

## **REPORTING SYSTEM**

### **(A) INTRODUCTION**

The objective of the Reporting System is to ensure accurate and comprehensive reporting of all data by Authorised Dealers on transactions for compilation of:

- (i) Balance of payments statistics by the Research Department of the South African Reserve Bank;
- (ii) foreign debt statistics and repayment profiles to support monetary policy decisions; and
- (iii) statistical information relating to the nature, volume and values of the various cross-border flows and provide the appropriate information for economic and financial management decisions, as well as planning and policy formulation.

### **(B) GENERAL**

Authorised Dealers/ADLAs must ensure the correct reporting of all cross-border foreign exchange transactions irrespective of the amounts and currencies involved.

Data pertaining to transactions must be submitted to the Financial Surveillance Department in the various formats outlined in the Business and Technical Specifications document within two business days from the value date of the transaction.

Rejections by the Financial Surveillance Department must be corrected and re-submitted in the agreed format within one business day from the date of the rejection.

Warning messages by the Financial Surveillance Department must be thoroughly investigated and actioned within one business day from the date of the warning message, and where required, the appropriate remedial actions must be taken.

### **(C) INTEGRATED FORM**

The integrated form is applicable to all transactions reported under the BOPCUS, NON RESIDENT RAND, and BOPDIR modules.

Since transactions reported under the BOPCARD RESIDENT module are fully electronic, the card holder will be held responsible for transactions concluded by utilising the debit or credit card.

Transactions reported by Reporting Entities under the NON REPORTABLE, INTERBANK and BOPCARD NON RESIDENT modules do not require an integrated form.

Authorised Dealers/ADLAs must make use of an integrated form, either in hard copy or electronic format, to obtain data required for the processing and reporting of all cross-border foreign exchange transactions to the Financial Surveillance Department

When the customer is physically present at the Authorised Dealer/ADLA, the integrated form must be completed and signed by the customer in respect of all inward payments.

When the customer is not physically available to complete and sign the integrated form, the Authorised Dealer/ADLA may complete and sign the integrated form, either physically or electronically, provided that the Authorised Dealer/ADLA has been authorised to do so by means of a letter, a facsimile message, an e-mail message or by a recorded telephonic message. The customer's communication must be retained by the Authorised Dealer/ADLA for a period of five years for inspection purposes.

As an exception to the arrangement outlined in the preceding paragraph an integrated form need not be completed by the customer of an Authorised Dealer in respect of inward payments under R50 000 per transaction, subject to the following conditions:

- Only transactions in respect of a natural person who is a customer of the Authorised Dealer, will qualify;
- the purpose of the transaction must be disclosed in either fields 70, 72 or 77 of the S.W.I.F.T. customer transfer message, in a clear and unambiguous manner;
- where additional information is required to report a transaction, such as exports, loans, etc., this procedure may not be applied;
- all transactions must be reported in terms of the Reporting System in line with the requirements of the Business and Technical Specifications document;
- where no official mandate is in place, a confirmation must be sent by the Authorised Dealer to the customer, on conclusion of each transaction, containing the reporting category and clearly stipulating that should the client not be in agreement with the category selected and reported to the Financial Surveillance Department, the customer must dispute same within a period of 14 days; and

- a copy of the communication to the customer must be retained for a period of five years for inspection purposes.

In cases where the customer transacts with the Authorised Dealer via an electronic interface in terms of this dispensation, the Authorised Dealer must ensure that the underlying agreements legally bind the customer in terms of the correctness of the information provided via the electronic medium.

The above-mentioned dispensation does not apply to an ADLA.

#### 1. **Declaration**

The following declaration must be included in the Integrated Form:

I/we, the undersigned....., hereby declare that:

- I have read this document and know and understand the contents thereof;
- the information furnished above is in all respects both true and correct;
- the currency applied for will only be used for the specific purpose stated herein;
- the documentation presented in support of this application is in all respects authentic;
- I have been informed of the limit applicable to the above transaction and confirm that this limit will not be exceeded as a result of the conclusion of this transaction; and

I/we consent to this information being provided to the South African Revenue Service and/or the Financial Intelligence Centre.

#### (D) **RECONCILIATION MODULE**

Reporting Entities must make use of a straight through processing system, in an electronic format, which must daily account for all reportable and non reportable transactions, including interbank transactions, reconciling all such transactions at the Reporting Entities and also reconciling the transactions submitted to and confirmed by the South African Reserve Bank.

In amplification of the above, the purpose is to ensure that there is reconciliation between the data on the general ledger/accounting system, the system used to submit data to the South African Reserve Bank as well as confirmation, from the South African Reserve Bank, that the data submitted was successfully received and stored.

The Reconciliation Module must be able to perform the following functions:

- (i) Compile the following daily reports from the general ledger/accounting system:
  - Reportable transactions;
  - Non-reportable transactions; and
  - Interbank transactions
- (ii) compile a daily report of all reportable transactions reported to the South African Reserve Bank from the system used to transmit data to the South African Reserve Bank;
- (iii) electronically match the reportable transactions from the daily report referred to in (i) above with the actual transactions reported to the South African Reserve Bank referred to in (ii) above;
- (iv) compile a daily report of transactions not matched between the general ledger/accounting system of the Reporting Entity and the system used to transmit data to the South African Reserve Bank; and
- (v) the Reconciliation Module must be able to create the daily report referred to in (i), (ii) and (iv) above in Excel or text (semicolon delimited) format and must be forwarded to the South African Reserve Bank upon request.

The data required, as per point (v) above, must contain the following information:

- Flow (IN or OUT);
- transaction reference number;
- branch code;
- value date;
- Rand amount;
- foreign amount; and
- foreign currency code.

In cases where the Reporting Entities change the status of transactions between reportable and non-reportable, the Reconciliation Module must be updated to ensure that this manual intervention does not distort the reconciliation process.

(E) **GENERAL INFORMATION TO BE PROVIDED IN THE DIFFERENT FIELDS AVAILABLE IN THE REPORTING SYSTEM.**

For purposed of this sub-section, all the fields available in the Reporting System will be described and is applicable to inward and outward payments except where it is indicated. The information will also be applicable to the various reporting modules and if it is not applicable to certain modules, it will be highlighted.

The fields referred to will only be applicable to those fields which are not systematically generated and available in the front-end system of a Reporting Entity and in the same order the Technical Specifications. The field name used in this document will be similar to that used in the Technical Specifications, although the technical name is not the same.

The INTERBANK module will only be implemented during 2014/2015 as well as the amendments to the NON RESIDENT RAND modules.

The first paragraph of each element and field will indicate which module is applicable, however it does not indicate that it is mandatory to supply the information. The validation rules must be read in conjunction to the Operations Manual.

### 1) **Reporting qualifier**

The FinSurv reporting system consists of 7 Reporting modules, which are as follows:

BOPCUS  
BOPCARD RESIDENT  
BOPCARD NON RESIDENT  
NON RESIDENT RAND  
BOPDIR  
NON REPORTABLE  
INTERBANK

The BOPCUS module is the reporting of all the cross-border customer payments according to the reporting rules outlined in the Business and Technical Specifications document.

The BOPCARD RESIDENT module is applicable to all the outward payments effected by a resident or a CMA resident via a credit or debit card.

The BOPCARD NON RESIDENT module reports the bulk inflow of payments via a Card System i.e. Visa, MasterCard etc. The reporting is based on cash withdrawals in South Africa and purchases from vendors in South Africa by non-resident card holders.

The NON RESIDENT RAND module is to identify transactions concluded between non-resident Rand account holders and South African residents. This module will only be implemented in 2014/15. Until these changes are effective, these transactions must be reported via the BOPCUS module.

The BOPDIR module is the reporting of transactions by independent entities i.e. SANLAM, Momentum, Eskom and the Post Office. It is effectively the same as the BOPCUS module, except for 2 additional

fields to enable the SARB to balance their reporting with the bulk payment effected by the Authorised Dealer.

The NON REPORTABLE module is to identify all those transactions, which are directly and indirectly related to a BOPCUS transaction. The BOPCUS transaction will identify the originating and receiving parties, but the NON-REPORTABLE module will report the internal transactions to complete the BOPCUS transaction.

The INTERBANK module is to identify transactions between Authorised Dealers in South Africa, and with foreign banks, which will only be implemented during 2014/2015.

## 2) **Flow**

All transactions must indicate the flow of funds, which is either inward or outward. This is normally defaulted into the front-end system and the selection of “buy” or “sell” will activate OUT or IN respectively.

## 3) **Replacement transaction**

The purpose of this field is to indicate if the transaction now created is a transaction which replaces a transaction previously cancelled. The code to be used in this field can only be “Y” or “N”. If it is “Y”, it means that this transaction is a replacement of a previous transaction. If it is “N”, then this transaction is not related to any previous transaction and is not a replacement of a previous transaction. It is however possible that the user will not select “Y” or “N” if the Reporting System was created by your institution in such a way that an original transaction is defaulted to “N” and “Y” if the user replaces a cancelled transaction.

If any data under the OriginalTransaction, NonResident, AdditionalNonResidentData, ResidentCustomerAccountHolder or AdditionalCustomerData elements are incorrect and the transaction must be cancelled to rectify data in these attributes, then the complete transaction must be cancelled and not only a cancellation of a sequence.

A cancellation of a sequence is only applicable if data under the MonetaryDetails element is incorrect, which must be rectified.

This field is applicable to all the reporting modules.

## 4) **Reference number of an original transaction**

This reference number is applicable to all the reporting modules.

The purpose of this field is to record the transaction reference number of the original transaction to be replaced. This number must only be

supplied if the replacement transaction code is “Y”. The transaction reference number must be a valid number previously stored on the SARB data base or it will be rejected by the SARB.

5) **Date**

This date is applicable to all the reporting modules.

The value date of the transaction must be used. This date is normally system generated unless a transaction must be executed on a specific day. Any transaction with a value date older than 15 days will create a warning message via the SARB data base, which will be followed up by the SARB with the Reporting Entity. Late submission of data is not acceptable.

6) **Transaction reference number**

This transaction reference number is applicable to all the reporting modules.

The transaction reference number is generated by your system and no intervention is allowed. This unique transaction reference number must be used if transactions are cancelled and replaced. With any queries raised, the transaction reference number must always be supplied and must always be unique.

7) **Branch code**

The branch code may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The branch involved in the transaction must be supplied in this field. This is normally system generated. The branch code is a code elected by each Reporting Entity, which must be registered with the SARB. This code can also be the MICR code and must be in an 8 digit format. It is the responsibility of the Reporting Entity to register new branches with the SARB and to de-activate branches which have been closed. To enable the SARB to register or de-activate a branch code, the Reporting Entity must supply the following information:

- (a) Authorised Dealer code;
- (b) Full name of the branch;
- (c) Code of the branch in the 8 digit format;
- (d) Physical street address of the branch (2 lines are available for the street name etc)
- (e) Suburb where the branch is located;
- (f) The city where the branch is located;
- (g) Postal code;
- (h) Province; and
- (i) Telephone number without any brackets, spaces etc.

(j) Activation or de-activation date.

If no suburb is applicable, the name of the city or town must be captured in the suburb field. If the information is not complete and correct, the branch will not be registered by the SARB, which will result in the rejection of transactions concluded by that branch.

