

EXPORT CONTROL NUMBER - REPORTING PROCEDURES

(A) GENERAL

All exports from the Republic must be supported by the prescribed SARS Customs declaration, which must include a Unique Consignment Reference, hereafter referred to as an UCR.

(B) The UCR format

The UCR is mandatory and must be created by the exporter and supplied to a Clearing agent or Customs, which must be captured in the SARS Customs Declaration.

The UCR is a mandatory field to be completed with inward payment transactions when using categories and sub-categories 101/01 to 101/10, 103/01 to 103/10, 105 or 106.

The UCR of the export shipment relating to the inward payment reported must be captured in this field.

The UCR utilised for each export shipment must be reported in the aforementioned field when reporting the export payment

The UCR must be a minimum of 12 characters but not exceeding 35 characters and must be in the following format:

nZA12345678a...a where

- n refers to the last digit of the year of export, i.e., 0 if the year is 2010 or 2020 etc.
- ZA refers to the S.W.I.F.T. country code of South Africa from which the goods are exported.
- 12345678 refers to the (8) numeric Customs Client Number allocated by Customs to the exporter. Should the Customs Client Number be less than eight characters, zero's must be inserted in front of the number to make up the eight characters.
- a...a refers to the alpha numeric reference allocated by the exporter to a specific foreign buyer or shipment. The maximum number of characters for this reference is 24
- The UCR must be completed without any spaces or special characters.