**FREQUENTLY ASKED QUESTIONS RE: EXCEL-BASED APPLICATION FORMS**

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| **FREQUENTLY ASKED QUESTIONS RE: EXCEL-BASED APPLICATION FORMS** |
| **Query** | **Answer** |
| 1. Why use the new excel-based application?
 | The new excel based spreadsheet allows ITAC to collect additional information on applicant’s demographic markers and firm-level data which is required for ITAC’s reporting as set out in the 2023/24 Annual Performance Plan. |
| 1. Is the excel-based application form applicable to all ITAC rebate, drawback, import and export permits application forms?
 | Given the large number of applications for ITAC instruments, the new excel-based application forms will be introduced in phases until all rebate, drawback, import and export permits application forms are available in the excel format. Therefore, the excel-based application forms will be applicable to all ITAC application forms in the near future. Currently, the excel-based application, applies to rebate item **460.03 (the AGOA rebate)** and **import permits for commercial purposes and donations (‘IE461’)**. The applicants would be notified as and when the new excel-based applications for other permit applications would apply to these processes and be available for completion. |
| 1. What computer software/application will the applicant require to populate the excel form?
 | Standard computer based Microsoft office software, with excel spreadsheets application (i.e. MS excel). Although other excel-based application forms might be compatible with other spreadsheets applications such as google sheets, MS Excel is recommended. |
| 1. Are the new excel-based application forms different from the old pdf and word format forms?
 | The forms remain mostly the same with only additional fields for the requested demographic data on the excel-based application format. |
| 1. **Is there any specific information or instructions to note in the new excel-based application forms?**
 | **Yes.*** Please note the instructions on the information page of each application form and specific instruction on each cell in the application form.
* The excel application forms have **pre-populated data with drop-down lists on specific cells** (i.e. SMME, Firm size, plant location etc.).
* There are cells with specific instructions on how the data should be captured (i.e. date format etc.).
* There is a data collection sheet linked to the application form which automatically record the data.
* Only make use of the excel applications available on the ITAC website. Do not recreate your own excel-application as this application has pre-populated data and it is linked to the data collection sheet.
* In the Case of Import and Export forms, please note the Annexure that accompanies the application form.
* Do not add or delete rows, columns or cells. This will result in an error when extracting the data to the data collection sheet.
* It is important to note all instructions on specific cells (format and data validation rules etc) which are reflected in the respective cells within the application form.

**NB: ONLY USE THE FORM DOWNLOADED FROM THE ITAC WEBSITE AT** [**WWW.ITAC.ORG.ZA**](http://WWW.ITAC.ORG.ZA) **- PLEASE DO NOT RECREATE YOUR OWN APPLICATION FORM AS IT WOULD AFFECT THE LINKS TO THE DATA COLLECTION SHEET, RESULTING IN DATA EXTRACTION ERRORS.** |
| 1. Will my application be delayed if the form is not fully completed or if all information is not submitted?
 | Yes, incomplete application forms and information that have been omitted will result in delays. Such applications and information will result in enquiries/queries with the applicant until the information is provided. |
| 1. Does this excel-based application forms imply a change in regulations, guidelines and conditions pertaining to the respective import, export and rebate permit applications?
 | **No**, regulations, guidelines and conditions remain the same. Only the application form changed with the inclusion of additional demographic and firm-level data categories/fields required by ITAC |
| 1. What additional information is requested from the applicant and why is it requested?
 | Demographic markers and firm-level data which is required for ITAC’s reporting in order to enable ITAC to advise the Executive in a manner that would add value to future decisions. |
| 1. With regard to import and export applications, does the detailed excel-based application form (i.e. IE461) mean that the application to register as an Importer (form IE230) falls away?
 | **No,** The IE230 would still be applicable. |
| 1. Will ITAC share the additional information? If yes, whom will the information be shared with.
 | The Information will be treated as confidential, in line with the ITA Act, the POPI Act and other relevant legislation. The information will be shared in anonymised and aggregated form with the Portfolio Committee on Trade, Industry and Competition for statutory reporting purposes.In terms of confidentiality of information, kindly refer to Part D, Section 36 of the ITA Act. |
| 1. Are applicants allowed to populate the excel-form and convert it into a pdf format (or scanned copy) and submit to ITAC.
 | No, the applications should be submitted electronically in the required excel application form format obtained from the ITAC website.  |
| 1. Should the application be submitted in another format, will ITAC process the application?
 | The application will be referred back and the applicant will be required to submit the application is excel format as per the new application form format requirement. |
| 1. Are there going to be changes in the current application submission process?
 | No, applications will continue to be submitted electronically via email. |
| 1. Should I have further questions regarding the new excel-based forms, who should I contact?
 | For any queries relating to rebate item 460.03 (“the AGOA rebate”) excel form, please send your queries to inforebate@itac.org.za. Please start your subject line as follows: “AGOA”.For any queries relating to the import permits for commercial purposes and donations (‘IE461’) excel form, please send your queries to infopermit@itac.org.za. Please start your subject line as follows: “Import permit for Commercial and Donations (“IE461”)”**Note: The use of an incorrect email address or the forwarding of the same e-mail multiple times to the above addresses may delay the processing of an application.**Please note that only queries relating to the excel forms should be sent to the above email address. Queries relating to the processing and permit requirements should be directed to the relevant ITAC officials within the respective divisions processing your application, (i.e. Import Export control, Tariffs or Trade Remedies). Kindly take note of the contact details of relevant divisions which is available on the ITAC website at: <http://www.itac.org.za/pages/contact-us>  |