8) **Branch name**

The branch name may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The branch name linked to the branch code must be supplied in this field, which is normally system generated. The branch name will be validated against the data supplied by the Reporting Entity, and if there are any mismatches, the transaction will be rejected by the SARB.

9) **Hub code**

The hub code is applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

If a Reporting Entity uses a hub or a regional office or cluster etc, and the documents related to the transaction are kept by the hub, then the hub code must be supplied. If the documents are kept with the branch, the hub code must not be supplied. The main purpose why the SARB requires a hub code is to know upfront where to conduct exchange control and where the documents will be available for inspection purposes.

10) **Hub name**

The hub name may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

If a hub code is supplied, then the name of the hub must also be supplied. This will normally be system generated.

11) **Originating bank**

The originating bank may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

This field is to indicate through which bank a transaction originated. The name or BIC code of the originating bank must be supplied in this field. If the payment is an outward payment, it will always be the bank who reports the transaction to the SARB and if it is an inward payment, then the foreign bank will be the originating bank. There are cases where no originating bank will be available i.e. where a foreign visitor to South Africa sells foreign currency to a local Authorised Dealer or ADLA.



Validation rules implemented into the Reporting System will ensure that the field is completed and if the information is not available for certain transactions, the validation rules will allow these exceptions.

**12) Country code of the originating bank**

The country code of the originating bank may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The SWIFT country code of the originating bank must be supplied.

**13) Correspondent bank**

The correspondent bank may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

If a correspondent bank is involved in a transaction, then the name or the BIC code of the correspondent bank must be supplied.

**14) Country code of the correspondent bank**

The country code of the correspondent bank may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The SWIFT country code of the correspondent bank must be supplied.

**15) Receiving bank**

The receiving bank may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

This field is to indicate which bank received a payment. The name or BIC code of the receiving bank must be supplied in this field. If the payment is an inward payment, it will always be the bank who reports the transaction to the SARB and if it is an outward payment, then the foreign bank will be the receiving bank. There are cases where no receiving bank will be available i.e. where a traveller in South Africa purchases foreign currency from a local Authorised Dealer or ADLA and receives the foreign currency in cash or via a cash card. Validation rules built into the Reporting System will ensure that the field is completed.

**16) Country code of the receiving bank**

The country code of the receiving bank may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The SWIFT country code of the receiving bank must be supplied.

## (F) **NON RESIDENT DETAILS**

### **General**

The non-resident element is applicable to all the reporting modules.

The non-resident details are divided into three groups i.e. Individuals, Entities and Exceptions. Only individual details can be supplied under the Individual group and entity details under the Entity group. The Exception group is used for transactions where there is no individual or entity involved and only specified wording can be used in this group.

### 1. **Non resident individual**

#### 1.1. **Surname**

The surname may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

Only a surname of a non-resident individual may be supplied in this field and is mandatory if a transaction is concluded with a non-resident individual.

#### 1.2. **Name**

The name may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The full names must be supplied in this field. It is mandatory to supply a name of a non-resident individual if it is an outward payment. With inward payments, the name must be completed in the format received via a SWIFT message or any other message i.e. via MoneyGram etc. In the case of travel related transactions or any other transaction where the non-resident is present at the Reporting Entity, the name(s) as per the passport or any other identification document must be supplied.

#### 1.3. **Gender**

The gender may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The gender of the non-resident individual must be supplied where available on an inward transaction, and must always be supplied with an outward transaction. Only a code must be supplied where M is for male and F for female. Any other code or description will be rejected.

#### 1.4. **Passport number**

The passport number may be applicable to BOPCUS and NON RESIDENT RAND modules.

A passport number is only applicable when a non-resident travels to South Africa and purchases or sells foreign currency.

#### 1.5. **Passport country**

The passport country may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The county which issued the passport referred to under the passport number must be supplied. Only a SWIFT country code can be used in this field, however the country code of South Africa (ZA) may not be used.

#### 1.6. **Additional non-resident data element**

Additional non-resident data is required for each non-resident individual and entity. This element will be addressed in the applicable sub-section below.

### 2. **Non resident entity**

#### 2.1. **Legal entity name**

The legal entity name may be applicable to all the reporting modules except BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The name of the non-resident entity must be recorded in this field.

#### 2.2. **Card merchant name**

The card merchant name is only applicable to the BOPCARD RESIDENT module.

The name of the foreign merchant, as provided by the card entity, must be completed in this field. It is normally automated in the Card system.

#### 2.3. **Card merchant code**

The card merchant code is only applicable to the BOPCARD RESIDENT module.

This is a code allocated to a specific type of sector i.e. car rental companies will all have the same code, but different entities names are applicable to this business sector. This code is managed by the Card entities and is automated in the system. The codes will be validated by the SARB.

### 3. **Exception name**

The exception name is only applicable to the BOPCUS, NON REPORTABLE and INTERBANK modules.

This field is for special type of transactions where there is no non-resident party involved in a transaction or where it is not possible to identify the non-resident party of a transaction.

Only fixed wording may be used in this field and is normally created by default into your system or where you can select the correct wording from a drop-down screen.

There are various validation rules in place to prevent the incorrect use of a specific word or words.

The use of the Exception name field is outlined in Section B.2, Special arrangements.

### 4. **Additional non-resident data**

This element may only be completed when the non-resident individual or non-resident entity fields are completed and may not be used together with an Exception Name.

This element is applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

#### 4.1 **Account identifier**

The account identifier may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The purpose of this field is to get an idea what type of account is applicable to the non-resident. Only fixed wording can be used. The account identifier should be automated in your system based on the type of account.

One of the following account identifiers must be used:

- (a) NON RESIDENT OTHER. This will include any type of foreign account held by a non resident.

- (b) NON RESIDENT RAND. This is reserved for non-reportable transactions and non-resident Rand accounts reported via BOPCUS/NON RESIDENT RAND until the reporting rule is amended.
- (c) NON RESIDENT FCA. This used when a non-resident account holder conducts a non-resident FCA account in the books of an Authorised Dealer.
- (d) CASH. In cases where no account is involved in a transaction, then this account identifier is applicable.
- (e) FCA RESIDENT. This particular account identifier will only be applicable to the BOPCUS module where residents are transferring funds to their own FCA account in terms of the Investment allowance outlined in the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority under category 513. With the repatriation of funds from the FCA account under category 517, the account identifier will also be applicable. This account identifier may not be used for any other purpose and is not applicable to the NON REPORTABLE module where a FCA account credited with funds originating from a resident or where the FCA account is debited to transfer funds to a resident.
- (f) RES FOREIGN BANK ACCOUNT. This account identifier is specifically designed to identify foreign bank accounts held by residents i.e. if a resident transfers a travel allowance from South Africa to his foreign bank account, we will know that the individual or entity reflected as a “non-resident” is actually a resident of South Africa. This will be in line with the SWIFT message to comply with the same source principle of the Reporting System.
- (g) VOSTRO. This account identifier is used when a Vostro account is debited or credited.
- (h) VISA NET. This account identifier is used with payments effected via the Visa Net platform to a beneficiary with a Visa card. Outward payments by residents to non-resident visa card holders are reported via BOPCUS and charge backs of such transactions must also be reported via BOPCUS using a reversal category. Payments from non-residents to resident Visa card holders via the Visa Net platform must be reported via the BOPCARD RESIDENT reporting qualifier. Chargebacks related to such transactions are also reportable as a Chargeback via the BOPCARD RESIDENT reporting qualifier. The account identifier VISA NET is not applicable to the BOPCARD RESIDENT reporting qualifier.
- (i) MASTER SEND. This account identifier is used with payments effected via the Master Send platform to a beneficiary with a Master card. Outward payments by residents to non-resident Master card holders are reported

via BOPCUS and charge backs of such transactions must also be reported via BOPCUS using a reversal category. Payments from non-residents to resident Master card holders via the Master Send platform must be reported via the BOPCARD RESIDENT reporting qualifier. Chargebacks related to such transactions are also reportable as a Chargeback via the BOPCARD RESIDENT reporting qualifier. The account identifier MASTER SEND is not applicable to the BOPCARD RESIDENT reporting qualifier.

#### **4.2 Account number**

The account number may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The account number is that of the foreign party to the transaction. The available account number must be supplied. If the account identifier is CASH, then no account number will be available and may be left empty.

In the case where a resident effects a payment to a FCA account under category 513 or repatriates funds from a FCA account under category 517, the account number of the FCA account must be reflected in this field.

In the case where a resident conducts a foreign bank account and the account identifier is RES FOREIGN BANK ACCOUNT, then the account number of the foreign bank account must be supplied in this field.

#### **4.3 Address line 1**

The address line 1 may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

If the physical address of a non-resident individual or entity is known, then this field must be completed.

#### **4.4 Address line 2**

The address line 2 may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

If the physical address of a non-resident individual or entity is known, then this field must be completed if address line 1 is not sufficient to capture the data. This will normally be used where the address is in a block of flats or a complex and the number of the unit has been recorded under the address line 1, then the street name and number must be recorded in the 2<sup>nd</sup> line.

#### 4.5 **City**

The city may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The name of the city must be reflected in this field.

#### 4.6 **State**

The state may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The state or province must be reflected in this attribute.

#### 4.7 **ZIP code**

The zip code may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

The postal code or zip code must be reflected in this field.

#### 4.8 **Country**

The country may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The foreign SWIFT country code must be reflected in this field and may not be ZA except in the case of BOPCARD RESIDENT where cards issued to residents of Namibia, Lesotho or Eswatini are used in South Africa by these CMA residents.

### (G) **RESIDENT CUSTOMER ACCOUNT HOLDER**

#### **General**

The resident customer or account holder details must be supplied in either the Individual or Entity element. In certain transactions there will not be a resident account holder involved and then the exception name field must be used.

This element is applicable to all the reporting modules except BOPCARD NON RESIDENT.

## 1. **Resident individual customer / account holder details**

### 1.1. **Surname**

The surname may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The surname of the resident according to the green bar-coded identification document or the new ID card or temporary resident individual customer of the account holder must be supplied in this field. Except for temporary residents in South Africa, the surname of a non-resident may not be supplied in this field.

### 1.2. **Name**

The name may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The full first names according to the green bar-coded identification document or the new ID card of the resident or temporary resident individual customer of the account holder must be supplied in this field. Except for temporary residents in South Africa, the name of a non-resident may not be supplied in this field.

### 1.3. **Gender**

The gender may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The gender of the resident or temporary resident individual must be supplied in this field. Only a code must be supplied where M is for male and F for female. Any other code or description will be rejected.

### 1.4. **Date of birth**

The date of birth may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The date of birth of the resident or temporary resident individual must be supplied in the format CCYY-MM-DD.

### 1.5. **ID number**

The ID number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.



The ID number as per the green bar-coded ID book or the new ID card of the resident individual must be supplied in this field. The ID number will be validated to ensure it is a valid number. At least one of the ID number, or Temporary resident number or foreign ID number must be supplied.

#### **1.6. Temporary resident permit number**

The temporary resident permit number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The temporary resident permit number issued by the Department of Home Affairs / Foreign Affairs of the temporary resident individual must be supplied in this field. At least one of the ID number, or Temporary resident number or foreign ID number must be supplied.

#### **1.7. Foreign ID number**

The foreign ID number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

In cases where a temporary resident does not have a temporary resident permit number, a foreign identification document number must be supplied in this field. A passport number may also be used in this field. At least one of the ID number, or Temporary resident number or foreign ID number must be supplied. In the case of credit/debit cards issued to residents of Namibia, Lesotho or Eswatini, the ID number of the applicable identification document must be supplied in this field.

