

APPLICATION FORM: REGISTRATION / LICENSING OF CUSTOMS AND EXCISE CLIENTS

For official use

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

1. NOTES FOR COMPLETION OF THE DA 185 AND ITS ANNEXURES

1. Where the asterisk (*) appears, delete whichever is not applicable.
2. Indicate with an " X " in the appropriate block(s) whichever is applicable.
3. Complete the annexure listed in container 11 which is relevant to the registration or licensing type applied for.
4. Reflect the relevant customs and excise client number when updating (by amending or confirming) existing registration or licensing information.
5. Where security must be furnished, complete and submit annexure DA 185.C.
6. An importer, exporter, remover in bond or searcher for wreck not located in the Republic, must also complete and submit annexure DA 185.D, to disclose a registered agent.
7. Complete and submit any prescribed agreement, if applicable.
8. If the space provided in a particular container on form DA185 or any annexure is insufficient, the information required must be furnished on an addendum referencing the relevant container number of the form or annexure, which must be attached to form DA185 or the relevant annexure.
9. All references to sections and rules pertain to the Customs and Excise Act, 1964 ("the Act").
10. All Customs and Excise forms are available on the SARS website (www.sars.gov.za) or at any SARS branch office.

2. EXISTING REGISTRANT/LICENSEE PARTICULARS

If currently registered/licensed in terms of the Act, please state allocated customs and excise client number

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

3. LOCATION OF APPLICANT

| | |
|--|--|
| Natural person, located in the Republic | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Juristic person, located in the Republic | Yes <input type="checkbox"/> No <input type="checkbox"/> |

4. PURPOSE OF APPLICATION

| | | |
|---|--|--|
| New registration/licence or renewal: <input type="checkbox"/> | Update of existing information: <input type="checkbox"/> | Notification of cancellation: <input type="checkbox"/> |
|---|--|--|

5. APPLICANT PARTICULARS

| | | | |
|--|--------------|--------------|------------------------------|
| Registered name of business (juristic person) or name of natural person: | | | |
| Business address: Complex | | | |
| Street name and number: | | | |
| Unit Number | | | |
| Building name and floor number: | | | |
| Suburb/District: | | | |
| City/Town: | | Street code: | |
| Postal address: | | | |
| Suburb/District: | | | |
| City/Town: | | Postal code | |
| Country | | | |
| Business telephone (Including code): | Code: (____) | Tel. (____) | Fax number (Including code): |
| | | | Code: (____) Fax. (____) |
| Cellular phone number: | | | Business e-mail address: |
| Home telephone number: | | | |

6. SOUTH AFRICAN BANK ACCOUNT DETAILS

| | | | | | | | | | |
|-----------------|--------------------------|------------------|--------------------------|----------|--------------------------|---|--------------------------|------------------------|--|
| E-mail address: | | | | | Cellular phone number: | () | | | |
| Public Officer: | <input type="checkbox"/> | Curator/Trustee: | <input type="checkbox"/> | Partner: | <input type="checkbox"/> | Accounting officer / Treasurer / Financial Officer: | <input type="checkbox"/> | Other, please specify: | |

Duly authorised to act on behalf of juristic entity by –

*a resolution passed at a meeting of the Board of Directors, held at on the day of (CCYY); or

express consent in writing of all the members of the close corporation / partners of the partnership /* trustees of the trust; or

* being a person having the management of any other juristic person (please state name); or

* being a delegated officer of an organ of State,

hereby apply on behalf of the applicant for registration* / licensing*.

