

CUSTOMS

EXTERNAL

COMPLETION MANUAL

COMPLETION MANUAL OF DA 63

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1 SCOPE

- a) This form is completed in order to apply for a refund on goods exported for trade purposes on which duty had been paid in terms of Schedule 5 item 522.03.

2 REQUIREMENTS FOR A DA 63

- a) All applications for refunds as a result of export for trade purposes of imported duty paid goods (Refund item 522.03) must be made on the prescribed DA 63.
- b) The DA 63 is prescribed in Rule 202.01.05 and must comply with the following conditions:
- i) Be printed in black ink on white paper;
 - ii) Be printed lengthwise; and
 - iii) Have dimensions of 297 mm x 210 mm.
- c) Information entered on a DA 63 must be typed or printed in block letters and must be legible.
- d) In all instances where a date is required such must be completed in the following format: **DD/MM/YYYY**, e.g. 2017/02/15.
- e) **Any amendment to any field of the DA 63 must be initialled by the person who signed the form (client) before the DA 63 or DA 63A may be accepted. After the DA 63 or DA 63A has been processed no hand amendments will be allowed.**
- f) No amendments are allowed by any SARS official on the pages of the DA 63 **or DA 63A** as the applicant furnishes an indemnity on the pages.
- g) A DA 63 **or DA 63A** must not be submitted in a dilapidated or torn condition.
- h) The information captured on the CER system must be a mirror image of the completed DA 63 **or DA 63A**.

3 FIELD A – COMPLETION BY CLAIMANT / APPLICANT

- a) Details Of Exporter

FIELD DESCRIPTION	EXPLANATION
Exporter: Customs Code	The Customs client number allocated to the licensed clearing agent or exporter who conducts his/her own clearing must be inserted in this field.
Exporter: Name and Address	The name and physical street address of the exporter must be entered in this field and must be identical to the name reflected on the export invoice. It must also agree with the particulars submitted with the application for a Customs client number.
Country of destination	Codes for the representation of names of countries and which are based on the International Standards Organisation's "Alpha 2 country Code " have been allocated and the two (2) character alphabetical code allocated to the country to which the goods are exported must be inserted in this field. In other words the two (2) character alphabetical country code allocated to the country where the consignee is situated must be inserted in this field and correspond with the country of destination code on the export Customs clearance declaration (CCD) e.g. ZW (Zimbabwe). (Refer to SC-CF-04-A13)
Transport Code	The single character numeric transport code that indicates the mode of transport, by which the goods are exported from South Africa, must be inserted in this field e.g. one (1) (Refer to the transport codes listed in SC-CF-04).
Final place of delivery	The name of the place of final delivery in the country of destination must be inserted in this field e.g. Harare.

b) Details Of Agent

FIELD DESCRIPTION	EXPLANATION
Agent: Customs Code	The Customs client number allocated to the agent must be inserted in this field.
Agent: Name and address	The name and physical street address of the agent must be entered in this field and must be identical to the name reflected on the export CCD . It must also agree with the particulars submitted with the application for a Customs client number.

c) Export **CCD** line number

FIELD DESCRIPTION	EXPLANATION
Export B/E line no.	The line number of the export CCD on which the claim is based must be entered here.
DA 63 line no.	The line number of the DA 63 on which the claim is based must be entered here.

d) Import **CCD** Header Details

FIELD DESCRIPTION	EXPLANATION
Import Declaration MRN	The Movement Reference Number (MRN) relating to the import CCD on which the duty/levy was paid must be reflected in this field.
Alpha office code	The Branch Office code where the CCD was processed must be inserted in this field. (Refer to SC-CF-04-A01)
Line	The specific line number of the CCD on which the duty was paid and the claim based on must be inserted here.
Origin	The applicable two-character alphabetic code must be entered in this field, which will correspond with the country of origin as per import CCD .
Tariff subheading	The full tariff heading, as it appears in Schedule 1 Part 1 as originally entered on the import CCD must be entered here. Only drawback item 522.03 may be used in the case of a DA 63.
Quantity and code	<ul style="list-style-type: none"> i) The quantities required in terms of the relative tariff heading/item for statistical, duty calculation, countable quantity or classification purposes must be entered in this field to two (2) decimals. ii) The decimal position must be indicated by means of a comma. iii) These quantities must be reflected in the units specified in the tariff. iv) Provision is made for four (4) different quantities per entry line in case different quantities are required for statistical, duty calculation or classification purposes. v) If duty and classification calculation depend on elements such as size, relative density etc. the expression "Quantity" for the purpose of this form shall include these elements. vi) If more than one (1) quantity is required the first line of this field must be utilised for the statistical quantity, the second for the duty quantity and the third for the classification quantity or countable quantity. vii) If the same quantity is used for different purposes it need not be repeated. viii) If no quantity or code is required these fields must be left blank. ix) The quantity shown here will be the quantity exported and on which the claim is based.

