

# FRAMEWORK OF THE SACU SAD MANUAL

# LIST OF ABBREVIATIONS

<b>CIF</b>	Cost, Insurance and Freight
<b>COC</b>	Country of Origin Code
<b>COD</b>	Country of Destination
<b>COE</b>	Country of Export
<b>COO</b>	Country of Origin
<b>CPC</b>	Customs Procedure Codes
<b>GATT</b>	General Agreement on Trade and Tariffs
<b>FCY</b>	Foreign Currency
<b>FOB</b>	Fixed on Board
<b>KG</b>	Kilograms
<b>LAA</b>	Litres of Absolute Alcohol
<b>OOE</b>	Office of Exit / Office of Entry
<b>SACU</b>	South African Customs Union
<b>SAD</b>	Single Administrative Document
<b>TIN</b>	Trader Identification Number
<b>TMF</b>	Transport Mode at Frontier
<b>TMI</b>	Transport Mode Inland
<b>UA</b>	Unit of Account
<b>VAT</b>	Value Added Tax

# LIST OF COUNTRY CODES

Code	Description
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua and Barbuda
AI	Anquilla
AL	Albania
AM	Armenia
AN	Netherlands Antilles
AO	Angola
AQ	Antarctica
AR	Argentina
AS	American Samoa
AT	Austria
AU	Australia
AW	Aruba
AZ	Azerbaijan
BA	Bosnia and Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin
BM	Bermuda
BN	Brunei Darassalam
BO	Bolivia
BR	Brazil
BS	Bahamas
BT	Bhutan
BV	Bouvet Island
BW	Botswana
BY	Belarus
BZ	Belize
CA	Canada
CC	Cocos Island
CD	Democratic republic of Congo
CF	Central African Republic
CG	Congo - Brazzaville
CH	Switzerland
CI	Cote D'Ivoire
CK	Cook Island
CL	Chile
CM	Cameroon

Code	Description
CN	China
CO	Colombia
CR	Costa Rica
CU	Cuba
CV	Cape Verde
CX	Christmas Island
CY	Cyprus
CZ	Czech Republic
DE	Germany
DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
EQ	Equatorial guinea
ER	Eritrea
ES	Spain
ET	Ethiopia
FI	Finland
FJ	Fiji
FK	Falkland Islands (Malvinas)
FM	Federated States of Micronesia
FO	Faroe Islands
FR	France
GA	Gabon
GB	United Kingdom
GD	Grenada
GE	Georgia
GF	French Guiana
GH	Ghana
GI	Gibraltar
GL	Greenland
GM	Gambia
GN	Guinea
GP	Guadeloupe
GR	Greece
GS	South Georgia & South S/wich Island
GT	Guatemala
GU	Guam
GW	Guinea-Bissau
GY	Guyana
HK	Hong Kong
HM	Heard Island & Mc Donald Islands
HN	Honduras
HR	Croatia

Code	Description
HT	Haiti
HU	Hungary
ID	Indonesia
IE	Ireland
IL	Israel
IN	India
IO	British Indian Ocean Territory
IQ	Iraq
IR	Iran
IS	Iceland
IT	Italy
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyz Stan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	Saint Kitts and Nevis
KP	Democratic peoples Republic of Korea
KR	Korea
KW	Kuwait
KY	Cayman Island
KZ	Kazakhstan
LA	Lao peoples Democratic Republic
LB	Lebanon
LC	Saint Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libyan Arab Jamahiriya
MA	Morocco
MC	Monaco
MD	Moldova
MG	Madagascar
MH	Marshall Islands
MK	Macedonia
ML	Mali
MM	Myanmar
MN	Mongolia
MO	Macao
MP	Northern Mariana Islands
MQ	Martinique
MR	Mauritania
MS	Montserrat

Code	Description
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NC	New Caledonia
NE	Niger
NF	Norfolk Island
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NU	Niue
NZ	New Zealand
OI	British Indian ocean territory
OM	Oman
PA	Panama
PE	Peru
PF	French Polynesia
PG	Papua new guinea
PH	Philippines
PK	Pakistan
PL	Poland
PM	St.Pierre and Miquelon
PN	Pitcairn
PR	Puerto Rico
PT	Portugal
PW	Palau
PY	Paraguay
QA	Qatar
RAS	Regional Office for Asia/Pacific
RE	Reunion
RO	Romania
RU	Russian federation
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan
SE	Sweden
SG	Singapore
SH	St.Helena
SI	Slovenia
SJ	Svalbard & Jan Mayen
SK	Slovakia

Code	Description
SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia
SR	Suriname
ST	Sao Tome and Principe
SV	El Salvador
SY	Syrian Arab Republic
SZ	Swaziland
TC	Turks & Caicos Islands
TD	Chad
TF	French Southern Territories
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TP	East Timor
TR	Turkey
TT	Trinidad & Tobago
TV	Tuvalu
TW	Taiwan
TZ	Tanzania
UA	Ukraine
UG	Uganda
UM	United States Minor O/lying Islands
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VA	Holy see (Vatican City State)
VC	St.Vincent and the Grenadines
VE	Venezuela
VG	British Virgin Islands
VI	Virqin Islands of the United States
VN	Viet-Nam
VU	Vanuatu
WF	Wallis and Futuna
WS	Samoa
YE	Republic of Yemen
YT	Mayote
YU	Yugoslavia
ZA	South Africa
ZM	Zambia
ZW	Zimbabwe

