



SAD Completion Guide



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1. INTRODUCTION

The Swaziland Revenue Authority has introduced a new Customs system (ASYCUDAWorld version 4.2.2) to replace ASYCUDA++ and be able to meet the objectives of trade facilitation and Customs control. In order for system to effective and efficient, the main document to enhance this function is the Single Administrative Document (SAD) 500 which is used to control the movement of goods in and out of Swaziland. This document has become a standard document around the world. The SAD has replaced many previous Customs forms that were used for goods clearance. It is in compliance with the World Customs Organization (WCO) Data Model and a product of international best practice on simplification, harmonization and standardization of Customs procedures.

2. PURPOSE OF THE GUIDE

This Guide is to help with the Declarants in the completion of import, export and transit declarations.

It may also be used by Customs officers for reference as they conduct scrutiny of documents during the verification process.

3. GENERAL INFORMATION ON SAD 500

- a) The SAD 500 declaration is designed as a multi-purpose document. It can be used for all types of importation and exportation. That is permanent imports, permanent exports, warehousing, temporary importation, temporary exportation etc. It can also be utilized for transit movements. The SAD form is used for different procedures that are distinguished through the use of different Customs Procedure Codes that identify unique Customs procedures.
- b) The SAD 500 declaration has to be submitted electronically to the Customs office.
- c) Most of the declaration fields are relevant for all types of consignments. The SAD Completion Matrix annexed to this Guide (Annex1) explains the relevant fields.
- d) In ASYCUDA, the SAD form comprises the main form and several associated forms, namely:

- i. SAD (First page - main form) and SAD item page (second and subsequent pages each containing three item segments.);
- i. General Valuation Note form;
- ii. Item Valuation Note;
- iv. Assessment Notice;
- v. Information Page;
- vi. Attached Document Page;
- vii. Container form (if any); and
- viii. Query Notification / Request to Amend Form.

These various pages are displayed as tabs at the foot of the declaration. Clicking on each tab opens the relevant page. The SAD item segments are displayed as tabs on the left hand side of the SAD form. Clicking on the item tab displays the relevant item segment.

Other forms (tabs) will be activated by use of specific procedure codes on the SAD.

4. DECLARATION SEGMENTS

The SAD declaration form is divided into 2 areas – “General Segment” and “Item Segment” information.

General Segment (Box 1 -30)

The relevant information concerning the entire consignment is entered in this segment, such as importer, transport details etc.

Item Segment (Box 31-49)

The information about specific the description of goods has to be entered in this segment. One “item”, containing the information for a specific tariff code, can be entered on the first page of the declaration immediately beneath the general segment data. Where a consignment comprises goods of different tariff codes, the “Add Item” icon is clicked to activate the page for a new item to individually enter the necessary item information for each type of goods. It is possible to move between the items by clicking the tab on the left side of the SAD page.

At most 999 items can be entered on a single declaration. It should be noted, however, that too many item segments on a single declaration may lead to difficulties in locating some errors should some happen to be committed.

Transit Control Segment (Box 50 – 54)

These Boxes will only be used where goods are moved in transit through or within Swaziland.

5. TYPES OF FIELD

On an ASYCUDA SAD two types of declaration fields exist:

Plain text fields

These are not linked to a control file and so any character entered in the field is simply displayed without being controlled.

For example, for an IM4 declaration (entry for Permanent Imports), the exporter's place of business is in the foreign country of exportation and consequently national Customs does not record the foreign entity on its database. There is no exporter number used by national Customs since it would not be possible to maintain every company in the world on the database. The exporter field is completed without an exporter number and with the exporter's name and address being entered as free text. This name and address must be the same as shown on the invoice and other documents but it cannot be verified by the computer system. It is just information collected as text for corroboration with other supporting documents.

Dynamic or controlled fields

This is an SAD field that is linked to a reference table in the database. The computer ensures that the information entered into the field conforms to that in the database. Where one enters an importer' TIN the computer automatically completes the field with the name and address that is on file. So it is not possible to enter, say, a commodity code that does not exist in the Customs Tariff Handbook. The code has to be declared with the correct format and number of digits.

6. SAD 500 FIELDS

At the end of the explanation for each Box in Annex 1 will be entered letters “**M**”, “**O**”, or “**P**” marked in bold type.

M = Mandatory

This means that the declarant must enter the relevant information in the box. Otherwise the system will not allow declarant to continue filling the declaration; a red line will be highlighted in the field with an error. Computer processing will be affected if the mandatory information is not declared, leading to possible delays. ASYCUDA will report a validation failure and will not allow the declaration to be processed any further where there would be incomplete or invalid input.

O = Optional.

This means that, where applicable, the available information can be entered. Otherwise leave it blank where no data is applicable under the circumstances. The declaration will pass the system validation tests even when such optional fields are not completed. However, these fields provide additional information about the consignment which may be used by Customs for reference purposes.

P = Prohibited or Reserved for future use

This means such fields have to be left blank or the system will automatically populate that field. The cursor will not provide an option for input on these prohibited fields.

Annex 1: SAD 500 COMPLETION MATRIX

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
A	<i>Customs office of clearance</i>	A Customs office at which a declaration is lodged. Refer to Annex 2 for Customs Office Codes.	M
	<i>Manifest Number</i>	Enter the reference number to identify a Manifest in the format Year (space) Running Number (e.g. 2015 205).	M
	<i>Registration Number and Date</i>	Allocated automatically by the system	P
1	<i>Declaration</i>	The purpose of declaration or model of declaration is entered in this box. The first subdivision is for the declaration model, code or type of declaration [e.g. IM for Import, EX for Export]. The second subdivision is for the basic procedure code [e.g. 4 for Permanent Imports]. Type of declaration code according to the standard (EX1, EX2, IM4, etc...). Refer to the Customs Procedure Codes Explanatory Notes for details.	M
2	<i>Exporter</i>	<u>IMPORTS (IM)</u> For import declarations enter the full name and physical address of the exporter/supplier of the goods in the foreign country.	M
		<u>EXPORTS (EX)</u> For export declarations enter the Taxpayer Identification Number (TIN) in the space provided. The full name and physical address of the exporter / supplier will be automatically inserted by the system.	M

