

CUSTOMS

EXTERNAL MANUAL

COMPLETION OF DA 68

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1 SCOPE

- a) This manual describes the completion of the DA 68 in order to apply for the delivery of goods from the State warehouse.
- b) The DA 68 must be completed according to the following requirements and the instructions on the back of the form.

2 PART 1 – CLIENT INFORMATION

FIELD DESCRIPTION	FIELD EXPLANATION
To: The Controller of Customs and Excise	The name of the city or town in which the Customs Office is located must be entered in this field.
For client's use	This space is provided for use by the client for purposes of inserting any reference they would want include in the document.
SARS Code (Importer / VAT)	The importers or exporters code number, a VAT registration number, a passport number or an identity document number must be inserted in the appropriate fields for importer / exporter, clearing agent, traveller (passport or ID number) and other (specify in name and address field), whichever is applicable.
Name and Physical Address	The name of the person or company, as well as their physical street address, who takes delivery of the goods, must be inserted in this field.
Particulars of person who can be contacted regarding this application	The landline telephone number, the city / town code number, the cell phone number and e-mail address of the person who can be contacted regarding the application must be inserted in the appropriate fields.

3 PART 2 – PARTICULARS OF THE GOODS AND RENT CALCULATION

FIELD DESCRIPTION	FIELD EXPLANATION
Other Transport Document No.	The transport document number, where applicable, must be inserted in this field.
Date	The date of the transport document, where applicable must be inserted in this field.
Ex Ship / Aircraft / Rail / Road (Vehicle registration Number)	The means of transport must be indicated in this field together with voyage / flight / train number thereof. In the case of road transport the vehicle's registration number(s) must be inserted in this field.
Date	The date of the voyage / flight / train number must be inserted in this field.
Bill of Entry No. & Date	The number and date of the Customs declaration, if any, relating to the goods to be delivered must be inserted in this field.
DA 322 slip No.	The number of the DA 322 (State Warehouse deposit slip) on which the goods were taken into the State Warehouse must be inserted in this field.
Date	The date of the DA 322 on which the goods were taken into the State Warehouse must be inserted in this field.

FIELD DESCRIPTION	FIELD EXPLANATION
Tariff Code	The full tariff code for the goods as provided in the tariff book must be inserted in this field.
Gross mass	The total gross mass of goods in kilograms must be inserted in this field. This mass includes the mass of any goods, i.e. the net mass, as well as the mass of any packing materials or, outer wrapping. This is the mass on which State warehouse rent is calculated. Shipping containers are regarded as transport equipment and for the purposes of determining gross mass for State warehouse rent are not to be included in such mass.
Cubic Meter(s)	The measurements of goods in cubic meters must be inserted in this field (a cubic meter equals the sum of the length multiply by the width multiply by the height of package).
Metric Ton(s)	The mass of the consignment in metric tons must be inserted in this field (a metric ton is equal to 1 000 kilograms).
Freight Ton(s)	The freight tons calculated in terms of the definition in the Rules must be inserted in this field, i.e. the greater of the cubic measurement or the mass expressed in tons).
Date of receipt into State warehouse	The year, month and day that the goods were received in the State warehouse must be inserted in this field. This will be the same date as allocated to the DA 322.
Date up to which rent is calculated and paid	The year, month and day up to which the rent will be payable must be inserted in this field. This will be the same date allocated to the DA 68.
Number of days	The number of days on which rent must be calculated must be inserted in this field. This will be the number of days between the date of receipt in the State warehouse and the date up to which rent is calculated and paid.
Rent not charged (Rule 17.03(a)) (indicate with X in this block)	This block is marked when for the reasons stated in Rule 17.03(a) rent is not charged when the goods are released from the State warehouse.
Marks & Numbers of original package(s) entered (For vehicles state colour, engine number, chassis number and model)	The full details identifying the goods as called for must be inserted in this field.
Description of goods	The specific description identifying the goods must be inserted in this field.
Total rent calculated (other than travellers) for the period (number of days x freight ton x rate =)	Insert in this field the actual calculation that will calculate the total rent payable.
Total rent calculated (for travellers) for the period (number of days x kilograms x rate =)	Insert in this field the actual calculation that will calculate the total rent payable.
TOTAL RENT PAYABLE	The total amount payable must be inserted in this field. Insert NIL if no rent is payable.

4 PART 3 – DECLARATION BY THE APPLICANT AND PARTICULARS OF THE PERSON COLLECTING THE GOODS

FIELD DESCRIPTION	FIELD EXPLANATION
I, _____ the undersigned – DECLARE that – a) *I am duly authorised to complete and sign the application on behalf of the applicant; b) *I am the applicant; c) *the applicant is / *I am lawfully entitled to the goods; APPLY for the delivery of the goods specified in Part 2 of this form – a) *on payment of rent b) *without the payment of rent in terms of the Commissioner's / Controller's letter (ref. date) STATE that the information herein is true and correct; SUBMIT the following documents where applicable: - a) *Letter from the Commissioner / Controller authorising release b) *Copy of the auctioneer's sale slip (No. date) c) Bill of entry (No. . date) d) *Proof that the freight and other charges have been paid e) *Original of form DA 322 f) *Letter of authority identifying the person who will take delivery of the goods ----- Capacity ID / Passport No. ----- Date Signature	a) The full name of the person making the declaration must be inserted in this field. b) The declaration by the person taking delivery of the goods must be supported by the required applicable documentation. c) Delete which is not applicable if marked with an asterisk. d) Documents to be submitted as required in instances where goods: i) Have been bought on an auction of goods in a State warehouse, a copy of the auctioneer's sale slip; or ii) Are a consignment or part consignment of imported goods, A) a copy of the delivery order issued by the carrier, date-stamped by the Controller or Branch Manager and B) proof that freight and other charges, for example, the container operator's, landing and wharfage charges, have been paid as required in terms of section 17(2)(c). e) In cases where a traveller applies for delivery, the original of form DA 322.
PARTICULARS OF PERSON COLLECTING GOODS	The name, surname, identity or passport number and the signature of the person collecting the goods must be inserted in this field.

