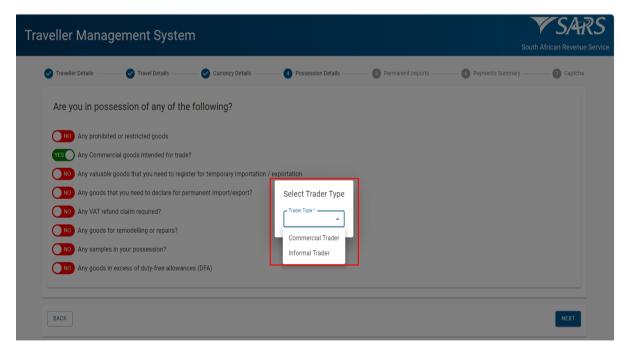




- ii) Any commercial goods intended for trade.
  - A) The traveller clicks the radio button next to the question 'Any goods intended for trade'.
  - B) If yes is selected the system displays the 'Select Trader Type' screen.

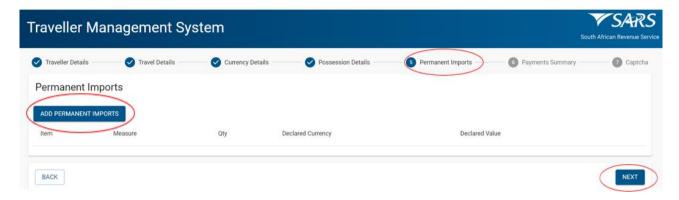


C) The traveller selects 'Commercial Trader' or 'Informal Trader' from the drop-down options.

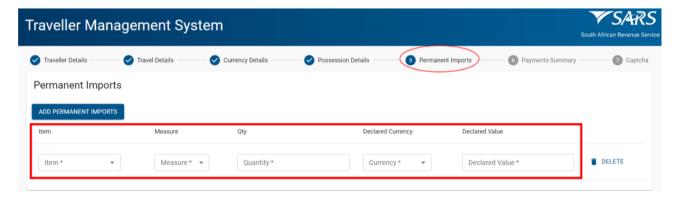




- D) Commercial Trader: The traveller:
  - Clicks 'Add Permanent Imports';
  - II) Clicks the 'Next' button;

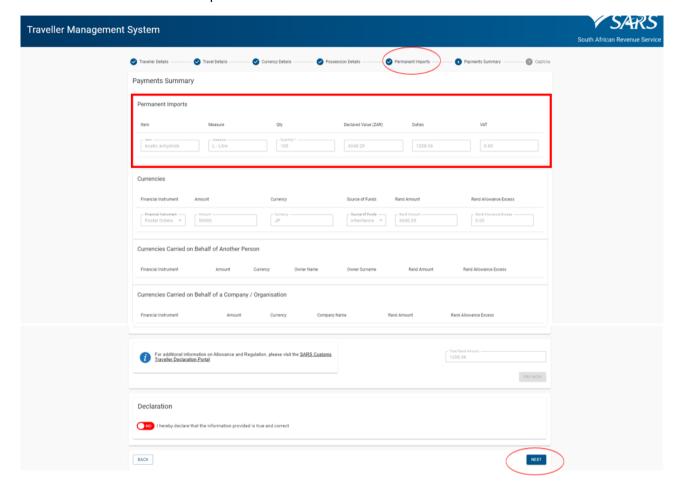


- III) Selects the 'Item' from the list of options provided;
- Selects the 'Measure' from the list of options provided; IV)
- V)
- VÍ)
- Enters the 'Quantity';
  Enters the 'Currency';
  Enters the 'Declared Currency'; and
  Clicks the 'Next' button; VII)
- VIII)



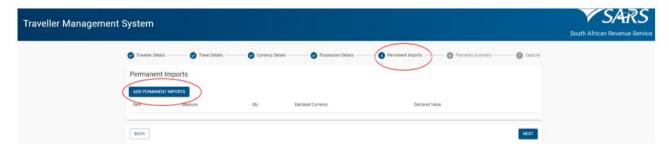


- E) SATMS calculates duties/VAT and displays the total amount payable.
- F) The traveller clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct and clicks the 'Next' button.



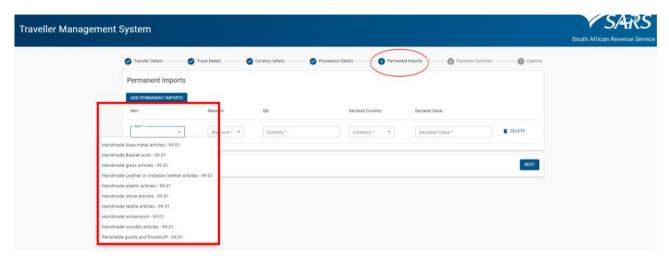
G) Informal Trader. The traveller:

I) Clicks the 'Add Permanent Imports' button;

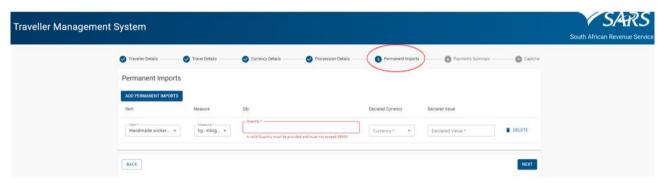




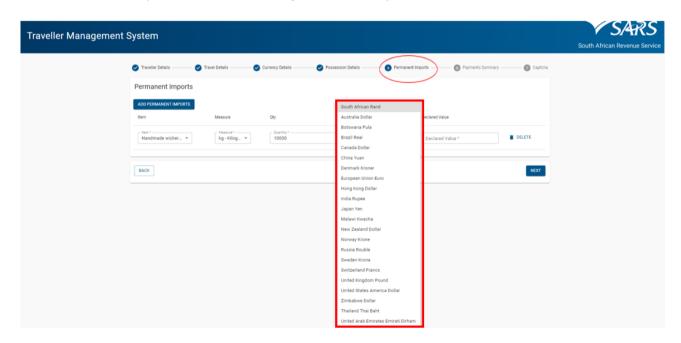
II) Selects the 'Item' from the list of options provided;