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
3	<i>Forms</i>	Allocated automatically by the system Where there are three pages in the SAD declaration the first page will be 1/3, second 2/3 and the third 3/3.	P
4	<i>Load List</i>	The number of loading lists, manifests or similar documents (known also as bill of lading) will be automatically inserted by the system where applicable.	P
5	<i>Items</i>	In the context of the declaration, “item” means the HS Code and other information about specific descriptions of goods that is entered in Boxes 31- 49 of the Item Segment. If a consignment includes goods comprising various HS Codes, each one is an “item”. The total number of separate items for the declaration will be automatically inserted by the system.	P
6	<i>Number of Packages</i>	Enter the total number of packages being cleared on a declaration.	M
7	<i>Reference Number</i>	Trader’s declaration reference number. A unique number given to the declaration from the trader’s own register. The trader can use it to retrieve the declaration. A reference number not to be repeated in a calendar year.	M
8	<i>Consignee</i>	<u>IMPORTS (IM)</u> For import declarations the importer’s TIN must be entered in the space provided. The system will automatically insert the full name and address.	M

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
		<p><u>EXPORTS (EX)</u></p> <p>For export declarations enter the foreign customer's full name and address</p> <p><u>TRANSIT (IM)</u></p> <p>Enter the TIN of the local Principal (Guarantor) who is responsible for the security of goods being moved in / through Swaziland.</p>	
9	<i>Financial</i>	Enter the name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction	O
10	<p><i>County of Last Consignment</i></p> <p><i>County of First Destination</i></p>	<p><u>IMPORTS (IM)</u></p> <p>Enter the country through which goods will transit prior to final arrival at a port of entry in Swaziland. Refer to Annex 15 for Country Codes.</p> <p><u>EXPORTS (EX)</u></p> <p>Enter the first country through which goods will transit soon after leaving Swaziland, prior to final arrival at country of destination. Refer to Annex 15 for Country Codes.</p>	O
11	<i>Trading Country</i>	<p>Enter the country in which the trading transaction was concluded.</p> <p>Refer to Annex 15 for Country Codes.</p>	O

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
12	<i>Value details</i>	Additional cost items.	P
13	<i>C.A.P</i>	This Box has been adapted to reflect penalties imposed by Customs, where applicable.	P
14	<i>Declarant</i>	Where the entry is completed by: a) Authorised Agent on behalf of the Importer or Exporter, enter the TIN for the Agent. The system will automatically enter the name and address of the Agent. The Agent must be licensed by the Commissioner of Customs and Excise. b) Importer or Exporter – enter own TIN. The information will be the same as in Box 8.	M
15	<i>Country of Export</i>	<u>IMPORTS (IM)</u> Enter the code for the country from which the goods were supplied or exported. Refer to Annex 15 for Country Codes. <u>EXPORTS (EX)</u> The code will always default to SZ.	M

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
16	<i>Country of Origin</i>	Country in which the goods were produced or manufactured, according to criteria laid down for the application of the Customs Tariff or quantitative restrictions (quota), or any measure related to trade. Refer to Annex 15 for Country Codes.	M
17	<i>Country of Destination (C.D.)</i>	<u>IMPORTS (IM)</u> The code will always default to SZ.	M
		<u>EXPORTS (EX)</u> Enter the code for the country to which the goods are to be finally delivered. Refer to Annex 15 for Country Codes.	
		<u>TRANSITS (IM)</u> For Through and Outward Transit enter the Country of Destination code. Refer to Annex 15 for Country Codes.	
18	<i>Identity and nationality of active means of transport at arrival or departure</i>	<u>IMPORTS (IM)</u> Enter the Registration and Nationality of means of transport used from the place of departure in the foreign country.	M
		<u>EXPORTS (EX)</u> Enter the Registration and Nationality of means of transport upon departure from Swaziland	

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
19	<i>Container (Ctr.)</i>	An indication whether goods are transported in a container or not. Ticking this Box will cause a container list page to be opened requiring details for its completion. In this context a “Container” means a 20 ft. or 40 ft. metal container made to international standards with a unique identifying number.	O
20	<i>Delivery Terms (INCOTERMS)</i>	<p>Enter a code describing the terms of delivery specified in the contract of sale between the seller and the buyer of the declared goods. The code has to follow the INCOTERMS. Delivery terms format is of three alpha characters, e.g. FOB, CIF etc. as contained in the drop down menu. Refer to Annex 5 for INCOTERMS Codes.</p> <p>Date of Loading has to be inserted in the next field of this Box. (Regulation 51 of the Customs & Excise, 1976)</p> <ol style="list-style-type: none"> 1. On goods directly imported into the country from non SACU countries, the ‘ bill of lading date’ or ‘air way bill date’ shall be captured as the date of loading; 2. Goods that are removed from a Customs warehouse in one of the SACU member states (i.e. bonded warehouse); the date of loading shall be the date on which the “ex-warehouse declaration” was made. 	M
21	<i>Identity and nationality of active means of transport crossing the border</i>	Enter the Registration and Nationality of means of transport that crosses into or out of Swaziland borders.	O

22	<i>Currency and Total Amount Invoiced</i>	<p>Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to fill in the General Valuation note form.</p> <p>For Customs Value this field must always show the Total Invoice(s) Value that excludes Freight, Insurance and Other Costs so that duty is calculated on the correct base. Refer to Annex 15 for Currency Codes.</p>	M
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BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
23	<i>Exchange Rate</i>	The rate at which the specified currency is converted to Lilangeni will be inserted automatically by the system once Currency Code and Date of Loading are declared in Boxes 20 and 22 of the SAD.	P
24	<i>Nature of Transaction.</i>	Code-1 specifying a type of contract/ Main category Code-2 specifying a type of contract/ Sub category Code-1 and Code-2 should be read together in order to give a comprehensive description of nature of transaction.	M
25	<i>Mode transport at Border</i>	Enter code specifying a type of means of transport that enters or departs from Swaziland. Refer to Annex 10 for Mode of Transport Codes.	M
26	<i>Inland Mode Transport</i>	Enter code specifying a type of means of transport for in-country transportation in Swaziland Refer to Annex 10 for Modes of Transport Codes.	M
27	<i>Place of Loading or Discharge</i>	Enter the name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto or discharged from the means of transport being used for their carriage.	O

