

ITAC Covid-19 Export Permit Applications

For export permit applications only (please see elsewhere on the site for rebate permit applications and SOP)

- Dedicated e-mail addresses have been created for submission of Covid-19 export permit applications only.** Please note that the dedicated e-mail addresses are for submission of applications only, fully completed in the prescribed manner with supporting documents. **Please note that no general enquiries or correspondence must be submitted or will be responded to on these e-mail addresses.** An automatic e-mail received message will be sent on receipt of the application by ITAC to the sender. Please see the dedicated e-mail addresses here-under.
- All general enquiries and other enquiries will be attended to by the team of administrators allocated to the particular goods as indicated here-under. Please direct all general or other enquiries to the ITAC administrator's e-mail addresses here-under.
- Submission of e-mail heading/subject to read: Export Permit Application for Medicines **or for Masks or for Hand Sanitizer Alcohol Based** (Please use **only one** of the above for medicines **or** masks **or** hand sanitizer and send to the dedicated e-mail address here-under; this allows ITAC to identify these e-mails quickly).
- Please see the website with the details www.itac.org.za for all information including the export control regulations and application form.
- For first time applications for export, applicants must complete form IE230b and the SARS tax certificate must be submitted (companies must register to export with ITAC, a SARS registration is not sufficient). Each export applicant must have a Customs code which must be completed on the application form.
- The IE361 application form for the export permit must be fully completed. Please see the completed application form template here-to. Please ensure that all information is fully completed including the country of destination and that the application form is signed and dated. Please also ensure that the details at the bottom of the form are fully completed, most important is the description of goods, quantity in kg's, Rand value and the tariff heading.
- If multiple goods are imported under one description e.g. medicines, please attach a list of the medicines to be exported to the specific country of destination. Similarly, for example, if different types of masks are exported, please list in an attachment, e.g. N95, FFP3, etc, if there is insufficient space on the form.
- For a medicine application ensure that the INN stem is sued together with the trade name and the SA SAHPRA product registration number, please.
- For export of masks, please also provide the following info in a covering letter or mail:
 1. Quantities in kg **and** in units:
 2. Bacterial or Viral Filtration Efficiency (BFE or VFE) of masks in %:
 3. Description of the mask (e.g. FFP1, FFP2, FFP3, N95, KN95, 3-ply surgical, etc):
 4. Standard Specification that mask adheres to IF ANY (e.g. USA Standard ASTM F2100-19 or EUROPE standard EN 14683:2019, etc):
 5. If locally manufactured by whom - name and address:
 6. Make/Brand of mask (e.g. 3M N95 etc):
 7. Tariff Classification, please ensure and confirm that the tariff heading on the application form is correct: Confirm t/h:
(Currently there are two applicable tariff headings, 6307.90.10 and 9020.00.)

- The export permit questionnaire must also be completed, please indicate on the form if not applicable.
- Please ensure that applications forms are fully completed, the measure of quantity must be in accordance with the tariff heading, for example, medicines of tariff heading 30.04 is measured in kilograms (KG).
- Please apply for goods of one tariff heading on one application form only.
- If forms are not fully completed the application will be incomplete and will be delayed due to insufficient information to process the application.
- The permit is valid for 2 months and the full 2 month quantity should be included. If there are fixed quantities and fixed orders these should be added.
- Submit the IE 230b registration form, tax clearance and the export permit application. Once registered it is only necessary to submit the IE361 application form.
- There should be a covering letter to explain the purpose or reason for export with as much information as possible, this should include amongst other facts – is the product an essential medicine, who is the manufacturer, is it supplied locally and are there supply agreements in place.
- The Customs code number should be added.
- For the supporting documents, please put these into one pdf file as opposed to multiple attachments.
- Goods that are not particularly listed or covered in the regulations are not subject to the Covid export control regulations. For example, face shields of tariff heading 3926.90.90 is not controlled, cloth of tariff heading 6307.90 is not controlled, general disinfectants that are not in particular hand sanitizer; alcohol based, are not controlled, etc. Please see the descriptions and the tariff headings of the controlled goods in the regulations. The tariff heading in the regulations for hand sanitizer, alcohol based, is incorrectly reflected in the regulations and should read 3808.94 as reflected in the description, and not 3008.94.

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The process that will be followed is as follows:

The application must be submitted to the following e-mail addresses at ITAC:

1. **For medicines** (and related goods of tariff heading chapter 3004, 3002, 29.33). **Fully completed applications and supporting documents only.**

meds@itac.org.za

Administrators: For general enquiries and correspondence only.

dmitchell@itac.org.za

aahmed@itac.org.za

2. **For masks** : (tariff headings 6307.90 and 9020.00). **Fully completed applications and supporting documents only.**

masks@itac.org.za

Administrators: For general enquiries and correspondence only.

dmogale@itac.org.za

eroman@itac.org.za

egraaff@itac.org.za

3. **For sanitisers and disinfectants**: (tariff heading 3808.94). **Fully completed applications and supporting documents only.**

sanitizer@itac.org.za

Administrators: For general enquiries and correspondence only.

sdevnath@itac.org.za

mraman@itac.org.za

Applications will be submitted to DTIC for recommendation where necessary.

There will be collaboration with NDoH, SAHPRA and other regulators regarding whether the products to be exported are required for South Africa or in short supply in SA.

ITAC will respond to applicant or agent with decisions which may have some special conditions.

An ITAC export permit will be issued if authorized and a permit notification will be send to the applicant or agent by e-mail.

The permit will be issued electronically to SARS for Customs clearance purposes at ports of export.

The process will take 5 – 10 days on average but can take longer depending on the nature of the application.

Note that the importation of new goods of the Covid-19 controlled goods of the tariff headings as listed in the regulation is **not** subject to ITAC import permit control. Please follow the link here-under for the rebate permit application and SOP.

<http://www.itac.org.za/pages/services/tariff-investigations/guidelines-questionnaires>