

CUSTOMER MASTERFILE DATA AND CLEARING INSTRUCTION UPDATE

CUSTOMER DETAILS REQUIRED FOR CLEARING SHIPMENTS

Dear Valued Customer,

We are excited to enhance your DHL Express experience! To ensure we can clear your shipments more effectively and accurately, we invite you to provide your details for our Customs Imports Customer Masterfile. By doing so, you'll help us streamline the clearance process, allowing us to:

- Access your information quickly
- Reduce the need for additional contact regarding clearance details on future shipments
- Achieve faster clearance and delivery for you!

Additionally, you'll have the opportunity to include any special clearing instructions that may be important for your shipments.

To get started, please follow these steps:

- Complete the second page of this document.
- Print it as a PDF.
- Add your authorized signature.
- Upload the completed document.

Your cooperation is greatly appreciated and will make a significant difference in our service to you!

Note:

- For registered traders, please ensure that the details provided are aligned with SARS.
- Additionally, if the details on future commercial invoices align with the data provided, it will ensure smoother clearance and faster delivery for your shipments.

Thank you for being a valued customer!

Regards

DHL Express



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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 ACCOMPANY EVERY CUSTOMS CLEARING INSTRUCTION.

DHL Duties & VAT Account number to be billed, if applicable:

VAT Number:

Importers Code:

Exporters Code:

ID number:

Customs Registered Legal Entity - Business Name OR Name and Surname of Private Individual

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 A SEPARATE FORM

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:**