#### **1.8. Foreign ID country**

The foreign ID country may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The country who issued the identification document or passport, which was used to capture the foreign ID number, must be supplied in this field. It must be the SWIFT country code. In the case of credit/debit cards issued to residents of Namibia, Lesotho or Eswatini, the country who issued the ID number of the applicable identification document must be supplied in this field. The BOPCARD RESIDENT module must include the credit/debit card transactions of the CMA countries to enable the SARB to supply the data to the respective CMA countries.

#### **1.9. Passport number**

The passport number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

In the case of travel related transactions, the passport number of the resident traveller must be supplied in this field. The passport number is required in addition to the ID number.

### **1.10. Passport country**

The passport country may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The SWIFT country code applicable to the country which issued the passport must be supplied in this field.

## **2. Resident legal entity customer / account holder**

### **2.1 Legal entity name**

The legal entity name may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The full registered name of the entity according to the records of the registration authority must be supplied.

### **2.2 Trading name**

The trading name may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The trading name of the legal entity must be supplied in this field. If there is no specific trading name, the registered name of the entity must be used in this field.

### **2.3 Registration number**

The registration number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The following rules are applicable:

- (a) The registration number of the entity must be completed in the format issued by the Department of Trade and Industry or relevant authority with the forward slashes.
- (b) Sole proprietors and partnerships must supply the ID number of the owner or one of the partners.
- (c) If no registration number is available, either one of the following numbers must be completed:
  - i. TAX number (The tax number must also be completed in the Tax number field);

- ii. VAT number (The Vat number must also be completed in the Vat number field); or
- iii. P.A.Y.E. number.
- (d) The word EMBASSY must be used in respect of all transactions related to embassies and diplomatic offices.
- (e) The words RELIGIOUS BODY must be used in cases where a religious entity does not have any of the numbers referred to in (1) and (3) above.
- (f) The word CLUB must be used in cases where sport clubs, social clubs etc do not have any of the numbers referred to in (1) and (3) above.
- (g) The word GOVERNMENT must be used in respect of transactions by Government Departments.
- (h) The word UNIVERSITY must be used in respect universities and colleges without a registration number.

## 2.4 Institutional Sector code

The institutional sector code may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The institutional sector code applicable to the entity must be supplied in this field. There are only 4 main categories applicable in the FinSurv Reporting System, which are

- 01: FINANCIAL CORPORATE,
- 02: NON FINANCIAL CORPORATE,
- 03: GENERAL GOVERNMENT and
- 04: HOUSEHOLD.

A complete list of all the codes is available on the SARB website under the name "Institutional Sector Classification Guide for South Africa". This document can be used to assist with the proper classification of an entity.

## 2.5 Industrial classification

The industrial classification may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The Industrial classification is a required field to be completed to indicate in what type of industrial sector an entity is involved in. Full details of these classifications are published in the SIC, Standard Industrial Classification of all Economic Activities (Fifth Edition, January 1993). This manual is available from the Central Statistical Service. For reporting purposes, only a high level classification is used.

- 01: Agriculture, hunting, forestry and fishing
- 02: Mining and quarrying
- 03: Manufacturing
- 04: Electricity, gas and water supply

- 05: Construction
- 06: Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants
- 07: Transport, storage and communication
- 08: Financial intermediation, insurance, real estate and business services
- 09: Community, social and personal services
- 10: Private households, extraterritorial organisations, representatives of foreign governments and other activities not adequately defined.

### 3 **Exception**

#### 3.1 **Exception name**

The exception name may be applicable to all the reporting modules excluding BOPCARD RESIDENT and BOPCARD NON RESIDENT.

This field is for special type of transactions where there is no resident party involved in a transaction or where it is not possible to identify the resident party of a transaction.

Only fixed wording may be used in this field and is normally created by default into your system or where you can select the correct wording from a drop-down screen.

There are various validation rules in place to prevent the incorrect use of a specific word or words.

The use of the Exception name field will be discussed in detail in Section B.2, Special arrangements.

#### 3.2 **Country**

The country is only applicable to all the NON REPORTABLE and INTERBANK modules.

Although the country code of a resident is always regarded as ZA, the country code applicable to an Exception name can also be another country. It is dependant to the type of transaction reported, which will only be applicable to the NON REPORTABLE and INTERBANK modules.

### 4 **Additional customer data applicable to individuals and entities.**

This element may only be completed when the resident individual or resident entity fields are completed. This element may not be used together with an Exception Name.

This element is applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

#### **4.1 Account name**

The account name may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The account name as per the database of the Reporting Entity must be reflected in this field. If an account is for example in the name of a husband and wife, both names must be reflected in this field. If only the husband is the party involved in the transaction, the details of the husband only must be reflected under the account holder details, but the full account name must be reflected in this field.

In the case of an ADLA customer effecting an EFT payment to the bank account of the ADLA, the account name of the ADLA can be supplied in this field if the account name of the customer is not known.

In the case of a customer effecting a payment via a debit or credit card to the Authorised Dealer or ADLA, the account name can be the name of the customer.

#### **4.2 Account identifier**

The account identifier may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The account identifier is used to identify what type of account is involved. There are only specific wording to be used in this field, which will normally be defaulted into the system. The wording is as follows:

- (a) RESIDENT OTHER, which is applicable to any type of resident Rand account i.e. savings, cheque, investment etc. This will be applicable when a resident account, i.e. cheque account is debited/credited to transfer/receive funds to/from a foreign party.
- (b) CFC RESIDENT refers to a Customer Foreign Currency account of a resident in the books of an Authorised Dealer. This will be applicable when a resident CFC account is debited/credited to transfer/receive funds to/from a foreign party.

- (c) FCA RESIDENT refers to a Foreign Currency Account of a resident individual in the books of an Authorised Dealer. This will be applicable when a resident FCA account is debited/credited to transfer/receive funds to/from a foreign party, but excluding transactions related to category 513 and 517.
- (d) CASH is used when no account is used to fund a transaction or when cash is paid out to a beneficiary.
- (e) VOSTRO is used when a VOSTRO account is debited or credited and related to a NON REPORTABLE or INTEBANK module i.e. when a Vostro account is debited/credited to transfer/receive funds to/from a foreign party or a foreign bank.
- (f) DEBIT CARD is only used with the reporting of transactions via the BOPCARD RESIDENT or BOPCARD NON RESIDENT modules to indicate that a debit card was used in the transaction. In cases where a debit card is used to fund a local payment, which will result in a foreign payment, the account identifier must be RESIDENT OTHER i.e. a resident purchases foreign currency for travel purposes but uses a debit card to fund the purchase.
- (g) CREDIT CARD is only used with the reporting of transactions via the BOPCARD RESIDENT or BOPCARD NON RESIDENT modules to indicate that a credit card was used in the transaction. In cases where a credit card is used to fund a local payment, which will result in a foreign payment, the account identifier must be RESIDENT OTHER i.e. a resident purchases foreign currency for travel purposes but uses a credit card to fund the purchase.
- (h) EFT is used when funds are transferred electronically from one bank account to another bank account, which is the source of funds for a transaction. In the case of an ADLA customer effecting an EFT payment to the bank account of the ADLA, the account name and account number of the ADLA can be supplied in the respective fields if the account name and account number of the customer is not known.
- (i) CARD PAYMENT is used when a credit or debit card is supplied by the customer to finance a transaction. In the case of a customer effecting a payment via a debit or credit card to the Authorised Dealer or ADLA, the account name can be the name of the customer and the account number can be the account number or card number of the debit or credit card.

#### 4.3 Account number

The account number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The account number of the resident individual or entity used to fund a transaction or to receive funds must be supplied in this field. The

account number is directly related to the account identifier. The only time when the account number may be left blank is when no account was involved in the transaction and the account identifier is CASH.

In the case of an ADLA customer effecting an EFT payment to the bank account of the ADLA, the account number of the ADLA can be supplied in this field if the account number of the customer is not known.

In the case of a customer effecting a payment via a debit or credit card to the AUTHORISED DEALER or ADLA, the account number can be the account number or card number of the debit or credit card.

#### 4.4 **Customs client number**

The customs client number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

Each importer and exporter must register with Customs to get a customs client number. This number is in an 8 digit format and must be supplied with each import and export transaction. The customs client number is also known as the importer or exporter code and will be validated against the data received from SARS in respect of active customs client numbers. This is only applicable to the BOPCUS, BOPDIR and NON RESIDENT RAND modules.

Resident importers making import payments under the single discretionary allowance (SDA) dispensation must have a valid customs client number (CCN) which must be recorded in the Customs Client Number field of the Reporting System. However, it is not required to submit an Import Control Number. If an Import Control Number is available, it can be recorded in the Import Control Number field, subject to the normal validations. The subject in the Subject field must be SDA.

#### 4.5 **Tax number**

The tax number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

A Tax number must be supplied in respect of individual investment transactions as well as import and export transactions. It must be a valid tax number. Although a tax number is not at this stage mandatory for all transactions, it is possible that it will become mandatory in future. This is only applicable to the BOPCUS, BOPDIR and NON RESIDENT RAND modules.

#### 4.6 **VAT number**

The VAT number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

If an entity is registered for VAT purposes, the VAT number may be supplied in this field. It is mandatory for an entity to supply a VAT number for import and export transactions, however, if the entity is not registered for VAT purposes, the wording NO VAT NUMBER must be captured in this field. The SARB will monitor the abuse of the wording NO VAT NUMBER and action will be taken against those parties who abuses the fixed wording to circumvent to submission of accurate data.

#### **4.7 Tax clearance certificate indicator**

The tax clearance certificate is applicable to BOPCUS and BOPDIR modules.

This indicator is only applicable if the transaction is related to an individual investment as per the category range 512 and 513. The indicator must be “Y” for yes or “N” for no.

#### **4.8 Tax clearance certificate reference number**

The tax clearance certificate reference number is applicable to BOPCUS and BOPDIR modules.

If the tax clearance certificate indicator is “Y”, then a valid tax clearance certificate number must be supplied in this field.

#### **4.9 Street address line 1**

The street address line 1 may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply the street address of the resident account holder with the BOPCUS, NON RESIDENT RAND, BOPDIR and BOPCARD RESIDENT modules. In the first line, the number and street name or the number of the flat/office/building name etc must be reflected in this field.

In respect of the outward remittance dispensation of R5 000.00 and less, the street address line 1 is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the street address of the Reporting Entity may be supplied.



#### 4.10 **Street Address line 2**

The street address line 2 may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

If the street address line 1 consists of the flat / office number and building name etc, the street number and name must be completed in this field to identify where the flat/building is located.

#### 4.11 **Suburb of the street address**

The suburb street address may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply the suburb of the resident account holder with the BOPCUS, NON RESIDENT RAND, BOPDIR and BOPCARD RESIDENT modules. The Suburb must be completed in this field. If no suburb is applicable, the name of the city must be reflected in this field.

In respect of the outward remittance dispensation of R5 000.00 and less, the suburb of the street address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the suburb of the street address of the Reporting Entity may be supplied.

#### 4.12 **City of the street address**

The city may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply the city of the resident account holder with the BOPCUS, NON RESIDENT RAND, BOPDIR and BOPCARD RESIDENT modules. The name of the city applicable to the street address must be supplied.