INCOTERMS CODES  
(TERMS OF DELIVERY CODES)

<b>Code</b>	<b>Description</b>
CFR	Cost and freight
CIF	Cost, insurance and freight
CIP	Carriage and insurance paid to
CPT	Carriage paid to
DAF	Delivered at frontier
DDP	Delivered duty paid
DDU	Delivered duty unpaid
DEQ	Delivered ex quay (duty paid)
DES	Delivered ex ship
EXW	Ex works
FAS	Free alongside ship
FCA	Free carrier
FOB	Free on board

**SACU SAD 500**  
**SINGLE ADMINISTRATIVE**  
**DECLARATION FORM**

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SACU SAD 500 - CUSTOMS DECLARATION FORM											
2. EXPORTER/CONSIGNOR			TIN		1. DECLARATION		A. OFFICE OF DESTINATION OR DEPARTURE				
BSIC							OFF. CODE		MANIFEST NUMBER		
			3. FORMS		4		REGISTRATION NO.		ASSESSMENT NO. & DATE		
8. IMPORTER/CONSIGNEE			TIN		5. ITEMS		6. TOT PACK.		7. DECLARANT REF. NUMBER		
BSIC									RECEIPT NO. & DATE		
			9		10		11		12. VALUE DETAILS		
14. DECLARANT/AGENT			TIN		15. CDE		16. COO		17. COD		
							17A. OWNER		17B. REBATE USER CODE		
			20. DELIVERY TERMS								
18. IDENTIFICATION, DATE AND NATIONALITY OF TRANSPORT AT ARRIVAL				19. CONTAINER		22. CURRENCY AND TOTAL VALUE			23. RATE OF EXCHANGE		
21. IDENTIFICATION, DATE AND NATIONALITY OF TRANSPORT AT FRONTIER				28. FINANCIAL DATA			24. OTHER COST DETAILS				
							Currency				
							Amount				
25. TMF		26. TMI		27. PLACE OF DISCHARGE		FREIGHT					
						INSURANCE					
29. OOE		30. LOCATION OF GOODS				OTHER COST					
31. PACKAGES & DESCRIPTION OF GOODS		MARKS & NUMBERS		32. ITEM			33. COMMODITY CODE				
		NUMBER & TYPE OF PACKAGES					34. COC		35. GROSS MASS KG		36. PREFERENCE
		CONTAINER NUMBERS					37. CPC		38. NET MASS (KG)		39. QUOTA
		DESCRIPTION									
		40. SUMMARY DECLARATION / PREV. DOC.									
		41. SUPP. UNITS		42. CUSTOMS VALUE		43. V M					
44. ADD. INFORMATION		LICENCE NUMBER		DEDUCTED VALUE		DEDUCTED QUANTITY		EX WAREHOUSE CODE		45. OTHER QTY	
		REMOVAL IN BOND (RIB) NO. DATE & OFFICE			REBATE CODE			46. STATISTICAL VALUE			
47. CALCULATION OF DUTIES AND TAXES		TYPE	DUTY/TAX BASE	RATE	AMOUNT	MP	48. ACCOUNT CODE		49. ID OF WAREHOUSE TIME/LIMIT		
		SUMMARY OF TOTAL DUTIES AND TAXES									
		TOTAL DUTIES & TAXES									
		AMOUNT OVERPAID									
		AMOUNT UNDERPAID									
		OTHER									
		TOTAL PAYABLE									
		TOTAL →				GUARANTEE		GUARANTEE		CODE	
DECLARATION							FOR OFFICIAL USE				
I, _____ the undersigned of _____											
being the _____ (Customs Broker) hereby declare that the particulars herein											
are true and correct and comply with the provisions of the Customs and Excise Act no.91 of 1964.											
Signature: _____ ID Number: _____ Date: _____											



