

**CUSTOMS**

**EXTERNAL GUIDE**

**SOUTH AFRICAN TRAVELLER  
MANAGEMENT SYSTEM**

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## 1 SCOPE

- a) This document serves to guide travellers and crew members who will complete the electronic Traveller Declaration on the South African Traveller Management System (SATMS).
- b) Completion of the electronic Traveller Declaration is voluntary during the pilot phase of the system.
- c) Though voluntary, completion of the electronic Traveller Declaration will require mandatory fields to be completed. Mandatory fields will be highlighted in red, if not completed.
- d) Screens and fields presented on the electronic Traveller Declaration is described in this document.
- e) Apart from electronic or manual declaration, travellers might be required to complete an oral declaration which will be captured and printed on a Traveller Declaration (TRD 1).

## 2 REFERENCES

### 2.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	<b>Customs and Excise Act No. 91 of 1964:</b> Section 15 <b>Customs and Excise Rules:</b> Rule 15 Schedule 4 of the Act: Rebate items 407.01, 407.02, 410.04, and 490.00
Other Legislation:	<b>None</b>
International Instruments:	<b>Revised Kyoto Convention: Specific Annex J Chapter 1 – Travellers – All</b>

### 2.2 Cross References

DOCUMENT #	DOCUMENT TITLE
SC-PA-01-03	Guide on Duty Free Allowances for Travellers
SC-PA-01-06	Excess Currency – External Policy
SC-PA-01-11	Traveller Processing – External Policy

### 2.3 Quality Records

Number	Title
-	None
TRD 1	Traveller Declaration
TC-01	Traveller Card

## 3 DEFINITIONS AND ACRONYMS

<b>CAPTCHA</b>	Completely Automated Public Turing test to tell Computers and Humans Apart
<b>Green Channel</b>	The route followed in passing through Customs in an airport, seaport or port of entry by passengers with no prohibited, restricted or dutiable goods to declare
<b>Red Channel</b>	The route followed in passing through Customs in an airport, seaport or port of entry by passengers who have goods to declare
<b>SATMS</b>	South African Traveller Management System

## 4 BACKGROUND

- a) Legislation requires that each person entering or leaving South Africa must make a complete declaration of goods listed in Section 15(1) which they have on their person or are carrying for themselves or on behalf of other persons.
- b) The Commissioner may determine the manner in which declaration may be made.
- c) Historically, provision was made only for manual declaration to be made on a Traveller Card (TC-01).

- d) The South African Traveller Management System (SATMS) is implemented to allow for voluntary electronic declaration.

## 5 GOVERNING LEGISLATION

- a) Section 15 and the associated Rules requires that each person must declare full particulars of the following:
  - i) On entering South Africa:
    - A) Goods acquired abroad on which duty has not been paid;
    - B) Repaired, processed or remodelled goods;
    - C) Prohibited, restricted or controlled goods; and
    - D) Goods temporarily imported with the intention of being re-exported.
  - ii) Before leaving South Africa:
    - A) Goods intended to be repaired, processed or remodelled;
    - B) Prohibited, restricted or controlled goods; and
    - C) Goods temporarily exported with the intention of being re-imported.
- b) Goods described above includes:
  - i) Goods in excess of the duty free allowance in terms of Rebate Item 407.02 and the Guide on Duty Free Allowances (SC-PA-01-03);
  - ii) Commercial goods; and
  - iii) Any road vehicle (excluding SACU registered vehicles) for temporary import or export.
- c) Submission by a traveller of an electronic Traveller Declaration in terms of Rule 15.03A.(2)(a) is regarded as submission of form TC-01 (Traveller Card) for purposes of the Rules under Section 15.
- d) A person may be questioned and goods may be inspected by a Customs Officer.
- e) Any assessed duties, taxes and levies must be paid.






