
CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION FOR IMPORTS

HOUSEHOLD GOODS REMOVAL

A. Documents Required

- DA 304 and P. 1.160
- Original passport including page with date of entry in South Africa
- Detailed inventory for attestation
- Temporary residence permit
- Work permit
- Airway bill / Bill of lading

Diplomat

- Detailed inventory
- Diplomatic clearance via diplomatic passport
- Certificate from relevant Embassy in South Africa, and countersigned by South African Department of Foreign Affairs

Returning Citizen

- All documents required for household goods removals (see Part A)
- Declaration (returning South African residents)

B. Specific Regulations

- Owner of the shipment must be in South Africa before customs clearance can take place.
- Returning residents must have been out of South Africa for an unbroken period of at least 6 months.
- Effective January 01, 2005, all wood packaging utilized on Import Shipments to South Africa must be "ISPM 15" certified at origin. This means that EACH wooden crate that comes into the country must be treated against plagues and marked in accordance with the requirement of ISPM 15.
- Inspectors from the South African Department of Agriculture will inspect import shipments at South African ports to determine that this requirement has been met.
- Shipments containing wood packages not having the ISPM 15 mark will not be allowed into South Africa.
- It is strongly recommended that client contact agent for specific requirements related to wood / timber packaging materials regulations to ensure requirements are met before dispatching shipment.
- Inspectors from the South African Department of Agriculture will inspect Import shipments at ports to determine shipments adhere to these requirements.
- Shipments containing wood packages not having the ISPM 15 mark or meeting requirements will not be allowed in the country.
- For more details, see <http://www.nda.agric.za>.



South Africa

MOTOR VEHICLES (Automobiles, Motorcycles, Mopeds, and Power-Driven Boats with Inboard Engines)

A. Documents Required

- Passport
- Import permit
- Packing list
- Airway bill / Bill of lading
- Registration papers
- Customs form DA 304/A + P1.160
- Document showing that the vehicle has been in the owner's use and possession abroad for more than 1 year before the importation of the vehicle (original purchase invoice, insurance certificate, etc.)
- A Letter of Authority (LOA) issued by the NRCS in Pretoria

Diplomat

- Diplomatic ID and/or Note Verbal
- Proof of ownership or previous registration in the name of the applicant
- Proof of compliance
- Payment to NRCS

New Vehicles (Excludes Motorcycles)

- Proof of compliance with South African or equivalent, (EEC or ECE) regulations issued by the original manufacturer of the vehicle; see Question 30 of application form.
- ID or passport of applicant or proxy
- Proof of purchase or ownership of the vehicle – Commercial Invoice and Airway bill / Bill of Lading
- Proof of payment to the NRCS – copy of deposit slip in case of bank transfer

Used Vehicle (South African Manufactured Vehicles Including Trailers)

- Copies of documents must be submitted, faxed copies accepted.
- ID or passport of applicant; or ID of proxy in case if the applicant is a company
- Letter of proxy on company's letterhead with copy of ID, where applicable
- Registration document of country where vehicle was last registered prior to export to South Africa
- Confirmation of the South African origin of the vehicle: certificate from the original manufacturer or importer; or previous SA license document; or Bill of Entry for Export / Police Clearance when the vehicle was exported from SA
- Proof of purchase of vehicle, unless registered in applicant's name
- Request for Police identification – RPI (fully completed) or Police Clearance OR
- The SARPCO or Interpol clearance from the country from which the vehicle is being exported if RPI or SA police clearance cannot be obtained
- Proof of payment of fee to the NRCS – copy of deposit slip in case of bank transfer

South Africa

Used Vehicle (Foreign Vehicles)

- Proof of compliance with European regulations (EEC or ECE) or ADR rules issued by the original manufacturer (vehicles manufactured after January 1, 1997). See Question 30 of application form
- ID or passport of applicant
- Vehicle registration documents in foreign country, officially translated, if not in English
OR
- Proof of ownership – vehicle should be registered in the applicant's name
- Proof of payment to the NRCS – copy of deposit slip in case of bank transfer

Motorcycles (New and Used)

- South African ID or passport of applicant
- Vehicle registration documents of foreign country, officially translated if not in English
- Proof of purchase (if not registered in applicant's name)
- Proof of payment to the NRCS – copy of deposit slip in case of bank transfer

Donations and Inheritances

- Donations can only be made by a registered owner of a vehicle.
- All applicable documentation is required, plus a letter from the Donor to confirm donation or a copy of Will.
- No private donations allowed.

B. Specific Regulations

- Motor vehicles may be imported duty free entry if the following conditions are met:
 - The vehicles (cars, motorcycles, mopeds) will not be sold or otherwise disposed of for 2 years after the date of importation.
 - Value added tax (VAT) at current rate is assessed on the imported value of the vehicle.
- Fees are charged for the importation of motor vehicles payable to the NRCS; contact agent for specific information regarding rates.
- Left-hand drive motor vehicles, new or used purchased after January 1, 2000, may not be imported.
- Contact agent for Letter of Authority (LOA) application and the specific requirements necessary to obtain one.
- LOA must be submitted to customs at the time of clearance of all motor vehicles imported into South Africa.

