

**CUSTOMS**

**EXTERNAL**

**COMPLETION MANUAL**

**APPLICATION FOR REGISTRATION TO  
SUBMIT CARGO REPORTS**

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## 1 SCOPE

- a) This manual describes **the mandatory particulars required to** the register cargo reporters in terms of the provisions of Section 8(1) and the Rules thereto, for the purpose of receiving and processing of sea, air, rail or road cargo reports.
- b) **This manual does not cover:**
- i) The registration requirements as stipulated in the Registration, Licensing and Designation External Policy - SC-CF-19; and
  - ii) The reporting requirements for all conveyances and cargo reports, see SC-CC-38.

## 2 COMPLETION OF THE APPLICATION FORMS

- a) The table below indicates:
- i) Who must register with SARS to submit cargo reports; and
  - ii) The mandatory information that must be provided by the applicant on the application forms:
    - A) DA 8 – Sea cargo;
    - B) DA 8A – Air cargo;
    - C) DA 8B – Rail cargo; or
    - D) DA 8C – Road Cargo
- b) Failure to provide the required mandatory information may result in the rejection of the application.

PARTICULARS	MADATORY INFORMATION REQUIRED
<b>SARS</b>	The applicant must insert in this field his / her respective Customs client number. If there is no Customs client number, this field must be left blank.
<b>PURPOSE OF APPLICATION</b>	The applicant must indicate the purpose of the application with an X where: <ol style="list-style-type: none"> <li>a) A new registration is when an applicant applies for the first time to be registered as a cargo reporter;</li> <li>b) Amendment is when the registrant amends any of the previous details registered with Customs; or</li> <li>c) Cancellation is when the registrant decides to cease the functions / activities for which registration was obtained.</li> </ol>
<b>REPORTER TYPE</b>	The applicant must indicate with an X the type of cargo reporter applying to register and submit cargo reports to Customs as per the provision of Section 8.  More than one (1) reporter type may be selected on the application form.
APPLICANT HEAD OFFICE PARTICULARS	
<b>NATURE OF BUSINESS</b>	The applicant must indicate the nature of his / her business.
<b>REGISTERED NAME OF BUSINESS OR NAME OF APPLICANT</b>	<ol style="list-style-type: none"> <li>a) The applicant must insert the registered name of his / her business and the trading name as it appears on the registration certificate of business [as issued by the Companies and Intellectual Property Commission (CIPC) or Master of the Supreme Court in the case of a trust; or</li> <li>b) The name of the individual or person (e.g. sole proprietor)</li> </ol>

PARTICULARS	MADATORY INFORMATION REQUIRED
REGISTRATION NUMBER	<p>The applicant must insert in this field, the business registration number as it appears on the CIPC registration certificate of business, if applicable.</p> <p>If the applicant is a sole proprietor this field must be left blank.</p>
PHYSICAL ADDRESS: BUILDING NAME AND FLOOR NUMBER, SUBURB, CITY/TOWN AND POSTAL CODE	<p>The applicant must insert in this field, the physical street address of the registered or licensed premises or place approved by the Commissioner.</p>
POSTAL ADDRESS SUBURB, CITY/TOWN CODE AND FAX NUMBER	<p>The applicant must insert in this field, the postal address and fax number of his / her business.</p>
CONTACT DETAILS CODE AND TELEPHONE NUMBER CODE AND FAX NUMBER E-MAIL ADDRESS	<p>The applicant must insert in this field, the contact details of his / her business.</p>
CONTACT PERSON AT MANAGEMENT LEVEL	<p>The applicant must insert in this field, the following details of the person(s) who is duly authorised as the applicants representative or public officer:</p> <p>Name;</p> <p>Surname;</p> <p>Designation; and</p> <p>Contact details e.g. e-mail address; telephone and / or cell phone number and fax number.</p>
AUTHORITY TO ACT ON BEHALF OF JURISTIC PERSON	<p>The applicant must insert the details of the person(s) duly authorised to apply on his / her behalf for registration.</p> <p>This person may be an individual, member, director or partner in the business including a representative or public officer.</p> <p>If the applicant is a foreign entity the details of the person(s) authorised by the registered agent as his / her representative or public officer must be inserted in this field.</p>
THE UNDER-MENTIONED ORIGINAL DOCUMENTS OR CERTIFIED COPIES THEREOF MUST ACCOMPANY THE APPLICATION, AS MAY BE APPLICABLE IN THE	<p>This field provides notes on the relevant supporting documents that are mandatory and must be provided together with the respective application form(s).</p> <p>Certified copies must not be older than three (3) months.</p>

