

## **CUSTOMER MASTERFILE DATA AND CLEARING INSTRUCTION UPDATE**

In terms of Section 39 of the Customs & Excise Act of 1964 it is a requirement for DHL Express to obtain Clearing Instructions prior to Clearance. This instruction will remain in effect until such time as revoked or amended by an authorized party in writing to DHL and acknowledged by us in writing. For more information please visit the SARS website:

CUSTOMS CLIENT REGISTRATION DOCUMENTATION SHOULD ACCOMMODATE EVERY CUSTOMS CLEARING INSTRUCTION.

Importers Code: Exporters Code: ID number:  Customs Registered Legal Entity - Business Name OR Name and Surname of Private Individual  [A] Customs Registered Physical Address:  Building / Unit: Suburb: Address line 1: City/Town: Address line 2: Postal Code: Address line 3:  IN THE EVENT THAT YOU HAVE MORE THAN ONE BRANCH REGISTERED TO THIS LEGAL ENTITY, PLEASE COMPLETE THE 2ND PAGE  Contact Person: Alternative Contact: Phone: Mobile: Phone: Mobile: E-mail:  SPECIAL INSTRUCTIONS FOR THE CLEARANCE OF YOUR IMPORT OR EXPORT SHIPMENTS? PLEASE ATTACH IMPORT / REBATE PERMITS / CERTIFICATES ETC.:  PLEASE NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, IT NEEDS BE REPORTED TO THE SOUTH AFRICAN REVENUE SERVICES AND TO DHL EXPRESS IN WRITING.  POST CLEARANCE NOTIFICATION - CLEARANCE PAPERWORK TO BE SENT TO THE FOLLOWING E-MAIL ADDRESSES UPON CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  1 (insert full names) request DHL International (PTY) LTD, to clear and deliver these goods under the abovementioned conditions. I further declare that no other clearing instruction has been given to any other person to effect clearance on my behalf.  Legal Entity full registered name: Designation: Initialis: Surname: Designation: Identity / Passport Number: Signed on: Signature:	DHL Duties & VAT Account number to be billed:			VAT Number:		
[A] Customs Registered Physical Address:  Building / Unit: Suburb:  Address line 1: City/Town:  Address line 2: Postal Code:  Address line 3:  IN THE EVENT THAT YOU HAVE MORE THAN ONE BRANCH REGISTERED TO THIS LEGAL ENTITY, PLEASE COMPLETE THE 2ND PAGE  Contact Person: Alternative Contact:  Phone: Mobile: Phone: Mobile: E-mail:  SPECIAL INSTRUCTIONS FOR THE CLEARANCE OF YOUR IMPORT OR EXPORT SHIPMENTS? PLEASE ATTACH IMPORT / REBATE PERMITS / CERTIFICATES ETC.:  POST CLEARANCE NOTIFICATION - CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  I (insert full names) request DHL. International (PTY) LTD, to clear and deliver these goods under the abovementioned conditions. I further declare that no other clearing instruction has been given to any other person to effect clearance on my behalf.  Legal Entity full registered name: Designation: Designation:	Importers Code: Exp		Exporters Code:		ID number:	
Building / Unit: Suburb: Address line 1: City/Town: Address line 2: Postal Code: Address line 3:  IN THE EVENT THAT YOU HAVE MORE THAN ONE BRANCH REGISTERED TO THIS LEGAL ENTITY, PLEASE COMPLETE THE 2ND PAGE  Contact Person: Alternative Contact: Phone: Mobile: Phone: Mobile: E-mail:  SPECIAL INSTRUCTIONS FOR THE CLEARANCE OF YOUR IMPORT OR EXPORT SHIPMENTS? PLEASE ATTACH IMPORT / REBATE PERMITS / CERTIFICATES ETC.:  PLEASE NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, IT NEEDS BE REPORTED TO THE SOUTH AFRICAN REVENUE SERVICES AND TO DHL EXPRESS IN WRITING.  POST CLEARANCE NOTIFICATION - CLEARANCE PAPERWORK TO BE SENT TO THE FOLLOWING E-MAIL ADDRESSES UPON CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  I (insert full names)	Customs Regis	tered Legal Entity - Busine	ss Name OR Name and S	iurname of Private Inc	lividual	
Address line 1: City/Town: Address line 2: Postal Code: Address line 3:  IN THE EVENT THAT YOU HAVE MORE THAN ONE BRANCH REGISTERED TO THIS LEGAL ENTITY, PLEASE COMPLETE THE 2ND PAGE  Contact Person: Alternative Contact: Phone: Mobile: Phone: Mobile: E-mail:  SPECIAL INSTRUCTIONS FOR THE CLEARANCE OF YOUR IMPORT OR EXPORT SHIPMENTS? PLEASE ATTACH IMPORT / REBATE PERMITS / CERTIFICATES ETC.:  POST CLEARANCE NOTIFICATION - CLEARANCE PAPERWORK TO BE SENT TO THE FOLLOWING E-MAIL ADDRESSES UPON CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  I (insert full names)	[A] Customs R	egistered Physical Addre	ss:			
Address line 2: Postal Code:  Address line 3:  IN THE EVENT THAT YOU HAVE MORE THAN ONE BRANCH REGISTERED TO THIS LEGAL ENTITY, PLEASE COMPLETE THE 2ND PAGE  Contact Person: Alternative Contact: Phone: Mobile: Phone: Mobile: E-mail:  SPECIAL INSTRUCTIONS FOR THE CLEARANCE OF YOUR IMPORT OR EXPORT SHIPMENTS? PLEASE ATTACH IMPORT / REBATE PERMITS / CERTIFICATES ETC.:  PLEASE NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, IT NEEDS BE REPORTED TO THE SOUTH AFRICAN REVENUE SERVICES AND TO DHL EXPRESS IN WRITING.  POST CLEARANCE NOTIFICATION - CLEARANCE PAPERWORK TO BE SENT TO THE FOLLOWING E-MAIL ADDRESSES UPON CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  1 (insert full names) request DHL International (PTY) LTD, to clear and deliver these goods under the abovementioned conditions. I further declare that no other clearing instruction has been given to any other person to effect clearance on my behalf.  Legal Entity full registered name:	Building / Unit:			Suburb:		
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IN THE EVENT THAT YOU HAVE MORE THAN ONE BRANCH REGISTERED TO THIS LEGAL ENTITY, PLEASE COMPLETE THE 2ND PAGE  Contact Person: Phone: Mobile: Phone: Mobile: E-mail:  SPECIAL INSTRUCTIONS FOR THE CLEARANCE OF YOUR IMPORT OR EXPORT SHIPMENTS? PLEASE ATTACH IMPORT / REBATE PERMITS / CERTIFICATES ETC.:  PLEASE NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, IT NEEDS BE REPORTED TO THE SOUTH AFRICAN REVENUE SERVICES AND TO DHL EXPRESS IN WRITING.  POST CLEARANCE NOTIFICATION - CLEARANCE PAPERWORK TO BE SENT TO THE FOLLOWING E-MAIL ADDRESSES UPON CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  1 (insert full names) request DHL International (PTY) LTD, to clear and deliver these goods under the abovementioned conditions. I further declare that no other clearing instruction has been given to any other person to effect clearance on my behalf.  Legal Entity full registered name:	Address line 2:			Postal Code:		
Contact Person:  Phone: Mobile: Phone: Mobile: E-mail:  SPECIAL INSTRUCTIONS FOR THE CLEARANCE OF YOUR IMPORT OR EXPORT SHIPMENTS? PLEASE ATTACH IMPORT / REBATE PERMITS / CERTIFICATES ETC.:  PLEASE NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, IT NEEDS BE REPORTED TO THE SOUTH AFRICAN REVENUE SERVICES AND TO DHL EXPRESS IN WRITING.  POST CLEARANCE NOTIFICATION - CLEARANCE PAPERWORK TO BE SENT TO THE FOLLOWING E-MAIL ADDRESSES UPON CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  I (insert full names)	Address line 3:					
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PLEASE NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, IT NEEDS BE REPORTED TO THE SOUTH AFRICAN REVENUE SERVICES AND TO DHL EXPRESS IN WRITING.  POST CLEARANCE NOTIFICATION – CLEARANCE PAPERWORK TO BE SENT TO THE FOLLOWING E-MAIL ADDRESSES UPON CLEARANCE OF SHIPMENTS:  1. 3. 2. 4.  I (insert full names)	E-mail:			E-mail:		
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2. 4.  I (insert full names) request DHL International (PTY) LTD, to clear and deliver these goods under the abovementioned conditions. I further declare that no other clearing instruction has been given to any other person to effect clearance on my behalf.  Legal Entity full registered name:	POST	CLEARANCE NOTIFICATION	- CLEARANCE PAPERWOR	K TO BE SENT TO THE F		
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these goods under the abovementioned conditions. I further declare that no other clearing instruction has been given to any other person to effect clearance on my behalf.  Legal Entity full registered name:  Initials: Designation:	2.			4.		
Initials: Surname: Designation:	these goods ur person to effec	nder the abovementioned c at clearance on my behalf.	conditions. I further decla	re that no other clear	ng instruction has been given to any other	