## 6 ACCESS THE ELECTRONIC DECLARATION

- a) The traveller clicks on the link provided for the electronic Traveller Declaration:
  - i) On the SARS website:



### What you will need

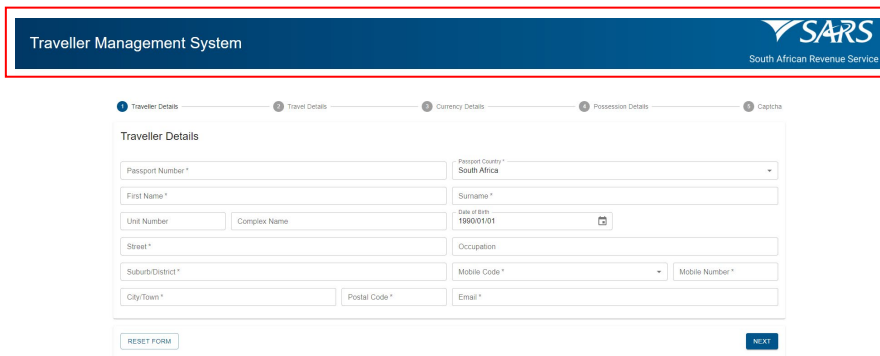
Keep the following handy when you fill in the declaration form:

				
Passport details	Travel details	Contact details	Details of travel companion	Entity details for business travel

ii) Or on the SARS MobiApp:

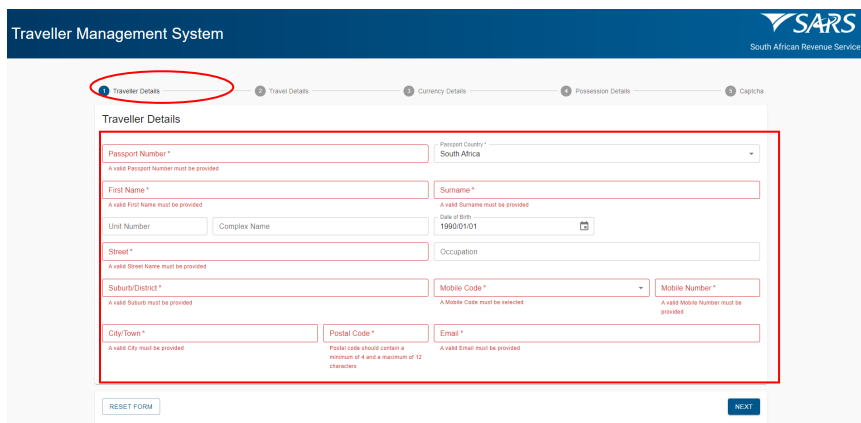


b) The accessed link will open the first screen for the electronic Traveller Declaration:



## 7 CAPTURE TRAVELLER DETAILS

a) On the Traveller Details screen the traveller must insert:



- i) Passport number and country;
- ii) First name and surname;
- iii) Address:
  - A) Unit number and complex name (if applicable);
  - B) Street;
  - C) Suburb or district;

- D) City or town; and
- E) Postal code; and
- iv) Contact number:
  - A) Mobile code (select from the drop-down options provided in alphabetical order); and
  - B) Mobile number; and
- v) Email address.

b) The SATMS allows:

- i) The traveller to reset the form if corrections must be made; or
- ii) For the traveller to click on Next to continue.

## 8 CAPTURE TRAVEL DETAILS

a) On the Travel Details screen the traveller must:

- i) Select travel type which can be either:
  - A) Travelling in personal capacity; or

- B) Travelling on behalf of an entity, in which case the following mandatory information must be inserted in the portion that will be provided for Entity Details:
- I) Entity;
  - II) Entity address; and
  - III) Entity instructions.

The screenshot shows the 'Travel Details' form in the Traveller Management System. The 'Reason for Travel' dropdown menu is highlighted with a red circle, showing 'Leisure' as the selected option. Below this, the 'Entity Details' section is highlighted with a red rectangle, containing fields for Entity Name, Entity Address, and Entity Instructions.