PARTICULARS	MADATORY INFORMATION REQUIRED
<b>CIRCUMSTANCES</b>	
<b>DECLARATION</b>	<p>The applicant (e.g. carrier, registered / clearing agent or port authority) must complete this field. This field explains the implications and the requirements that must be met.</p> <p>The declaration may be completed by the applicant or a person who had been authorised by the applicant to apply on his / her behalf.</p>

### 3 COMPLETION OF THE ANNEX(S)

#### 3.1 DA 8.01, 8A.01, 8B.01 or 8C.01 – Carrier, Registered agent or Clearing agent (Freight Forwarders)

a) The table below indicates:

- i) The carriers who must register with SARS to submit cargo reports; and
- ii) The mandatory information that must be provided by the applicant.

b) Failure to provide the required mandatory information may result in the rejection of the application.

ANNEX	DA 8.01	DA 8A.01	DA 8B.01	DA 8C.01
<b>MEANS OF TRANSPORT</b>	SEA	AIR	RAIL	ROAD
<b>PARTICULARS</b>	<b>MANDATORY INFORMATION REQUIRED</b>			
<b>REPORTER TYPE</b>	The applicant must indicate in this field, if he / she is a:			
	Sea Carrier; Registered agent ; or Clearing agent	Air Carrier; Registered agent; or Clearing agent	This field is not applicable if the applicant is a rail carrier.	Road carrier; or Registered agent
<b>CARRIER DETAILS</b>				
<b>CARRIER NAME</b>	<p>If the applicant is a carrier (e.g. sea, air, rail or road) he / she must insert in this field, the business name as it appears on the CIPC registration certificate of business, if applicable.</p> <p>If the applicant is a registered agent or licensed clearing agent representing a foreign carrier, the registered agent must insert in this field, the business name of the foreign carrier as it appears on the registration certificate of business, issued by the Registrar of Companies in the foreign country.</p>			
<b>CARRIER CODE</b>	The carrier code assigned by:			The applicant must insert the code "TFR"
	The Bureau International des Containers (BIC); or The Standard Carrier Alpha Code (SCAC), see SC-CF-04	The International Air Transport Association (IATA) or SARS for non-IATA airlines, see SC-CF-04	SARS, see SC-CF-04, par 2.53 (b)	
<b>CUSTOMS CLIENT</b>	The applicant must insert in this field his / her Customs client number. If there is no Customs client number, this field must be left blank.			