In respect of the outward remittance dispensation of R5 000.00 and less, the city of the street address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the

FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the city of the street address of the Reporting Entity may be supplied.

#### 4.13 Province of the street address

The province may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply the province of the resident account holder with the BOPCUS, NON RESIDENT RAND, BOPDIR and BOPCARD RESIDENT modules. The province applicable to the street address must be supplied.

The province can only be supplied as one of the following:

- (a) GAUTENG;
- (b) LIMPOPO;
- (c) NORTH WEST;
- (d) WESTERN CAPE;
- (e) EASTERN CAPE;
- (f) NORTHERN CAPE;
- (g) FREE STATE;
- (h) MPUMALANGA; or
- (i) KWAZULU NATAL

In addition, in cases where credit or debit cards were issued to residents of CMA countries, the provinces reflected above cannot be used. The province to be used for these customers in the BOPCARD RESIDENT module, is NAMIBIA, LESOTHO or ESWATINI.

In respect of the outward remittance dispensation of R5 000.00 and less, the province of the street address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the province of the street address of the Reporting Entity may be supplied.

#### 4.14 Postal code of the street address

The postal code may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The postal code applicable to the postal address must be used. The postal code will be validated against the numbers provided by the

SA Post Office. In cases where credit or debit cards were issued to residents of CMA countries, the postal code must be 9999.

In respect of the outward remittance dispensation of R5 000.00 and less, the postal code of the street address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the postal code of the street address of the Reporting Entity may be supplied.

#### **4.15 Postal address line 1**

The postal address line 1 may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply the postal address of the resident account holder. In the first line, the number and street name or the number of the flat/office/building name etc must be reflected in this field. This is mandatory for the BOPCUS, BOPCARD RESIDENT, BOPDIR and NON RESIDENT RAND modules.

In respect of the outward remittance dispensation of R5 000.00 and less, the postal address line 1 is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the postal address of the Reporting Entity may be supplied.

#### **4.16 Postal address line 2**

The postal address line 2 may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

If the postal address line 1 consists of the flat / office number and building name etc, the street number and name must be completed in this field to identify where the flat/building is located.

#### **4.17 Suburb of the postal address**

The suburb may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply the suburb applicable to the postal address of the resident account holder with the BOPCUS, NON RESIDENT RAND, BOPDIR and BOPCARD RESIDENT modules. The suburb applicable to the postal address must be supplied.

In respect of the outward remittance dispensation of R5 000.00 and less, the suburb of the postal address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the suburb of the postal address of the Reporting Entity may be supplied.

#### **4.18 City of the postal address**

The city may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply the city of the postal address of the resident account holder with the BOPCUS, NON RESIDENT RAND, BOPDIR and BOPCARD RESIDENT modules. The name of the city applicable to the postal address must be supplied in this field.

In respect of the outward remittance dispensation of R5 000.00 and less, the city of the postal address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the city of the postal address of the Reporting Entity may be supplied.

#### **4.19 Province of the postal address**

The province may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

This is mandatory for the BOPCUS, BOPCARD RESIDENT, BOPDIR and NON RESIDENT RAND modules.

The province applicable to the postal address must be supplied. The province can only be supplied as one of the following:

- (a) GAUTENG;
- (b) LIMPOPO;
- (c) NORTH WEST;

- (d) WESTERN CAPE;
- (e) EASTERN CAPE;
- (f) NORTHERN CAPE;
- (g) FREE STATE;
- (h) MPUMALANGA; or
- (i) KWAZULU NATAL

In addition, in cases where credit or debit cards were issued to residents of CMA countries, the provinces reflected above cannot be used. The province to be used for these customers in the BOPCARD RESIDENT module, is NAMIBIA, LESOTHO or ESWATINI.

In respect of the outward remittance dispensation of R5 000.00 and less, the province of the postal address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the province of the postal address of the Reporting Entity may be supplied.

#### 4.20 Postal code of the postal address

The postal code may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

This is mandatory for the BOPCUS, BOPCARD RESIDENT, BOPDIR and NON RESIDENT RAND modules. The exception to BOPCARD RESIDENT module is that if a credit/debit card is issued to a resident of Namibia, Lesotho or Eswatini then this field will not be validated and may be empty.

The postal code applicable to the postal address must be supplied in this field. The postal code will be validated against the numbers provided by the SA Post Office. In cases where credit or debit cards were issued to residents of CMA countries, the postal code must be 9999.

In respect of the outward remittance dispensation of R5 000.00 and less, the postal code of the postal address is not mandatory, however if it is supplied by the customer or available from the customer file, it may be supplied. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules. In cases where a reversal of such a transaction will take place (Inward payment), the postal code of the postal address of the Reporting Entity may be supplied.

#### 4.21 Surname of a contact person

The surname of a contact person may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

This is mandatory for the BOPCUS, BOPCARD RESIDENT, BOPDIR and NON RESIDENT RAND modules.

A surname of a person at the entity or the surname of a person who have details about the transaction must be supplied in this field.

In the case of BOPCARD RESIDENT where a “pool” entity card is used, not a supplementary card, the Surname must contain the details of an individual at the entity controlling the use of the card.

#### 4.22 Name of a contact person

The name of a contact person may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

This is mandatory for the BOPCUS, BOPCARD RESIDENT, BOPDIR and NON RESIDENT RAND modules.

The name of the person, whose surname has been supplied above, must be supplied in this field. If the full first names cannot be captured in this field, the first name only may be supplied.

In the case of BOPCARD RESIDENT where a “pool” entity card is used, not a supplementary card, the Name must contain the details of an individual at the entity controlling the use of the card.

#### 4.23 E-mail address

The e-mail address may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The e-mail address of the contact person must be supplied in this field. At least one of e-mail, telephone number or fax number must be supplied.

#### 4.24 Fax number

The fax number may be applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The fax number of the contact person must be supplied in this field. At least one of e-mail, telephone number or fax number must be

supplied. The format of this field is numeric only and may not contain brackets, spaces or a “+”.

In cases where only a fax number of a foreign party is available, it may be recorded in this field.

#### 4.25 Telephone number

The telephone number is applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

The telephone number of the contact person must be supplied in this field. At least one of e-mail, telephone number or fax number must be supplied. The format of this field is numeric only and may not contain brackets, spaces or a “+”.

In cases where only a telephone number of a foreign party is available, it may be recorded in this field.

#### 4.26 Card number

The card number is only applicable to the BOPCARD RESIDENT module.

The number on the face of the credit or debit card must be supplied in this field. If the card number is the same as the account number, the account number may be supplied in this field.

#### 4.27 Supplementary card indicator

The supplementary card indicator is only applicable to the BOPCARD RESIDENT module.

When a supplementary card is involved in the transaction, the indicator must be “Y”. If the card used is not a supplementary card, the indicator must be “N”. For purposes of this field, a supplementary card means an additional card issued by the Card entity against a specific account.

In cases where “pool” cards are issued to an entity, the use of the card is controlled by the entity and a “pool” card is not issued as a supplementary card, therefore the indicator is “N”.

### (H) MONETARY DETAILS

The monetary details must be provided with each transaction and can be repeated up to 999 times for each transaction, which is numbered in the Sequence number element. The purpose to repeat the monetary details is to enable the Reporting Entity to report multiple categories, MRN’s, UCR’s and

third party details per transaction. Each Reporting Entity must be able to report transactions with multiple categories, MRN's, UCR's and third party details per transaction or alternatively, multiple transactions with unique transaction reference numbers must be created to report the correct category, MRN, UCR or third party details per transaction. If the latter method of creating the transactions is used, there must be a user friendly way to identify the complete transaction.

#### 1. **Sequence number**

The sequence number is applicable to all the reporting modules.

The sequence number is a system generated number, which must always start with "001" except if a specific sequence replaces a specific sequence cancelled previously. The maximum number of sequences per transaction is limited to 999. The user must be aware that each file has these numbers since it becomes important when a specific sequence is cancelled, which will be replaced with a corrected transaction. This will be referred to again under the topic of cancellations of transactions.

#### 2. **Money Transfer Agent Indicator**

The Money Transfer Agent Indicator is applicable to all the reporting modules.

The Money Transfer Agent Indicator is an important indicator in the Reporting System and can distinguish between different products/systems within a Reporting Entity or to identify certain net settlements/bulked payments on behalf of specific entities. This indicator should be a system generated indicator in the majority of cases. With the addition of new money remitter products/systems, ADLA's and money remitters, classified as ADLA's, the list will be updated on a regular basis.

Section B.7 of the Operations Manual must be read in conjunction with this Section in order to provide further explanation on how to use the Money Transfer Agent Indicators related to the different transaction scenarios.

The indicator is a fixed description and the following are applicable:

- 2.1 **AD** (Classified as an Authorised Dealer): If an Authorised Dealer reports a transaction, the code AD must be used in respect of transactions not related to BOPDIR, CARD, ADLA or any other Money Transfer Agent Indicator or any remittance product/system.
- 2.2 **ADLA** (Classified as an Authorised Dealer with Limited Authority, Categories 1 to 3): If an ADLA, including Exchange4free South Africa (Pty) Limited, Mukuru Africa (Pty) Limited, classified as an ADLA, reports a transaction, the code ADLA must be used in



- respect of transactions not related to any other Money Transfer Agent Indicator or any remittance product/system.
- 2.3 **CARD** (Classified as a Card Reporting Entity): All transactions reported by Card entities in respect of debit or credit card transaction reported via the BOPCARD RESIDENT or BOPCARD NON RESIDENT modules, must use CARD as a Money Transfer Agent Indicator. When an Authorised Dealer effects a net settlement in bulk in respect of transactions concluded via BOPCARD RESIDENT and BOPCARD NON RESIDENT, the category is 833 and the Money Transfer Agent Indicator must be CARD.
  - 2.4 **BOPDIR** (Classified as a Direct Reporting Entity): All entities classified as Direct Reporting Entities must use BOPDIR as the Money Transfer Agent Indicator, which are Momentum, Sanlam and Eskom.
  - 2.5 **MONEYGRAM** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the MoneyGram product/system, the Money Transfer Agent Indicator must be MONEYGRAM. This will enable the SARB to extract all transactions concluded via the MoneyGram system per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the MoneyGram product/system, the category is 833 and the Money Transfer Agent Indicator must be MONEYGRAM.
  - 2.6 **WESTERNUNION** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the Western Union product/system, the Money Transfer Agent Indicator must be WESTERNUNION. This will enable the SARB to extract all transactions concluded via Western Union per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the Western Union product/system, the category is 833 and the Money Transfer Agent Indicator must be WESTERNUNION.
  - 2.7 **PAYPAL** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the PayPal product/system, the Money Transfer Agent Indicator must be PAYPAL. This will enable the SARB to extract all transactions concluded via PayPal per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the PayPal product/system, the category is 833 and the Money Transfer Agent Indicator must be PAYPAL.
  - 2.8 **EXCHANGE4FREE** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the Exchange4Free product/system, the Money Transfer Agent Indicator must be EXCHANGE4FREE. This will enable the SARB to extract all transactions concluded via Exchange4Free per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions

concluded via the Exchange4Free product/system, the category is 833 and the Money Transfer Agent Indicator must be EXCHANGE4FREE.