FIELD DESCRIPTION	EXPLANATION
Customs Value	The value for Customs duty purposes calculated in terms of the Act on which the claim is based must be entered here. Only full rand value must be entered here. Fifty (50) cents and less must be rounded down and 51 cents and more must be rounded up. The minimum value is R 1.
Customs duty	The total amount Customs duty claimed in terms of Schedule 1 Part 1 and Schedule 2 or any non-rebated duty paid in terms of Schedules 3 and 4 or the duty calculated in terms of the trade agreements in respect of goods entered on a single line of a CCD , must be entered in this field. The duty must be calculated to the nearest cent.
Duty Sch. 1 Part 2B	The duty claimed in terms of this Schedule must be inserted in this field. The duty must be calculated to the nearest cent.
VAT	The value-added tax (VAT) amount claimed on a single CCD line must be inserted in this field. The VAT must be calculated to the nearest cent. VAT can only be claimed in certain instances as prescribed in the Refund and Drawback External Policy (refer to SC-DT-C-13). VAT vendors must claim VAT on a VAT 201.
Other Payments Duty tax type	Payments other than Customs duty, Schedule 1 Part 2B or VAT are considered other payments. These other payments will be either environmental levies or health promotion levies. The duty tax type code as reflected on the import CCD must be inserted here, e.g. 17A (refer to SC-CF-04 for duty tax types).
Other Payments Amount	Levies paid on a CCD must be entered in this field in order to claim them. The other payment amount must be calculated to the nearest cent.
Marks, Nos., No and description of packages	In the case of containerised cargo, the complete container number, including the alpha prefix and check digit must be reflected. If containers or closed-type road transport vehicles are sealed by exporters for whatever reason, the seal number(s) must be entered here. In all cases the full marks, numbers and description of packages must be entered here.
Description and particulars of goods for duty purposes	A description of goods as required by Section 40(1) must be inserted here as cleared on import CCD . This description will also be identical to the description on the export and import CCD .

4 FOR COMPLETION BY APPLICANT

a) Field - Declaration By Claimant / Clearing Agent / Exporter

FIELD DESCRIPTION	EXPLANATION
Declaration	The full name (John Doe) and not only initials (J. Doe or John) of the person signing the CCD in addition to the full legal name of the licensed clearing agent or exporter on whose behalf the signatory acts must be entered here.
Date	The date of the application for drawback must be inserted in this field e.g. 2017/10/10.
Signature	The CCD must be an original, signed by the above mentioned person.

5 DECLARATION TO BE COMPLETED BY CUSTOMS OFFICIAL

FIELD DESCRIPTION	EXPLANATION
Declaration	For official use. The full name e.g. Joe Soap of the Customs officer signing the declaration must be printed in this field.

FIELD DESCRIPTION	EXPLANATION
Official Date Stamp	For official use. The date particulars must be inserted in this field e.g. 2017/10/10.
Signature of Customs and Excise Officer	For official use. The above-mentioned officer must sign the declaration.

6 FIELD TO BE COMPLETED BY THE CONTROLLER'S / BRANCH MANAGER'S OFFICE

FIELD DESCRIPTION	EXPLANATION
Export Declaration MRN	For official use. The MRN allocated to the export CCD after acceptance will be endorsed in this field by the Administration.
DA 63 Number and date	For official use. i) The final serial number allocated in the calendar year series must be inserted in this field e.g. 1224. Placing the official date stamp impression in this field must authenticate the form. ii) If a DA 63A is presented to amend any information previously submitted on a DA 63, the next serial number must be allocated to the DA 63A.

7 FIELD TO BE COMPLETED BY APPLICANT

FIELD DESCRIPTION	EXPLANATION
Place of entry	The three (3) character alphabetic code of the Branch Office where the export CCD and the DA 63 were processed must be entered in this field. (Refer to SC-CF-04-A01).
Total amount claimed	This is the total amount of all the duties on which the claim is based and must correspond with the total amount claimed on page one (1) of the DA 66.