ANNEX	DA 8.01	DA 8A.01	DA 8B.01	DA 8C.01
MEANS OF TRANSPORT	SEA	AIR	RAIL	ROAD
PARTICULARS	MANDATORY INFORMATION REQUIRED			
NUMBER				
<b>REGISTERED AGENTS DETAILS</b>				
AGENT NAME	If the applicant is a registered agent representing a foreign carrier in South Africa the registered agent must insert in this field his / her business name as it appears on the CIPC registration certificate of business, if applicable.			
CUSTOMS CLIENT NUMBER	The applicant must insert in this field his / her Customs client number. If not in possession of a Customs client number, the applicant must first register with SARS (see SC-CF-19) before he / she can represent or act on behalf of a foreign entity (e.g. sea, air rail or road carrier's) in South Africa.			
NAME(S) OF CARRIERS NOT LOCATED IN SOUTH AFRICA REPRESENTED BY REGISTERED AGENT	The applicant must insert the name(s) of all foreign carriers who he / she represents or act on behalf in South Africa in this field including their carrier code(s).			
<b>CLEARING AGENTS DETAILS</b>				
CLEARING AGENTS NAME	The licensed clearing agent must insert in this field his / her business name as it appears on the CIPC registration certificate of business, if applicable.	Not applicable to rail or road cargo		
CUSTOMS CLIENT NUMBER	The applicant must insert in this field his / her Customs client number. If there is no Customs client number, this field must be left blank.	Not applicable to rail or road cargo		
<b>APPLICANT'S BRANCH OFFICE AND HEAD OFFICE DETAILS (This field may be repeated depending on the number of Branch or Head Offices)</b>				
BRANCH OR HEAD OFFICER NAME	The applicant must insert in this field, the Branch and Head offices names in South Africa.			
PHYSICAL ADDRESS	The applicant must insert in this field, the physical street address of his / her Branch and Head offices.			
POSTAL ADDRESS	The applicant must insert in this field, the postal address of his / her Branch and Head offices.			
CONTACT DETAILS	The applicant must insert in this field, the contact details of his / her Branch and Head offices.			

ANNEX	DA 8.01	DA 8A.01	DA 8B.01	DA 8C.01
MEANS OF TRANSPORT	SEA	AIR	RAIL	ROAD
PARTICULARS	MANDATORY INFORMATION REQUIRED			
CONTACT PERSON AT MANAGEMENT LEVEL	The applicant must insert in this field, the following details of the person(s) authorised at a management level as the applicant's representative or public officer at the Branch and Head office(s) who can be contacted regarding the application or any other matters that relates to the reporting of cargo:  a) Name; b) Surname; c) Designation; and d) Contact details e.g. e-mail address; telephone, cell phone and / or fax number			
INFORMATION OF FOREIGN-GOING VESSEL OR AIRCRAFT	The applicant (e.g. sea / air carrier, registered agent or clearing agent) must insert in this field, the following details of all foreign-going vessels / aircrafts calling at sea port(s) / airport(s) in South Africa, owned, operated, rented or chartered by a sea or air carrier:		Not applicable rail or road cargo	
	Name of sea carrier; Carrier code; Vessel name; Vessel call sign; and Vessel type	Name of air carrier; Carrier code; Aircraft name; and Aircraft Registration number		

### 3.2 DA 8.02, DA 8A.02 or DA 8B.02 – Port, Airport or Railway authorities or agents

- a) The table below indicates:
- i) The authorities who must register with SARS to submit cargo reports; and
  - ii) The mandatory information that must be provided by these authorities.
- b) Failure to provide the required mandatory information may result in the rejection of the application.

c) This annex is not applicable to road.

ANNEX	DA 8.02	DA 8A.02	DA 8B.02
MEANS OF TRANSPORT	SEA	AIR	RAIL
PARTICULARS	MANDATERY INFORMATION REQUIRED		
<b>APPLICANT DETAILS</b>			
<b>PORT OR RAILWAY AUTHORITY NAME</b>	The applicant must insert in this field the business name of the authority in South Africa as it appears on the CIPC registration certificate of business, if applicable.		
	The appointed authority is Transnet Port Terminal (TPT)	The appointed authority is either the Airports Company of South Africa (ACSA) or Lanseria International airport	The authority is Transnet Freight Rail (TFR)
<b>PORT, AIRPORT, RAIL STATION PARTICULARS (This field may be repeated depending on the number of ports, airports, rail stations)</b>			
<b>PORT, AIRPORT, RAIL STATION OR SIDING NAME</b>	The applicant must insert in this field as it appears on the CIPC registration certificate of the business, if applicable, the business name of the:		
	Sea port(s) in South Africa	Airport(s) in South Africa	The railway station(s) where: a) Cargo will be off-loaded or railway carriages will be detached; or b) The train is scheduled to depart to a foreign destination
<b>IATA 3-LETTER CODE OR RAIL STATION CODE</b>	Not applicable	The carrier code assigned by the International Air Transport Association (IATA) must be inserted in this field by the applicant.	TFR must insert the railway station code.
<b>SARS FACILITY CODE</b>	Not applicable		
<b>PHYSICAL ADDRESS</b>	The applicant must insert in this field, as it appears on the CIPC registration certificate of the business, if applicable, the physical address of the:		
	Sea port(s) in South Africa	Airport(s) in South Africa	TFR railway station(s) in South Africa
<b>POSTAL ADDRESS</b>	The applicant must insert in this field, the postal address of the:		
	Sea port(s) in South Africa	Airport(s) in South Africa	TFR railway station(s) in South Africa