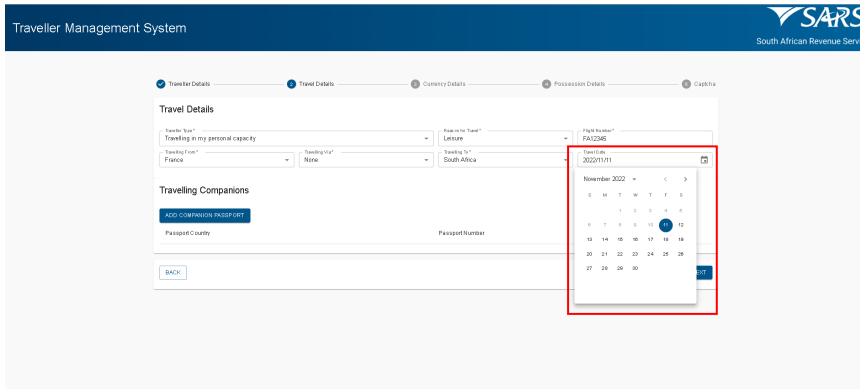
- ii) Select reason for travel from the drop-down list.

The screenshot shows the 'Travel Details' form with the 'Reason for Travel' dropdown menu open. The dropdown menu is highlighted with a red rectangle, showing options such as Resident, Immigrant, Study, Business, Transit, Leisure, Diplomat, Employment, Crew, and Other.

- iii) Insert flight number.  
 iv) Select from the drop-down options provided:  
 A) Travelling from;  
 B) Travelling via; and  
 C) Travelling to details.

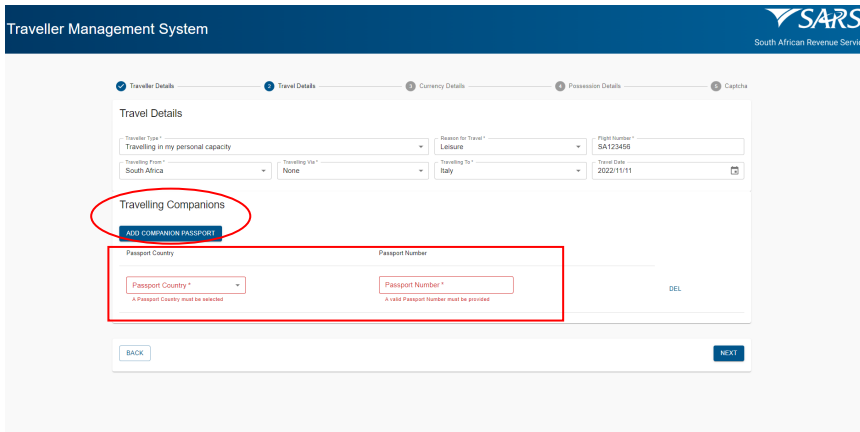
The screenshot shows the 'Travel Details' form with three dropdown menus highlighted by red boxes: 'Travelling From', 'Travelling Via', and 'Travelling To'. Each dropdown menu has a red error message below it: 'A Travelling From Country must be selected', 'None', and 'A Travelling To Country must be selected' respectively.

v) Select travel date from the pop-up calendar.



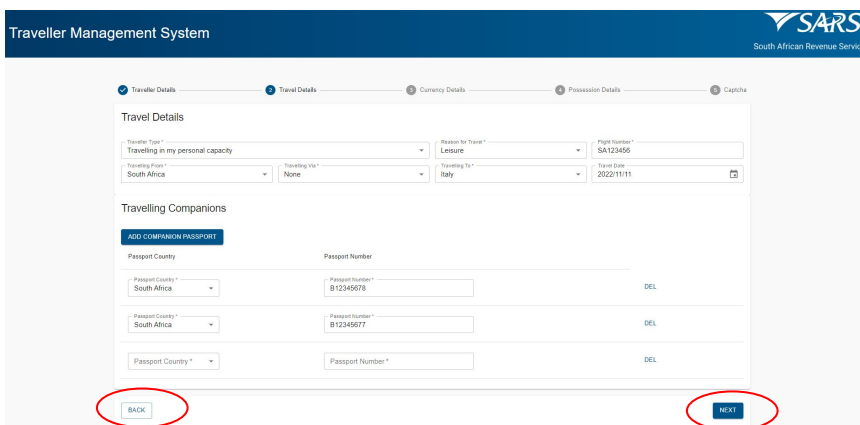
b) To capture the details of travelling companions the traveller must for each travelling companion:

