



PROT/5/S16

STATE PROTOCOL CIRCULAR NOTE NO P7/2010

The Department of International Relations and Cooperation presents its compliments to Heads of Diplomatic Missions and International Organisations accredited to the Republic of South Africa, and has the honour to convey procedures for the completion of customs clearance certificates (Certificates A & B) for the importation and purchase of duty free goods and vehicles in terms of the Customs and Excise Act, Act No 91 of 1964.

**Completion of Certificates A & B (Importation of Goods for private / official use)**

Missions are required to register with the Directorate: Diplomatic Immunities and Privileges, the signature of the head of mission, and a signature of a senior transferred representative designated by the head of mission, to approve customs clearance certificates for the importation and purchase of duty free goods and motor vehicles in terms of the Customs and Excise Act, Act No. 91 of 1964. Certificates not signed by authorized signatories will be returned to missions without consideration

The head of mission remains ultimately responsible at all times for documents submitted, whether signed by himself or another authorized signatory.

Certificate A forms must be completed for clearance of goods / motor vehicles for:

- *official use* of diplomatic missions, consular posts and offices of international organizations,
- Personal use of diplomatic staff
- Personal use of consular staff

Certificate B forms must be completed for goods or motor vehicles for:

- Personal use of Administrative / technical staff at diplomatic missions and consular posts issued with G-ID's who only qualifies for this privilege within six (6) months of arrival in the RSA.
- Personal use of officials accredited to international organisations issued with IO-ID's who only qualifies for this privilege within six (6) months of arrival in the RSA.

- **Missions are required to allocate and clearly indicate a unique reference number to each certificate submitted to the Department for reference purposes.**

#### **Part I of Certificate**

Part I of the certificate must be completed in detail in the name of the mission (for official goods) or representative (for private goods)

According to the Customs and Excise Act, 1964, Schedule No. 4, the following rebate item codes should be specified on certificates A and B:

#### **Item 406.02 (Certificate A)**

Goods / motor vehicles for:

- Official use by diplomatic missions and goods / motor vehicles for the
- Personal use of diplomatic representatives

#### **Item 406.03 (Certificate A)**

Goods / motor vehicles for:

- Official use by international organisations or agencies
- Personal use of delegates / representatives / senior officials.)

#### **Item 406.05 (Certificate A)**

Goods / motor vehicles for:

- Official use by consular posts
- Personal use of consular officers

#### **Item 406.07 (Certificate B)**

Goods / motor vehicles

- Personal use of administrative / technical representatives accredited to diplomatic missions and consular posts
- Officials accredited to International Organisations.

#### **Description of Goods / Motor Vehicles**

- A brief *description* of articles imported should be indicated on the certificate
- For vehicles, the description should include the year of manufacture, make and model of vehicle, engine number and chassis number (**Note: all other requirements regarding the purchase / import of vehicles must be complied with**).

Part I must always be signed by the head of the mission or representative authorised to sign on behalf of the head of mission and whose signature is registered with the Department. The date and official stamp of the mission should also be affixed where indicated.

## **Part II of the Certificate**

This part must be signed by the importer / owner i.e. the final consignee of the goods and the date and official stamp of the mission should also be affixed where indicated.

Should the goods be destined for the official use of the Mission, the undertaking should read "**The Mission undertakes....**" and must be signed by the head of mission or designated signatory registered with the Department.

Should the goods be destined for the private use of a representative, the undertaking should read "**I undertake....**" and must be signed by the importer / owner.

*In the case of private goods, a copy of the diplomatic or consular ID (if already issued) or the letter announcing the appointment of the official (if ID not yet issued) should be attached.*

*For officials accredited to international organisations and officials regulated in terms of a bilateral technical assistance agreements, customs clearance certificates will only be approved if accompanied by a copy of the IO identity card.*

### **Other compulsory requirements and supporting documentation**

- A list of the goods and bill of lading / airway bill must be attached to each certificate.
- Certificates are only valid for 30 days from the date of approval by the Department *and cannot be extended*. Missions will be required to submit a new application.
- Certificates "A" and "B" completed correctly will be approved within 24 hours. *Incorrect / incomplete applications will be returned to missions without consideration.*
- Only goods in moderate quantities and for the explicit diplomatic use of a mission will be considered.
- Missions and transferred representatives are reminded that privileges are not to benefit individuals but to ensure the efficient performance of the mission.

### Importation of building material

Missions should obtain authorisation prior to the importation of any building material for construction/renovation of offices and residences from the Department of International Relations and Cooperation.