ANNEX	DA 8.02	DA 8A.02	DA 8B.02
MEANS OF TRANSPORT	SEA	AIR	RAIL
PARTICULARS	MANDATERY INFORMATION REQUIRED		
CONTACT DETAILS	The applicant must insert in this field, the contact details of the:		
	Sea port(s)	Airport(s)	TFR the railway station(s)
CONTACT PERSON AT MANAGEMENT LEVEL	<p>The applicant must insert in this field, the following details of the person(s) authorised at a management level as his / her representative or public officer at the Branch or Head Office(s) who can be contacted regarding the application or any other matters that relates to the reporting of cargo:</p> <p>Name;</p> <p>Surname;</p> <p>Designation; and</p> <p>Contact details e.g. e-mail address; telephone, cell phone number and / or fax number.</p>		

### 3.3 DA 8.03 or DA 8A.03 – Container Terminal, Wharf or Transit shed Operators

- a) The table below indicates:
- i) The operators who must register with SARS to submit cargo reports; and
  - ii) The mandatory information that must be provided by the applicant.
- b) Failure to provide the required mandatory information may result in the rejection of the application.
- c) This annex is not applicable to rail or road.

ANNEX	DA 8.03	DA 8A.03
MEANS OF TRANSPORT	SEA	AIR
PARTICULARS	MANDATERY INFORMATION	
REPORTER TYPE	The applicant must indicate in this field, if he / she is a:  Container Terminal Operator; and / or  Wharf Operator	Not applicable
CONTAINER TERMINAL, WHARF OR, TRANSIT SHED OPERATOR COMPANY NAME	The applicant must insert in this field as it appears on the CIPC registration certificate of the business, if applicable, the company name of the:	
	Container terminal or wharf operator	Transit shed operator

ANNEX	DA 8.03	DA 8A.03
MEANS OF TRANSPORT	SEA	AIR
PARTICULARS	MANDATORY INFORMATION	
CONTAINER TERMINAL, WHARF OR TRANSIT SHED OPERATOR LOCATION (This field may be repeated depending on the number of container terminal, wharf or transit shed operators)		
PORT PLACE OR	The applicant must insert in this field:	
	The port details of the Customs district office where the container terminal or wharf will be located e.g.: Durban	The place of the Customs district office where the transit shed will be located e.g.: Bram Fisher International airport
CONTAINER TERMINAL, WHARF OR TRANSIT SHED OPERATOR NAME	The applicant must insert in this field as it appears on the CIPC registration certificate of the business, if applicable, the company name of the:	
	Container terminal; or Wharf operator(s)	Transit shed operator
SARS FACILITY CODE	The applicant must insert the assigned SARS facility code, see SC-CF-04-A08.	
PORT TERMINAL OR TRANSNET PORT TERMINAL CODE	The port terminal or Transnet port terminal code particulars is not required any more, this field must be left blank.	
PHYSICAL ADDRESS	The applicant must insert in this field as it appears on the CIPC registration certificate of the business, if applicable, the physical address of the:	
	Container terminal(s); or Wharf(s)	Transit shed(s)
POSTAL ADDRESS	The applicant must insert in this field the postal address of the:	
	Container terminal; or Wharf operator(s)	Transit shed(s)
CONTACT DETAILS	The applicant must insert in this field, the contact details of the:	
	Container terminal; or Wharf operator(s)	Transit shed operator(s)