SAD FIELD	FIELD DESIG	BEST FIT – GENERAL SEGMENT
A	M	<b>OFFICE OF DESTINATION OR DEPARTURE:</b> Insert the customs office code where the goods are cleared, include the manifest number, customs registration number, assessment number and date as well as the receipt number and date. Where; Customs reg. no.: is the declaration registration issued by customs or customs system upon receipt of declaration; and Assessment no. : is the declaration number issued upon completion of the declaration
1	M	<b>DECLARATION:</b> Insert the purpose code which indicates the purpose for which the goods are being declared. The first two alpha characters are inserted in the first sub box and the numerical character in the second sub box. The third box is currently not utilized. <u>Types of Purpose Codes:</u> IM 4 – Import for home use                    EX 1 - Export IM 5 - Temporary import                      EX 2 – Temporary Export IM 6 - Re- importation                          EX 3 – Re- Export IM 7 - Import for Warehousing                EX 8 – Export for Transit IM 8 - Transit import IM 9 - Other import procedures –Special
2	M	<b>EXPORTER/CONSIGNOR:</b> Insert the name, contact details and physical address/location of the foreign supplier in this sub box. For Exports from SACU Member States a Trader Identification Number (TIN) from local consignor is required
3	M	<b>FORMS:</b> Insert the total number of pages in this declaration, including the front page and any insertions of page two, three, etc. If there is only one page it should be 1/1 and if there are two pages it should be 1/2 and 2/2 etc
4	R	<b>Reserved for future use</b>
5	M	<b>ITEMS:</b> Insert the total number of separate items in a single declaration. If a consignment includes goods comprising different tariff headings, each one is an “item”
6	R	<b>Reserved for future use</b>
7	O	<b>DECLARANT REFERENCE NUMBER:</b> For use by declarant: It is highly a recommended practice that the declarant allocates a <u>unique</u> commercial reference for <u>each consignment</u> : Insert own reference number for the declaration.
8	M	<b>IMPORTER/CONSIGNEE:</b> Insert the name, contact details and physical address/location of the importer in this sub box. For Imports from SACU Member States a Trader Identification Number (TIN) from local consignee is required
9	R	<b>Reserved for future use</b>
10	R	<b>Reserved for future use</b>
11	R	<b>Reserved for future use</b>
12	R	<b>Reserved for future use</b>

SAD FIELD	FIELD DESIG	BEST FIT – GENERAL SEGMENT CONTI...
13	R	<b>Reserved for future use</b>
13a	M	<b>INVOICE NUMBER AND DATE:</b> Insert the invoice number and invoice date that refers to the consignment. Each SAD 500 form should be accompanied by an invoice. If there are several non-sequential invoice numbers, put "various" and enter the first invoice number and the additional invoices should be captured in the SAD 507.
14	M	<b>DECLARANT/AGENT:</b> Insert the declarant / Clearing agent's name and physical address/location details. All persons acting as clearing agents must be licensed with Customs. If you are an importer / exporter who completes your own declaration then the information reflected in boxes 8 and 14 must be identical . For identification individuals will insert personal identification numbers.
15	M	<b>COUNTRY OF EXPORT (COE):</b> Insert the code of the Country of Export (COE) from which the goods were exported or dispatched. (Insert country codes e.g. BW, NA, etc). Codes have been allocated to all countries in the form of a two-character alphabetic. For country codes see <b>Annex 1</b>
16	M	<b>COUNTRY OF ORIGIN (COO):</b> Insert the code of the Country of Origin for the goods (COO).
17	M	<b>COUNTRY OF DESTINATION:</b> Insert the Country of Destination (COD) to which the goods are destined. [For Imports: COD, For export : COD] That is the two-character alphabetic country code allocated to the country where the importer / warehouse is based.
17 a	O	<b>OWNERS CODE:</b> Insert the Owner Code; for the owner of goods in excise control accounts
17b	O	<b>REBATE USERS CODE:</b> Insert the Rebate User Code; for the Client entitled to use and receive rebated goods
18	M	<b>IDENTIFICATION, DATE AND NATIONALITY OF TRANSPORT AT ARRIVAL:</b> Insert the vehicle registration number and date of arrival relating to the transport upon which the goods were loaded on arrival at the Customs clearance office dealing with the declaration.
19	M	<b>CONTAINER (1/0):</b> Insert either "0" to indicate that no container/s were used in consigning the goods, or "1" to indicate that the goods are packed in containers. In this context a "Container" means a 20 ft or 40 ft metal container made to international standards with a unique identifying number
20	M	<b>DELIVERY TERMS:</b> Insert the commercially agreed terms of delivery using international INCOTERMS code - CIF, FOB, etc. and, if relevant, place of delivery. See code list at <b>Annex 2</b>
21	O	<b>IDENTIFICATION, DATE AND NATIONALITY OF TRANSPORT AT FRONTIER:</b> Insert the relevant registration number, date and country code of the means of transport on which the goods were loaded when they first arrived at the Member State's frontier.
22	M	<b>CURRENCY CODE AND TOTAL VALUE:</b> Insert the relevant currency code and total amount invoiced (FOB) for the whole consignment.

SAD FIELD	FIELD DESIG	BEST FIT – GENERAL SEGMENT CONTI..
23	M	<b>RATE OF EXCHANGE:</b> Insert the relevant exchange rate that prevailed on the date of the transaction, usually associated with the shipment date
24	M	<b>OTHER COSTS DETAILS:</b> Insert the details of freight, insurance, and other costs in the national currency as required in the relevant boxes. The values should be individually rounded to the nearest unit of account (UA) in the country of destination. Where applicable, the amount of duties collected in other SACU countries on goods destined for a Member State should be included in “other costs”
25	M	<b>TRANSPORT MODE AT FRONTIER (TMF):</b> Insert the code for the transport mode at the frontier of a Member State. A single - character numeric code which indicates the mode of transport by which goods are moved to and from the Member States <b>Transport Codes</b> 1. Maritime transport      4. Air transport 2. Rail transport            5. Mail 3. Road transport            6. Mode unknown
26	O	<b>TRANSPORT MODE INLAND (TMI):</b> Insert the code for the inland transport mode, if this is different from field 25 above.
27	R	<b>Reserved for future use</b>
28	R	<b>Reserved for future use</b>
29	O	<b>OFFICE OF EXIT/ENTRY (OOE):</b> Insert the office code of the customs office where the goods first entered the Member State <u>Office Of Entry</u> : Importing and or Transiting. <u>Office of Exit</u> : Exporting ; insert the code for the customs Office where the goods will finally leave the Member State
30	O	<b>LOCATION OF GOODS:</b> Insert the office code for the control office to which the container or consignment will be delivered to the importer. This is in regards to the location of goods which may be spread between two locations e.g. a depot and terminal. This is to enable Customs to transmit an electronic release/detention message to the relevant control office.