11. REGISTRATION OR LICENSE TYPES AND RELEVANT ANNEXURES

| Annexure | Registration | Tick box | Annexure | Licensing | Tick box |
|--|---|--------------------------|-------------|--|--------------------------|
| DA 185 4A1 | Importer (Located/ not located in the Republic) | <input type="checkbox"/> | DA 185 4B1 | Special Manufacturing Warehouse – (Section 21 and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A2 | Exporter (Located/ not located in the Republic) | <input type="checkbox"/> | DA 185 4B2 | Manufacturing Warehouse – (Sections 19A, 27, 54E, 54J, 54AA and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A2 | Exporter for SADC, SADC-EPA, SACU/EFTA, SACU/MERCOSUR, AfCFTA and SACUM-UK EPA (Located/ not located in the Republic) – (rule 59A.01, rules 49A, 49B, 49D, 49E, 49F and 49G) | <input type="checkbox"/> | DA 185 4B3 | Storage Warehouse (Section 19 and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A2 (Section A) & Form DA 46A1.02 | Exporter for GSP - AGOA (Located/ not located in the Republic) – (rules 46A1.02) | <input type="checkbox"/> | DA 185 4B4 | Special Storage Warehouse (Sections 19A and 21 and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A2 (Section B) & Form DA 49A.02 | Approved Exporter – SADC-EPA, SACU/EFTA, AfCFTA or SACUM-UK EPA (Located/ not located in the Republic) – (rules 49A.20 (24), (25), 49D.18(19)(22), 49F.19(19),(20) and 49G.20(24),(25)) | <input type="checkbox"/> | DA 185 4B5 | Clearing Agent – (Section 64B and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A2 (Section C) & Form DA 46A.01 | Exporter for GSP (various countries) (Located/ not located in the Republic) – (relevant rules for section 46A) | <input type="checkbox"/> | DA 185 4B6 | Remover of goods in Bond (Located/ not located in the Republic) – (Section 64D and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A3 | Rebate User (Schedule Nos. 3, 4 and 6) – (Section 75 and the rules thereto) | <input type="checkbox"/> | DA 185 4B7 | Distributor of Fuel – (Section 64F and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A4 & DA46A1.03 | Manufacturer – (Section 46) | <input type="checkbox"/> | DA 185 4B8 | Special Ad Valorem Manufacturing Warehouse – (Section 36A and the rules thereto) | <input type="checkbox"/> |
| DA 185 4A5 | Special Manufacturing Warehouse: APDP (Item 317.03 of Part 1 of Schedule No.3) | <input type="checkbox"/> | DA 185 4B9 | Storage Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21, 21A and Rule 21A.10) | <input type="checkbox"/> |
| DA 185 4A6 | Electronic User – (Section 101A and the rules thereto) | <input type="checkbox"/> | DA 185 4B10 | Manufacturing Warehouse (Customs Controlled Area Enterprise) – (Sections 19A, 21A, 27 and Rule 21A.10) | <input type="checkbox"/> |
| DA 185 4A7 & Form DA 46A.02 | Producer for SADC, SADC-EPA, SACU/EFTA, SACU/MERCOSUR, AfCFTA, SACUM-UK EPA and GSP – (rule 59A.01, rules 49A, 49B, 49D, 49E, 49F, 49G and 46A2.18) | <input type="checkbox"/> | DA 185 4B11 | Distillation of spirits by an agricultural distiller (Section 62 and rule 63.07) | <input type="checkbox"/> |
| DA 185 4A8 | Commercial manufacturer of biofuel – (Section 37B and rule 37B.02(b)) | <input type="checkbox"/> | DA 185 4B12 | To own, possess or keep stills (Section 63 and rule 116.01) | <input type="checkbox"/> |