- 2.9 **MUKURU** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the MUKURU product/system, the Money Transfer Agent Indicator must be MUKURU. This will enable the SARB to extract all transactions concluded via Mukuru per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the Mukuru product/system, the category is 833 and the Money Transfer Agent Indicator must be MUKURU.
- 2.10 **MONEYTRANS** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the MONEYTRANS product/system, the Money Transfer Agent Indicator must be MONEYTRANS. This will enable the SARB to extract all transactions concluded via MoneyTrans per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the Money Trans product/system, the category is 833 and the Money Transfer Agent Indicator must be MONEYTRANS.
- 2.11 **XPRESSMONEY** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the Xpress money product/system, the Money Transfer Agent Indicator must be XPRESSMONEY. This will enable the SARB to extract all transactions concluded via Xpress money per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the Xpress Money product/system, the category is 833 and the Money Transfer Agent Indicator must be XPRESSMONEY.
- 2.12 **ZMT** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the Zimbabwe Money Transfer product/system, the Money Transfer Agent Indicator must be ZMT. This will enable the SARB to extract all transactions concluded via ZMT per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the ZMT product/system, the category is 833 and the Money Transfer Agent Indicator must be ZMT.
- 2.13 **ESKOM**: Eskom must not use this Money Transfer Agent Indicator. If an Authorised Dealer reports a bulk payment on behalf of Eskom, a Direct Reporting entity and the category is 833, the Money Transfer Agent Indicator reported by the Authorised Dealer must be ESKOM. This will enable the SARB to eliminate duplicate reporting and to balance transactions with that reported by the Direct Reporting Entity. Eskom must use the Money Transfer Agent Indicator BOPDIR.
- 2.14 **SANLAM**: Sanlam must not use this Money Transfer Agent Indicator. If an Authorised Dealer reports a bulk payment on behalf

of SANLAM, a Direct Reporting entity, and the category is 833, the Money Transfer Agent Indicator reported by the Authorised Dealer must be SANLAM. This will enable the SARB to eliminate duplicate reporting and to balance transactions with that reported by the Direct Reporting Entity. Sanlam must use the Money Transfer Agent Indicator BOPDIR.

- 2.15 **MOMENTUM:** Momentum must not use this Money Transfer Agent Indicator. If an Authorised Dealer reports a bulk payment on behalf of Momentum, a Direct Reporting entity, and the category is 833, the Money Transfer Agent Indicator by the Authorised Dealer must be MOMENTUM. This will enable the SARB to eliminate duplicate reporting and to balance transactions with that reported by the Direct Reporting Entity. Momentum must use the Money Transfer Agent Indicator BOPDIR.
- 2.16 **TOURVEST:** When an Authorised Dealer effects a payment on behalf of a customer of Tourvest Financial Services (Pty) Limited trading as American Express Foreign Exchange Services the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator TOURVEST. Tourvest Financial Services (Pty) Limited trading as American Express Foreign Exchange Services must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator TOURVEST.
- 2.17 **TOWER:** When an Authorised Dealer effects a payment on behalf of a customer of Tower Bureau de Change Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator TOWER. Tower Bureau de Change Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator TOWER.
- 2.18 **IMALI:** When an Authorised Dealer effects a payment on behalf of a customer of Imali Express Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator IMALI. Imali Express Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator IMALI.
- 2.19 **TRAVELEX:** When an Authorised Dealer effects a payment on behalf of a customer of Travelex Africa Foreign Exchange Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator TRAVELEX. Travelex Africa Foreign Exchange Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator TRAVELEX.
- 2.20 **INTERAFRICA:** When an Authorised Dealer effects a payment on behalf of a customer of Inter Africa Bureau de Change Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator INTERAFRICA. Inter Africa Bureau de Change Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator INTERAFRICA.

- 2.21 **GLOBAL** When an Authorised Dealer effects a payment on behalf of a customer of Global Foreign Exchange Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator GLOBAL. Global Foreign Exchange Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator GLOBAL.
- 2.22 **SIKHONA**: When an Authorised Dealer effects a payment on behalf of a customer of Sikhona Forex Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator SIKHONA. Sikhona Forex Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator SIKHONA.
- 2.23 **FOREXWORLD**: When an Authorised Dealer effects a payment on behalf of a customer of Forex World Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator FOREXWORLD. Forex World Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator FOREXWORLD.
- 2.24 **ACE**: When an Authorised Dealer effects a payment on behalf of a customer of Ace Currency Exchange Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator ACE. Ace Currency Exchange Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator ACE.
- 2.25 **AYOBA**: When an Authorised Dealer effects a payment on behalf of a customer of Ayoba Foreign Exchange Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator AYOBA. Ayoba Foreign Exchange Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator AYOBA.
- 2.26 **MASTERCURRENCY**: When an Authorised Dealer effects a payment on behalf of a customer of Master Currency Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator MASTERCURRENCY. Master Currency Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator MASTERCURRENCY.
- 2.27 **INTERCHANGE**: When an Authorised Dealer effects a payment on behalf of a customer of Interchange RSA Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator INTERCHANGE. Interchange RSA Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator INTERCHANGE.
- 2.28 **HELLO PAISA**: When an Authorised Dealer effects a payment on behalf of a customer of Hello Paisa Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator HELLO PAISA. Hello Paisa Pty Ltd must

use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator HELLO PAISA.

- 2.29 **TRAVEL CARD** (Classified as a product): If an Authorised Dealer or ADLA issues a travel card i.e. Cash Passport, World Currency Card, Cash wallet, Money Card, GlobalTravel Card etc to a resident traveller, the Money Transfer Agent Indicator TRAVEL CARD must be reported per transaction by the Authorised Dealer or ADLA who issues/load the card. In respect of the settlement by the Authorised Dealer to the foreign card entity in respect of the cards issued to resident travellers, the settlement transaction must be reported by the Authorised Dealer with category 833 and the Money Transfer Agent Indicator must be TRAVEL CARD.
- 2.30 **TRAVELLERS CHEQUE** (Classified as a product): If an Authorised Dealer or ADLA issues travellers cheques to a resident traveller, the Money Transfer Agent Indicator TRAVELLERS CHEQUE must be reported per transaction by the Authorised Dealer or ADLA. In respect of the settlement by the Authorised Dealer to the foreign travellers cheque issuer in respect of the travellers cheques issued to resident travellers, the settlement transaction must be reported by the Authorised Dealer with category 833 and the Money Transfer Agent Indicator must be TRAVELLERS CHEQUE.
- 2.31 **SOUTH EAST**: When an Authorised Dealer effects a payment on behalf of a customer of South East Exchange Company South Africa Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator SOUTH EAST. South East Exchange Company South Africa Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator SOUTH EAST
- 2.32 **MAMA MONEY**: When an Authorised Dealer effects a payment on behalf of a customer of Mama Money Pty Ltd, the Authorised Dealer must report the transaction with category 833 and a Money Transfer Agent Indicator MAMA MONEY. Mama Money Pty Ltd must use the Money Transfer Agent Indicator ADLA and not the Money Transfer Agent Indicator MAMA MONEY.
- 2.33 **SHOPRITE** (Classified as front-end of an Authorised Dealer or ADLA): If an Authorised Dealer or ADLA reports a transaction concluded via SHOPRITE, the Money Transfer Agent Indicator must be reported by the Authorised Dealer or ADLA as SHOPRITE. If an Authorised Dealer settles a bulk payment in respect of transactions concluded via SHOPRITE, the category is 833 and the Money Transfer Agent Indicator must be reported by the Authorised Dealer as SHOPRITE.

- 2.34 **DAYTONA** (Classified as remittance product/system): If an Authorised Dealer or ADLA reports a transaction concluded via DAYTONA, the Money Transfer Agent Indicator must be DAYTONA. This will enable the SARB to extract all transactions concluded via DAYTONA per Authorised Dealer. If an Authorised Dealer settles a bulk payment in respect of transactions concluded via DAYTONA, the category is 833 and the Money Transfer Agent Indicator must be DAYTONA.
- 2.35 **PEP** (Classified as front-end of an AUTHORISED DEALER or ADLA): If an Authorised Dealer or ADLA reports a transaction concluded via Pep Stores, the Money Transfer Agent Indicator must be reported by the Authorised Dealer or ADLA as PEP. If an Authorised Dealer settles a bulk payment in respect of transactions concluded via Pep Stores, the category is 833 and the Money Transfer Agent Indicator must be reported by the Authorised Dealer as PEP.
- 2.36 **FLASH** (Classified as a product or a system): If an Authorised Dealer or ADLA reports a transaction concluded via the FLASH product/system, the Money Transfer Agent Indicator must be FLASH. This will enable the SARB to extract all transactions concluded via Flash per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the Flash product/system, the category is 833 and the Money Transfer Agent Indicator must be FLASH
- 2.37 **AFROCOIN** (Classified as remittance product/system): If an Authorised Dealer or ADLA reports a transaction concluded via AFROCOIN, the Money Transfer Agent Indicator must be AFROCOIN. This will enable the SARB to extract all transactions concluded via AFROCOIN per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the Afrocoin product/system, the category is 833 and the Money Transfer Agent Indicator must be AFROCOIN.
- 2.38 **ECONET** (Classified as remittance product/system): If an Authorised Dealer or ADLA reports a transaction concluded via ECONET, the Money Transfer Agent Indicator must be ECONET. This will enable the SARB to extract all transactions concluded via ECONET per Authorised Dealer or ADLA. When an Authorised Dealer effects a net settlement in a bulk payment in respect of transactions concluded via the Econet product/system, the category is 833 and the Money Transfer Agent Indicator must be ECONET.

**2.39 PAYMENT PARTNER** (Classified as a pay-out partner and not as a remittance product or system): If the pay-out partner is only facilitating the receipt and disbursement of funds on behalf of the Authorised Dealer or ADLA without allowing the Authorised Dealer or ADLA to use a system of the pay-out partner, the Authorised Dealer or ADLA must report the transaction with this Money Transfer Agent Indicator and the applicable category. An agreement between the Authorised Dealer/ADLA and the pay-out partner must be in place and approved by the SARB. In addition, when an Authorised Dealer settles a bulk payment in respect of transactions concluded with a pay-out partner, the category is 833 and the Money Transfer Agent Indicator must be PAYMENT PARTNER to be reported by the Authorised Dealer who effected the payment.

### 3. **Rand value**

The Rand value is applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply either a Rand value or a foreign value. Both can also be supplied.

The Rand value, including 2 decimal points, of a transaction must be completed, if available. In cases where no Rand is involved in a transaction, the field must be empty. Accordingly, Reporting Entities may not calculate a Rand value based on a conversion rate or any other rate. The SARB will calculate the Rand value by using the applicable mid-rate and add the Rand value to their database.

If the outward remittance dispensation of R5 000.00 and less per transaction is applicable, the Rand value must always be provided.

### 4. **Foreign value**

The foreign value is applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

It is mandatory to supply either a Rand value or a foreign value. Both can also be supplied.

The foreign value, including 2 decimal points, of a transaction must be completed. In cases where no foreign exchange is involved in a transaction, the field must be empty.

With the BOPCARD RESIDENT module, the Dynamic Currency Conversion of Card transactions, the Rand value may be reported in the

foreign value field provided the amount is exactly the same as reflected in the Rand value field and the foreign currency code is ZAR.

5. **Foreign currency code**

The foreign currency code value is applicable to all the reporting modules excluding BOPCARD NON RESIDENT.

If the foreign value field has been completed, the foreign currency code may not be ZAR except if the Dynamic Currency Conversion of a Card transaction is effective.