- i) Click on Add Companion Passport; and
- ii) Insert passport country and number.



c) The SATMS allows the traveller to:

- i) Go back if corrections must be made; or
- ii) Click on Next to continue.





## 9 CAPTURE CURRENCY DETAILS

a) On the Currency Detail screen the traveller must:

i) Click on Add Currency Details.

The screenshot shows the 'Currency Details' screen in the Traveller Management System. The 'ADD CURRENCY DETAILS' button is highlighted with a red circle. The screen displays the following fields and options:

- Financial Instrument:** A drop-down menu with a red error message: "A Financial Instrument must be selected".
- Currency Amount:** A text input field with a red error message: "A valid Currency Amount must be provided".
- Currency:** A drop-down menu with a red error message: "A Currency must be selected".
- Source of Funds:** A drop-down menu with a red error message: "A Source Of Funds must be selected".
- Total Rand Amount:** A text input field with the value "0.00".
- Rand Allowance Excess:** A text input field with the value "0.00".
- Buttons:** "BACK" and "NEXT" buttons are visible at the bottom.

ii) Select the financial instrument from the drop-down options provided.

The screenshot shows the 'Currency Details' screen with the 'Financial Instrument' drop-down menu open. The menu lists the following options:

- Cash
- Cheques
- Promissory Notes
- Travellers Cheques
- Beener Bonds
- Money Orders
- Postal Orders
- Bank Draft
- Other Negotiable Instruments

The 'Currency Amount' field is now populated with "24699.99".

iii) Insert the currency amount.

iv) Select the currency denomination from the drop-down options provided.

The screenshot shows the 'Currency Details' screen with the 'Currency' drop-down menu open. The menu lists the following currencies:

- South African Rand
- Australia Dollar
- Brazil Real
- Botswana Pula
- Canada Dollar
- Switzerland Francs
- China Yuan
- Denmark Kroner
- European Union Euro
- United Kingdom Pound
- Hong Kong Dollar
- India Rupee
- Japan Yen
- Malawi Kwacha
- Norway Krone
- New Zealand Dollar
- Russia Ruble
- Sweden Krona
- Thailand Thai Baht
- United States America Dollar
- Zimbabwe Dollar

The 'Currency Amount' field remains "24699.99".

- v) Select the source of funds from the drop-down options provided.

The screenshot shows the 'Currency Details' section of the Traveller Management System. It includes fields for Financial Instrument (Cash), Currency Amount (24999.99), and Currency (South African Rand). The 'Source of Funds' dropdown menu is open, listing various options. The 'Other' option is highlighted with a red box.

- vi) If the option Other is selected as source of funds, complete the free text field for source description.

The screenshot shows the 'Currency Details' section with two entries. The second entry has 'Cheques' as the financial instrument, '5000.00' as the amount, and 'European Union Euro' as the currency. The 'Source of Funds' is set to 'Other', and the 'Source Description' field is highlighted with a red oval. Below the field, it says 'Description of source must be provided'.

- b) The SATMS will automatically:

- i) Convert any foreign currency to South African Rand. The official rate of exchange published on the SARS website on the date of declaration will be used. The converted value will be reflected in the total Rand amount field.

The screenshot shows the 'Currency Details' section with one entry: 'Cheques' for 2000.00 in 'European Union Euro' with 'Other' as the source of funds. The 'Source Description' is 'Previous Trip'. Below the entry, the 'Total Rand Amount' field is highlighted with a red oval and shows 35958.04. The 'Rand Allowance Excess' field also shows 35958.04.