ANNEX	DA 8.03	DA 8A.03
MEANS OF TRANSPORT	SEA	AIR
PARTICULARS	MANDATORY INFORMATION	
CONTACT PERSON AT MANAGEMENT LEVEL	<p>The applicant must insert in this field, the following details of the person(s) authorised at a management level as his / her representative at the Branch or Head Office(s) who can be contacted regarding the application or any other matters that relates to the reporting of cargo:</p> <p>Name;</p> <p>Surname;</p> <p>Designation; and</p> <p>Contact details e.g. e-mail address; telephone, cell phone number and / or fax number.</p>	
WHARF TYPE PARTICULARS		
PORT NAME	<p>The applicant must insert in this field: where the wharf operator is situated, e.g. Port of Durban or Durban</p> <p>The alphabetic Customs district office code, e.g. DBN is optional not mandatory, see SC-CF-04-A01.</p>	Not applicable
WHARF NUMBER AS ALLOCATED BY TRANSNET PORT TERMINALS (TPT)	The wharf number is not required any more, this fields must be left blank.	
TYPE OF CARGO HANDLED PER WHARF	<p>The applicant must indicate the type of cargo that will be handled by the wharf in this field, e.g.:</p> <p>Break bulk;</p> <p>Combination of bulk and break bulk;</p> <p>Combination or bulk / break bulk and containerised;</p> <p>Containerised;</p> <p>Dry bulk; or</p> <p>Liquid bulk</p>	

### 3.4 DA 8.04 or 8.4A – Container or Degrouping depot operator

a) The table below indicates:

- i) The licensed depot operators who must registers with SARS to submit cargo reports; and
  - ii) The mandatory information that must be provided by the applicant.
- b) Failure to provide the required mandatory information may result in the rejection of the application.
- c) This annex is not applicable to rail or road.

ANNEX	DA 8.04	DA 8A.04
MEANS OF TRANSPORT	SEA	AIR
PARTICULARS	MANDATORY INFORMATION REQUIRED	
<b>APPLICANT DETAILS</b>		
COMPANY NAME	The applicant must insert in this field as it appears on the CIPC registration certificate of business, if applicable, the company name of the licensed:	
	Container depot	Degrouping depot.
PORT OR PLACE	The applicant must insert in this field:	
	The <b>port</b> or <b>place</b> where the container depot is located e.g.:	The <b>place</b> where the degrouping depot is located e.g.:
	Port of Durban or Durban; see the Schedules to the Rules, paragraph 200.08, or	Cape Town International Airport, see Schedules to the Rules, paragraph 200.09, or
	The alphabetic Customs district office code DBN, see SC-CF-04-A01.	The alphabetic Customs district office code, DFN, see SC-CF-04-A01.
The Customs district office code in SC-CF-04-A01 is optional not mandatory.		
CONTAINER OR DEGROUPING DEPOT NAME	The applicant must insert in this field as it appears on the CIPC registration certificate of business, if applicable, the company name of the:	
	Container depot	Degrouping depot
SARS FACILITY CODE	The applicant must insert the SARS facility code assigned to the facility, see SC-CF-04-A08.	
CONTAINER OR DEGROUPING DEPOT PHYSICAL ADDRESS	The applicant must insert in this field as it appears on the CIPC registration certificate of business, if applicable, the physical address of the:	
	Container depot(s).	Degrouping depot(s)
CONTAINER OR DEGROUPING DEPOT POSTAL ADDRESS	The applicant must insert in this field, the postal address of the:	
	Container depot(s).	Degrouping depot(s).
CONTAINER OR DEGROUPING DEPOT CONTACT DETAILS	The applicant must insert in this field, the contact details of the:	
	Container depot(s).	Degrouping depot(s)