SAD FIELD	FIELD DESIG	<b>BEST FIT – ITEM SEGMENT</b>
31	M	<p><b>PACKAGES AND DESCRIPTION OF GOODS:</b>            Insert the marks and numbers shown on the packages in sufficient detail so as to allow those packages to be identified e.g. for car engine and chassis numbers. Enter number and code for the type of packages; Enter Container Numbers as appropriate; Enter here the actual description of the goods. The description must be the normal trade description expressed in sufficiently precise terms to enable immediate and unambiguous identification and classification. Where the Commodity Code to be used depends on size, weight or other physical criteria, the description should include that information. In the case of chemicals classified in Chapters 28 and 29 of the Tariff the full chemical name must be used.</p>
32	M	<p><b>ITEM NUMBER:</b>            Insert the number of the item. The item number on SAD 500 declaration will always start with 1 and the first item appearing in continuation sheet will be 2 For example, on the first page 1 is the first item, on continuation sheets enter 2 for second item, etc.</p>
33	M	<p><b>COMMODITY CODE:</b>            Insert the full 8-digit commodity code plus 3 zero's relevant to the description and classification of the goods, referred to in the declaration, as set out in the Tariff Handbook.</p>
34	M	<p><b>COUNTRY OF ORIGIN:</b>            Insert the applicable two-character alphabetic code allocated to the relevant country of origin. The country of origin is not necessarily the same as the country of export. When it is not possible to establish the country of origin in terms of the universal description, the relevant general country code applicable in a Member State, must be used.</p>
35	M	<p><b>GROSS MASS (KG):</b>            Insert the gross mass for the full consignment and must only be reflected on the first item, of the SAD 500 and not for each item on the SAD 501.</p>
36	O	<p><b>PREFERENCE:</b>            Insert the trade preference agreement code to claim a reduced rate of import duty allowable when the goods conform to a description of a regional trade agreement, for 'preference' on certain kinds of goods</p>
37	M	<p><b>CUSTOMS PROCEDURE CODE (CPC):</b>            Insert the Customs Procedure Code used to identify the Customs regime that goods are being moved under. Clearing Agents / Brokers or Importers should make sure that the correct procedure codes is entered.            The second part represents an additional procedure code. This is used to identify special national procedures and reliefs. When a certain Rebate is granted to a specific consignment / importer than enter the 3 Applicable Rebate Digits.</p>
38	M	<p><b>NET MASS (KG):</b>            Insert the net mass of the goods, in kilos. This information must be entered very accurately when the weight is the basis for tax calculation. In other cases where the weight has to be apportioned between several items in a consignment and exact information is not readily available, Customs will normally accept a reasonable commercial approximation. This information is also important for statistical purposes</p>
39	O	<p><b>QUOTA:</b>            Insert the relevant national quota code where available</p>