| | | | | | |
|-------------|---|--------------------------|-------------|--|--------------------------|
| DA 185 4A9 | Non-commercial manufacturer of biofuel – (Section 37B and rule 37B.02(a)) | <input type="checkbox"/> | DA 185 4B13 | To manufacture or import stills for sale or to repair stills for reward (rule 63.01) | <input type="checkbox"/> |
| DA 185 4A10 | Manufacturer in terms of drawback items 501.00 to 521.00 (Note 2(a) to Part 1 of Schedule No. 5) | <input type="checkbox"/> | DA 185 4B14 | Degrouping depot (Section 64G and rules thereto) | <input type="checkbox"/> |
| DA185 4A11 | Special Economic Zone Operator and/or designation of a Customs Controlled Area (CCA) – (Sections 21A and rule 21A.04) | <input type="checkbox"/> | DA 185 4B15 | Searching wreck or searching for wreck (Section 64C and rule 64C.01) | <input type="checkbox"/> |
| DA 185 4A12 | Electricity Producer – (rule 54FA.04) | <input type="checkbox"/> | DA 185 4B16 | Container depot (Section 64A and rule 64A.01) | <input type="checkbox"/> |
| DA 185 4A13 | Registered Agent (rule 59A.01A) | <input type="checkbox"/> | | | |
| DA 185 4A14 | Registered Still (rule 63.04) | <input type="checkbox"/> | | | |
| DA 185 4A15 | Manufacture of excisable goods solely for own use by the manufacturer (Section 116 and rule 116.01) | <input type="checkbox"/> | | | |
| DA 185 4A16 | Non-commercial manufacturer of sugary beverages (Section 59A and Rule 54I.03) | <input type="checkbox"/> | | | |
| DA 185.4A17 | Tobacco leaf dealer (Section and rule 107A) | <input type="checkbox"/> | | | |
| DA 185 4A18 | To be in possession or control of and to use goods consisting of a mixture which includes marked goods (Section 37A(9) and rule 37A.12) | <input type="checkbox"/> | | | |
| DA 185 4A19 | Supply of aviation kerosene and / or aviation spirit (Items 460.05 / 496.00 or 623.11 / 671.01) | <input type="checkbox"/> | | | |
| DA 185 4A20 | Producer of goods not capable of use in any engine (Section 37A(4) and rule 37A.11) | <input type="checkbox"/> | | | |
| DA 185.4A21 | Seller of eligible purchases of distillate fuel to diesel refund users (Section 59A, rule 59A.01A and rule 75.25.02) | <input type="checkbox"/> | | | |
| DA 185.4A22 | Diesel refund user under the diesel refund scheme (Section 75(1A) and rule 75.25.03) | <input type="checkbox"/> | | | |

| | | |
|----------|---|--------------------------|
| DA 185 C | Security Particulars | <input type="checkbox"/> |
| DA 185 D | Disclosure of registered agent by importer, exporter, or remover of goods in bond or searcher for wreck not located in the Republic (rule 59A.01A(b)(iii) and Section 64D.01) | <input type="checkbox"/> |

| 12. INFORMATION REGARDING CONTRAVENTIONS AND OTHER MATTERS | | | | |
|--|------|--|-----|--|
| Please indicate whether during the preceding five years, the applicant or an employee of the applicant in a managerial position, or if the applicant is a juristic entity, a director, administrator or trustee or other person managing the entity- | | | | |
| (a) Has contravened or failed to comply with the provisions of the Act | Yes: | | No: | |
| (b) Has failed to comply with any condition, obligation or other requirement imposed by the Commissioner in respect of a registration or licence* | Yes: | | No: | |
| (c) Has been convicted of any offence under the Act | Yes: | | No: | |
| (d) Has been convicted of any offence involving fraud or dishonesty | Yes: | | No: | |
| (e) Has made any false or misleading statement in any material respect or omitted to state any material fact which was required to be stated in any application for registration or licensing or for any other purpose under the Act | Yes: | | No: | |
| (f) Has been declared insolvent or in liquidation | Yes: | | No: | |
| Note: • If the answer is "yes" to any of the above questions, full details must be furnished on a separate page and attached to the application. • Any applicant may, where it is contended in respect of paragraphs (a) and (b) that the contravention or failure was inadvertent, without fraudulent intent or gross negligence, include a submission to this effect which should be furnished on a separate page and attached to the application. | | | | |