<b>ANNEX</b>	<b>DA 8.04</b>	<b>DA 8A.04</b>
<b>MEANS OF TRANSPORT</b>	<b>SEA</b>	<b>AIR</b>
<b>PARTICULARS</b>	<b>MANDATORY INFORMATION REQUIRED</b>	
<b>CONTAINER OR DEGROUPING DEPOT CONTACT PERSON AT MANAGEMENT LEVEL</b>	<p>The applicant must insert in this field, the following details of the person(s) authorised at a management level as his / her representative or public officer at the Branch or Head Office(s) who may be contacted regarding the application or any other matters relates to the reporting of cargo:</p> <p>Name;</p> <p>Surname;</p> <p>Designation; and</p> <p>Contact details e.g. e-mail address; telephone, cell phone number and / or fax number.</p>	

## 4 REFERENCES

### 4.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	<b>Customs and Excise Act No. 91 of 1964:</b> Sections 6, 7, 8, 12, 44, 59A, 60, 64A, 64B, 64D, 64G and 101A <b>Customs and Excise Rules:</b> Rules 7, 8, 44, 59A, 60, 64A, 64B, 64D, 64G and 101A
Other Legislation:	<b>Interpretation Act No. 33 of 1957:</b> Sections 2 and 4 <b>Promotion of Administrative Justice Act No. 3 of 2000:</b> Sections 3 and 5
International Instruments:	<b>Kyoto Convention General Annex, Chapter 6</b> – Customs Control <b>Specific Annex A, Chapter 1</b> Formalities prior to the lodgement of the goods declaration <b>Specific Annex E Chapter 1</b> – Customs Transit <b>Specific Annex E Chapter 2</b> – Transshipment <b>Standard:</b> 1-4, 8, 10, 12, 13, 15, 16, 23, and 24 <b>Recommended Practice:</b> 9, 11, 17, 18, 21, 22 and 25 <b>WCO Framework of Standards: Annex 1: Standards</b> 1.2.1 – 1.2.3, 2.4, and 10

### 4.2 Cross References

DOCUMENT #	DOCUMENT TITLE
SC-CC-38	Reporting and Conveyance of Goods – External Policy
SC-CF-04	Completion of Declaration – External Manual
SC-CF-19	Registration, Licensing and Designation – External Policy

### 4.3 Quality Records

NUMBER	TITLE
DA 8	Application for registration to submit reports – Sea cargo
DA 8.01	Carrier / registered agent or clearing agent
DA 8.02	Port authority
DA 8.03	Container terminal operator and wharf operator
DA 8.04	Licensed container depot
DA 8A	Application for registration to submit reports - Air cargo
DA 8A.01	Carrier / registered agent or clearing agent

NUMBER	TITLE
DA 8A.02	Port authority
DA 8A.03	Transit shed operator
DA 8A.04	Licensed degrouping operator
DA 8B	Application for registration to submit reports - Rail cargo
DA 8B.01	Rail Carrier / registered agent
DA 8B.02	Railway authority
DA 8C	Application for registration to submit reports – Road cargo
DA 8C.01	Carrier / registered agent

## 5 DEFINITIONS AND ACRONYMS

ACSA	Airports Company South Africa
CIPC	Companies and Intellectual Property Commission
IATA	International Air Transport Association
Licensing	A formal permission from a government or any constituted authority to perform a specified business or profession that also contains rules and regulations on how such business or profession must be conducted
TPT	Transnet Port Terminals
TFR	Transnet Freight Rail

## 6 DOCUMENT MANAGEMENT

Business Owner	Group Executive: Customs Branch
Document Owner	Senior Manager Governance Compliance: Customs
Author	Frans Williams
Detail of change from previous revision	<ul style="list-style-type: none"> <li>a) Aligned with newly published DA 8 forms;</li> <li>b) Corrected form titles;</li> <li>c) Combined SC-CF-27, SC-CF-28 and SC-CF-45 into SC-CF-26;</li> <li>d) Included: <ul style="list-style-type: none"> <li>i) Reference to Companies and Intellectual Property Commission (CIPC) registration certificate of business; and</li> <li>ii) Form applicable to rail authorities; and</li> </ul> </li> <li>e) Removed all the definitions already defined in the Act from this document</li> </ul>
Template number and revision	GC-TM-16 – Rev 5