- ii) Calculate and reflect the excess currency total in the Rand allowance excess field.

The screenshot shows the 'Currency Details' section of the Traveller Management System. At the top, there are navigation tabs: Traveller Details, Travel Details, Currency Details (active), Possession Details, and Captcha. Below the tabs is a form titled 'Currency Details' with an 'ADD CURRENCY DETAILS' button. The form contains a table with columns for Financial Instrument, Amount, Currency, and Source of Funds. A single entry is present with 'Check' as the instrument, '2000.00' as the amount, and 'European Union Euro' as the currency. Below the table, there are two input fields: 'Total Rand Amount' (0.00) and 'Rand Allowance Excess' (0.00), with the latter circled in red. 'BACK' and 'NEXT' buttons are at the bottom.

- c) To capture multiple currency details the traveller must click on Add Currency Details.

This screenshot is similar to the previous one but shows the 'ADD CURRENCY DETAILS' button circled in red. The table below it is currently empty, indicating that no currency details have been added yet. The 'Rand Allowance Excess' field still shows '0.00'.

- d) To delete captured currency detail the traveller must click on Delete next to the entry to be deleted.

This screenshot shows the 'Currency Details' page with one entry in the table. The 'DEL' button next to this entry is circled in red, indicating the action to delete the entry. The 'Rand Allowance Excess' field remains at '0.00'.

- d) The SATMS allows the traveller to:
  - i) Go back if corrections must be made; or
  - ii) Click on Next to continue.

## 10 CAPTURE POSSESSION DETAILS

- a) On the Possession Details screen the traveller must click on the button next to each statement to change the selection from no to yes to confirm possession of:

- i) Any prohibited or restricted goods according to the Prohibited and Restricted Imports and Exports List on the SARS website;

ii) Any goods intended for trade;

Traveller Management System

SARS  
South African Revenue Service

Traveller Details Travel Details Currency Details Possession Details Captcha

Are you in possession of any of the following?

- NO Any prohibited or restricted goods
- YES Any goods intended for trade
- NO Any valuable goods that you need to register for temporary importation / exportation
- NO Any goods in excess of duty-free allowances (DFA)

Declaration

NO I hereby declare that the information provided is true and correct

BACK NEXT /NO FRONTEND VALIDATION NEXT

iii) Any valuable goods for temporary importation or exportation; and / or

Traveller Management System

SARS  
South African Revenue Service

Traveller Details Travel Details Currency Details Possession Details Captcha

Are you in possession of any of the following?

- NO Any prohibited or restricted goods
- NO Any goods intended for trade
- YES Any valuable goods that you need to register for temporary importation / exportation
- NO Any goods in excess of duty-free allowances (DFA)

Declaration

NO I hereby declare that the information provided is true and correct

BACK NEXT /NO FRONTEND VALIDATION NEXT

iv) Any goods in excess of duty free allowances according to the External Guide on Duty Free Allowances for Travellers (SC-PA-01-03).

Traveller Management System

SARS  
South African Revenue Service

Traveller Details Travel Details Currency Details Possession Details Captcha

Are you in possession of any of the following?

- NO Any prohibited or restricted goods
- NO Any goods intended for trade
- NO Any valuable goods that you need to register for temporary importation / exportation
- YES Any goods in excess of duty-free allowances (DFA)

Declaration

NO I hereby declare that the information provided is true and correct

BACK NEXT /NO FRONTEND VALIDATION NEXT

- b) The traveller must complete the declaration by confirming that the information provided is true and correct:

The screenshot shows the 'Traveller Management System' interface. At the top, there is a progress bar with five steps: Traveller Details, Travel Details, Currency Details, Possession Details, and Captcha. The 'Possession Details' step is currently active. Below the progress bar, there is a question: 'Are you in possession of any of the following?'. There are four radio button options: 'No' for 'Any prohibited or restricted goods', 'No' for 'Any goods intended for trade', 'Yes' for 'Any valuable goods that you need to register for temporary importation / exportation', and 'No' for 'Any goods in excess of duty-free allowances (DFA)'. Below this, there is a 'Declaration' section with a 'Yes' radio button selected and the text 'I hereby declare that the information provided is true and correct'. At the bottom, there are 'BACK' and 'NEXT (NO FRONTEND VALIDATION) NEXT' buttons.