6. **BoP category**

The BoP category is applicable to BOPCUS, NON RESIDENT RAND, NON REPORTABLE and BOPDIR modules.

A valid BoP category code must be supplied with a BOPCUS, BOPDIR and NON RESIDENT RAND reporting module. A category code ZZ1 may be used with a transaction reported via the NON REPORTABLE module.

7. **BoP sub-category**

The BoP sub-category field is applicable to BOPCUS, NON RESIDENT RAND, and BOPDIR modules.

Depending on the BoP category, a sub category could be applicable. If no sub-category is applicable, the field must be empty. If a Reporting Entity elects to use a code for system purposes i.e. "00", it may be used within their system, but may not be reported to the SARB since it will reject as an invalid sub-category.

8. **SWIFT Details**

This field is reserved for future use with transactions via the Johannesburg Stock Exchange.

9. **Strate reference number**

This field is reserved for future use with transactions via the Johannesburg Stock Exchange. Only the wording ON MARKET or OFF MARKET are allowed in this field.

10. **Loan reference number**

The loan reference number is applicable to the BOPCUS, BOPDIR and NON RESIDENT RAND modules.



A loan reference number is required when categories 801, 802, 803, or 804 is used. The purpose of loan numbers is to monitor the inflow of loan funds to South Africa as well as the repayment of those loans. The SARB can establish at any point in time what the exposure is to South Africa in respect of loans due to foreigners.

In certain cases trade finance loans are also recorded via the loan reporting system. If a trade finance facility is available to a South African importer or exporter and the funds are drawn down in South Africa, it is treated in the same manner as a normal loan.

If the trade finance facility is funded directly offshore to pay the supplier of goods, the repayment of the facility is regarded as an import payment. These outward repayments must be reported under category 106, with the applicable information required for imports or exports.

All interest payments in respect of loans must also be reported with the loan reference number. The categories applicable are 309/04, 309/05, 309/06 and 309/07.

The loan reference number is in a specific format and issued by the SARB via either an application or the electronic Loan Reporting System.

In cases where a loan has been obtained from a resident of a CMA country, a specific loan reference number has been allocated per CMA country as follows:

- Lesotho: 99012301230123;
- Eswatini: 99456745674567; and
- Namibia: 99789078907890

#### 11. **Loan tenor**

The loan tenor is applicable to the BOPCUS, BOPDIR and NON RESIDENT modules.

The loan tenor is applicable to loans granted by residents to non-residents. The tenor is not used in respect of loans to residents, since that information is available when an application is submitted to the SARB or approved via the electronic Loan Reporting System.

The tenor of a loan granted to a non-resident refers to the period of the loan and a date must be supplied when the loan must be repaid.

#### 12. **Loan interest rate**

The loan interest rate is applicable to BOPCUS, BOPDIR and NON RESIDENT modules.

In respect of loans granted to non-residents, the interest rate applicable to the loan must be provided.

In respect loan repayments by residents to non-residents, the interest rate must also be provided. This interest rate will be compared to the original authority granted to accept a foreign loan.

The format of the interest rate must be as per the following examples and in the format outlined:

- (a) If the interest rate is zero, it must be reflected as 0.00
- (b) If the interest rate is i.e. 15,12 %, it must be reflected as 15.12
- (c) If the interest rate is Base plus 5.12%, it must be reflected as BASE PLUS 5.12
- (d) If the interest rate is Base minus 5.12%, it must be reflected as BASE MINUS 5.12
- (e) If the interest rate is LIBOR, it must be reflected as LIBOR
- (f) If the interest rate is 12 months LIBOR, it must be reflected as 12 LIBOR
- (g) If the interest rate is 12 months LIBOR plus 2.12%, it must be reflected as 12 LIBOR PLUS 2.12
- (h) If the interest rate is 12 months LIBOR minus 2.12%, it must be reflected as 12 LIBOR MINUS 2.12
- (i) If the interest rate is JIBAR, it must be reflected as JIBAR
- (j) If the interest rate is 12 months JIBAR, it must be reflected as 12 JIBAR
- (k) If the interest rate is 12 months JIBAR plus a 2.12, it must be reflected as 12 JIBAR PLUS 2.12
- (l) If the interest rate is 12 months JIBAR minus a 2.12, it must be reflected as 12 JIBAR MINUS 2.12

**13. Section of the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority**

The Section of the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority is applicable to BOPCUS, BOPDIR and NON RESIDENT modules.

In respect of all outward payments in terms of the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority, the applicable Section in the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority must be annotated, including the brackets and full stops.

In respect of the outward remittance dispensation of R5 000.00 and less per transaction, the Section of the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority must be reflected as Circular 22/2015.

**14. Internal authority number issued by a Reporting Entity or any other authority granted by an independent regulatory body.**

The internal authority number is applicable to BOPCUS, BOPDIR and NON RESIDENT modules.

In some cases, branches of Reporting Entities will submit an application for the attention of the Financial Surveillance Department, however, these applications are not submitted by the Head Office of the Reporting Entity due to the fact that the matter may be dealt with in terms of the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority or that the Head Office gives direction to their branch. Application numbers are sometimes allocated to these applications, which is a Head Office number. Where such a procedure is in place, the internal number must be supplied in this field.

In cases where authorities has been granted by outside parties, i.e. by the Department of Trade and Industry, the reference number or description must be provided in this field.

**15. Date of the internal authority granted by a Reporting Entity or any other authority granted by an independent regulatory body.**

The date of the internal authority is applicable to BOPCUS, BOPDIR and NON RESIDENT modules.

The date of the reply to an authority must be supplied in this field.

**16. Application number of an application submitted to the Financial Surveillance Department**

The application number is applicable to BOPCUS, BOPDIR and NON RESIDENT modules.

In cases where an application has been forwarded to the Financial Surveillance Department for approval and approved by the Financial Surveillance Department, the application reference number must be reflected in this field.

The application number will be validated in the near future against the database of the SARB together with the authority reference number issued by the SARB.

17. **Authority reference number issued by the Financial Surveillance Department in respect of an application received**

The authority reference number is applicable to the BOPCUS, BOPDIR and NON RESIDENT modules.

In cases where an application has been forwarded to the Financial Surveillance Department for approval and approved, the reference number allocated by the Financial Surveillance Department must be reflected in this field. In respect of the “i-Form” application, no number is at this stage available and with the reply to the “i-Form” application the reply date must be completed.

The number issued by the Financial Surveillance Department will be validated in the near future against the database of the SARB together with the application number.

18. **Cannot categorise**

The “cannot categorise” field is applicable to the BOPCUS, BOPDIR and NON RESIDENT modules.

The “cannot categorise” field must be completed with a description of the transaction if category 830 is used.

19. **Subject**

The subject field is applicable to the BOPCUS, BOPDIR and NON RESIDENT modules.

Certain transactions require a fixed description in the Subject field. The Subject is always a fixed word created in the Reporting System and can be added / deleted at any point in time by the SARB.

The following wording is applicable:

- (a) **INVALIDIDNUMBER** – There are a small number of ID numbers that are valid, but does not comply with the algorithm, and if such an ID number is identified, the wording INVALIDIDNUMBER must be used in this field. The incorrect ID number must still be reflected in the ID number field. Abuse of this facility will not be allowed.
- (b) **AIRPORT** – This subject is used for specific transactions where the SARB confiscated foreign currency at a South African airport, which is converted into Rand. There are additional rules applicable i.e.

the category must be 830, the RegistrationNumber must be GOVERNMENT and the funds must be credited to the account of Corporation for Public Deposits. Only certain Reporting Entities will be involved with these transactions.

- (c) **IHQnnn** – With reference to Section B.4 explaining the reporting rules applicable to an International Head Quarter company, the IHQnnn in this field must be a valid number registered on the SARB database.
- (d) **SETOFF** - Certain export transactions, with the approval by the Financial Surveillance Department, can be set off against other payments. To cater for these transactions, the wording SETOFF must be used in this field. It can only be applicable to inward payments with a category and sub-category of 100 or 101/01 to 101/11 or 102/01 to 102/11 103/01 to 103/11 or 104/01 to 104/11 or 105 or 106 or 107 or 108.
- (e) **ZAMBIAN GRAIN** – This wording is also specific for a product listed on the JSE Limited and can only be used for categories 101/01 or 109/01 or 110. In respect of transactions where the commodity will be imported into South Africa, category 101/01 must be used and the necessary Customs documents must be provided once the goods have been received in South Africa and the IVS data must be updated accordingly. In respect of transactions where the commodity will be sold offshore to a non-resident, category 110 must be used. In cases where the resident party is not sure if the product will be imported into South Africa or sold offshore, category 109/01 must be used. It is suggested to record the type of commodity in the Description field as ZAMA (White maize) or ZASO (Bread milling wheat) or ZAWE (Soya beans) and the JSE code of the customer may also be included.
- (f) **YES** or **NO** – This wording is to cater for transactions where an entity effects a payment on behalf of a resident individual in respect of an individual investment allowance as per the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority. The indicator YES, means that there is a tax clearance certificate number available for the particular individual. The tax clearance certificate number must be reflected in the Description field. If the indicator is NO, it means that no tax clearance certificate number is available for this person and the Description field must contain the word “NONE”. The details of the individual must be reflected under the Third Party detail fields, which will be discussed elsewhere in this document. These indicators can only be used if the payment is outward, with a category and sub-category of 512/01 to 512/07 or 513 and an entity is effecting the payment offshore.

- (g) **HOLDCO** – This wording is applicable to specific entities authorised in terms of the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority to establish a subsidiary (HoldCo) to hold African and offshore operations. Transactions reported under this dispensation must contain a subject HOLDCO. Refer to Section B.4 for details on how to report these transactions.
- (h) **SDA** - This code is applicable to residents (natural persons) who are 18 years and older and permitted to avail of a single discretionary allowance (SDA) in terms of the Currency and Exchanges Manual for Authorised Dealers and/or in the Currency and Exchanges Manual for Authorised Dealers in foreign exchange with limited authority. The resident individual must produce a valid green bar-coded South African Identity Document or Smart ID card for identification purposes and the identity number is mandatory when reporting the transaction in terms of the Reporting System.

Resident importers making import payments under this dispensation must have a valid customs client number (CCN) which must be recorded in the Customs Client Number field of the Reporting System, however, it is not required to submit an Import Control Number. If an Import Control Number is available, it can be recorded in the Import Control Number field, subject to the normal validations.

Payments against the presentation of documentary evidence which is not regarded to form part of the SDA, must not reflect SDA in the Subject field.

ADLAs can only execute transactions in respect of the SDA in terms of the authority granted to the respective ADLA.

- (i) **REMITTANCE DISPENSATION** – In terms of the outward remittance dispensation payments of R5 000.00 or less can be effected without the provision of FIC documents. To capture these transactions in the Reporting System, the Subject must reflect the wording REMITTANCE DISPENSATION to enable the SARB to monitor these transactions. In cases where a customer has presented the FIC documents to the Reporting Entity, the above dispensation is not applicable and this facility may not be used. Addresses supplied under this dispensation will be classified by the SARB as an address not verified in terms of the FIC rules.

This dispensation is only applicable to outward remittances and no cash may be supplied to the applicant.

In cases where a reversal of such a transaction must take place (Inward payment), the address of the Reporting Entity must be supplied.