Diplomat

- Do not pay duties or taxes subject to provision of Diplomatic Clearance Certificate and proof of value.

Temporary Resident

- Must pay a **cash** customs bond to cover full duties and taxes and can only apply for a refund from the South African Department of Customs and Excise of the cash bond on proof of re-export of the vehicle from South Africa.



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- Temporary residents must provide a customs bond to cover full duties and taxes and do not require an import permit.

Returning Resident

- Must pay full duties and taxes.

New Vehicles (Excludes Motorcycles)

- Certified copies sent by post /courier or color scanned documents sent by email must be submitted.
- Faxed copies of documents are not accepted.

Used Vehicle (South African Manufactured Vehicles Including Trailers)

- Copies of documents must be submitted.
- Faxed copies of documents are accepted.

Used Vehicle (Foreign Vehicles)

- All vehicles manufactured after January 1, 1997, must have 17-character VIN.

Motorcycles (New and Used)

- Certified copies sent by post /courier or color scanned by email must be submitted.
- Faxed copies of documents are not accepted.

ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS

A. Specific Regulations

- Antiques and other works of art may be imported duty free if the following conditions are met:
 - They form a part of a bona fide household removal.
 - The antiques or works of art are over 100 years old.
 - The articles have been in the use and possession of the owner for more than 12 months.
 - The items are not for sale or other disposal.

PETS (Cats, Dogs, and Birds)

A. Documents Required

- Rabies vaccination certificate
- Health certificate
- Import permit

B. Specific Regulations

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- Import permit granted after the owner has made arrangements for the period of quarantine required for pets traveling from most, but not all countries.

RESTRICTED / DUTIABLE ITEMS

Caravans / Trailers

A. Documents Required

- Import permit
- Letter of Authority (LOA) issued by the NRCS

B. Specific Regulations

- These items are subject to the payment of duties.
- Pretoria must be submitted to customs at the time of clearance of all motor vehicles imported into South Africa.
- LOA must be presented to customs at time of clearance.

Dangerous Goods / Firearms

A. Documents Required

- Import permit
- South African Police Firearm Registrar Certificate SAP 312

B. Specific Regulations

- Due to the new legislation in South Africa regarding the firearm licenses and ownership, it is very difficult to own a firearm.
- It is strongly recommended that customers do not ship any firearms and or ammunition.

Household Goods / New Furniture / Presents / Souvenirs

- These items are subject to the payment of full duties.

Inheritances

A. Documents Required

- Copy of death certificate
- Copy of will of deceased or certified relevant extract there from or copy of Probate from the Court, if the deceased died interstate. An English translation is necessary if document is not in English
- Inventory (if copy Will or other document does not specifically detail the goods to be imported) with supporting declaration from the lawyer confirming that the goods to be imported are the legatee's rightful share of the estate
- A Letter of Authority (LOA) is required for the import of automobiles, motorcycles and mopeds
- Import permit



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- Declaration from the legatee confirming that he is a permanent resident in South Africa and a beneficiary under the Will of the deceased
- Special application made to customs

B. Specific Regulations

- Duty free entry permitted if the legatee is permanently residing in South Africa.
- Duty is payable on inherited motorcars, motorcycles and mopeds
- Shipment should not be dispatched until customs has given authority for duty-free entry.
- LOA must be issued by the NRCS in Pretoria.

Plants / Vegetable Products

- A Phytosanitary Certificate is required for import.

Wedding Trousseaux

- These items are subject to the payment of duties.

Wine, Liquor, Alcohol

A. Documents Required

- Import permit
- Liquor removal certificate

B. Specific Regulations

- These items are subject to the payment of full duties.
- A detailed list of alcohol is required.
- Conditions must be met before shipment arrival.

CONSIGNMENT INSTRUCTIONS

Recommended: Once the shipment is booked, please fax your pre-alert to the agent office along with a copy of the airway bill / bill of lading, packing list, passport copy, and full contact details of the consignee. As consignment instructions change from time to time, it is prudent to reconfirm the advised consignment instructions prior to shipping particularly if the client will be importing as a diplomat.

Helpful Tips

- Mark the waybills very clearly "Used household goods and personal effects."
- Packing list should be in English.
- It is strongly recommended that customers do not ship any firearms and or ammunition.
- Do not attach the inventory list used for the insurance purposes with the documents enclosed with the shipment.
- Pre-alert along with the copies of the waybill, packing list, valued inventories and shipping schedule should be sent well in advance.



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Important: Valued inventory list for items intended for temporary import should be descriptive, e.g., double-bed set, wardrobe, dining table with six chairs, etc. Home electrical and electronic appliances should be very clearly mentioned along with their serial numbers. It is strongly recommended that all shipping documents be carefully prepared according to the instructions. This will help to avoid unnecessary delays and/or costly storage charges at destination.

PROHIBITED ITEMS

- Drugs and narcotics
- Pornographic books and magazines
- Walkie-talkies
- Feathers (certain types)
- Furs and skins
- Items derived from animals of a protected species (tusks, etc.)

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