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
28	<i>Financial and Banking Data</i>	Enter the Bank Code that processed the Form 178 where applicable. Refer to Annex 12 for Bank Codes.	O
		Enter the appropriate Terms of Payment as agreed in the contract of sale.	
29	<i>Office of Entry / Office of Exit</i>	<u>IMPORTS (IM)</u> Enter the Customs office code through which the goods first entered Swaziland.	M
		<u>EXPORTS (EX)</u> Enter the Customs office code through which the goods will leave Swaziland.	
		<u>TRANSIT (IM)</u> Enter the Customs office code through which the goods will be dispatched from Swaziland. Refer to Annex 2 for Customs Office Codes.	
30	<i>Location of Goods</i>	Name of the place where the goods are located during Customs clearance and where physical inspection might take place. Refer to the drop down menu provided in the system or Annex 4.	M
31	<i>Packages and Description of Goods</i>	Choose the kind of package code from a drop down menu and the corresponding text will be printed on the next line. Also refer to Annex 9 for Type of Package Codes. Enter plain language description of the nature of goods sufficient to identify them for Customs, statistical or transport purposes.	M

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
32	<i>Item Number</i>	The system will automatically allocate the serial number of the item in the declaration.	P
33	<i>Commodity Code</i>	Enter the full 8-digit commodity code relevant to the description and classification of the goods as set out in the Tariff Handbook for Customs and statistical purposes.	M
34	<i>Country of Origin Code</i>	A code to identify the country in which the goods were produced or manufactured, according to criteria laid down for the application of the Customs Tariff or quantitative restrictions, or any measure related to trade. Refer to Annex 15 for Country Codes.	M
35	<i>Gross Mass</i>	Enter the weight (mass) of goods including packaging but excluding the carrier's equipment.	M
36	<i>Preference Code</i>	<u>IMPORTS (IM)</u> This is a Code identifying a regime according to which duty is assessed at a preferential rate, where applicable. Enter a preference code, where applicable, to claim a preferential rate of import duty allowable when the goods conform to rules of origin of a particular trade agreement to which Swaziland and the country of origin are parties. Refer to Annex 6 for Preference Codes.	O

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
		<p><u>EXPORTS (EX)</u></p> <p>Enter a preference code, where applicable, to indicate a desire to claim a preferential rate of import duty in the importing country which is enjoyed when the goods conform to rules of origin of a particular trade agreement to which Swaziland and the country of destination are parties.</p> <p>Refer to the drop down menu and Annex 6 for Preference Codes and eligible countries for each trade agreement.</p>	O
		<p>TRANSIT (IM) – Leave blank</p>	P
37	<i>Procedure</i>	<p>Enter a Customs Procedure Code specifying a procedure under which the goods will be cleared.</p> <p>Refer to the Customs Procedure Codes Explanatory Notes for details.</p>	M
38	<i>Net Mass</i>	<p>Enter the weight (mass) of goods without any packaging.</p>	M
39	<i>Quota</i>	<p>Enter the Quota / Permit Reference relating to each item on the declaration where such authorization would have been obtained.</p> <p>Authorization from the regulatory authority should be obtained as required by the law prior to importation, exportation or transiting of goods.</p>	O

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
40	<i>Waybill / Previous Document</i>	Enter waybill line relating to the manifest referred to in Box 7. In the case of acquittal of any suspense procedures such as ex-warehousing, temporary imports, re-exports etc access the Previous Document by opening the “Previous Document” tab in the SAD and complete the required details.	O
41	<i>Supplementary Units</i>	Enter the quantity of the goods in the unit of measurement, other than net weight, as required by Customs for statistical or fiscal purposes. Two supplementary units may be specified against a commodity code.	O
42	<i>Item Price</i>	Invoiced amount for each item of goods being cleared including all dutiable charges on that invoice.	P
43	<i>Valuation Method Code</i>	Enter the Valuation Method used to value the declared item from the drop down menu. Refer to Annex 8 for the Valuation Methods Codes.	M
44	<i>Additional Information</i>	Identifier of a document providing additional information as may be applicable. Enter licence number where applicable; or Enter the Rebate Code as required by a specific APC; or Where a motor vehicle is being cleared by an immigrant (APC 499) enter the period of ownership in the field labelled “MV Period”.	O
45	<i>Adjustment</i>	A Monetary Amount Adjustment Indicator will multiply the Customs Value thereby adjusting it accordingly. An indicator of, say 1.5, will increase the value to 150%.	P

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
46	<i>Statistical Value</i>	Automatically inserted by the system.	P
47	<i>Calculation of Taxes</i>	Automatically inserted by the system. The various duties / taxes / fees due on each item of the consignment are calculated through the tax rules that have been programmed in the system. The taxation rules determine what is displayed in terms of tax type, tax base, tax rate, the tax amount that is calculated and the mode of payment. Up to eight taxes can be displayed.	P
48	<i>Deferred / Prepayment Account</i>	Enter the importer's or declarant's prepayment account number (series P...) or importer's deferred payment account number (series D...), as appropriate.	M
49	<i>Identification of Warehouse</i>	Enter the warehouse details to identify a warehouse where a particular consignment has been / is intended to be stored.	O
50	<i>Principal</i>	<u>TRANSIT (IM8)</u> Entries Only The system automatically holds the Declarant (Box 14) as the Principal hence the Declarant's TIN / Account will be inserted in this Box.	P
51	<i>Intended Office of Transit</i>	The name of the Customs office responsible for transit formalities enroute.	P