SAD FIELD	FIELD DESIG	BEST FIT – ITEM SEGMENT CONTI....
40	O	<p><b>SUMMARY DECLARATION/PREVIOUS DOCUMENT:</b>            Insert the reference particulars of Airwaybill, Bill of Lading or other transport document number covering the goods. This document will accompany the declaration.            Declaration details for any previous customs procedure relating to the goods-Warehousing, may also be included</p>
41	O	<p><b>SUPPLEMENTARY UNITS:</b>            Insert additional units of measure information which may be required for many commodities for duty or statistical purposes. For example,            Where Commodity Code which attracts Excise, e.g. (Chapter 22) Heading 2208. Indicate the Total Liters.            Where Commodity Code which attracts Excise, e.g (Chapter 22) Heading 2208. Enter the Alcohol Strength by Volume on the second line: 43%            Where commodity Code which attracts Excise, e.g. (Chapter 22) Heading 2208. Indicate the Total liters of Absolute Alcohol on the third line. How to get LAA: 9 Liters * 43% (Alcohol) = 3.87 LAA</p>
42	M	<p><b>CUSTOMS VALUE (FCY):</b>            Insert the total Customs Value for the item/s in the acceptable currency.</p>
43	O	<p><b>VALUE METHOD:</b>            Insert the GATT Valuation Method code used in determining the Customs Value.</p>
44	O	<p><b>ADDITIONAL INFORMATION/ PRODUCED DOCUMENTS:</b>            Insert any additional information relevent to a declaration item/s be they produced documents; license numbers, deducted values, deducted quantities, Ex-Warehouse code, and value determination</p>
45	O	<p><b>OTHER QUANTITY:</b>            The purpose of this box is to declare a quantity specifically for stock taking purposes.</p>
46	M	<p><b>STATISTICAL VALUE:</b>            Insert the value of the goods declared plus all the costs involved from the Country of Export up to the Country of Destination in national currency. This is CIF value plus other costs, commissions, etc. If the declaration consists of more than one item, the freight, insurance, etc. should be apportioned by value.</p>
47	M	<p><b>CALCULATION OF DUTIES AND TAXES:</b>            Insert calculation of duties as required in each column by;            •Type (Duty/Tax type) ; insert tax type, e.g. VAT, mandatory if VAT is payable.            • Duty/Tax base - the value on which tax is payable must be inserted.            • Rate – This sub box will be utilised to indicate the abbreviation for the value on which the tax is calculated. If tax is payable on the commodity then the abbreviation ATV must be reflected in this box, alongside the abbreviation “VAT/Sale Tax” in the Duty / Tax base sub box. Mandatory if VAT/Sales Tax is payable.            • Amount - The total amount of VAT/Sales Tax calculated in respect of goods entered on a single item of a declaration, must be entered in this box. [M] If VAT/Sales Tax is payable            • Method of Payment [MP] Code – This box is currently not utilised. [R]            • Total – The total amount of taxes payable, as reflected in the “amount” column for the various separate items of the SAD, must be inserted here.</p>

SAD FIELD	FIELD DESIG	<b>BEST FIT – ITEM SEGMENT CONTI...</b>
48	M	<p><b>ACCOUNT CODE:</b> Insert the account code for the account holder for either gross payment account or a deferred payment by the authorized person holding an account with customs.</p>
49	M	<p><b>IDENTIFICATION OF WAREHOUSE/TIME LIMIT:</b> Insert the Warehouse code and time limit in the number of days authorized allowed for the goods are to be placed into or removed from a bonded warehouse.</p> <p><b><u>Summary of Total Duties and Taxes</u></b></p> <p>Insert the summary of information for all declaration items</p>
DECLA	M	<p><b>DECLARATION:</b> The declaration should in all instances be completed by inserting the full name of the person signing</p>
OFF Use	M	<p><b>OFFICE USE:</b> For Office Use: used to indicate the official instructions regarding the detention or release of the consignment as well as the final reference number and date allocated to the declaration on acceptance thereof.</p>

**SACU SAD 501**  
**SAD 500 - CONTINUATION**  
**SHEET**

SACU SAD 501 - CUSTOMS DECLARATION FORM													
Continuation Sheet													
EXPORTER OR IMPORTER		TIN		OFF. CODE		3. FORMS		REGISTRATION NO.		7. DECLARANT REFERENCE			
31. PACKAGES & DESCRIPTION OF GOODS	MARKS & NUMBERS							32. ITEM	33. COMMODITY CODE				
	NUMBER & TYPE OF PACKAGES							34. COC	35. GROSS MASS KG		36. PREFER-ENCE		
	CONTAINER NUMBERS							37. CPC	38. NET MASS (KG)		39. QUOTA		
	DESCRIPTION							40. SUMMARY DECLARATION / PREV. DOC.					
								41. SUPP. UNITS	42. CUSTOMS VALUE		43. VM		
44. ADD. INFORMATION	LICENCE NUMBER		DEDUCTED VALUE			DEDUCTED QUANTITY			EX WAREHOUSE CODE			45. OTHER QTY	
	REMOVAL IN BOND (RIB) NO. DATE & OFFICE				REBATE CODE				46. STATISTICAL VALUE				
31. PACKAGES & DESCRIPTION OF GOODS	MARKS & NUMBERS							32. ITEM	33. COMMODITY CODE				
	NUMBER & TYPE OF PACKAGES							34. COC	35. GROSS MASS KG		36. PREFER-ENCE		
	CONTAINER NUMBERS							37. CPC	38. NET MASS (KG)		39. QUOTA		
	DESCRIPTION							40. SUMMARY DECLARATION / PREV. DOC.					
								41. SUPP. UNITS	42. CUSTOMS VALUE		43. VM		
44. ADD. INFORMATION	LICENCE NUMBER		DEDUCTED VALUE			DEDUCTED QUANTITY			EX WAREHOUSE CODE			45. OTHER QTY	
	REMOVAL IN BOND (RIB) NO. DATE & OFFICE				REBATE CODE				46. STATISTICAL VALUE				
31. PACKAGES & DESCRIPTION OF GOODS	MARKS & NUMBERS							32. ITEM	33. COMMODITY CODE				
	NUMBER & TYPE OF PACKAGES							34. COC	35. GROSS MASS KG		36. PREFER-ENCE		
	CONTAINER NUMBERS							37. CPC	38. NET MASS (KG)		39. QUOTA		
	DESCRIPTION							40. SUMMARY DECLARATION / PREV. DOC.					
								41. SUPP. UNITS	42. CUSTOMS VALUE		43. VM		
44. ADD. INFORMATION	LICENCE NUMBER		DEDUCTED VALUE			DEDUCTED QUANTITY			EX WAREHOUSE CODE			45. OTHER QTY	
	REMOVAL IN BOND (RIB) NO. DATE & OFFICE				REBATE CODE				46. STATISTICAL VALUE				
47. CALCULATION OF DUTIES AND TAXES	TYPE	DUTY/TAX BASE	RATE	AMOUNT	MP		TYPE	DUTY/TAX BASE	RATE	AMOUNT	MP		
	TOTALS FOR 1ST ITEM ON THIS PAGE →							TOTALS FOR 2ND ITEM ON THIS PAGE →					
	TYPE	DUTY/TAX BASE	RATE	AMOUNT	MP			TYPE	AMOUNT	MP			
	TOTALS FOR 3RD ITEM ON THIS PAGE →							GRAND TOTALS FOR ALL PAGES →					