III) Enter 'Quantity';

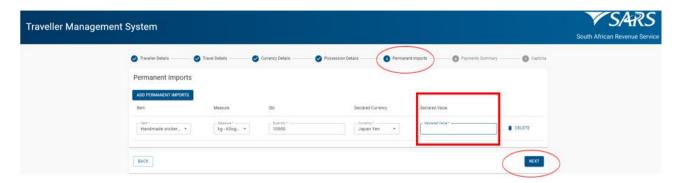


IV) Select the 'Currency' from the list provided;

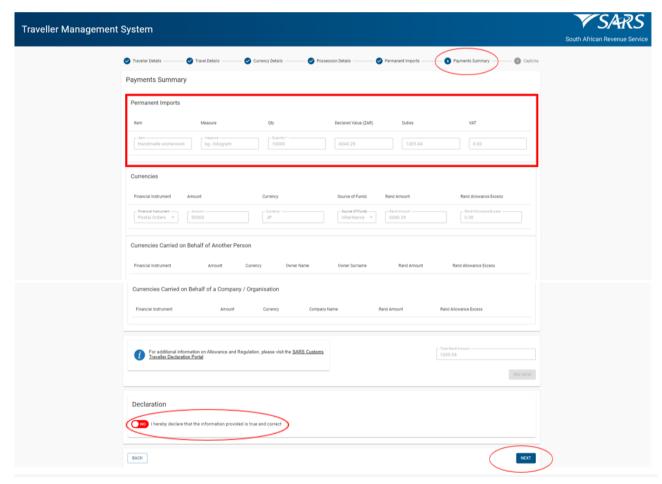


V) Enters the 'Declared Value' and Clicks the 'Next' button;



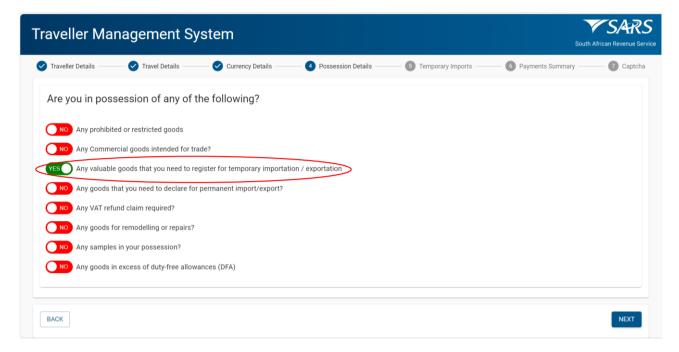


- VI)
- SATMS calculates duties / VAT and displays the total amount payable. The traveller clicks the 'Declaration' radio button consequently confirming that the VIÍ) information provided is true and correct and clicks the 'Next' button.

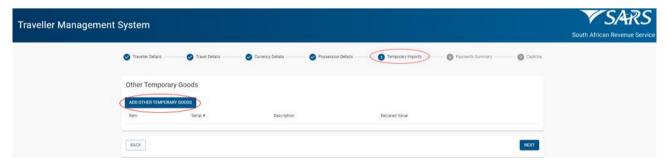




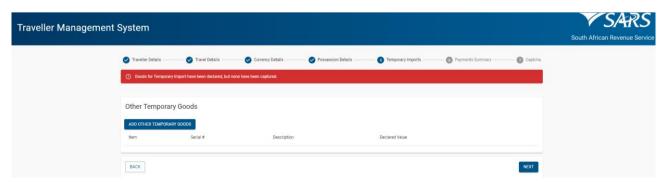
- iii) Any valuable goods that you need to register for temporary importation or exportation:
  - A) The traveller:
    - Clicks the radio button next to the question 'Any valuable goods that you need to register for temporary importation or exportation'; and
    - II) Clicks the 'Next' button;



- B) Any valuable goods that you need to register for temporary importation / exportation for Sea or Air (mode of travel type):
  - Click 'Add Other Temporary Goods';

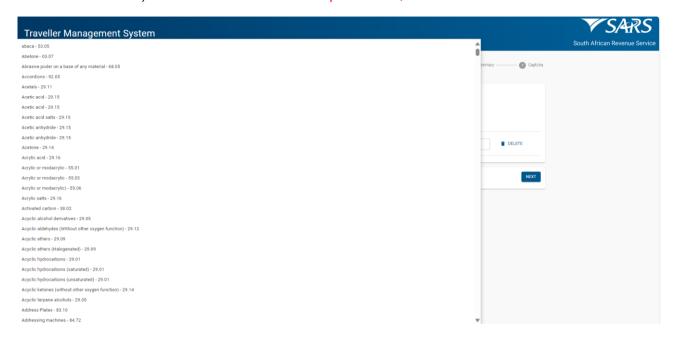


II) If 'Next' is clicked without declaring any goods, the error message below displays;

