**NOTICE: INTRODUCING EXCEL-BASED APPLICATION FORMS WITH ADDITIONAL DATA REQIUREMENTS EFFECTIVE FROM 1 SEPTEMTBER 2023.**

This notice is issued in terms of Section 28 of the International Trade Administration Act, No. 71 of 2002.

In 2023/24, the dtic concluded a revised output-driven planning system – grounded in the objective of combining all our efforts towards creating meaningful impact for South Africans. This process introduced additional output targets, to which ITAC continues to make a critical contribution. Drawing on this, ITAC’s 2023/2024 Annual Performance Plan (“APP”) includes a number of new areas of reporting aimed at better understanding the demographic, firm size and spatial distribution features of the firms who access our services and processes. This necessitated the development of an excel-based application form which requires the provision of additional categories of information. The purpose of this notice is to inform applicants and interested stakeholders that ITAC has introduced a form which requires additional information from applicants; who would be required to complete this form when submitting permit applications to ITAC.

These newly developed excel-based application forms will be introduced in phases, beginning with applications for rebate item **460.03 (‘the AGOA rebate’)** and applications for **import permits for commercial purposes and donations (‘IE461’)**. Applicants utilising other rebate and drawback items and other import and export permits administered by ITAC 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. These forms contain a data template linked to the application form, which will be used to collect additional information pertaining to all trade remedy investigations, tariff amendment investigations, rebate and drawback permits, and import and export permits that are conducted/issued by ITAC. It should be noted that the regulations and guidelines for all applications remains the same and applicable.

Amongst other areas of reporting, ITAC is expected to report on the trade instruments administered by the Commission, with a focus on the following:

* Disaggregating applications received for tariffs, trade remedies and import and export **by firm size**, to better capture and understand the firm size distribution of applicants.
* Geo-spatial referencing of where firm-level production and trade activities are occurring to better understand, in line with the District Development Model, **the geographic distribution** of applicants.
* Analysing the race, gender, age and other **demographic markers** of applicant firms in line with our strategic pursuit of transformation and structural change.

All applicants are required to fully comply with the requirements as contained in the newly developed application forms. To this effect, the Commission has developed a Frequently Asked Questions (FAQ) document to assist applicants when completing the new excel-based application forms, which is available on the ITAC website, [www.itac.org.za](http://www.itac.org.za).

**NB: It should be noted that application forms might change as and when the need arise and applicants are encouraged to always use the excel-based application forms available on the ITAC website each time a new application is submitted.**