### Prohibited and restricted imports

Agricultural products, whether in the raw or processed state, such as meat products, are subject to strict import controls and missions should ascertain whether such products will be allowed entry before importing them for exhibition or private purposes.

- Veterinary import permits for the importation of animals and animal products:

Permit Office, Room G61

Delphin Building

C/o Annie Botha and Union Avenue

Riviera, Pretoria.

Telephone number: (012) 319 7514/7414

The following companies can also be contacted for the information on the importation of pets.

Animal Travel Agency (011) 708-4666

Global Paws (011) 662-1777

Pets en Transit [www.petsentransit.co.za](http://www.petsentransit.co.za)

Pet-Wings (011) 976-3030

- Importation of fish, chilled and other food types:

Note that fish, chilled or any other food types used for exhibition purposes or functions hosted by missions should enter the country at least two days prior to the function to avoid delays with the clearance of goods. Requests for clearance of such goods should be done between Mondays - Fridays due to the fact that Clearing Agencies are closed over week-ends.

Missions should ensure that all products being imported comply with local legislation, *prior to the importation thereof.*

For more information, missions can contact Port Health at the OR Tambo International Airport on 082 372 0556 or (011) 973 2827.

- Import permits for the importation of fruit / vegetables:

National Department of Agriculture

Directorate Plant Production, Health and Quality.

Telephone numbers: (012) 319 6102/6117

### Importation of goods for use or display purposes at exhibitions

Clearance certificates for the importation of goods for display purposes at exhibitions must not be submitted to the Department of International Relations and Cooperation.

Missions should obtain an ATA Carnet (Temporary Import Permit) from the Chamber of Commerce in the specific country from which the goods will be imported.

ATA Carnet operations are administered by local Chambers of Commerce in participating countries as a result of an international arrangement known as the "IBCC Chain", sponsored by the International Chamber of Commerce (ICC) in Paris.

The liability of the Carnet holder shall cease if he proves that the goods have been duly exported or if the goods have been exported under customs supervision.

Below is a list of all the countries which are currently signatories to the ATA Convention:

#### GUARANTEEING COUNTRIES OF THE ATA SYSTEM

Algeria	Lebanon
Andorra	Lithuania
Australia	Luxemborg
Austra	Macedonia
Belgium	Malaysia
Bulgaria	Malta
Canada	Mauritius
China	Morocco
Cote D'Ivoire	Netherlands
Croatia	New Zealand
Cyprus	Norway
Czech Republic	Poland
Denmark	Portugal
Estonia	Romania
Finland	Russia
France	Senegal
Germany	Singapore
Gibraltar	Slovak Republic
Greece	Slovenia
Hong Kong	South Africa
Hungary	Spain
Iceland	Sri Lanka
India	Sweden
Ireland	Switzerland
Israel	Thailand
Italy	Tunisia
Japan	Turkey
Korea (Republic of)	United Kingdom
Latvia	United States of America

An alternative is to import the goods under rebate item 480.10 of the Customs and Excise Act. In this instance, missions should contact the Customs and Excise Office via the Foreign Entities Unit at the South African Revenue Service for assistance:

#### **Foreign Entities**

South African Revenue Service  
Customs and Excise  
299 Bronkhorst Street

Nieuw Muckleneuk, 0181  
P/Bag x 923, Pretoria, 0001  
Tel: +27 (0)12 422 4962  
Fax: +27 (0)12 422 4393

A cash deposit or bank guaranteed cheque to cover the customs duties and VAT shall be made payable to the Controller of Customs, at the port of entry. This amount will be refunded to the depositor once the Controller, Customs is satisfied that the goods were duly exported out of the South African Customs Union.

### **Purchase of goods from Duty Free Shops**

Diplomatic missions, consular offices and offices of international organisations may purchase from duty free shops (for official purposes)

Diplomatic representatives, career consular officers and senior officials at international organisations, issued with D an C identity cards may purchase from Duty Free Shops (for private purposes).

The above mentioned representatives should identify themselves each time when buying at duty free shops by presenting diplomatic identity cards.

A Clearance Certificate from mission / duty free shop must be submitted to the Department of International Relations and Cooperation for approval. All invoices from the duty free shop must be stamped and signed by the Mission. Only goods in moderate quantities will be considered.

The Department of International Relations and Cooperation avails itself of this opportunity to renew to Heads of Diplomatic Missions and International Organisations accredited to the Republic of South Africa the assurances of its highest consideration.

Diplomatic Missions and International Organizations  
accredited to the Republic of South Africa



PRETORIA  
26 February 2010