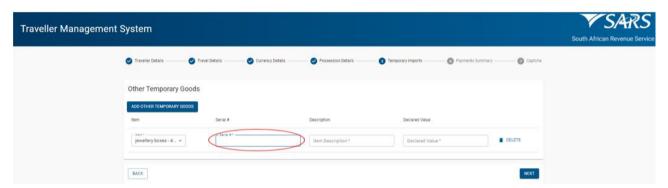




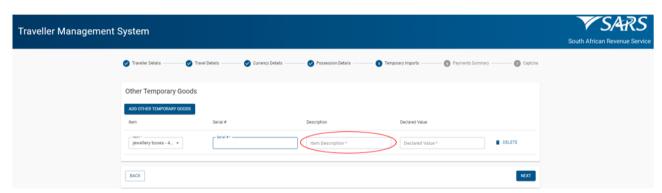
# III) Select 'Item' from the drop down list,



# IV) Enter 'Serial #' number;

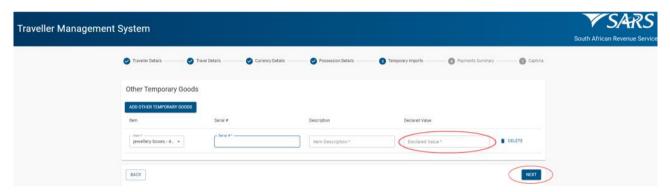


# V) Enter 'Description';

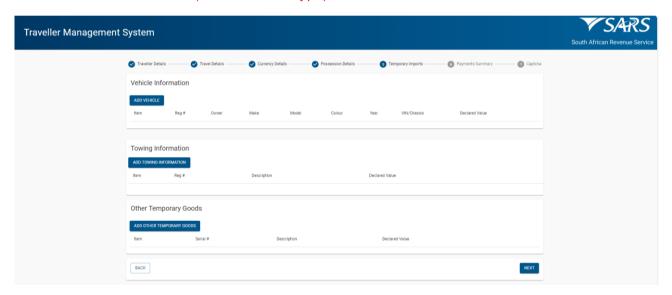




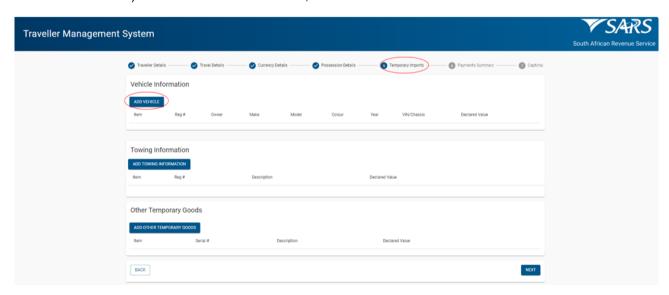
- VI) Enter Declared Value;
- VII) Click 'Add Other Temporary Goods' to declare more items or click 'Next' to move to the next page.



C) Any valuable goods that you need to register for temporary importation / exportation for Road/Rail (mode of travel type)

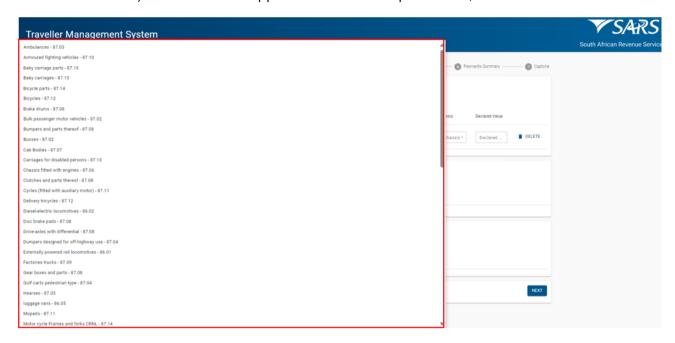


I) Click on 'Add Vehicle';

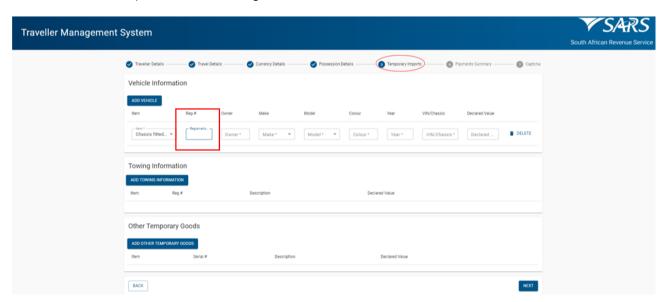




II) Select 'Item' applicable from the drop-down list;

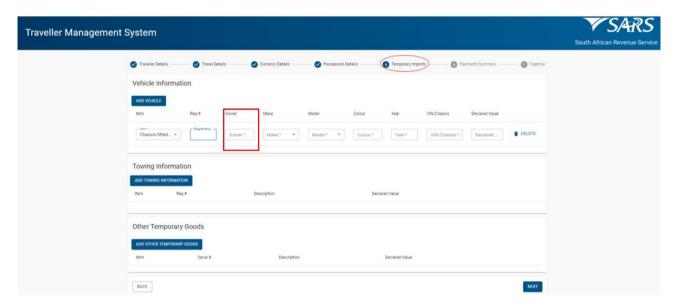


III) Enters the 'Registration Number';

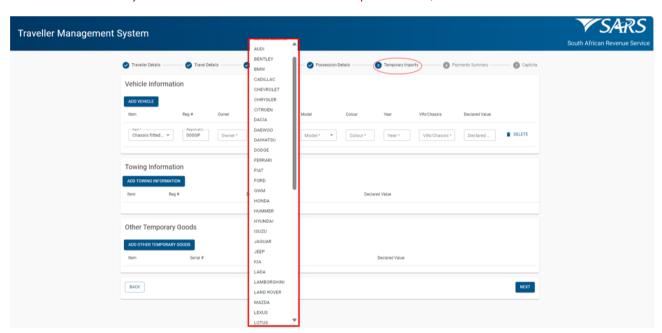




IV) Enters the 'Owner';