| 13. INFORMATION REGARDING TAX COMPLIANCE | | | | |
|--|------|--|-----|--|
| Indicate whether the applicant - | | | | |
| (a) owes SARS any of the following for which the applicant is liable in terms of this Act or any other tax law: Outstanding- | | | | |
| (i) taxes | Yes: | | No: | |
| (ii) interest | Yes: | | No: | |
| (iii) penalties | Yes: | | No: | |
| (iv) other amounts | Yes: | | No: | |
| (b) has any outstanding tax returns or other documents that must be submitted for tax purposes to SARS in terms of this Act or any other tax law | Yes: | | No: | |

| 14. DOCUMENTS IN SUPPORT OF APPLICATION | |
|---|---|
| An application must, unless otherwise stated in the specific Annexure, be supported by the following documents to be submitted to the customs authority on request: | |
| (a) | A document confirming the banking details of the bank account referred to in box 6, which can be – (i) A bank certified original bank statement or a legible bank certified copy of an original bank statement; (ii) a bank certified auto bank statement; or (iii) an original letter from the bank on an official bank letterhead; |
| (b) | the original or a certified copy of— (i) a municipal account, fixed line telephone or cellular phone account or any other monthly account or statement (for example, if appropriate in the circumstances, a co-operative statement for farmers, medical aid statement, mortgage statement, SABC television licence documents, eToll account, major retail accounts) issued to the applicant that can confirm physical address of the applicant, if the applicant is located in the Republic; and (ii) a telephone or cellular phone account issued to the applicant to confirm the applicant's telephone or cellular phone contact details; |
| (c) | if the applicant is a juristic entity, a certified copy of the founding document or any certificate issued in terms of the laws of the Republic or of another country certifying that the applicant is incorporated, registered or recognised in terms of the laws of the Republic or that other country; |
| (d) | a certified copy of the identification document or passport proving identity and citizenship— (i) if the applicant is a natural person, of the applicant; (ii) if the applicant is a juristic entity, of the directors, members, partners, trustees, administrator, chairperson, manager, as the case may be, of the applicant; and (iii) the authorised officer of the applicant, if not already provided under (ii); |
| (e) | a certified copy of the court order in the case of the applicant being an emancipated minor; |
| (f) | if the applicant applies for registration as an agent for a non-local licensee or registered person, a certified copy of the agency contract between the applicant and the non-local licensee or registered person; |
| (g) | a certified copy of the document authorising a person to act as authorised officer on behalf of the applicant; |
| (h) | if applicable, documents evidencing that the applicant has in place— (i) an information security policy and security procedures or mechanisms to protect the applicant's electronic systems from unauthorised access; and (ii) procedures and back-up capabilities to protect it against the loss of information; and |
| (i) | any other document as the Commissioner may require for purposes of the application or for purposes of an update of information already submitted. |

| 15. DECLARATION BY APPLICANT OR AUTHORISED OFFICER ON BEHALF OF APPLICANT THAT IS A JURISTIC PERSON | |
|---|--|
| I hereby- | |
| (a) | declare that the particulars in the application and all annexures are true and correct; and |
| (b) | undertake to- (i) inform the SARS promptly in accordance with the rules of any changes in the particulars furnished in the application; and (ii) comply with customs and excise laws and procedures. |
| _____ | _____ |
| (Initials and surname) | (Status / Capacity, e.g. Director) |

(Signature)

(Date & Place)

16. FOR OFFICIAL USE ONLY

I, _____ Team Member, Office hereby certify /
at _____ confirm
Full name and surname *Branch Office name*

that the applicant (or authorised officer) /
representative*:

- Visited this office in person;
- Is in fact the person reflected on his/her identification document/passport*; and
- Is the person as is reflected on the letter of authority (where applicable).

Team Member: SID *Team Member: Signature* *Date*

I, _____ Team Leader, at Office hereby certify /
_____ confirm
Full name and surname *Office name*

that the applicant / representative*:

- Visited this office in person;
- Is in fact the person reflected on his/her identification document/passport*; and
- Is the person as is reflected on the letter of authority (where applicable).

Team Leader: SID *Team Leader: Signature* *Date*