## 20. **Description**

The description field is applicable to BOPCUS, BOPDIR and NON RESIDENT modules.

If the subject field is completed, the Description field is mandatory. Refer also to the explanation under the heading "Subject" above.

## 21. **Location country**

The location country field is applicable to BOPCUS, BOPDIR, NON RESIDENT RAND and BOPCARD NON RESIDENT modules.

The location country field is to identify which country is involved in supplying/receiving a service or from which country goods were imported or to which country goods were exported. This country code can be different from the country code reflected under the non-resident country. Only a valid SWIFT country code can be supplied.

## 22. **Reversal transaction reference number**

The reversal transaction reference number field is applicable to BOPCUS, BOPDIR, NON RESIDENT RAND and BOPCARD RESIDENT modules.

A reversal or refund of a transaction means a correction of an actual amount received or transferred. A reversal or refund is an actual transaction, which has an opposite flow of funds than the original transaction.

There are various scenarios applicable to reversals or refunds:

- (a) Adjustments to a price can result in a reversal i.e. if goods were exported and the export proceeds has been received in full, but certain items cannot be used by the foreign importer, the foreign party will claim a portion of the payment back from the supplier. To settle the claim, the exporter will transfer the funds to the foreign buyer and this settlement is regarded as the refund. To enable the SARB to "balance" the transaction, the refund transaction must be linked to the original payment received. The transaction reference number of the original receipt of funds must be reflected in this field.

- (b) The same principle can apply for goods imported, which has already been paid and the foreign supplier refunds the resident importer.
- (c) Please note that credit notes issued are not regarded as a reversal since no payment flow takes place. A credit note will only have an effect on the payment for a next shipment or service payment/receipt.
- (d) Another scenario of a reversal is to adjust a payment, which was effected/received in error i.e. if the customer instructed you to pay R 10 000 offshore, but you transferred R 100 000 in error, your customer is out of pocket and will surely claim R 90 000 back. The Reporting Entity must claim R 90 000 back from the foreign party and if this R 90 000 is received back, it is regarded as the reversal and the original transaction reference number of the outward R 100 000 transaction must be reflected in this field. If the funds cannot be recouped for whatever reason, it is a loss to the country and no reversal transaction can be created.

### 23. **Reversal sequence number**

The reversal sequence number field is applicable to BOPCUS, BOPDIR, NON RESIDENT RAND and BOPCARD RESIDENT modules.

With each transaction reported to the SARB, there is a specific sequence number, which is system generated. To reverse a transaction, you must specifically refer back to the sequence number of the original transaction to enable the SARB to link the reversal transaction with the specific original transaction. It is mandatory to supply this number.

### 24. **BOPDIR transaction reference number**

The BOPDIR transaction reference number may be applicable to the BOPCUS and BOPDIR modules.

The BOPDIR transaction reference number is only to be used by the Direct Reporting Entities and the ADLA's. This field is to supply the transaction reference number generated by the Reporting System of an Authorised Dealer who effected a payment on behalf of a Direct Reporting Entity or ADLA. The SARB uses this reference number to balance the transaction(s) of the Direct Reporting Entity or ADLA with the actual cross-border payment effected via an Authorised Dealer.

Depending on the Authorised Dealer code and category, it may be mandatory to submit the BOPDIR transaction reference number.

### 25. **BOPDIR Authorised Dealer code**

The BOPDIR Authorised Dealer Code is the code which the Direct Reporting Entity or ADLA must supply to indicate which Authorised Dealer effected the payment or received the payment.



## 26. Third party details – general

All the fields related to a third party described below were created for the specific purpose to report details of another party related to a transaction where the account holder is not the only party to a transaction. All these fields are applicable to the BOPCUS, BOPDIR, NON RESIDENT RAND and BOPCARD RESIDENT modules.

In cases where the outward remittance dispensation is used, no third party may be involved in a transaction of this nature.

Typical examples when the Third Party details may be used or is mandatory to be completed:

- (a) When goods are imported/exported by a subsidiary company, which also completes the Customs declarations, but the payment/receipt of the import/export is paid/received by the parent company. The parent company is the account holder since their account will be debited/credited with the funds and the subsidiary company is the third party to this payment transaction. The details of the third party will be used to finalise the IVS/Export reporting system details to match with the Customs data.
- (b) Credit/debit cards issued to employees, in the form of a supplementary card, must be reflected as a third party. The company's details must be reflected as the resident entity account holder. In cases where "pool" cards are issued to an entity, the use of the card is controlled by the entity and a "pool" card is not issued as a supplementary card, therefore Third Party details will not be available
- (c) Travel related transactions where the account holder (Individual or entity/travel agent) pays for the travel allowance or land arrangements on behalf of family members or customers, the family member or customer details must be captured as the Third Party to the payment transaction.
- (d) Individual investments paid by an entity on behalf of an employee or owner of an entity as well as share incentive scheme contributions by an entity on behalf of employees – the details of the individual or employee is the Third Party to this payment transaction.
- (e) In cases where a resident individual account holder purchases/sells foreign currency on behalf of resident family members or any other resident individual in respect of individual investments/disinvestments, single discretionary allowances or any other transaction, the details of the resident family member or the resident individual must be completed as the Third Party to the transaction.

## 27. Surname of an individual third party

The surname of the third party individual must be reflected in this field.

If the resident account holder is an entity and category 512/01 to 512/07 or 513 is used with an outward payment or 511/01 to 511/07 or 516 is used with an inward payment, the surname of an individual is mandatory.

If a supplementary credit/debit card is issued and a payment is effected from a resident account holder's account, the surname of the supplementary card holder must be reflected in this field.

If the resident individual account holder purchases/sells foreign currency on behalf of additional family members or if the account holder is not travelling, then the surname of the travellers must be completed.

If a resident entity account holder, which is a travel agent, purchases foreign currency on behalf of resident individual travellers and the details, are available, then the surname of the travellers must be completed.

In cases where a resident individual account holder purchases/sells foreign currency on behalf of resident family members or any other resident individual in respect of individual investments/disinvestments, single discretionary allowances or any other transaction, the surname of the resident family member or the resident individual must be completed.

## **28. Name of an individual third party**

The first name of the third party individual must be reflected in this field.

If the resident account holder is an entity and category 512/01 to 512/07 or 513 is used with an outward payment or 511/01 to 511/07 or 516 is used with an inward payment, the full name(s) of an individual is mandatory.

If a supplementary credit/debit card is issued and a payment is effected from a resident account holder's account, the surname of the supplementary card holder must be reflected in this field.

If the resident individual account holder purchases/sells foreign currency on behalf of additional family members or if the account holder is not travelling, then the name(s) of the travellers must be completed.

If a resident entity account holder, which is a travel agent, purchases foreign currency on behalf of resident individual travellers and the details, are available, then the name of the travellers must be completed.

In cases where a resident individual account holder purchases/sells foreign currency on behalf of resident family members or any other resident individual in respect of individual investments/disinvestments,

single discretionary allowances or any other transaction, the full name(s) of the resident family member or the resident individual must be completed.

**29. Gender of an individual third party**

The gender of the third party individual must be reflected in this field where M = male and F = female.

In cases where a resident individual account holder purchases/sells foreign currency on behalf of resident family members or any other resident individual in respect of individual investments/disinvestments, single discretionary allowances or any other transaction, the gender of the resident family member or the resident individual must be completed.

**30. ID number of an individual third party**

The ID number of the third party individual must be reflected in this field.

In cases where a resident individual account holder purchases/sells foreign currency on behalf of resident family members or any other resident individual in respect of individual investments/disinvestments, single discretionary allowances or any other transaction, the ID number of the resident family member or the resident individual must be completed.

If a resident entity account holder, which is a travel agent, purchases foreign currency on behalf of resident individual travellers and the details, are available, then the ID number of the travellers must be completed.

**31. Date of birth of an individual third party**

The date of birth in the format YYCC-MM-DD, must be reflected in this field.

In cases where a resident individual account holder purchases/sells foreign currency on behalf of resident family members or any other resident individual in respect of individual investments/disinvestments, single discretionary allowances or any other transaction, the date of birth of the resident family member or the resident individual must be completed.

If a resident entity account holder, which is a travel agent, purchases foreign currency on behalf of resident individual travellers and the details, are available, then the date of birth of the travellers must be completed.

**32. Temporary resident permit number of an individual third party**

If an ID document is not available, then a temporary resident permit number must be supplied.

**33. Passport number of an individual third party**

In the case where an account holder purchases/sells foreign currency on behalf of another resident or family member, the passport number of the third party must be captured in this field. Category 255 or 256 is applicable if the Entity name has been completed or if category 256 is applicable and no passport number is supplied in the additional account holder details element.

If a resident entity account holder, which is a travel agent, purchases foreign currency on behalf of resident individual travellers and the details, are available, then the passport number of the travellers must be completed.

**34. Passport country of an individual third party**

If the third party passport number has been completed, a country code must be supplied in this field.

**35. Legal entity name of a legal entity third party**

If the third party is an entity, then the legal registered name of the legal entity must be supplied.

**36. Registration number of a legal entity third party**

If the third party is an entity, then the registration number of the legal entity reflected as a third party entity, must be supplied.

**37. Customs Client Number of a third party**

The Customs Client Number of a third party must be supplied if the transaction is related to an import or export payment. This customs client number will also be linked with the IVS and customs documentation.

**38. Tax number of a third party**

The Tax number of a third party must be supplied if the transaction is related to an individual investment or share incentive scheme where an entity effected a payment on behalf of an individual or employee and the category is 512/01 to 512/07 or 513.

**39. VAT number of a third party**

The VAT number of a third party may be supplied in this field. If no VAT number is available, the words NO VAT NUMBER may be inserted in this field.

**40. Street address line 1 – Third party**

If a street address of a third party is available, it may be supplied.

**41. Street address line 2 – Third party**

If a street address of a third party is available, it may be supplied. If additional space is required to capture the complete address, this field must be completed.

**42. Suburb of the street address – Third party**

If a street address of a third party is available, the suburb may be supplied or alternatively, the name of the city name may be repeated in this field if no suburb is applicable.

**43. City of the street address – Third party**

If a street address of a third party is available, the city must be supplied.

**44. Province of the street address – Third party**

If a street address of a third party is available, the province must be supplied, which can only be one of the following:

- (a) GAUTENG;
- (b) LIMPOPO;
- (c) NORTH WEST;
- (d) WESTERN CAPE;
- (e) EASTERN CAPE;
- (f) NORTHERN CAPE;
- (g) FREE STATE;
- (h) MPUMALANGA; or
- (i) KWAZULU NATAL

**45. Postal code of the street address – Third party**

The postal code of the street address must be as per the validation of the postal codes as supplied by the South African Post Office.

**46. Surname of the third party contact person**

If a third party is involved in a transaction, the surname of a contact person must be supplied.

**47. Name of the third party contact person**

If a surname of a contact person is supplied, a name must also be supplied.

**48. E-mail of the third party contact person**

At least one of an e-mail, fax or telephone number of the contact person must be supplied if a third party is involved in a transaction.

**49. Fax number of the third party contact person**

The format of the fax number must be numeric without any spaces, brackets and a "+", which must include the area code.

**50. Telephone number of the third party contact person**

The format of the telephone number must be numeric without any spaces, brackets and a "+", which must include the area code.