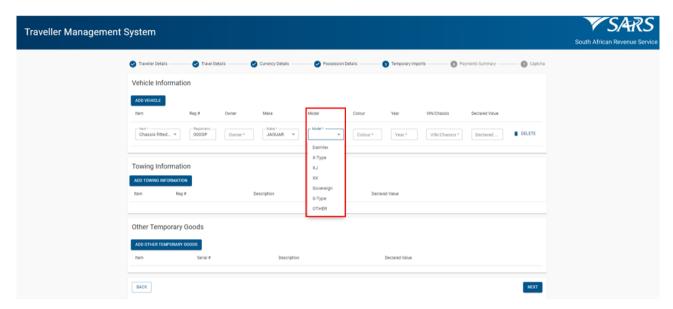


V) Selects the 'Make' from the drop down list;

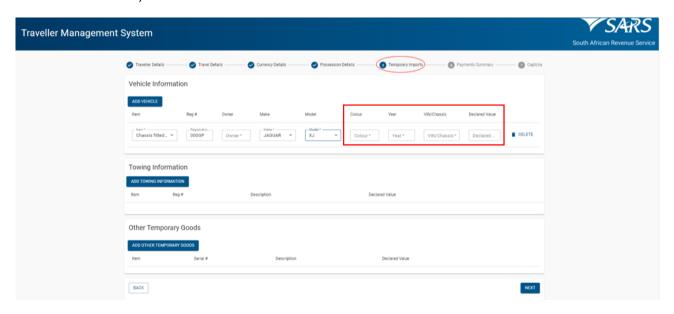




## VI) Selects the 'Model';



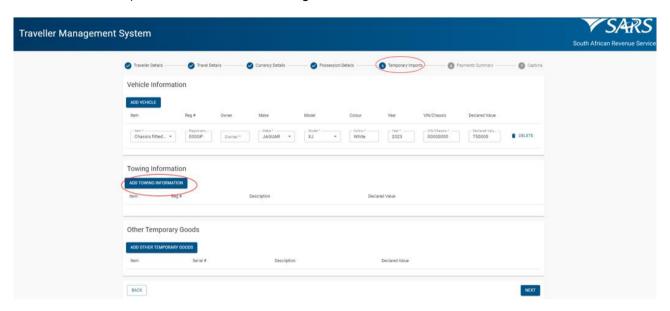
- VII) Enters the 'Colour';
- VIII) Enters the 'Year';
- IX) Enters the 'VIN/Chassis';
- X) Enters the 'Declared Value'.



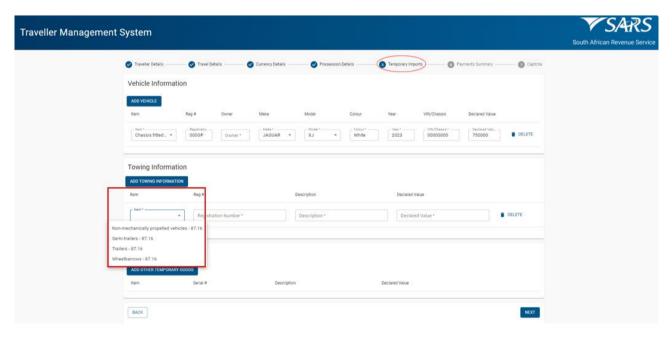


D) Towing Information. The traveller:

I) Clicks the 'Add Towing Information' button;

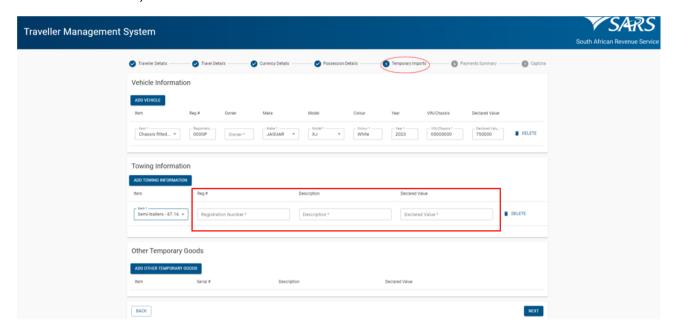


II) Selects the 'Item' from the options provided;

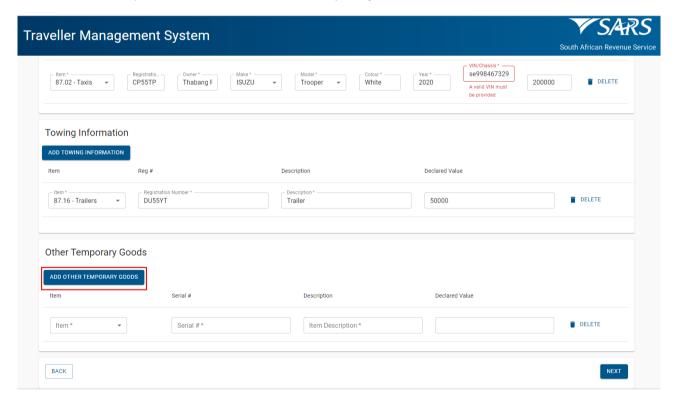




- III) Enters the 'Registration Number';
- IV) Enters the 'Description';
- V) Enters the 'Declared Value'.