BOX NO.	BOX CAPTION	DESCRIPTION	M / O / P
52	<i>Guarantee</i>	The system automatically holds the Declarant (Box 14) as the Guarantor hence the Declarant's TIN / Account will be inserted in this Box.	P
53	<i>Office and Country of Destination and Country</i>	<u>TRANSIT (IM8)</u> Entries Only Enter the name of the Customs Office of Destination at which the goods should be released from a Customs transit regime. Refer to Annexes 2 and 15 for Customs Office and Country Codes respectively.	M
54	<i>Place and Date</i>	<u>TRANSIT (IM8)</u> Enter the name of the place where the operation takes place as well as the date.	M
	<i>Customs Office of Destination</i>	<u>TRANSIT (IM8)</u> For Official Use Only Proof that a document has been authenticated indicating where appropriate the authentication party. Results of Customs controls, name and signature of Customs officer and stamp.	P

Annex 2: CUSTOMS OFFICE CODES

OFFICE CODE	NAME
SZBBD	BIG BEND USA DISTILLERY
SZBBR	BIG BEND RAILWAY STATION
SZBUL	BULEMBU BORDER POST
SZCHQ	CUSTOMS HEAD OFFICE
SZGEG	GEGE BORDER POST
SZICD	MATSAPHA INLAND CONTAINER DEPOT
SZSHO	KING MSWATI III INTERNATIONAL AIRPORT
SZLAV	LAVUMISA BORDER POST
SZLOM	LOMAHASHA BORDER POST
SZLUN	LUNDZI BORDER POST
SZMAH	MAHAMBA BORDER POST
SZMHL	MHLUMENI BORDER POST
SZMAN	MANANGA BORDER POST
SZMPA	MPAKA RAILWAY STATION
SZMPO	MANZINI POST OFFICE
SZMRO	MANZINI REGIONAL OFFICE
SZMAT	MATSAMO BORDER POST
SZMTS	MATSAPHA INTERNATIONAL AIRPORT
SZNGW	NGWENYA BORDER POST
SZNHL	NHLANGANO AGOA
SZNSO	NSOKO RAILWAY STATION
SZNSA	NSALITJE BORDER POST

SZSAN	SANDLANE BORDER POST
SZSIC	SICUNUSA BORDER POST
SZSID	SIMUNYE DISTILLERY

Annex 3: MODEL OF DECLARATION

MODEL CODE	DESCRIPTION
EX 1	Permanent Export
EX 2	Temporary Export
EX 3	Re-Export
EX 7	Warehouse For Excise Goods
EX 8	Outward Transit
EX 9	Other Customs Export Procedures
EXC 7	Warehouse For Excise Goods
EXC 9	Excise - Domestic And SACU Products
FE 4	Permanent Import Simplified Declaration (for internal use)
IM 4	Permanent Imports
IM 5	Temporary Imports
IM 6	Re- Imports
IM 7	Customs Warehouse
IM 8	Inward / Through / Inland Transit
IM 9	Other Customs Import Procedures

Annex 4: LOCATION CODES

LOCATION CODE	NAME / DESCRIPTION
ACGSH	AIR CARGO GOODS SHED
ATESD	APPROVED TEMPORARY STORAGE (DURBAN)
ATESM	APPROVED TEMPORARY STORAGE (MAPUTO)
BPCCA	BORDER POST CUSTOMS CONTROLLED AREA
CARPR	CARRIER'S PREMISES
CUBWH	CUSTOMS (BONDED) WAREHOUSE
CUIWH	CUSTOMS INDUSTRIAL WAREHOUSE / REBATE STORE
DECPR	DECLARANT'S PREMISES
ICDEP	INLAND CONTAINER DEPOT
IMEPR	EXPORTER / IMPORTER PREMISES
MANPR	MANUFACTURER'S PREMISES
OTNES	OTHER (NOT ELSEWHERE SPECIFIED)
PAOFF	POSTAL ASSESSING OFFICE
SRGSH	SWAZILAND RAILWAY GOODS SHED
SWHSE	STATE WAREHOUSE
TSOPR	TEMPORARY STORAGE FOR OUTWARD PROCESSING

Annex 5: DELIVERY TERMS (INCOTERMS)

INCOTERM CODE	DESCRIPTION
CFR	COST AND FREIGHT
CIF	COST, INSURANCE AND FREIGHT
CIP	CARRIAGE AND INSURANCE PAID TO
CPT	CARRIAGE PAID TO
DAP	DELIVERED AT PLACE
DAT	DELIVERED AT TERMINAL
DDP	DELIVERED DUTY PAID
EXW	EX WORKS
FAS	FREE ALONGSIDE SHIP
FCA	FREE CARRIER
FOB	FREE ON BOARD

Annex 6: PREFERENCE CODES

PREFERENCE CODE	DESCRIPTION	MEMBER STATES
COMESA	COMMON MARKET FOR EASTERN AND SOTHERN AFRICA	Refer to Table 1 below
EFTA	EUROPEAN FREE TRADE AREA	Refer to Table 2 below
EU	EUROPEAN UNION	Refer to Table 3 below
SACU	SOUTHERN AFRICAN CUSTOMS UNION	Refer to Table 4 below
SADC	SOUTHERN AFRICAN DEVELOPMENT COMMUNITY	Refer to Table 5 below

Annex 7: ATTACHED DOCUMENT CODES

DOCUMENT CODE	DESCRIPTION
AGOA	AGOA VISA CERTIFICATE
ALCI	AGENT'S AUTHORITY LETTER (CLEARING INSTRUCTIONS)
CCOO	COMESA CERTIFICATE OF ORIGIN
CINV	COMMERCIAL INVOICE
COTD	COMMERCIAL TRANSPORT DOCUMENTS (E.G. BILL OF LADING)
ECOO	EU CERTIFICATE OF ORIGIN (EUR1)
EPCE	EXPORT PERMIT FROM COUNTRY OF EXPORT
EXCH	F178 FOR EXPORT OF GOODS
EXDB	EXPORT PERMIT FROM DAIRY BOARD
EXEC	EXEMPTION CERTIFICATE
EXHE	EXPORT PERMIT FROM MINISTRY OF HEALTH
EXIM	EXPORT PERMIT FROM INSPECTOR OF MINES
EXNB	EXPORT PERMIT FROM NAMBOARD
EXPI	EXPORT PERMIT FROM PLANT INSPECTORATE (MINISTRY OF AGRICULTURE)
EXPT	EXPORT PERMIT - OTHER (NOT SPECIFIED ABOVE)
EXRP	EXPORT PERMIT FROM ROYAL SWAZILAND POLICE
EXSE	EXPORT PERMIT FROM SWAZILAND ENVIRONMENT AUTHORITY
EXVS	EXPORT PERMIT FROM VETERINARY SERVICES (MINISTRY OF AGRICULTURE)
FCOO	EFTA CERTIFICATE OF ORIGIN
GCOO	GENERAL CERTIFICATE OF ORIGIN

