# **INTERNATIONAL TRADE ADMINISTRATION COMMISSION**

**GUIDELINES, RULES AND CONDITIONS PERTAINING TO**

###### **REBATE ITEM 304.01/02.04/01.04 and**

###### **304.01/0202.30/04.06**

###### PROCEDURES AND CONDITIONS

1. Applications for permits must be addressed to the International Trade Administration Commission (ITAC), Private Bag X 753, Pretoria, 0001 or delivered by hand to the DTI Campus, Block E, Meintjies street, Sunnyside, Pretoria.
2. Applications for permits must be submitted according to the requirements as outlined in the application form. If the space provided in the application form is insufficient, please use the format of the application form to submit the requested information.
3. If all the information requested in the application form is not submitted, the application will not be considered, and it will be returned to the applicant.
4. At least fourteen (14) working days should be allowed for the processing of applications and the issue of permits.
5. Each rebate permit issued defines the period during which the goods concerned can be cleared under rebate, and the period shall be for a calendar year starting from the date on which the permit was issued or a shorter period as requested by the applicant or as decided upon by ITAC.
6. Rebate permits may not be transferred in any manner by the holder thereof, to any other person, or be used to the benefit of any person, not named in the permits. Input material that has been imported under this rebate item cannot be sold on.

7. The applicant must submit a Tax Clearance certificate.

8. Any request for an amendment of a rebate permit must be forwarded to ITAC for consideration. Amendments will only be considered in the following instances:

a) Error by ITAC on the permit;

b) Error by applicant regarding product description or tariff subheading. This will only be processed if request is accompanied by a confirmation from SARS in this regard.

1. Should any party displace a permit, the applicant should submit an affidavit on a company letterhead endorsed by a Commissioner of Oath, stating that the permit was lost. ITAC will issue a new permit. Should the lost permit be found the applicant should return such a permit to ITAC.
2. Extension of the date as indicated on the 304.01 permit will only be permitted for a period up to 3 months and only in instances where:
3. An applicant has submitted a letter and supporting documents giving verifiable reasons for the extension; **and**
4. The permit has not expired.
5. If it is suspected that any condition of this permit is not complied with, the consignment in terms of which the rebate permit was used can be seized by ITAC. Where non-compliance is established, appropriate steps in terms of the ITA Act and the Customs and Excise Act will be taken and these can include criminal charges, withdrawal of the permit or permits concerned and/or the rejection of future applications for permits.

**APPLICATION FORM FOR REBATE OF THE DUTY ON IMPORTED MEAT FOR MANUFACTURING PURPOSES (ITEM 304.01)**

**INFORMATION REQUIRED WITH RESPECT TO AN APPLICATION FOR REBATE OF THE DUTY ON IMPORTED MEAT FOR MANUFACTURING PURPOSES (ITEM 304.01)**

**QUESTION 1:**

**STATE THE FOLLOWING INFORMATION REGARDING THE APPLICANT’S FIRM:**

|  |  |
| --- | --- |
| **Applicant (Company name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Importer’s code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****VAT registration no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Postal address:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Contact details of applicant:****Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Telephone no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Cell no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Fax no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Physical address where manufacturing takes place:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **The ITAC guidelines pertaining to rebate item 304.01 has been obtained and perused:****Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**QUESTION 2:**

**FURNISH THE FOLLOWING DETAILS REGARDING THE MEAT FOR WHICH REBATE PERMIT IS NOW REQUIRED:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF MEAT IMPORTED** | **ACTUAL PRICE R/kg** | **COUNTRY OF ORIGIN** | **DESCRIPTION OF END PRODUCTS MANUFACTURED** |
|  |  |  |  |
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|  |  |  |
| --- | --- | --- |
|  | **TONS** | **R** |
| **Estimated consumption/sales for the next 6 months of above imported materials:** |  |  |
| **Less estimated imported stocks on hand of above materials:** |  |  |
| **Less unwritten – off balance on existing import permits:** |  |  |
| **Value of imports permit now applied for:** |  |  |

**QUESTION 3:**

**SUBMIT MONTHLY PRODUCTION AND TURNOVER FIGURES IN RESPECT OF YOUR WHOLE BUSINESS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Production Tonnes** | **Production R’000** | **Turnover****R’000** | **Production Tonnes** | **Production****R’000** | **Turnover****R’000** |
| **MONTH** | **Previous Year**  | **Previous Year**  | **Previous Year**  | **Current Year**  | **Current Year** | **Current Year** |
| **January** |  |  |  |  |  |  |
| **February** |  |  |  |  |  |  |
| **March** |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |
| **July** |  |  |  |  |  |  |
| **August** |  |  |  |  |  |  |
| **September** |  |  |  |  |  |  |
| **October** |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

**QUESTION 4:**

**FURNISH DETAILS REGARDING THE VALUES, QUANTITIES AND NATURE OF EXPORT (IF ANY) DURING THE PAST 12 MONTHS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **ITEM** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JULY** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **TOT** |
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**QUESTION 5:**

**FURNISH DETAILS REGARDING THE VALUES, QUANTITIES AND NATURE OF LOCAL PURCHASES DURING THE PAST 12 MONTHS:**

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| **ITEM** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JULY** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **TOT** |
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**QUESTION 6:**

**FURNISH DETAILS REGARDING THE VALUE, QUANTITIES AND NATURE OF IMPORTS DURING THE PAST 12 MONTHS:**

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| **ITEM** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JULY** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **TOT** |
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**QUESTION 7: GIVE DETAILS OF PREVIOUS PERMITS ISSUED TO YOU (IF ANY) AND ATTACH COPIES AS AN ANNEXURE.**

**QUESTION 8: PROVIDE A COPY OF YOUR COMPANY TAX CLEARANCE CERTIFICATE.**

**QUESTION 9: GENERAL REMARKS IN SUPPORT OF THIS APPLICATION, I.E. ESSENTIALITY, INCREASED DEMAND, EXPORT, ADDITIONAL EMPLOYMENT.**

**QUESTION 10:**

**STATE THE REASONS FOR IMPORTING THE PRODUCTS CONCERNED:**

**- not available in the SACU in sufficient quantities**

* + **not available in the SACU at internationally competitive prices**
	+ **not available in the SACU according to the required specifications**

* + **other (describe briefly)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**QUESTION 11:**

**Indicate with a cross whether the outcome of the application should be forwarded by mail to the applicant or whether it will be collected at the offices of the International Trade Administration Commission at the DTI Campus, Block E, 1st Floor, C/o Meintjies street and Esselen street, Sunnyside, Pretoria.**

|  |  |
| --- | --- |
| BY MAIL |  |
| BY HAND |  |

**SWORN AFFIDAVIT**

**Submit the following declaration by the Chief Executive Officer of the company concerned reflected on the company’s letterhead:**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full names) with identity number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the applicant)**

**hereby declare under oath that the information furnished in this 304.01 application is to the best of my knowledge true and correct.**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I CERTIFY THAT THE DEPONENT HAS ACKNOWLEDGED THAT HE/SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS STATEMENT, AND THAT HE/SHE HAS NO OBJECTION TO TAKING THE PRESCRIBED OATH, AND THAT HE/SHE CONSIDERS THIS OATH TO BE BINDING ON HIS CONSCIENCE. THE STATEMENT WAS SWORN TO/AFFIRMED TO BEFORE ME AND THAT THE DEPONENTS SIGNATURE WAS PLACED THEREON BEFORE ME.**

**SIGNED and SWORN to before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_ Day of \_\_\_\_\_\_\_\_\_ Year.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMISSIONER OF OATH**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full names and surname**