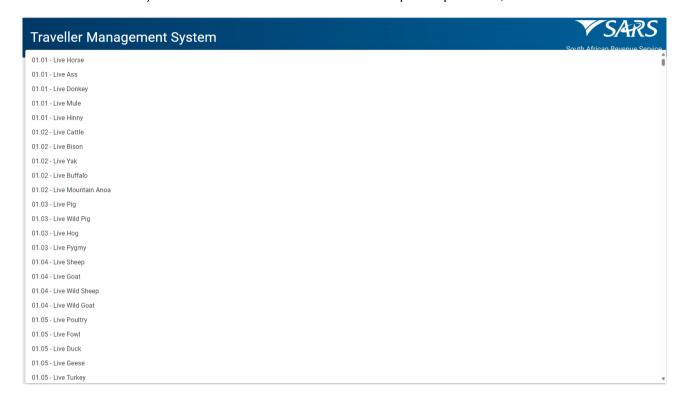


- E) Add Temporary Goods. The traveller:
  - I) Clicks the 'Add Other Temporary Goods' button;

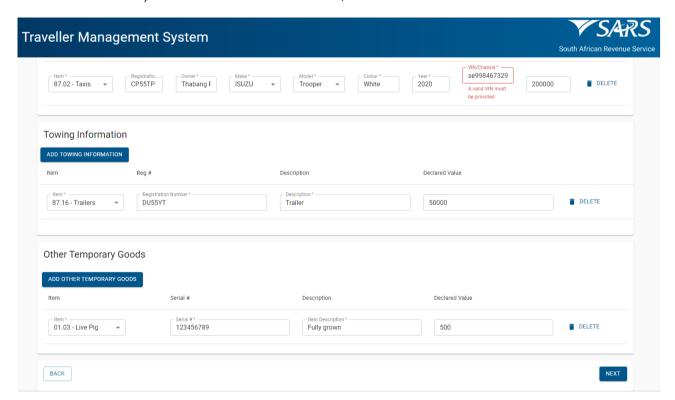




- II) Clicks the 'Item' field;
- III) Selects the relevant item from the options provided;

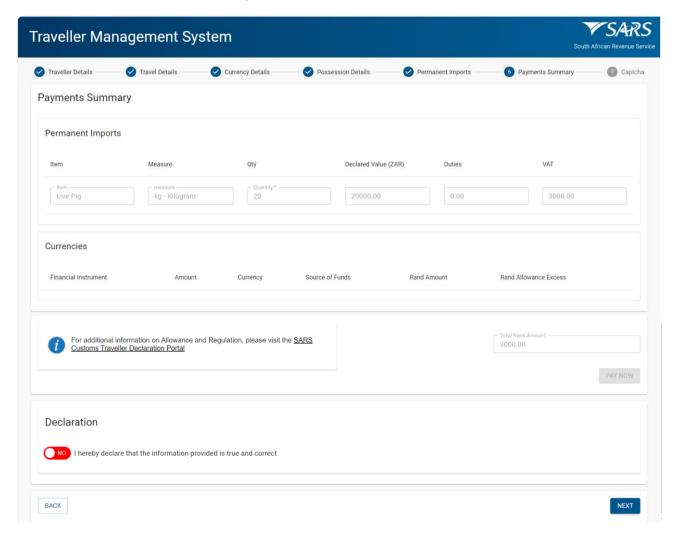


- IV) Enters the 'Serial Number';
- V) Enters the 'Description';
- VI) Enters the 'Declared Value';



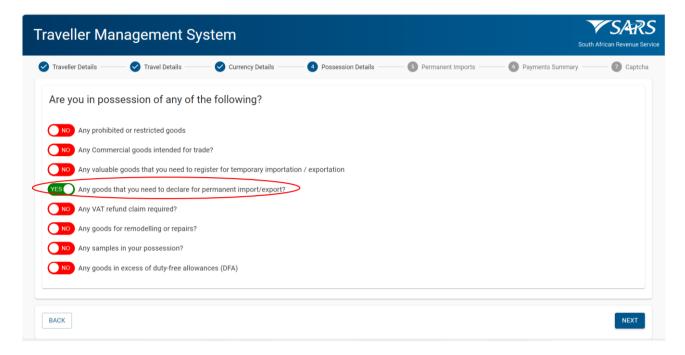


- VII) Clicks the 'Next' button to continue.
- VIII) SATMS calculates SATMS calculates duties/VAT and displays the total amount payable.
- IX) The traveller clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct thereafter clicks the 'Next' button.

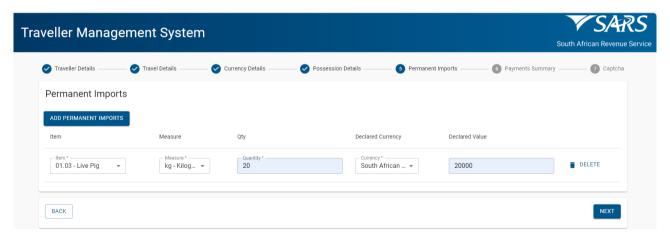




- iv) Any goods that you need to declare for permanent import/export:
  - The traveller:
    - I) Clicks the radio button next to the question 'Any goods that you need to declare for permanent import/export';
    - Clicks the 'Next' button;