5 PART 4 – FOR OFFICIAL USE

FIELD DESCRIPTION	FIELD EXPLANATION
Goods may not be delivered in terms of Section 17(2)(a), (b), (c) *Customs and Excise laws and procedures have been complied with and the goods may be delivered on *payment / *without payment of State warehouse rent ----- *Name of Controller Signature Date-----	The Controller / Branch Manager must indicate in this field whether the goods may be delivered and if so, whether rent is payable or not.
DA 202 or computer generated Receipt No.	The DA 202 or computer generated receipt number must be inserted in this field. This information will be inserted by the cashier.
Receipt Date	The date the DA 202 was issued must be inserted in this field. This information will be inserted by the cashier.
Rent-free removal period expires on (Rule 17.04)	A rent-free period of three (3) official working days is allowed to take delivery of the goods in the circumstances stated in Rule 17.04. This field must be completed whether rent is payable or not.
I,.....(name of Officer) has compared the information on this application with that in the State warehouse register and found it to be correct. ----- Name of Officer Signature Date-----	The State Warehouse Keeper must attest that the application is correct in all respects and correspond with the information in the records.
Goods delivered on: (Date Stamp)	The date stamp must be inserted in the space provided by the State Warehouse Keeper.
Cash Book Folio No	This field will be left blank as hand written cashbooks are not in use anymore.
DA 68 Number:	The DA 68 number must be inserted in this field by the cashier or number and sorting officer.

6 COMPLETION INSTRUCTIONS

FIELD DESCRIPTION
a) The form must be completed in triplicate by the owner of the goods or any person acting on behalf of the owner.
b) Where an asterisk (*) appears in a field, either leave it blank if it is not applicable or delete whichever is not applicable and initial.
c) In cases where a field is not relevant to the transaction it must be left blank. Provide as much information as possible.
d) Where the space on the form is not sufficient for purposes of the information to be provided an

FIELD DESCRIPTION	
	additional sheet of paper with the relevant information may be attached to the application form. The attached sheet used must indicate clearly which column of information on the DA 68 is being referred to.
e)	The DA 68 must be completed for the delivery of all goods from a State warehouse or a place deemed to be a State warehouse as contemplated in Section 43(2).
f)	Goods in a State warehouse are subject to the applicable Customs and Excise laws and procedures, which include the State warehouse Policy and SOP.

7 QUALITY RECORDS

NUMBER	TITLE
DA 68	Application for delivery of goods from the State warehouse
DA 322	Goods received in the State warehouse

8 REFERENCES

8.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Customs and Excise Act No. 91 of 1964: Sections 1, 4, 17, 38, 42, 43, 88, 89, 90, 93, 96, 107, 113(8), 113A and 114 Customs and Excise Rules: Rule 17 and 43
Other Legislation:	Counterfeit Goods Act No. 37 of 1997: Section 1 Merchandise Marks Act No. 17 of 1941: Sections 10(1) and 11(1)
International Instruments:	None

8.2 Cross References

DOCUMENT #	DOCUMENT TITLE	APPLICABILITY
QMS-01	Quality Management System Manual	All
SC-CF-04	Manual for the Completion of Declarations	All
SC-CW-01-04	State warehouse – External Policy	All
SC-CW-01-04-S01	State warehouse – External SOP	All

9 DEFINITIONS AND ACRONYMS

A place deemed to be a State warehouse	An area or premises, within the Customs controlled area, which is officially appointed and deemed to be a State warehouse in terms of Section 43(2)(a). This may include an open area, a building or a safe under the direct control of the owner of the place deemed to be a State warehouse. Goods stored at such premises are considered to be in the State warehouse.
Carrier	The person actually transporting, or in charge of, or responsible for the operation of the means of transport. Refer to Rule 8.02 to the Act.
Clearing agent	A person or company licensed in terms of Section 64B(1).
Controller or Branch Manager	Is the officer designated by the Commissioner to be the Controller of Customs and Excise in respect of an area of Customs control.
Goods	Includes all wares, articles, merchandise, animals, currency, matter or things.
Release from the State warehouse	The procedure involving the removal or release of goods from the State warehouse and the acceptance and processing of a DA 68 – Application for Delivery of Goods Ex-State warehouse.
Rent	This pertains to State warehouse rent which is deemed a charge due to the Commissioner. The Commissioner is obliged in terms of the Act to pay certain rent amounts to the owner of a place deemed to be a State warehouse who becomes entitled

	to such rent. (Section 43(2)(b)(iii) refers).
Rent free period	The period allowed for the removal of goods from the State warehouse after clearance or sale by auction or tender and the processing of the DA 68 – Application for Delivery of Goods Ex-State warehouse (Rule 17.04(a)).
State warehouse	Premises provided by the State or appointed by the State, for the deposit of goods for the security thereof and of the duties due thereon, or pending compliance with the provisions of any law in respect of such goods. This does not include areas or safes not under the same roof or, not under the direct control of State warehouse Keepers. Refer to Section 1.

10 DOCUMENT MANAGEMENT

Business Owner	Executive: Customs Operations
Document Owner	Executive: Process Solutions Customs & Support Services
Author	P Ntate
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