

# GUIDELINES FOR HOW TO OBTAIN A SADC CERTIFICATE OF ORIGIN

*by the Chamber of Commerce and Industry – Johannesburg  
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A SADC Certificate of Origin is obtainable from any SARS local office or at the border posts  
(contact details can be found on the SARS website. ([www.sars.gov.za](http://www.sars.gov.za))  
SARS Johannesburg, Tel: 011 225 9001

1. You must be registered as an exporter.
2. To register as a SADC exporter go to [www.sars.gov.za](http://www.sars.gov.za) and download the DA185 and DA185.4A2 forms.  
If the exporter is also a producer a DA 185.4A7 form must also be completed.

You may be currently exporting and already have an Export Customs Code, but to register as a SADC exporter you must fill in the DA 185 form (on which you applied for an Importer/Exporter Customs Code) and the DA185.4A2 again.

Complete all relevant sections including the section where you apply for the authority to utilise these SADC Certificates of Origin.

3. The following documents must accompany the application (DA 185) form:
  - DA185.4A2
  - Certified ID copies of the directors i.t.o a company; members i.t.o close corporation or an individual
  - Proof of business address.
  - Certified Company registration certificate as issued by CIPRO
  - Resolution – states the person that will sign the SADC Certificates, with full names and ID number
  - **NB. All accompanying documents must be certified by a Commissioner of Oath.**
  - When the documents are handed in to Customs, please make sure that they also stamp the tracing copy. (This is assuming that the company is already registered with Customs to do exports).
4. The onus is on you to follow up with Customs to see if your application has been processed yet.
5. Once your application to register as a SADC exporter has been approved by SARS (Customs), complete an “Application for Issue of Blank Certificates EUR1/SADC/GSP” form at Customs. It normally takes 24 hours for you to receive the required 20 copies of these certificates. This will apply whenever you require more SADC Certificates.
6. An Exporter may authorize a licensed clearing/freight forwarding agent to complete and sign the SADC Certificate of Origin for and on their behalf, with each export processed.
7. Registering as a SADC beneficiary requires the exporter to register with SARS and this cannot be carried by a freight forwarding agent/clearing agent.

8. The authorisation letter (mandate letter) must be completed on the exporter's letterhead, with full details of the agent's name and address and the names of staff who will be completing the certificates.
9. The letter of authority must be submitted with the completed certificate and application form and will be retained by the branch manager/controller.
10. The exporter must be able to provide evidence that the goods originate from South Africa (exporters needs to have documents proving the origin status in their possession) (Annexure 1 of the SADC Trade Protocol – [www.sars.gov.za](http://www.sars.gov.za)).
11. Origin Criteria: Goods shall be accepted as originating in a member state if they are consigned directly from a member state to a consignee in another member state and they have been wholly produced  
or  
they have been produced in the member state wholly  
or  
partially from materials imported from outside the member state  
or  
of undetermined origin by a process of production which effects a substantial transformation of those materials such that the c.i.f. value of those materials does not exceed 60 per cent of the total cost of the materials used in the production of the goods;  
or  
the value added resulting from the process of production accounts for a least 35 per cent of the ex-factory cost of the goods  
or  
there is a change in the tariff heading of a product arising from a processing carried out on the non-originating materials etc. (please refer to the SADC Protocol [www.sars.gov.za](http://www.sars.gov.za) for more information in this regards.

For any further assistance on the SADC Trade Protocol, please contact Thulile Bokako at [tbokako@sars.gov.za](mailto:tbokako@sars.gov.za) or Ms Baleseng Seabi at [bseabi@sars.gov.za](mailto:bseabi@sars.gov.za) for documentation assistance.

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**Please note that this guideline is issued to help you obtain a SADC certificate, however, the Chamber cannot be held liable if procedures vary from the above.**