



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.

DHL Duties & VAT Account number to be billed:		VAT Number:
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:	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) 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:

Initials: **Surname:** **Designation:**

Identity / Passport Number: **Signed on:** **Signature:**



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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 Customs 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:

[C] Division to Customs 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:

[D] Division to Customs 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) 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:

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