

## GUIDELINES FOR HOW TO OBTAIN EXPORTER REGISTRATION WITH SARS

*by Trade & Investment KwaZulu-Natal-Durban*

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Businesses that plan on importing or exporting goods for commercial and personal reasons (or to the value of >R2500) must be registered with South Africa's (SARS) Customs for an Import / Export Number. This number is obtainable from SARS. It is also known as an Importer's / Exporter's Customs Code.

**Exporter Registration is obtainable from any SARS local office with a Customs and Excise Department (contact details can be found on the SARS website. ([www.sars.gov.za](http://www.sars.gov.za)) SARS Durban, Tel: (031) 328-7716**

The DA185 form, obtainable from [www.sars.gov.za](http://www.sars.gov.za) must be completed and returned to SARS with the following supporting documentation (in hard copy) for applicant to be registered as an importer and an exporter:

- A certified copy of the front page of the I.D. book of every director/member of the company/cc;
- Original utilities bill for the business premises;
- A certified copy of the businesses CK1 or CM1 (certificate of incorporation);
- Valid SARS Tax Compliance Status PIN issued;
- Copy of the Telkom account depicting the same telephone number and address as completed on DA 185;
- Original letter from applicant's bankers confirming company banking details;
- Company Resolution authorizing company to apply for exporter registration with SARS on behalf of the other directors/shareholders;
- Applicant will then have to submit these forms at the nearest SARS office, who will inform applicant of the outcome of his application for registration within 2-3 weeks.
- In the event of applicant wanting to simultaneously register as:
  - an exporter, as well as an exporter under AGOA, TDCA & GSP agreements (**DA 185.4A2**),
  - a manufacturer (**DA185.4A4**),
  - a producer (**DA185.4A7**),

These bracketed forms need to be completed and submitted with the application.

**Exporter Registration is also required for trading various trade agreements i.e. AfCFTA, AGOA, SACU, SADC, etc.**

The following additional forms must be completed:

- For AGOA – form DA 46A1.02 (incorporated as Section A hereto) and/or form DA 46A1.03 (incorporated as Section A in Annexure DA 185.4A4)

- For application for approved exporter status under SADC-EPA, SACU/EFTA, AfCFTA or SACUM-UK EPA – form DA 49A.02 (incorporated as Section B hereto)
- If exporter and producer under GSP - form DA 46A.01 (incorporated as Section C hereto) and form DA 46A.02 (incorporated as Section A in Annexure DA 185.4A7)
- If exporter and not the producer under GSP – form DA 46A.01 (incorporated as Section C hereto)
- If exporter and producer under the SADC-EPA, SACU/EFTA, SACU/MERCOSUR, AfCFTA or SACUM-UK EPA trade agreements or any of the GSP Schemes – Annexure DA 185.4A7 with the form DA 46A.02 (incorporated as Section C thereto)
- For purposes of Norway, a prior registration on the Registered Exporter System (REX system) is required (<https://customs.ec.europa.eu/rex-pa-ui/#/create-preapplication/>)

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**Please note that this guideline is issued to help you obtain exporter registration with SARS. TIKZN can however not be held liable if procedures vary from the above.**

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