SAD FIELD	FIELD DESIG	BEST FIT	
1	M	<p><b>IMPORTER OR EXPORTER:</b> Insert the name and the Customs and Excise client number (TIN) of the Importer/ Exporter as reflected in box 2 or 8, as applicable on the SAD 500 declaration.</p> <p><b>OFFICE CODE:</b> Enter the Office code</p>	G E N E R A L  S E G
3	M	<p><b>FORMS:</b> Insert the the number of the particular page and the total number of forms used for this clearance .</p> <p><b>REGISTRATION NUMBER AND DATE:</b> For Paper based documents – Customs capture the declaration</p> <ul style="list-style-type: none"> <li>• In order to ensure that the SAD 500 and SAD 501 could still be linked the client must, on receipt of the SAD 500, insert the final number and date allocated to the SAD 500.</li> </ul> <p>For Electronic Data Interchange (EDI) – Accredited and Non-accredited clients</p> <ul style="list-style-type: none"> <li>• The client submitting declarations via EDI must insert the serial number allocated to the SAD 500 by the client.</li> </ul>	
7	O	<p><b>DECLARANT REFERENCE NUMBER:</b> For use by declarant: It is highly a recommended practice that the declarant allocates a <u>unique</u> commercial reference for <u>each consignment</u> : Insert own reference number for the declaration. The information reflected on the SAD 500, if any, must be inserted here.</p>	
31 - 46	M	<p><b>VARIOUS DESCRIPTIONS:</b> The content required for these boxes are the same as prescribed in the evenly numbered boxes for the SAD 500. Provision is made for three items per continuation sheet</p>	I T E M  S E G
47	M	<p><b>CALCULATION OF DUTIES AND TAXES:</b></p> <p>The information required in the boxes “Type”, “Duty / Tax base”, “Rate”, “Amount”, “MP” and “Totals” are the same as prescribed under the heading “Calculation of Duties and Taxes” for the SAD 500</p> <p><b>GRAND TOTAL FOR ALL PAGES:</b></p> <p>The total amount payable in respect of a declaration, at this point must be inserted here. This amount must be carried forward and inserted in the box “Total Duties &amp; Taxes” on the SAD 500</p>	

# SACU SAD 502

# TRANSIT CONTROL

## SACU SAD 502 - Customs Declaration Form (TRANSIT CONTROL)

50. Importer or Exporter		TIN	51. Office code	53. Registration number and Date		54. Declarant Reference	
			52. Forms				
55. Country of Commencement				53. Transit Country			
56. Guarantor Code and Name		57. Bond Number	58. Guarantee type	54. Guarantor Code and Name		55. Bond Number	56. Guarantee type
59. Remover Code and Name		60. Subcontractor Remover Code and Name		57. Remover Code and Name		68. Subcontractor Remover Code and Name	
61. Office of commencement		62. Office of exit		59. Office of entry		70. Office of exit	
have verified the packages specified on this declaration and found them conform to the description given and that are undamaged Time limit seals <input type="checkbox"/> on means of transport <input type="checkbox"/> on package <input type="checkbox"/> intact <input type="checkbox"/> affixed _____ Signature _____ and date stamp		Means of transport / packages exported with seals intact Time limit - within / exceeded National transit requirements satisfied _____ Signature and date stamp		Means of transport / packages imported with seals intact Time limit Document checked Additional seals number NO YES _____ Signature and date stamp		Means of transport / packages exported with seals intact Time limit - within / exceeded National transit requirements satisfied _____ Signature _____ and date stamp	
71. Transit Country				79. Country of destination			
72. Guarantor Code and Name		73. Bond Number	74. Guarantee type	80. Guarantor Code and Name		81. Bond Number	82. Guarantee type
75. Remover Code and Name		76. Subcontractor Remover Code and Name		83. Remover Code and Name		84. Subcontractor Remover Code and Name	
77. Office of entry		78. Office of exit		85. Office of entry		86. Office of final destination	
Means of transport / packages imported with seals intact Time limit Document checked Additional seal numbers NO YES _____ Signature _____ and date stamp		Means of transport / packages exported with seals intact Time limit - within / exceeded National transit requirements satisfied _____ Signature and date stamp		Means of transport / packages imported with seals intact Time limit Transferred to office of final destination Transit operation completed _____ Signature and date stamp		Means of transport / packages imported with seals intact Time limit - within / exceeded Document checked Transit operation completed _____ Signature _____ and date stamp	