8 AMENDED DECLARATION (DA 63A)

- a) In respect of a DA 63 which must be amended, the words "Amended Customs declaration" must be added to the name of the form and the letter "A" added to the number of the DA 63, e.g. DA 63A.
- b) The reason for the amendment(s) must also be inserted below the name of the form.
- c) When submitting a DA 63A the original DA 63 must also be provided in the file.
- d) The particulars of the original DA 63 are not duplicated on the DA 63A.
- e) The DA 63A is printed separately.
- f) The original DA 63 number and date must be inserted on the DA 63A.
- g) The DA 63A must indicate per line what information is being amended.
- h) If any amended CCD was processed on the export CCD to which the DA 63 or DA 63A relates such amended CCD number and date of the export CCD must also be reflected.
- i) Provision must in all cases be made for the signature of the person presenting such DA 63A to the Controller / Branch Manager.
- j) The same requirements as prescribed in paragraphs 3 - 7 apply.

9 QUALITY RECORDS

NUMBER	TITLE
DA 63	Application for refund – export for trade purposes of imported duty paid goods (refund item 522.03)
DA 66	General Application For Drawback / Refund
SAD 500	Customs Declaration form
SAD 501	Customs Declaration form (Continuation Sheet)
SAD 503	Customs Declaration form (Declaration Query Notification/Voucher of Correction)
SAD 504	SAD: Voucher of Correction (direct)
SAD 506	SAD: Continuations sheet (direct)
SAD 551	SAD: Continuation Sheet: Export
SAD 554	SAD: Voucher of Correction: Exports

10 REFERENCES

10.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	<p>Customs and Excise Act No. 91 of 1964: Sections 38, 39, 40, 41, 43, 45, 47, 54D, 54J, 58, 75, 76, 76A-C, 77I 3(1), 77B(2), 80, 91, 92, 98, 99, 99A, 101A, 100, and 119A</p> <p>Customs and Excise Rules: Rules 19A4.04 (viii);38; 39; 40, 41, 43, 44, 49, 59, 75, 76, 77I .01 to 77I.23, 106, 101A.01A, 119A.00, 202.00 and 202.02.05</p> <p>Notes to Schedule 5, the Notes to Schedule 5 Part 1 as well as Schedule 1 Part 7 of the Harmonised Tariff</p>
Other Legislation:	<p>Promotion of Access to Information Act No.2 of 2000: All</p> <p>Promotion of Administration Justice Act No.3 of 2000: Preamble and Sections 3 and 5</p> <p>Public Finance Management Act No.1 of 1999: Sections 6, 7, 8, 10, 12, 36, and 76</p>
International Instruments:	<p>Kyoto Convention: General Annex: Chapter 4(C) Repayment of duties and Taxes - all</p> <p>WCO Framework of Standards: Not applicable</p>

10.2 Cross References

DOCUMENT	DOCUMENT TITLE
SC-CF-04	Completion of Declarations – External Manual
SC-CF-04-A01	Alphabetical District Office Codes
SC-DT-C-06	Completion of DA 66 - External Manual
SC-DT-C-13	Refunds and Drawbacks for Customs - External Policy

11 DEFINITIONS AND ACRONYMS

Act	Customs and Excise Act No. 91 of 1964
CCD	Customs clearance declaration
Declaration	Any CCD made to declare goods imported, exported, moved in bond/transit or moved across the borders
MRN	The original Movement Reference Number (MRN) indicates the unique reference of the original CCD to which the amendment, replacement or cancellation clearance refers. The number must be entered in the following sequence and format - Office Of Entry (AN3) Date (CCYYMMDD) (N8) Number (N7). (SC-CF-04)
VAT	Added-Tax Value

12 DOCUMENT MANAGEMENT

Business Owner	Group Executive: Customs Branch
Document Owner	Senior Manager Governance Compliance: Customs

Author	M van Vuuren
Detail of change from previous revision	a) MRN replaces Import bill of entry no. and date and Export bill of entry no. and date b) Inserting additional fields for Duty tax type c) Elaborate on the completion of name/full names d) Q-code changed from ECS-TM-16 to GC-TM-16
Template number and revision	GC-TM-16 – Rev 5