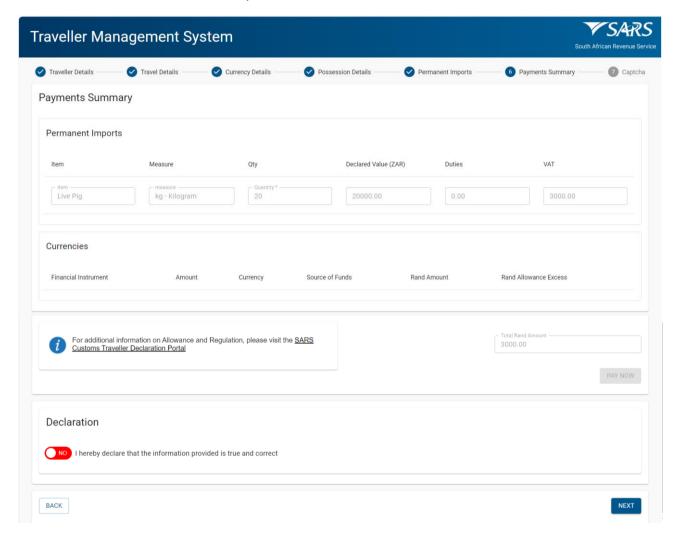


- III) Clicks the 'Add Permanent Imports' button;
- Selects the 'Item' from the list of options provided; IV)
- V)
- VI)
- Enters the 'Quantity';
  Enters the 'Currency'
  Enters the 'Declared Currency'; and VÍ)
- VIII) Clicks the 'Next' button;



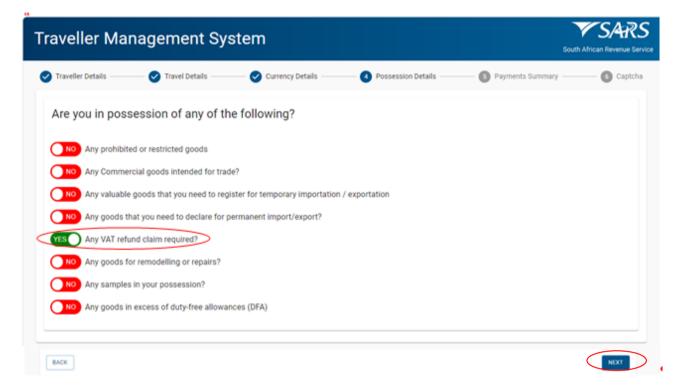


- IX) Clicks the 'Next' button to continue.
- X) XI)
- SATMS calculates duties/VAT and displays the total amount payable. The traveller clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct and clicks the 'Next' button.





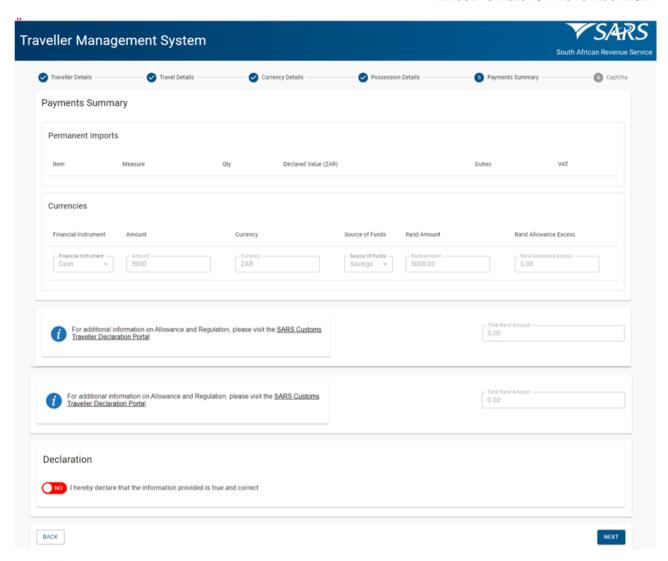
- v) Any VAT refund claim required:
  - A) The traveller:
    - Clicks the radio button next to the question 'Any VAT refund claim required'; and
    - II) Clicks the 'Next' button;



### B) The traveller:

- Views the payment summary showing a zero total amount which, might change after the processing of the traveller's declaration;
- II) Clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct; and
- III) Clicks the 'Next' button. After submitting the declaration, the traveller receives a message with the direction to proceed to port where the Customs Officer will process the declaration.



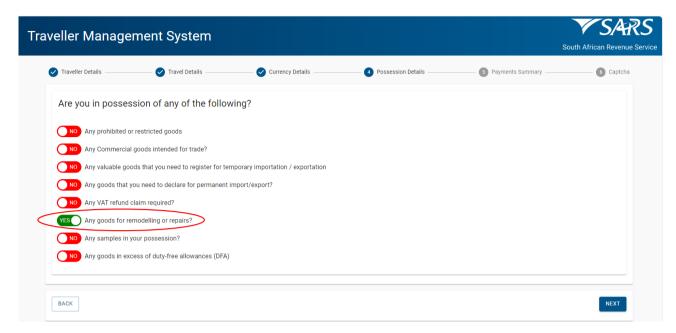


- vi) Any goods for remodelling or repairs:
  - A) The traveller:
    - Clicks the radio button next to the question 'Any goods for remodelling or repairs'; and

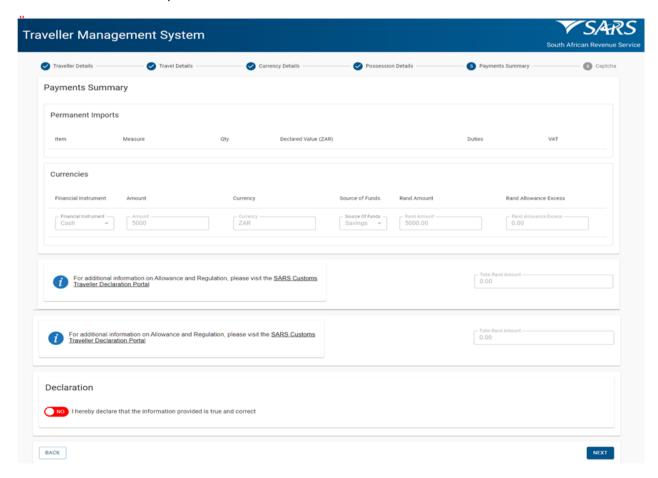
Revision: 4

II) Clicks the 'Next' button;