DOCUMENT CODE	DESCRIPTION
IMDB	IMPORT PERMIT FROM DAIRY BOARD
IMHE	IMPORT PERMIT FROM MINISTRY OF HEALTH
IMIM	IMPORT PERMIT FROM INSPECTOR OF MINES
IMMF	IMPORT PERMIT FROM MINISTRY OF FINANCE
IMNB	IMPORT PERMIT FROM NAMBOARD
IMOT	IMPORT PERMIT - OTHER (NOT SPECIFIED ABOVE)
IMPI	IMPORT PERMIT FROM PLANT INSPECTOR (MINISTRY OF AGRICULTURE)
IMRP	IMPORT PERMIT FROM ROYAL SWAZILAND POLICE
IMSE	IMPORT PERMIT FROM SWAZILAND ENVIRONMENT AUTHORITY
IMVS	IMPORT PERMIT FROM VETERINARY SERVICES (MINISTRY OF AGRICULTURE)
PALI	PACKING LIST
PCCO	PHYTOSANITARY CERTIFICATE FROM COUNTRY OF ORIGIN
PCCT	POLICE CLEARANCE CERTIFICATE
PPNT	PROOF OF PAYMENT
PURC	PURCHASE ORDER
REBC	REBATE CERTIFICATE / AUTHORIZATION LETTER
SACO	SALES AGREEMENT/CONTRACT
SARP	SARPCCO VEHICLE CLEARANCE CERTIFICATE
SCOO	SADC CERTIFICATE OF ORIGIN
TINV	TAX INVOICE
VCCE	VETERINARY CERTIFICATE FROM COUNTRY OF EXPORT

DOCUMENT CODE	DESCRIPTION
VRCT	VEHICLE REGISTRATION CERTIFICATE
VWSH	VALUATION WORKSHEET

Annex 8: VALUATION METHOD CODES

CODE	DESCRIPTION
1	TRANSACTION VALUE
2	TRANSACTIONAL VALUE-IDENTICAL GOODS
3	TRANSACTIONAL VALUE-SIMILAR GOODS
4	DEDUCTIVE VALUE METHOD
5	COMPUTED VALUE METHOD
6	FALL BACK METHOD

Annex 9: PACKAGE CODE

CODE	DESCRIPTION
BC	BOTTLE CRATE
BE	BUNDLE
BG	BAG
BJ	BUCKET
BK	BASKET
BL	BALE COMPRESSED
BLK	BULK
BN	BALE, NON COMPRESSED
BX	BOX
CR	CRATE
CS	CASE
CT	CARTONS
DR	DRUM(S)
GB	GAS BOTTLE
GWH	GIGAWATT HOUR
JR	JAR
JT	JUTEBAG
JY	JERRICAN CYLINDRICAL
NE	UNPACKED, UNPACKAGED
OO	LOOSE
PA	PACKET
PE	PALLET.

PK	PACKAGE
PO	POUCH
RD	ROD
RO	ROLLS
SA	SACK
ST	SHEET
SU	SUITCASE
TK	TANK
UNPACKED	UNPACKED

Annex 10: MODE OF TRANSPORT CODES

CODE	DESCRIPTION
1	SEA TRANSPORT
2	RAIL TRANSPORT
3	ROAD TRANSPORT
4	AIR TRANSPORT
5	POSTAL TRANSPORT
6	MULTIMODAL TRANSPORT
7	TRANSPORT ON FIXED INSTALLATION
8	INLAND WATERWAYS TRANSPORT
9	OTHER MEANS OF TRANSPORT

Annex 11: MODES OF PAYMENT CODES

PAYMENT CODE	PAYMENT CODE DESCRIPTION
10	CASH
20	CHEQUE
40	MANUALLY PROCESSED DECLARATIONS
50	BNKCR - BANK CREDIT
60	POINT OF SALE
70	IRAS PAYMENT
80	AUTO TRANSFER
85	CASH FLOAT
90	SALES TAX ADJUSTMENTS
95	SALES TAX PAYMENT

Annex 12: BANK CODES

BANK CODE	BANK NAME
100001	ABSA SOUTH AFRICA
100002	NEDBANK SOUTH AFRICA
100003	FNB SOUTH AFRICA
100004	STANDARD BANK SOUTH AFRICA
100005	AFRICAN BANK SOUTH AFRICA
100006	CENTRAL BANK OF SWAZILAND
289064	FIRST NATIONAL BANK-HEAD OFFICE
360164	NEDBANK (SWAZILAND) LTD-MBABANE
663164	STANDARD BANK SWAZILAND LTD-MBABANE
770009	SWAZI BANK MBABANE

Annex 13: DUTY AND TAX CODES

TAX CODE	TAX DESCRIPTION
ADD	ANTI - DUMPING DUTY
CDG	IMPORT CUSTOMS DUTY (AD VALOREM RATE)
CDS	IMPORT CUSTOMS DUTY (SPECIFIC RATE)
DFA	DISPOSAL OF FORFEITED ASSETS
DPF	DECLARATION PROCESSING FEE
EDA	EXCISE DUTY(AD VALOREM RATE)
EDS	EXCISE DUTY(SPECIFIC RATE)
INT	INTEREST
IPP	PROVISIONAL PAYMENT
JDF	JUDICIAL FINES
LCF	LICENCE FEES
PNT	PENALTIES
RFC	ROAD FUND COMMERCIAL E80
RFF	ROAD FUND E50
RFP	ROAD FUND PUBLIC VEHICLES E15
SPA	SPECIAL ATTENDANCE
STX	SALES TAX
SUR	SURPLUS COLLECTIONS
SWR	STATE WAREHOUSE RENT
TRF	TRAFFIC FINE
VAT	VALUE ADDED TAX
VRA	SEKULULA VAT EASY