## **CUSTOMER MASTERFILE DATA AND CLEARING INSTRUCTION UPDATE**

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CUSTOMS CLIENT REGISTRATION DOCUMENTATION SHOULD ACCOMMODATE EVERY CUSTOMS CLEARING INSTRUCTION.

THE DIVISIONS LISTED BELOW ARE ALL TRADING UNDER THE SAME CUSTOMS CLIENT CODE, VAT NUMBER & DHL DUTIES AND VAT ACCOUNT NUMBER. IF A DIVISION OPERATES INDEPENDENTLY, A SEPARATE CUSTOMS MASTERFILE DATA AND CLEARING INSTRUCTION IS REQUIRED FOR EACH DIVISION.

[B] Division to Custom	ns Registered Legal Entity -	Business:			
Building / Unit:		Suburb:	Suburb:		
Address line 1:		City/Town:	City/Town:		
Address line 2:		Postal Code:	Postal Code:		
Address line 3:					
Contact Person:		Alternative Contact:			
Phone:	Mobile:	Phone:	Mobile:		
E-mail:		E-mail:			
[C] Division to Custom	ns Registered Legal Entity -	Business:			
Building / Unit:		Suburb:	Suburb:		
Address line 1:		City/Town:	City/Town:		
Address line 2:		Postal Code:			
Address line 3:					
Contact Person:		Alternative Contact:			
Phone:	Mobile:	Phone:	Mobile:		
E-mail:		E-mail:			
[D] Division to Custom	ns Registered Legal Entity -	Business:			
Building / Unit:		Suburb:			
Address line 1:		City/Town:			
Address line 2:		Postal Code:			
Address line 3:					
Contact Person:		Alternative Contact:			
Phone:	Mobile:	Phone:	Mobile:		
E-mail:		E-mail:			
I (insert full names) these goods under the person to effect clearar	abovementioned conditions.	request DHL Interequest DHL Interequest DHL Inte	rnational (PTY) LTD, to clear and deliver estruction has been given to any other		
Legal Entity full regist	ered name:				
Initials: Surname: Designation:					
Identity / Passport Nu	mber:	Signed on:	Signature:		