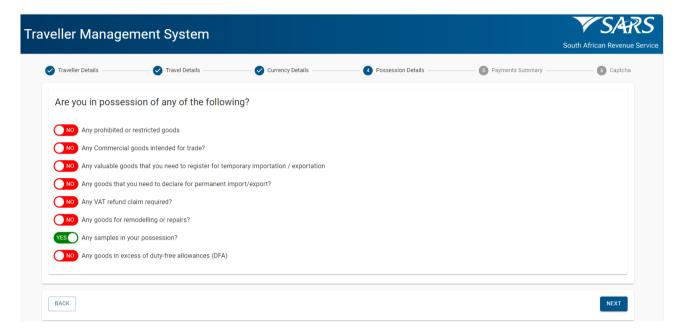


- B) The traveller:
  - Views the payment summary showing a zero total amount which, might change after the processing of the traveller's declaration;
  - II) Clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct; and
  - Clicks the 'Next' button. After submitting the declaration, the traveller receives a message with the direction to proceed to port where the Customs Officer will process the declaration.



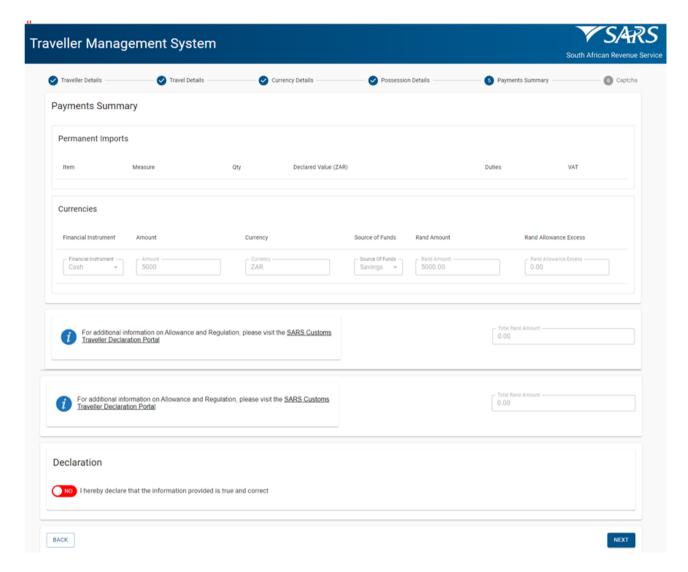


- vii) Any samples in your possession:
  - A) The traveller:
    - I) Clicks the radio button next to the question 'Any samples in your possession' and
    - II) Clicks the 'Next' button;



- B) The traveller:
  - Views the payment summary showing a zero total amount which, might change after the processing of the traveller's declaration.
  - II) Clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct; and
  - III) Clicks the 'Next' button. When submitting the declaration, the traveller receives a message with the direction to proceed to port where the Customs Officer will process the declaration.



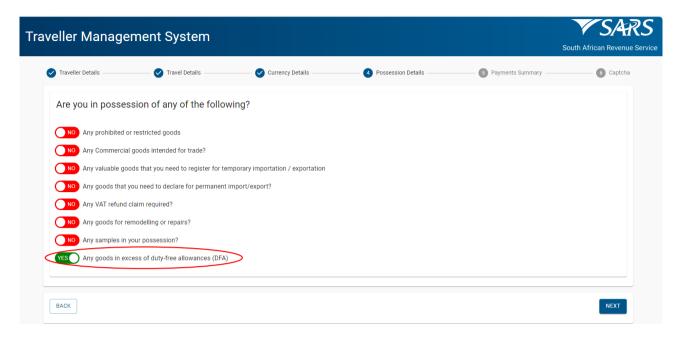


- viii) Any goods in excess of duty-free allowances (DFA):
  - A) The traveller may access the External Guide on Duty Free Allowances for Travellers (SC-PA-01-03) available on the SARS Website.
  - B) The traveller clicks the radio button next to the question 'Any goods more than duty-free allowances (DFA)'.
  - C) If yes is selected, it means that the traveller has in their possession the goods that exceed the threshold allowed to import the goods free of duties.

Revision: 4

D) The traveller clicks the 'Next' button to continue.

