

CUSTOMS AND BORDER MANAGEMENT

TRAVELLER CARD

COMPLETION MANUAL

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1 SCOPE

- a) This manual describes the completion of the Traveller Card (TC-01).
- b) The Traveller Card (TC-01) - which is to be completed by travellers prior to their arrival or at the port of entry / exit.
- c) The TC-01 will be used for the processing of travellers at Customs Offices where Service Manager is available.

2 TRAVELLER CARD REQUIREMENTS

- a) The Traveller Card may be completed prior to arrival at the port or at the port of entry / exit.
- b) The Traveller Card must be completed with a black / blue pen in English using capital letters.
- c) Parents or guardians must assist minors to complete the Traveller Card.
- d) Each traveller (or legal guardian in the case of minors) must sign the Traveller Card that he / she has completed.

3 COMPLETION OF THE TRAVELLER CARD

FIELD DESCRIPTION	EXPLANATION
Passport No.	The traveller's passport number is completed in this field.
Flight No. / Ship No. / Vehicle Reg No.	The traveller completes the number of the mode of transport he / she used.
Reason for a visit	The traveller marks the relevant tick box with the applicable reason(s) for his / her visit to South Africa. The following options are available: <ul style="list-style-type: none"> a) Resident; b) Immigrant; c) Study; d) Business; e) Transit; f) Holiday; g) Diplomat; h) Employment; i) Crew; and j) Other, in which case the traveller must specify what this reason is.
Occupation	The traveller marks the relevant tick box with regard to their occupation. The following options are available: <ul style="list-style-type: none"> a) Civil Service; b) Diplomat; c) Military / Police; d) Media; e) Artist; f) Charity; g) Student; h) Education; i) Professional; j) Trade / Business; and k) Other, in which case the traveller must specify what his / her occupation is.
Are you in possession of	The traveller must indicate (yes or no) whether he / she has in his / her

FIELD DESCRIPTION	EXPLANATION
	possession any of the following: a) Any prohibited or restricted goods; b) Any goods in excess of Duty Free Allowance (DFA); c) Any goods intended for trade; d) Foreign or South African currency exceeding limits; or e) Any valuable goods to be registered for temporary importation.
Physical Address in South Africa	The traveller completes the physical address where he / she will be staying in South Africa: a) Unit number; b) Complex (if applicable); c) Street number; d) Street or name of farm; e) Suburb or district; f) City or town; g) Intended date of departure (CCYYMMDD); h) Contact person in South Africa; and i) Contact number in South Africa.
Declaration	The traveller must write his / her full name and surname and sign the declaration to confirm that the particulars he / she has furnished are true and correct.
For Office Use	This field is completed by an official to indicate which channel the traveller must proceed to.
Date	The date of the traveller's arrival.

4 QUALITY RECORDS

Number	Title
TC-01	Traveller Card

5 REFERENCES

5.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Customs and Excise Act No. 91 of 1964: Sections 6(1), 15(1), 15(1A) (b), 88 (1), 90 (b), 113, 113A Customs and Excise Rules: 15.01
Other Legislation:	Promotion of Administrative Justice Act No. 3 of 2000: Section 3
International Instruments:	Revised Kyoto Convention: Specific Annex B Chapter 2 – Re-importation in the same state – All Revised Kyoto Convention: Specific Annex G Chapter 1 – Temporary Admissions Standard 2 and 3 Revised Kyoto Convention: Specific Annex J Chapter 1 – All

5.2 Cross References

DOCUMENT #	DOCUMENT TITLE	APPLICABILITY
QMS-01	Quality Management System Manual	All
SC-PA-01-11	Traveller Processing – External Policy	All
SC-PA-01-11-S1	Goods registration for re-importation and re-exportation	All
SC-PA-01-11-S2	Traveller Assessment – External SOP	All

6 DEFINITIONS AND ACRONYMS

DFA	Duty Free Allowance
Goods	Includes all wares, articles, merchandise, animals, plants, currency, matter or things.
Re-exportation	Exportation from a Customs territory of goods previously imported into that territory
Re-importation	Importation into a Customs territory of goods previously exported from that territory
TC	Traveller Card
Traveller	Any person who does not normally reside in South Africa and who temporarily enters or leaves South Africa; or any person who normally resides in South Africa and who leaves or returns to South Africa
TRD	Traveller Declaration on System Manager
VAT	Value-Added Tax

7 DOCUMENT MANAGEMENT

Business Owner	Group Executive: Customs Trade Operations
Document Owner	Executive: Process Solutions Customs & Support Services
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