**51. Charge back applicable to Card transactions**

This field is only applicable to BOPCARD RESIDENT and indicates if a charge back is applicable to a card transaction. A charge back is a refund of a payment done by the foreign merchant. If a charge back is applicable, the indicator must be "Y". This is automated in the Card System.

**52. Card indicator**

It is mandatory to supply the card indicator with the BOPCARD RESIDENT and BOPCARD NON RESIDENT modules, which is to identify the type of card used. At this stage the following card indicators are applicable:

- (a) AMEX;
- (b) DINERS;
- (c) ELECTRON;
- (d) MAESTRO;
- (e) MASTER;
- (f) VISA; or
- (g) BOCEXPRESS

**53. Electronic commerce indicator**

It is mandatory to supply the card indicator with the BOPCARD RESIDENT modules, which is to identify where the card was physically used. Various codes are applicable to each card type. These codes will be generated from the data submitted from the card entities. The details of the codes are available in the Technical Specifications Document.

**54. Point of Sale entry mode**

It is mandatory to supply the point of sale entry mode with the BOPCARD RESIDENT modules, which is to identify where the card was physically used. Various codes are applicable to each card type. These codes will be generated from the data submitted from the card entities and are available in the Technical Specifications Document.

**55. Fraudulent card transaction indicator**

The fraudulent card transaction indicator field is applicable to the BOPCARD RESIDENT module.

In certain cases cards are stolen and used without the knowledge or approval of the card holder. When it comes to the attention of the card entity that a card has been used without the knowledge of the card holder, the transactions are regarded as fraudulent transactions. Card entities must identify these cards and the applicable transactions. If any further payments are effected with a stolen or lost card, the transactions must be flagged with a "Y" to indicate that the transactions are fraudulent. Any transactions identified after it has been reported to the SARB must be cancelled and re-submitted with the "Y" indicator.

**56. Foreign card holders purchases in Rand**

It is mandatory to supply the foreign card holder's purchases in Rand by non-resident card holders whilst in South Africa. The BOPCARD NON RESIDENT module is applicable to this field and only the net figure per Authorised Dealer per day per Card indicator or the net figure per Authorised Dealer per country per Card indicator must be supplied. If no transactions took place during a specific day, a transaction with a 0.00 value must be submitted.

**57. Foreign card holders cash withdrawals in Rand**

It is mandatory to supply the foreign card holder's cash withdrawals from ATM machines and other cash resources in Rand by non-resident card holders whilst in South Africa. The BOPCARD NON RESIDENT module is applicable to this field and only the net figure per Authorised Dealer per day per Card indicator or the net figure per Authorised Dealer per country per Card indicator must be supplied. If no transactions took place during a specific day, a transaction with a 0.00 value must be submitted.

**(I) IMPORT AND EXPORT DATA**

The purpose of this element is to capture all the import and export data related to Customs. This element may be used up to 999 times for each Monetary Detail element. The data captured in this element will be used to link up with

the Import Verification System as well as the Export monitoring System and is mandatory if the Import or Export categories are used. Various validation rules are in place to monitor the data quality. This element and all the fields are applicable to BOPCUS, BOPDIR and NON RESIDENT RAND modules.

1. **Sub-sequence**

The sub-sequence indicates the number of the Import and Export data element of a Monetary details element, which must start with 001 to a maximum of 999. This is normally system generated.

2. **Import Control Number**

The import control number consists of 2 types of numbers.

- (a) In the case of advance payments on imports, there will not be any Customs documents available since the goods have not been received in South Africa. Only an invoice issued by the non-resident supplier will be available, which must be captured in this field after a prefix of INV. In the case of payment of multiple invoices, only one invoice number must be supplied, which must be the invoice with the highest value. The requirement to supply an invoice number is based on the category and sub-category used in the Reporting System, which is 101/01 to 101/10.

Resident importers making import payments under the single discretionary allowance (SDA) and the outward remittance dispensation must have a valid customs client number (CCN) which must be recorded in the Customs Client Number field of the Reporting System. However, it is not required to submit an Import Control Number. If an Import Control Number is available, it can be recorded in the Import Control Number field, subject to the normal validations. The subject in the Subject field must be SDA or REMITTANCE DISPENSATION.

- (b) In the case of import payments after the receipt of goods in South Africa and where the goods have been released by Customs, the import control number will consist of the Movement Reference Number (MRN) issued by Customs. This MRN must be a valid MRN on the SARB database or the transaction will be rejected. A valid MRN is a match between the MRN, Transport document number and the Customs Client Number under the additional customer data or the Customs Client Number under the third party details. Once the combination of these 3 items is exactly the same as per the data received from Customs, it is regarded as a match. A MRN must be supplied if the flow is outward with a category and sub-category of 103/01 to 103/10 or 105 or 106.

The MRN must be in the following format:



AAACCYYMMDD0000000 where  
AAA is a valid customs office code in alpha format;  
CC is the century of import,  
YY is the year of import,  
MM is the month of import,  
DD is the day of import, and  
0000000 is the 7 digit unique bill of entry number allocated by SARS  
as part of the MRN.

### 3. Transport document number

The transport document number is the number on the document issued by the carrier of the goods. This number will also appear on the Customs release notification and must be supplied if the category and sub-category is 103/01 to 103/10 or 105 or 106. This will also be supplied if the category and sub-category is 101/01 to 101/10.

May contain an APN reference number, if the Flow is OUT and the BoPCategory and SubBopCategory is 101/01 to 101/10, except if the Subject is SDA, or if the Flow is OUT and the Subject is REMITTANCE DISPENSATION, then the ImportExportData Element is not mandatory but may be completed in the following format: APNOADCCustomsCUnique Reference-nnnnnnnn, always starting with APN and where O = Outward, ADC = 3 digit Authorised Dealer code, CustomsC = 8 digit CustomsClientNumber, UniqueReferce = 10 character unique reference number and nnnn making up the balance of the APN reference number, which may not exceed 35 characters.

May contain an BGA reference number, if the Flow is OUT and the BoPCategory and SubBopCategory is 101/01 to 101/10, except if the Subject is SDA or if the Flow is OUT and the Subject is REMITTANCE DISPENSATION, then the ImportExportData Element is not mandatory but may be completed in the following format: BGAOADCCustomsC-UniqueReference, always starting with BGA and where O = Outward, ADC = 3 digit Authorised Dealer code, CustomsC = 8 digit CustomsClientNumber, UniqueReferce = 10 character unique reference number and nnnn making up the balance of the BGA reference number, which may not exceed 35 characters.

### 4. No MRN can be found on the Import Verification System

It happens from time to time that a MRN cannot be validated with the submission of a BOPCUS transaction because the data has not been received from Customs or that the combination between the MRN, Transport document number and Customs Client number is incorrect. To enable the Authorised Dealer to successfully submit the transaction, this field must have an indicator "Y". Authorised Dealers may under no circumstances abuse this option to avoid rejections and if any Authorised

Dealer is found guilty to abuse this facility, action will be taken against that Authorised Dealer.

## 5. **UCR**

The UCR is a unique number allocated, which must be supplied to Customs with the physical exportation of goods. The UCR must also be supplied to the Authorised Dealer when the export proceeds are received in South Africa. The rules applicable to the UCR as per the World Customs Organisation (WCO) Guideline of June 2004 must be adhered to.

The UCR, applicable to South Africa, is in a specific format, which is as follows:

nZA12345678a...35a where

n = last digit of the year

ZA = Fixed character

12345678 = Valid Customs Client Number

a = unique alpha numeric consignment number.

In terms of paragraph 2.5.3 of the WCO Guidelines, a consignment is identified as "*the total number of items specified in the commercial contract between the supplier and the customer and transported in a single or in multiple shipments*". (Shipment relates to goods covered by a transport document (Bill of Lading/Airway bill) on which a customs clearance is made).

For the complete WCU Guideline document, it can be obtained from their website <http://www.wcoomd.org>. Go to the hyperlink "TOPICS", Click on Instrument and Tools under Procedures and facilitation. On the left scroll bar, click on tools under Instrument and Tools. Scroll down to Unique Consignment Reference (UCR) and click on "More". The Guideline can be downloaded from the application "accompanying Guidelines".

## 6. **Payment value**

The value in Rand or foreign currency applicable to the particular Import payment made or export proceeds received must be reflected in this attribute. This is not the values reflected on the Customs documents, but related to the actual payment.

If the Rand value and foreign value contains a value, the Reporting Entity can report the Rand value or foreign value in the payment value field with the applicable currency code in the payment currency code attribute, provided it is consistently used in all the sequences under the Import Export Data element.

If either the Rand value or foreign value fields contains a value, the Reporting Entity can only report either the Rand value or the foreign value in the payment value field with the same currency in the payment currency code field.

Currencies may not be switched between Rand and a foreign currency or between foreign currencies in the Import Export Data element. It follows therefore that all sub sequences in the Import Export Data element must have the same payment currency code.

In the case of advance payments for imports, either the Rand value or foreign value must be repeated in this field with the applicable payment currency code.

In the case of an advance payment received for exports, the value must reflect the value per UCR as per the rules specified above.

A variance will be allowed between the total value of all the Import Export Data elements in a transaction and the Rand value / foreign value reflected under the Monetary Details element to cater for exchange rate conversions/variances. This value will also be used to ensure that all the sub-sequences under the Import Export Data element have been included in the XML message for the particular transaction.

#### **7. Payment currency code**

The currency applicable to the Payment value must be reflected in this field and must be a SWIFT currency code.

#### **(J) CANCELLATION OF TRANSACTIONS PREVIOUSLY SUBMITTED TO THE SARB**

In cases where transactions have been reported successfully to the SARB but an error has been identified in the transaction i.e. an incorrect category was used, or the incorrect Reporting Qualifier etc., the transaction can be cancelled. After the transaction has been rectified, the transaction can be re-submitted again to the SARB with the correct information.

A transaction can be cancelled in its entirety or a particular sequence. At the SARB we can view the complete original transaction since we only change the status of the transaction from "Original" to "Cancelled". We only require the original transaction reference number and the flow of the transaction and if required, the sequence number to change the status of the transaction to "Cancelled".

In respect of errors in the sub-sequences under the Import Export Data element, no cancellations of a particular sub-sequence can be done. In these cases, it is required to cancel the complete transaction or the sequence where the error occurs in a sub- sequence.

We don't have a concern if the complete transaction is cancelled and re-submitted with the correct data.

If any data under the OriginalTransaction, NonResident, AdditionalNonResidentData, ResidentCustomerAccountHolder or AdditionalCustomerData elements are incorrect and the transaction must be cancelled to rectify data in these attributes, then the complete transaction must be cancelled and not only a cancellation of a sequence.

A cancellation of a Sequence is only applicable if data under the MonetaryDetails element is incorrect, which must be rectified.

1. **Line number**

The line number is system generated and indicates the line number of a transaction in a file.

2. **Flow**

The flow must indicate the flow of the transaction to be cancelled.

3. **Reporting qualifier**

The reporting qualifier described in Section B.1(D)1 above must be completed with the cancellation of a transaction referring to the reporting qualifier of the original transaction.

4. **Transaction reference number**

The transaction reference number is the transaction reference number of the transaction to be cancelled.

5. **Sequence number**

If no sequence number is completed, the entire transaction will be cancelled and then the complete transaction must again be re-submitted if the errors have been fixed.

If the sequence number has a value, only that sequence of the transaction will be cancelled. Only 1 sequence at a time can be cancelled.