

## Standard Operating Procedure - ITAC Covid-19 Export Permit Applications

For all e-mail export permit applications (please see elsewhere on the site for import rebate permit applications and related SOP):

- Submission of e-mail heading to read: Export Permit Application (this will allow ITAC to identify these e-mails quickly).
- Website with the relevant details is, **www.itac.org.za**, including the export control regulation. Application forms are also on the website at this URL.
- For first time applications for export, applicants to complete form IE230b and the SARS tax certificate must be submitted (companies must register to export, SARS registration is not sufficient).
- The IE361 application form for the export permit must be fully completed. Please make sure all details are shared and for a medicine application ensure that the INN stem is used together with the trade name and the SA SAHPRA product registration number.
- The export permit questionnaire must also be completed; please indicate on the form if not applicable.
- Please ensure that applications forms are fully completed, the measure of quantity must be in accordance with the tariff heading, for example, medicines of tariff heading 30.04 is measured in kilograms (KG).
- If forms are not fully completed the application will be incomplete and may be delayed due to insufficient information to process the application.
- The permit is valid for 6 months and therefore the full 6-month quantity should be included. If there are fixed quantities and fixed orders these should be added.
- Submit the registration form, tax clearance, the export permit application and the CIPC certificate stating that company is an essential service.
- There should be a covering letter to explain the purpose or reason for the export with as much information as possible. This should include, amongst other facts – is the product an essential medicine; who is the manufacturer; is it supplied locally; and are there supply agreements in place.
- The Customs code number should be added.
- For the supporting documents, please incorporate these into one pdf file as opposed to multiple attachments
- When notification is received from ITAC that, in principle, authorisation for the issuing of an export permit has been granted, please pass a SARS Customs entry against the tariff heading and please provide ITAC with a **SARS case number** when a SARS notification for supporting documents is received.
- Also to be included in the response mail containing the SARS case number should be the expected date of departure or first date of departure and the port of export.

The process that will be undertaken is as follows:

- The submission will go to **one** of the following e-mail addresses at ITAC:

[dmitchell@itac.org.za](mailto:dmitchell@itac.org.za);

[dmogale@itac.org.za](mailto:dmogale@itac.org.za); or

[mcollins@itac.org.za](mailto:mcollins@itac.org.za).

- The application will be submitted to the Department of Trade, Industry and Competition (DTIC) for the issuing of a recommendation.
- The foregoing is a collaborative process involving the NDoH, SAHPRA and other regulators to determine whether the products to be exported are required for South Africa or are in short supply in South Africa.
- ITAC will respond to the applicant or agent with the decision, which may be subject to special conditions.
- ITAC will inform the export applicant or agent about an approval, in principle, and the applicant or agent are to pass a Customs entry and provide the case number to the ITAC official that attends to the application.
- If finally approved, the permit will be issued by e-mail to SARS during the lockdown and this will allow release of the export by SARS Customs.
- Confirmation will be send to the applicant or agent.
- This will take 5 – 10 days on average but can take longer depending on the nature of the application.
- Note that the importation of new goods contained in Covid-19 List of Critical Supplies related to the tariff headings listed in the Regulation is **not** subject to ITAC import permit control. Please follow the link here-under for the rebate permit application and related documents:

<http://www.itac.org.za/pages/about-itac/covid-19-news-and-regulat>.