- c) The SATMS allows the traveller to:
- Go back if corrections must be made; or
  - Click on Next to continue.

This screenshot is identical to the one above, showing the declaration screen. In this version, the 'BACK' button on the left and the 'NEXT' button on the right are circled in red to highlight the navigation options.

## 11 CAPTURE CAPTCHA

- a) On the CAPTCHA screen the traveller must:
- Complete a test for human response.

The screenshot shows the 'Traveller Management System' interface at the 'Captcha' step. The progress bar at the top has five steps: Traveller Details, Travel Details, Currency Details, Possession Details, and Captcha. The 'Captcha' step is currently active and circled in red. Below the progress bar, the text reads 'Captcha Please complete the captcha to continue'. There is a captcha image showing the characters 'CN17' and a 'SUBMIT' button below it.

- ii) Insert the displayed CAPTCHA code.

The screenshot shows the 'Traveller Management System' interface with the 'SARS South African Revenue Service' logo. The progress bar indicates the 'Traveller Details', 'Travel Details', 'Currency Details', and 'Possession Details' steps are completed, and the 'CAPTCHA' step is active. The CAPTCHA prompt asks the user to complete the captcha to continue. The CAPTCHA image shows the code 'CAZ27' with a red box highlighting it. Below the image is a text input field containing 'CAZ27' and a 'SUBMIT' button.

- b) The traveller must click on Submit to complete the declaration.

This screenshot is identical to the previous one, showing the CAPTCHA step. However, the 'SUBMIT' button is highlighted with a red circle, indicating the next step in the process.

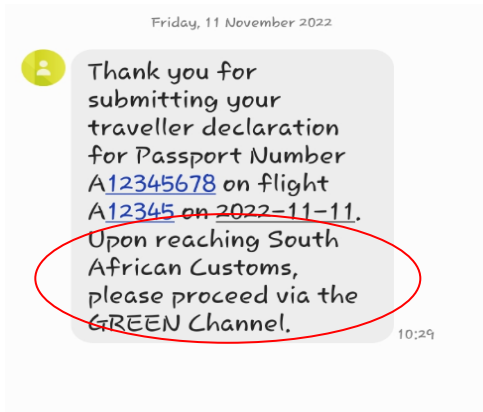
## 12 CONFIRMATION OF SUBMISSION

- a) The SATMS will:

- i) Confirm if the traveller's declaration has been submitted successfully; or
- ii) Request the traveller to retry submitting his / her electronic declaration if the submission was unsuccessful.

The screenshot shows the 'Traveller Management System' interface with the 'SARS South African Revenue Service' logo. The progress bar indicates all steps are completed. A red box highlights a confirmation message: 'Traveller Declaration Successfully Submitted'. Below the message, it states: 'Thank you, your traveller declaration for Passport Number A12345678 on flight A12345 on 2022/11/11 has been successfully submitted. Additional correspondence in this regard will be sent to your mobile number.'

- b) The traveller will receive a notification SMS / email with an instruction of which channel to select in the Passenger Processing Area when reporting to South African Customs.



Thank you for submitting your traveller declaration for Passport Number A12345678 on flight A12345 on 2022-11-11.

Upon reaching South African Customs, please proceed via the GREEN Channel.

Sincerely

THE SOUTH AFRICAN REVENUE SERVICE

### 13 DOCUMENT MANAGEMENT

<b>Business Owner</b>	Director: Customs Border Operations, Ports of Entry and Customs Compliance
<b>Document Owner</b>	Senior Manager: Policy and Procedure (Customs and Excise)
<b>Detail of change from previous revision</b>	Initial release
<b>Template number and revision</b>	GC-TM-07 - Rev 9