Annex 14: LOADING / UNLOADING LOCATION CODES IN SWAZILAND

LOCATION CODE	LOCATION DESCRIPTION
SZBIG	BIG BEND
SZBHU	BHUNYA
SZBUL	BULEMBU
SZGEG	GEGE
SZICD	MATSAPHA INLAND CONTAINER DEPOT
SZHLA	HLATIKULU
SZHHO	HHOTELA
SZLAV	LAVUMISA
SZLOB	LOBAMBA
SZLOM	LOMAHASHA
SZLUD	LUDZELUDZE
SZLUY	LUYENGO
SZMAH	MAHAMBA
SZMHW	MAHWALALA
SZMAL	MALKERNS
SZMAN	MANANGA
SZMNK	MANKAYANE
SZMAT	MATSAMO
SZMZN	MANZINI
SZMAP	MAPHIVENI
SZMPO	MANZINI POST OFFICE
SZMTT	MATATA

SZMTS	MATSAPHA
SZMBA	MBABANE
SZMHB	MHLAMBANYATSI
SZMHM	MHLUME
SZMHL	MHLUMENI
SZMPA	MPAKA
SZNGW	NGWENYA
SZNHL	NHLANGANO
SZTKO	NKOYOYO
SZNSA	NSALITJE
SZNSO	NSOKO
SZPIG	PIGG'S PEAK
SZSAN	SANDLANE
SZSHO	KING MSWATI III INTERNATIONAL AIRPORT
SZSIC	SICUNUSA
SZSID	SIDWASHINI
SZSIP	SIPHOFANENI
SZSIM	SIMUNYE
SZSPC	SIPHOCOSINI
SZSIT	SITEKI
SZTSH	TSHANENI

Annex 15: COUNTRY AND CURRENCY CODES

COUNTRY CODE	COUNTRY NAME	CURRENCY CODE	CURRENCY NAME
AF	Afghanistan	USD	US Dollar
AL	Albania	EUR	EURO
DZ	Algeria	DZD	Algerian Dinar
AS	American Samoa	USD	US Dollar
AD	Andorra	EUR	EURO
AO	Angola	AOA	Angolan Kwanza
AI	Anguilla	XCD	East Caribbean Dollar
0AG	Antigua and Barbuda	XCD	East Caribbean Dollar
AR	Argentina	ARS	Argentine Peso
AM	Armenia	AMD	Armenian dram
AW	Aruba	AWG	Aruban Guilder / Florin
AU	Australia	AUD	Australian Dollar
AT	Austria	EUR	EURO
AZ	Azerbaijan	AZM	Azerbaijani Manat
A2	Azores	EUR	EURO
BS	Bahamas	BSD	Bahamian Dollar
BH	Bahrain	BHD	Bahraini Dinar
BD	Bangladesh	BDT	Bangladeshi Taka
BB	Barbados	BBD	Barbadian Dollar
BY	Belarus	BYR	Belarusian Ruble

BE	Belgium	EUR	EURO
BZ	Belize	BZD	Belizean Dollar
BJ	Benin	XOF	CFA Franc BCEAO
BM	Bermuda	BMD	Bermudian Dollar
BT	Bhutan	BTN	Bhutanese Ngultrum
BO	Bolivia	BOB	Bolivian Boliviano
BL	Bonaire	ANG	Netherlands Antillean Guilder
BA	Bosnia	BAM	Bosnian Marka
BW	Botswana	BWP	Botswana Pula
BR	Brazil	BRL	Brazilian Real
VG	British Virgin Islands	USD	US Dollar
BN	Brunei	BND	Bruneian Dollar
BG	Bulgaria	EUR	EURO
BF	Burkina Faso	XOF	CFA Franc BCEAO
BI	Burundi	BIF	Burundi Franc
KH	Cambodia	KHR	Cambodian Riel
CM	Cameroon	XAF	CFA Franc BEAC
CA	Canada	CAD	Canadian Dollar
IC	Canary Islands	EUR	EURO
CV	Cape Verde Island	CVE	Cape Verdean Escudo
KY	Cayman Islands	KYD	Caymanian Dollar
CF	Central African Republic	XAF	CFA Franc BEAC

TD	Chad	XAF	CFA Franc BEAC
CL	Chile	CLP	Chilean Peso
CN	China, People's Republic of	RMB	Yuan Renminbi
CO	Colombia	COP	Colombian Peso
KM	Comoros	USD	Comoran Franc
CG	Congo	XAF	CFA Franc BEAC
CD	Congo, The Democratic Republic of	CDF	Congolese Franc
CK	Cook Islands	NZD	New Zealand Dollar
CR	Costa Rica	CRC	Costa Rican Colon
HR	Croatia	EUR	EURO
CB	Curacao	ANG	Netherlands Antillean Guilder
CY	Cyprus	EUR	EURO
CZ	Czech Republic	CZK	Czech Koruna
DK	Denmark	DKK	Danish Krone
DJ	Djibouti	DJF	Djiboutian Franc
DM	Dominica	XCD	East Caribbean Dollar
DO	Dominican Republic	DOP	Dominican Peso
TL	East Timor	USD	US Dollar
EC	Ecuador	USD	US Dollar
EG	Egypt	EGP	Egyptian Pound
SV	El Salvador	USD	US Dollar

EN	England	GBP	British Pound
GQ	Equatorial Guinea	XAF	CFA Franc BEAC
ER	Eritrea	ERN	Eritrean Nakfa
EE	Estonia	EEK	Estonian Kroon
ET	Ethiopia	ETB	Ethiopian Birr
EP	Europe	EUR	EURO
FO	Faeroe Islands	DKK	Danish Krone
FJ	Fiji	FJD	Fijian Dollar
FI	Finland	EUR	EURO
FR	France	EUR	EURO
GF	French Guiana	EUR	EURO
PF	French Polynesia	XPF	CFP Franc
GA	Gabon	XAF	CFA Franc BEAC
GM	Gambia	GMD	Gambian Dalasi
GE	Georgia	GEL	Georgian Lari
DE	Germany	EUR	EURO
GH	Ghana	GHC	Ghana Cedi
GI	Gibraltar	GIP	Gibraltar Pound
GR	Greece	EUR	EURO
GL	Greenland	DKK	Danish Krone
GD	Grenada	XCD	East Caribbean Dollar
GP	Guadeloupe	EUR	EURO