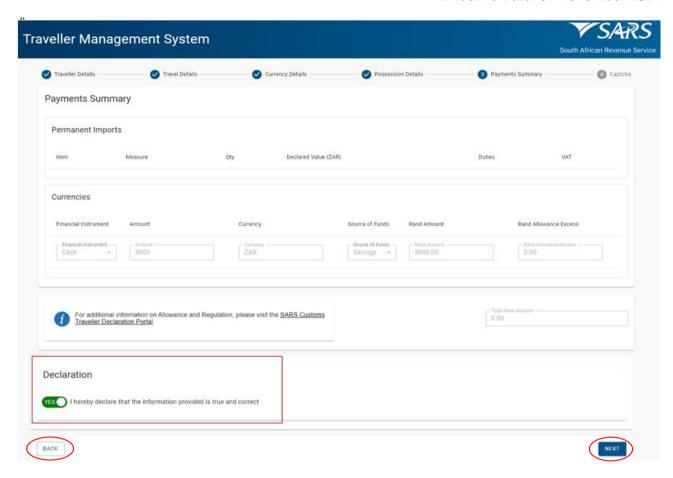




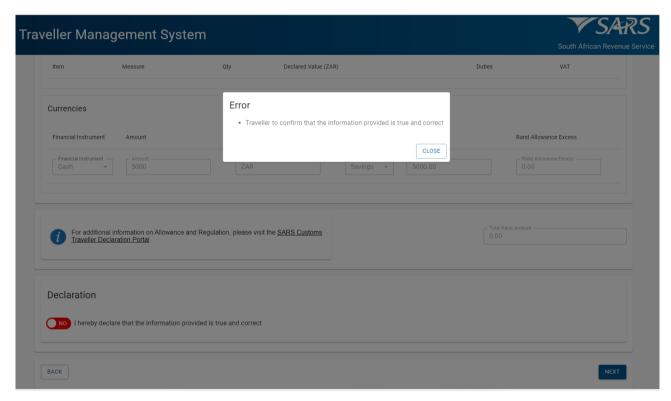
### E) The traveller:

- Views the payment summary showing a zero total amount which, might change after the processing of the traveller's declaration;
- II) Clicks the 'Declaration' radio button consequently confirming that the information provided is true and correct.
- F) The SATMS allows the traveller to:
  - I) Go back if corrections must be made; or
  - II) Click on 'Next' to continue. After submitting the declaration, the traveller receives a message with the direction to proceed to port where the Customs Officer will process the declaration.





G) If the traveller clicks the 'Next' button without clicking the declaration radio button, the following error message displays:

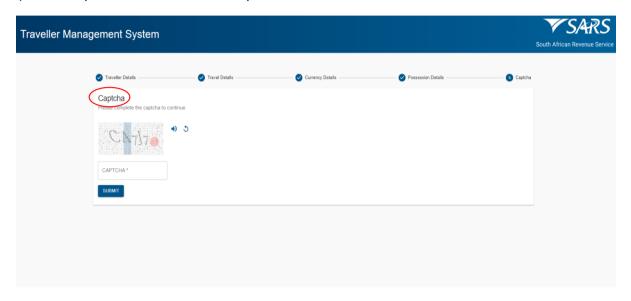




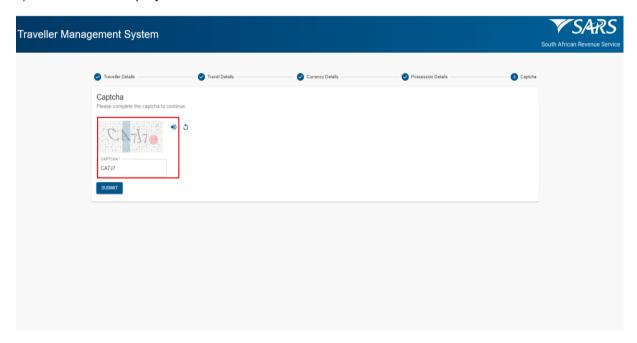
H) The taveller must click the 'Close' button to continue.

# 3.5 CAPTCHA

- a) On the CAPTCHA screen the traveller must:
  - i) Complete a test for human response.

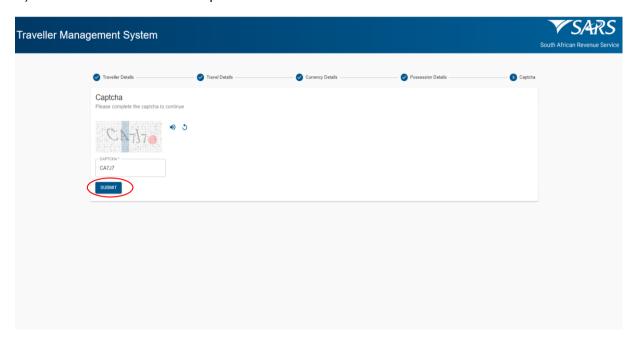


ii) Insert the displayed CAPTCHA code.



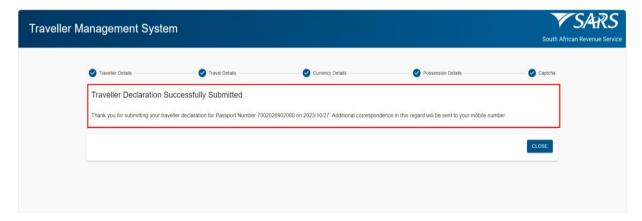


iii) Click on 'Submit' to complete the declaration.



# 3.6 Confirmation Of Submission

- a) The SATMS will:
  - i) Confirm if the traveller's declaration has been submitted successfully; or
  - ii) Request the traveller to retry submitting his / her electronic declaration if the submission was unsuccessful.



b) The traveller will receive a notification SMS / email confirming successful submission of the traveller declaration and an instruction on how to proceed.



# 4 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The definitions, acronyms and abbreviations can be accessed via the following link: <u>Glossary | South African Revenue Service (sars.gov.za)</u>

CAPTCHA	Completely Automated Public Turing test to tell Computers and Humans Apart
SATMS	South African Traveller Management System
TRAVELLER	A Traveller is as a person who is not registered for customs or Excise but conducts imports / exports for personal reasons or where the goods imported / exported does not need to be registered as a Trader (also known as informal Traders)

## 5 DISCLAIMER

#### DISCLAIMER

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation or seek a formal opinion from a suitably qualified individual.

For more information about the contents of this publication you may:

- Visit the SARS website at www.sars.gov.za.
- Make appointment to visit your nearest SARS branch.
- Contact your own tax advisor/tax practitioner.
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 7277
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).