SAD FIELD	FIELD DESIG	BEST FIT – TRANSIT CONTROL
50	M	<b>IMPORTER OR EXPORTER:</b> Enter the exporter details that appear on the accompanying SAD 500
51	M	<b>DECLARATION:</b> Enter the Same office code that appears in Box A of the accompanying SAD 500
52	M	<b>FORMS:</b> Enter the same details as they appear in Box 3 of the accompanying SAD 500
53	M	<b>REGISTRATION NO. AND DATE:</b> Enter the same Customs registration number shown in Box A of the accompanying SAD 500
54	M/O	<b>DECLARANT REFERENCE NUMBER:</b> Enter the same details as they appear in Box 7 of the accompanying SAD 500
55	M	<b>COUNTRY OF COMMENCEMENT:</b> Enter the Country where the transit movement commences
56		<b>GUARANTOR CODE AND NAME:</b> Enter code and name details of the guarantor/principal for the transit movement who undertakes full liability for the movement of the consignment
57	M	<b>BOND NUMBER:</b> Enter the bond number allocated to the bond lodged with Customs by the client, the account reference number advised by Customs or the provisional payment number and date. The provisional payment number and date must be entered in cases where a cash deposit is lodged with Customs
58	M	<b>GUARANTEE TYPE:</b> Enter the relevant guarantee type code in this box. The guarantee types can come in the form of; <ul style="list-style-type: none"> <li>• Surety bond (SB), is a surety bond issued by a financial institution</li> <li>• Cash deposit (CD), is in the form of a cash deposit, which is lodged at the office and in the currency of the country of departure</li> </ul>
59	M	<b>REMOVER CODE AND NAME:</b> <ul style="list-style-type: none"> <li>- Where goods are entered for direct removal in bond by road, enter the name and address of the licensed remover of goods in bond.</li> <li>- Where goods are entered for direct removal in bond by rail, sea or air, this box must be left blank.</li> </ul>
60	M	<b>SUBCONTRACTOR REMOBER CODE AND NAME:</b> Enter the name, physical address and Customs and Excise client number of the subcontracting firm, undertaking the removal in bond on behalf of the main contractor – this is the firm that undertakes liability for the movement of the consignment.
61	M	<b>OFFICE OF COMMENCEMENT:</b> Enter the name or code of the customs office in the country of commencement where the transit of the goods starts.

SAD FIELD	FIELD DESIG	BEST FIT – TRANSIT CONTROL
62	M	<b>OFFICE OF EXIT:</b> Enter the code of the Customs office where the transit movement leaves the country of commencement
63	M	<b>TRANSIT COUNTRY:</b> Enter the code of the country through which the consignment is transiting en route to the country of destination
64	M	<b>GUARANTOR CODE AND NAME:</b> Enter the code and name details of the guarantor for the transit movement who undertakes full liability for the movement of the consignment – this may be in the form of a cash deposit or a surety bond
65	M	<b>BOND NUMBER:</b> Enter the bond number allocated to the bond lodged with Customs by the client or the provisional payment number and date.
66	M	<b>GUARANTEE TYPE:</b> Enter the relevant guarantee type code in this box. The guarantee types can come in the form of; <ul style="list-style-type: none"> <li>• Surety bond (SB), is a surety bond issued by a financial institution</li> <li>• Cash deposit (CD), is in the form of a cash deposit, which is lodged at the office and in the currency of the Transit country.</li> </ul>
67	M	<b>REMOVER CODE AND NAME:</b> - Where goods are entered for direct removal in bond by road, enter the name and address of the licensed remover of goods in bond. - Where goods are entered for direct removal in bond by rail, sea or air, this box must be left blank.
68	M	<b>SUBCONTRACTOR REMOBVER CODE AND NAME:</b> Enter the name, physical address and Customs and Excise client number of the subcontracting firm, undertaking the removal in bond on behalf of the main contractor – this is the firm that undertakes liability for the movement of the consignment.
69	M	<b>OFFICE OF ENTRY:</b> Enter the name or code of the customs office through which the consignment first enters the transit country •
70	M	<b>OFFICE OF EXIT:</b> Enter the code of the Customs office through which the consignment finally leaves the transit country.
71 – 78	O	<b>TRANSIT COUNTRY (2) : (IF APPLICABLE)</b> This is the second country through which the consignment is transiting en route to country of destination
79	M	<b>COUNTRY OF DESTINATION:</b> Enter the code of the country to which the goods are destined for.
80	M	<b>GUARANTOR CODE AND NAME:</b> Enter the code and name details of the guarantor for the transit movement who undertakes full liability for the movement of the consignment – this may be in the form of a cash deposit or a surety bond