GU	Guam	USD	US Dollar
GT	Guatemala	GTQ	Guatemalan Quetzal
GG	Guernsey	GBP	British Pound
GN	Guinea	GNF	Guinean Franc
GW	Guinea-Bissau	XOF	CFA Franc BCEAO
GY	Guyana	GYD	Guyanese Dollar
HT	Haiti	HTG	Haitian Gourde
HO	Holland	EUR	EURO
HN	Honduras	HNL	Honduran Lempira
HK	Hong Kong	HKD	Hong Kong Dollar
HU	Hungary	HUF	Hungarian Forint
IS	Iceland	ISK	Icelandic Krona
IN	India	INR	Indian Rupee
ID	Indonesia	IDR	Indonesian Rupiah
IQ	Iraq	NID	Iraqi Dinar
IE	Ireland, Republic of	EUR	EURO
IL	Israel	ILS	Israeli Shekel
IT	Italy	EUR	EURO
CI	Ivory Coast	XOF	CFA Franc BCEAO
JM	Jamaica	JMD	Jamaican Dollar
JP	Japan	JPY	Japanese Yen
JE	Jersey	GBP	British Pound

JO	Jordan	JOD	Jordanian Dinar
KZ	Kazakhstan	KZT	Kazakh Tenge
KE	Kenya	KES	Kenyan Shilling
KI	Kiribati	AUD	Australian Dollar
KR	Korea, South	KRW	South Korean Won
KO	Kosrae	USD	US Dollar
KW	Kuwait	KWD	Kuwaiti Dinar
KG	Kyrgyzstan	KGS	Kyrgyz Som
LA	Laos	LAK	Laotian Kip
LV	Latvia	LVL	Latvian Lat
LB	Lebanon	LBP	Lebanese Pound
LS	Lesotho	LSL	Lesotho Loti
LR	Liberia	LRD	Liberian Dollar
LY	Libya	LYD	Libyan Dinar
LI	Liechtenstein	CHF	Swiss Franc
LT	Lithuania	LTL	Lithuanian Litas
LU	Luxembourg	EUR	EURO
MO	Macau	MOP	Macanese Patacca
MK	Macedonia (FYROM)	EUR	EURO
MG	Madagascar	MGA	Malagasy Ariary
M3	Madeira	EUR	EURO
MW	Malawi	MWK	Malawian Kwacha

MY	Malaysia	MYR	Malaysian Ringgit
MV	Maldives	MVR	Maldives Rufiyaa
ML	Mali	XOF	CFA Franc BCEAO
MT	Malta	EUR	EURO
MH	Marshall Islands	USD	US Dollar
MQ	Martinique	EUR	EURO
MR	Mauritania	MRO	Mauritanian Ouguiya
MU	Mauritius	MUR	Mauritian Rupee
YT	Mayotte	EUR	Franc
MX	Mexico	MXN	Mexican Peso
FM	Micronesia, Federated States of	USD	US Dollar
MD	Moldova	MDL	Moldovan Leu
MC	Monaco	EUR	EURO
MN	Mongolia	MNT	Mongolian Tugrik
ME	Montenegro	EUR	Serbian Dinar
MS	Montserrat	XCD	East Caribbean Dollar
MA	Morocco	MAD	Moroccan Dirham
MZ	Mozambique	MZM	Mozambique Metical
NA	Namibia	NAD	Namibian Dollar
NP	Nepal	NPR	Nepalese Rupee
NL	Netherlands	EUR	EURO
AN	Netherlands Antilles	ANG	Netherlands Antillean

			Dollar
NC	New Caledonia	XPF	CFP Franc
NZ	New Zealand	NZD	New Zealand Dollar
NI	Nicaragua	NIO	Nicaraguan Gold Cordoba
NE	Niger	XOF	CFA Franc BCEAO
NG	Nigeria	NGN	Nigerian Naira
NF	Norfolk Island	AUD	Australian Dollar
NB	Northern Ireland	GBP	British Pound
MP	Northern Mariana Islands	USD	US Dollar
NO	Norway	NOK	Norwegian Krone
OM	Oman	OMR	Omani Rial
PK	Pakistan	PKR	Pakistani Rupee
PW	Palau	USD	US Dollar
PA	Panama	PAB	Panamanian Balboa
PG	Papua New Guinea	PGK	Papuan Kina
PY	Paraguay	PYG	Paraguay Guarani
PE	Peru	PEN	Peruvian Nuevo Sol
PH	Philippines	PHP	Philippine Peso
PL	Poland	PLN	Polish Zloty
PO	Ponape	USD	US Dollar
PT	Portugal	EUR	EURO
PR	Puerto Rico	USD	US Dollar

QA	Qatar	QAR	Qatari Riyal
RE	Reunion	EUR	EURO
RO	Romania	ROL	Romanian Leu
RT	Rota	USD	US Dollar
RU	Russia	RUB	Russian Ruble
RW	Rwanda	RWF	Rwandan Franc
SS	Saba	ANG	Netherlands Antillean Guilder
SP	Saipan	USD	US Dollar
WS	Samoa	WST	Samoa Tala
SM	San Marino	EUR	EURO
SA	Saudi Arabia	SAR	Saudi Riyal
SF	Scotland	GBP	British Pound
SN	Senegal	XOF	CFA Franc BCEAO
RS	Serbia	EUR	Serbian Dinar
SC	Seychelles	SCR	Seychelles Rupee
SL	Sierra Leone	SLL	Sierra Leone Leone
SG	Singapore	SGD	Singapore Dollar
SK	Slovakia	EUR	EURO
SI	Slovenia	EUR	EURO
SB	Solomon Islands	SBD	Solomon Islands Dollar
ZA	South Africa	ZAR	South African Rand
ES	Spain	EUR	EURO

