



# CUSTOMS CLEARING INSTRUCTION GUIDE





# CUSTOMS CLEARING INSTRUCTION

In terms of Section 39 of the Customs and Excise Act No. 91 of 1964 it is a requirement for DHL Express to obtain Clearing Instructions prior to Clearance. This instruction will remain in effect until such time as revoked or amended by an authorized party in writing to DHL and acknowledged by us in writing.

SHIPPER NAME		CONSIGNEE NAME	
ADDRESS		ADDRESS	
CONTACT NUMBER		CONTACT NUMBER	
EMAIL		EMAIL	
CONTACT NAME		CONTACT NAME	

CONSIGNMENT NOTE/HAWB

CUSTOMS CLIENT CODE (IMPORT/EXPORT CODE)  RSA ID NO./RSA TAX NO.  FOREIGN PASSPORT NO.

### PURPOSE OF TRANSACTION

GIFT  SALE/PURCHASE  SAMPLE  OTHER

IF OTHER

### EXPORT TYPE / IMPORT TYPE

PERMANENT  TEMPORARY

DESTINATION COUNTRY OF GOODS

ORIGIN COUNTRY OF GOODS (WTO RULES)

### COMMERCIAL INVOICE

DETAILED COMMERCIAL INVOICE ATTACHED  COMMERCIAL INVOICE TO BE USED FOR TARIFF HEADING

### TARIFF AND CUSTOMS VALUATION

IF APPLICABLE AND REGISTERED WITH SARS

TARIFF DETERMINATION NUMBER (TDN)  VALUATION CODE/METHOD

VALUE DETERMINATION NUMBER (VDN)  ARE THE PARTIES RELATED (Y/N)

INVOICE/S NUMBERS  MARK-UP %

### PERMIT

NONE  SADC  EUR1  CITES

AGOA  ARM CONTROL  ATA CARNET  OTHER

IF OTHER

### SPECIAL INSTRUCTIONS

### DECLARATION

I, .....request DHL International (PTY) LTD, to clear and deliver these goods under the above mentioned conditions. I further declare that no other clearing instruction has been given to any other person or company to effect clearance on my behalf.

This signature certifies that the signatory is an employee duly authorised to issue this clearing instruction, the importer or the exporter.

SIGNATURE  NAME AND SURNAME

DATE  DESIGNATION



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SHIPPER NAME ADDRESS	CONSIGNEE NAME ADDRESS
CONTACT NUMBER EMAIL CONTACT NAME	CONTACT NUMBER EMAIL CONTACT NAME

Person/entity sending the shipment

Person/entity receiving the shipment

Legal Entity (Exporter/ Importer) information Customs identification

DHL air waybill number

CONSIGNMENT NOTE/HAWB

CUSTOMS CLIENT CODE (IMPORT/EXPORT CODE)    RSA ID NO./RSA TAX NO.    FOREIGN PASSPORT NO.

## PURPOSE OF TRANSACTION

GIFT    SALE/PURCHASE    SAMPLE    OTHER

IF OTHER

Describe the purpose of the export / Import

## EXPORT TYPE / IMPORT TYPE

PERMANENT    TEMPORARY

DESTINATION COUNTRY OF GOODS

ORIGIN COUNTRY OF GOODS (WTO RULES)

Will the shipment be exported/imported permanently, or will the shipment be returning within 6 months to South Africa / Origin

Is the attached commercial invoice detailed enough for tariff code determination and that the details are correct for customs declaration

## COMMERCIAL INVOICE

DETAILED COMMERCIAL INVOICE ATTACHED    COMMERCIAL INVOICE TO BE USED FOR TARIFF HEADING

## TARIFF AND CUSTOMS VALUATION

IF APPLICABLE AND REGISTERED WITH SARS

TARIFF DETERMINATION NUMBER (TDN)    VALUATION CODE/METHOD

VALUE DETERMINATION NUMBER (VDN)    ARE THE PARTIES RELATED (Y/N)

INVOICE/S NUMBERS    MARK-UP %

This is only applicable if you have a formal TDN or VDN with SARS.