## BEST FIT – TRANSIT CONTROL

SAD FIELD	FIELD DESIG	
81	M	<b>BOND NUMBER:</b> Enter the bond number allocated to the bond lodged with Customs by the client or the provisional payment number and date.
82	M	<b>GUARANTEE TYPE:</b> Enter the relevant guarantee type code in this box. The guarantee types can come in the form of; <ul style="list-style-type: none"> <li>• Surety bond (SB), is a surety bond issued by a financial institution</li> <li>• Cash deposit (CD), is in the form of a cash deposit, which is lodged at the office and in the currency of the Transit country.</li> </ul>
83	M	<b>REMOVER CODE AND NAME:</b> - Where goods are entered for direct removal in bond by road, enter the name and address of the licensed remover of goods in bond. - Where goods are entered for direct removal in bond by rail, sea or air, this box must be left blank.
84	M	<b>SUBCONTRACTOR REMOBER CODE AND NAME:</b> Enter the name, physical address and Customs and Excise client number of the subcontracting firm, undertaking the removal in bond on behalf of the main contractor – this is the firm that undertakes liability for the movement of the consignment.
85	M	<b>OFFICE OF ENTRY:</b> Enter the name or code of the customs office through which the consignment first enters the destination country •
86	M	<b>OFFICE OF FINAL DESTINATION:</b> Enter the code of the Customs office at which the transit movement will be finalized and other relevant customs procedures will be performed.

**SACU SAD 503**  
**VOUCHER OF CORRECTION**





SAD FIELD	FIELD DESIG	<b>BEST FIT – VOC</b>
<b>REFERENCE</b>	<b>M</b>	<p><b>VOUCHER OF CORRECTION REQUEST NOTIFICATION: COMPLETED BY CUSTOMS OFFICIAL RAISING QUERY.</b></p> <p>Enter the queried form details : Clearance Office code; Entry registration number; date of entry; and reference. Form must be addressed to the declarant, signed and date by official.</p>
<b>PART A</b>	<b>M</b>	<p><b>QUERY DETAILS: COMPLETED BY OFFICIAL</b></p> <p>Enter the Item number; Box reference and the query.</p>
<b>PART B</b>	<b>M</b>	<p><b>REPLY TO VOUCHER OF CORRECTION REQUEST: COMPLETED BY DECLARANT</b></p> <p>Enter the item number; Box reference; details originally declared and the proposed amendment. Also complete the Corrected Revenue Summary</p>
<b>PART C</b>	<b>M</b>	<p><b>EXPLANATION OF CIRCUMSTANCES OF ERROR: COMPLETED BY DECLARANT</b></p> <p>Enter reasons and explanation of the circumstances concerning the erro(s).</p>
<b>PART D</b>	<b>M</b>	<p><b>OFFICIAL USE OF ENTRY:</b></p> <p>Give brief details of the error and how it was detected; comment on the declarant’s entry preparation standard and, if you suspect fraud, attach a full separate report of the circumstances for consideration with these papers. Signed and dated</p> <p><b>RECOMMENDATION/DECISION OF THE COLLECTOR/SUPERVISER:</b></p> <p>Authority to amend. Signed and dated</p> <p><b>OFFICERS DECISION (WHERE REQUIRED):</b></p> <p>Narration. Signed and dated</p>

# SACU SAD 507

## ADDITIONAL INFORMATION



SAD FIELD	FIELD DESIG	BEST FIT – ADDITIONAL INFORMATION
50 -54	M	<p><b>SAD 500 REFERENCE BOXES.</b></p> <ul style="list-style-type: none"> <li>• <b>Paper based documents – Customs capture the declaration - In order to ensure that the SAD 500 and SAD 507 could still be linked.</b></li> <li>• <b>Electronic Data Interchange (EDI) – Accredited and Non-accredited clients - The client submitting declarations via EDI must insert the serial number allocated to the SAD 500.</b></li> </ul>
19	O	<p><b>CONTAINER (CARGO STATUS):</b> If more than one type of cargo (container) must be reflected then the second cargo (container) status must be reflected in this box.</p> <p><b>DOCUMENTS PRODUCED:</b> This box must be used for additional endorsements or documents that are required</p> <p>If more than one endorsement is required then a SAD 507 must be completed and submitted with the SAD 500.</p>
13A	M	<p><b>INVOICE NUMBER AND DATE:</b></p> <p>This box must be used for any additional invoices, reflecting the invoice numbers and date.</p>
40	M	<p><b>SUMMARY DECLARATION/PREVIOUS DOCUMENT:</b></p> <p>If the space for this information is insufficient on the declaration, the information may be supplied on this sheet per item.</p> <p>If the declaration number that is inserted in box 40 refers to a re-warehousing declaration, the declaration number, date and district office where the goods were warehoused for the first time must be inserted in this box.</p>
31	M	<p><b>CONTAINER NUMBERS:</b></p> <p>If the space for the container numbers on the SAD 500 declaration is insufficient, the information may be supplied on the SAD 507.</p>
44	M	<p><b>ADDITIONAL INFORMATION OFFICE OF FINAL DESTINATION:</b></p> <p>If the space for the additional information on the declaration is insufficient, the information may be supplied in these sub boxes.</p>