

Effective Date: 12 June 2024

CUSTOMS

EXTERNAL

COMPLETION OF TRAVELLER CARD

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1 PURPOSE

- a) This annex describes the completion of the Traveller Card (TC-01).
- b) The Traveller Card (TC-01) - which is to be completed by travellers prior to their arrival or at the port of entry / exit.
- c) The TC-01 will be used for the processing of travellers at Customs Offices if **SATMS is offline**.

2 TRAVELLER CARD REQUIREMENTS

- a) The Traveller Card may be completed prior to arrival at the port or at the port of entry / exit.
- b) The Traveller Card must be completed with a black / blue pen in English using capital letters.
- c) Parents or guardians must assist minors to complete the Traveller Card.
- d) Each traveller (or legal guardian in the case of minors) must sign the Traveller Card that he / she has completed.

3 COMPLETION OF THE TRAVELLER CARD

FIELD DESCRIPTION	EXPLANATION
Passport No.	The traveller's passport number is completed in this field.
Flight No. / Ship No. / Vehicle Reg No.	The traveller completes the number of the mode of transport he / she used.
Reason for a visit	<p>The traveller marks the relevant tick box with the applicable reason(s) for his / her visit to South Africa. The following options are available:</p> <ol style="list-style-type: none"> a) Resident; b) Immigrant; c) Study; d) Business; e) Transit; f) Holiday; g) Diplomat; h) Employment; i) Crew; and j) Other, in which case the traveller must specify what this reason is.
Occupation	<p>The traveller marks the relevant tick box with regard to their occupation. The following options are available:</p> <ol style="list-style-type: none"> a) Civil Service; b) Diplomat; c) Military / Police; d) Media; e) Artist; f) Charity; g) Student; h) Education; i) Professional; j) Trade / Business; and k) Other, in which case the traveller must specify what his / her occupation is.

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FIELD DESCRIPTION	EXPLANATION
Are you in possession of	The traveller must indicate (yes or no) whether he / she has in his / her possession any of the following: a) Any prohibited or restricted goods; b) Any goods in excess of Duty Free Allowance (DFA); c) Any goods intended for trade; d) Foreign or South African currency exceeding limits; or e) Any valuable goods to be registered for temporary importation.
Physical Address in South Africa	The traveller completes the physical address where he / she will be staying in South Africa: a) Unit number; b) Complex (if applicable); c) Street number; d) Street or name of farm; e) Suburb or district; f) City or town; g) Intended date of departure (CCYYMMDD); h) Contact person in South Africa; and i) Contact number in South Africa.
Declaration	The traveller must write his / her full name and surname and sign the declaration to confirm that the particulars he / she has furnished are true and correct.
For Office Use	This field is completed by the Physical Inspector to indicate which channel the traveller must proceed to.
Date	This field is completed by the Physical Inspector to indicate the date of the traveller's arrival.

4 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The definitions, acronyms and abbreviations can be accessed via the following link: [Glossary | South African Revenue Service \(sars.gov.za\)](#)

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).