LK	Sri Lanka	LKR	Sri Lankan Rupee
NT	St. Barthelemy	EUR	EURO
SW	St. Christopher	XCD	East Caribbean Dollar
SX	St. Croix	USD	US Dollar
EU	St. Eustatius	ANG	Netherlands Antillean Guilder
UV	St. John	USD	US Dollar
KN	St. Kitts and Nevis	XCD	East Caribbean Dollar
LC	St. Lucia	XCD	East Caribbean Dollar
MB	St. Maarten	ANG	Netherlands Antillean Guilder
TB	St. Martin	EUR	EURO
VL	St. Thomas	USD	US Dollar
VC	St. Vincent and the Grenadines	XCD	East Caribbean Dollar
SD	Sudan	SDG	Sudanese Pound
SR	Suriname	SRG	Surinamese Guilder
SZ	Swaziland	SZL	Swaziland Lilangeni
SE	Sweden	SEK	Swedish Krona
CH	Switzerland	CHF	Swiss Franc
TA	Tahiti	XPF	CFP Franc
TW	Taiwan	TWD	Taiwanese Dollar
TJ	Tajikistan	TJS	Tajikistan Somoni
TZ	Tanzania	TZS	Tanzanian Shilling

TH	Thailand	THB	Thai Baht
TI	Tinian	USD	US Dollar
TG	Togo	XOF	CFA Franc BCEAO
TO	Tonga	TOP	Tongan Pa'anga
ZZ	Tortola	USD	US Dollar
TT	Trinidad and Tobago	TTD	Trinidad and Tobago Dollar
TU	Truk	USD	US Dollar
TN	Tunisia	TND	Tunisian Dinar
TR	Turkey	USD	US Dollar
TM	Turkmenistan	TMM	Turkmen Manat
TC	Turks and Caicos Islands	USD	US Dollar
TV	Tuvalu	AUD	Australian Dollar
VI	U.S. Virgin Islands	USD	US Dollar
UG	Uganda	UGX	Ugandan Shilling
UA	Ukraine	UAH	Ukrainian Hryvnia
UI	Union Island	XCD	East Caribbean Dollar
AE	United Arab Emirates	AED	Emirati Dirham
GB	United Kingdom	GBP	British Pound
US	United States	USD	US Dollar
UY	Uruguay	UYU	Uruguayan Peso
UZ	Uzbekistan	UZS	Uzbekistani Som
VU	Vanuatu	VUV	Vanuatuan Vatu

VA	Vatican City State	EUR	EURO
VE	Venezuela	VEB	Venezuelan Bolivar
VN	Vietnam	VND	Vietnamese Dong
VR	Virgin Gorda	USD	US Dollar
WL	Wales	GBP	British Pound
WF	Wallis and Futuna Islands	XPF	CFP Franc
YA	Yap	USD	US Dollar
YE	Yemen	YER	Yemeni Rial
ZM	Zambia	ZMK	Zambian Kwacha
ZW	Zimbabwe	ZWD	Zimbabwean Dollar

Table 1: COMESA MEMBER STATES

	COUNTRY NAME	COUNTRY CODE
1.	Burundi	BI
2.	Comoros	KM
3.	Democratic Republic of Congo	CD
4.	Djibouti	DJ
5.	Egypt	EG
6.	Eritrea	ER
7.	Ethiopia	ET
8.	Kenya	KE
9.	Libya	LY
10.	Madagascar	MG
11.	Malawi	MW
12.	Mauritius	MU
13.	Rwanda	RW
14.	Seychelles	SC
15.	Sudan	SD
16.	Swaziland	SZ
17.	Uganda	UG
18.	Zambia	ZM
19.	Zimbabwe	ZW

Table 2: EUROPEAN FREE TRADE ASSOCIATION (EFTA) MEMBER STATES

	COUNTRY NAME	COUNTRY CODE
1.	Republic of Iceland	IS
2.	Principality of Liechtenstein	LI
3.	Kingdom of Norway	NO
4.	Swiss Confederation	CH
5.	Republic of Botswana	BW
6.	Kingdom of Lesotho	LS
7.	Republic of Namibia	NA
8.	Republic of South Africa	ZA
9.	Kingdom of Swaziland	SZ

Table 3: EUROPEAN UNION (EU) PREFERENTIAL MARKET ACCESS GIVING MEMBER STATES

	COUNTRY NAME	COUNTRY CODE
1.	Austria	AT
2.	Belgium	BE
3.	Bulgaria	BG
4.	Croatia	HR
5.	Cyprus	CY
6.	Czech Republic	CZ
7.	Denmark	DK
8.	Estonia	EE
9.	Finland	FI
10.	France	FR
11.	Germany	DE
12.	Greece	GR
13.	Hungary	HU
14.	Ireland, Republic of	IE
15.	Italy	IT
16.	Latvia	LV
17.	Lithuania	LT
18.	Luxembourg	LU
19.	Malta	MT
20.	Netherlands	NL
21.	Poland	PL
22.	Portugal	PT

	COUNTRY NAME	COUNTRY CODE
23.	Romania	RO
24.	Slovakia	SK
25.	Slovenia	SI
26.	Spain	ES
27.	Sweden	SE
28.	United Kingdom	GB

Table 4: SACU MEMBER STATES

	COUNTRY NAME	COUNTRY CODE
1.	Botswana	BW
2.	Lesotho	LS
3.	Namibia	NA
4.	South Africa	ZA
5.	Swaziland	SZ

Table 5: ELIGIBLE SADC FREE TRADE AREA MEMBER STATES

	COUNTRY NAME	COUNTRY CODE
1.	Botswana	BW
2.	Lesotho	LS
3.	Madagascar	MD
4.	Malawi	MW
5.	Mauritius	MU
6.	Mozambique	MZ
7.	Namibia	NA
8.	South Africa	ZA
9.	Swaziland	SZ
10.	Tanzania	TZ
11.	Zambia	ZM
12.	Zimbabwe	ZW