Only applicable if there is a related permit/certificate for the export / import

## PERMIT

NONE    SADC    EUR1    CITES

AGOA    ARM CONTROL    ATA CARNET    OTHER

IF OTHER

## SPECIAL INSTRUCTIONS

Any additional special clearance instructions required for the shipment, such as broker clearance or other Customs related requirements

Name and signature and designation of party that complete the declaration for Customs

## DECLARATION

I, .....request DHL International (PTY) LTD, to clear and deliver these goods under the above mentioned conditions. I further declare that no other clearing instruction has been given to any other person or company to effect clearance on my behalf.

This signature certifies that the signatory is an employee duly authorised to issue this clearing instruction, the importer or the exporter.

SIGNATURE    NAME AND SURNAME

DATE    DESIGNATION

# CUSTOMS CLEARING INSTRUCTION GLOSSARY

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## 1. Country of Destination

The country of final destination as consigned and addressed to on the transport document. (House Air waybill)

## 2. Country of Export

This is the country from which the goods are being exported from, as per the shippers from address on the invoice or the shippers address as indicated on the transport documents. It may not be the country of manufacture ( Origin )

## 3. Country of Origin

The Country of Origin is the country in which the goods have been produced or manufactured and is not necessarily the country of export. This is identified according to the rules of origin criteria available on [www.sars.gov.za](http://www.sars.gov.za). The Country of Origin is important for the purposes of preferential duty rates according to special trade agreements between countries or regions.

## 4. INCO Term

INCO Terms are International Commercial Terms used in international transactions where it indicates the allocation of risk associated with international transportation and delivery of goods. It is also a key aspect to determine the correct Customs value for clearance processes. As an example the South African Customs (SARS) point of valuation is FOB (Free on Board), which includes all handling and transport to point of loading for Export at port of Export.

## 5. Tariff Heading/Code (Harmonized Tariff System- HTS)

All goods imported and/or exported requires the individual commodities to be classified according to an appropriate tariff item/heading and is directly linked to a rate of potential duty and other governmental regulatory requirements. In order to allow correct classification (HSTH) detailed descriptions of the goods are required. The HSTH (Harmonized Commodity Description and Coding System) is an internationally standardized system of names and numbers to classify products.

## 6. TDN (Customs Tariff Determination Number)

All goods are classified in terms of the International Harmonized Commodity and Coding System (Harmonized System). A tariff determination number (TDN) is formal ruling obtained by an importer/exporter on a specific product, this follows the submission of an application submitted by the importer/exporter to Customs against supporting documents.

## 7. UCR Number

A Unique Consignment Reference (UCR) number needs to be reported on all export proceeds as per the South African Reserve Bank (SARB). The format of a UCR number (min 12 & max 35 characters). It consists of the last digit of the calendar year of export, two letter country of origin code, 8 digit exporters customs code, followed by a unique reference to the export in question (invoice number, consignment number, order number etc.). This number is used to track any foreign funds received for export consignments as well as for destination clearance purposes within the SACU region. If you do not have a UCR one will be created for you by DHL using the mandated formula.

## 8. Valuation Code

Section 66(2)(c) of the Customs Act determines that every importer shall indicate which Valuation Method is applicable to his/her goods by inserting in the field "Valuation Code" on the Customs declaration, after the letter "R" or "N" as required by Rule 66.03 the appropriate method number.

- i) Related to the supplier of the goods - insert the letter "R";
- ii) Not related to the supplier of the goods - insert the letter "N"; or
- iii) Exempted in terms of Rule 66.01 - insert the letter "E".

## 9. Valuation Method

The methods, in order of precedence, are:

- a) The transaction value of the goods, i.e. the price actually paid or payable
- b) The transaction value of identical goods
- c) The transaction value of similar goods
- d) The "deductive" method (where the customs value is derived from the selling price of the imported goods in the Republic)
- e) The "computed" method (where the value is derived from the built-up cost of the imported goods);
- f) The so-called "fall back" method, being one of the other five methods applied more flexibly.

## 10. VDN (Customs Value Determination)

A VDN is number allocated by Customs and applicable between two specific parties (Buyer and Seller). This follows an application made by a customer to Customs for a ruling on the specific value to be used for goods shipped between parties whether related or not. This could result in potential mark-ups of values for Customs clearance purposes.

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