

# EXPORT



a step-by-step guide to exporting wine



It may seem  
daunting at first  
but with a  
thorough and systematic approach  
it can be handled  
effectively





## 1 Introduction

### Section A

## 2 Establishing a market

### Section B

## 5 Outline of Typical wine export procedure

### Section C

#### Regulations & Procedures:

- 10 1. To register as an exporter – SA Revenue Services, Wine online, DTI, SAWIS
- 11 2. Wine of Origin Scheme – Wine and Spirit Board (SAWIS)
- 12 3. Export certificate/export exemption certificate – Department of Agriculture, Forestry and Fisheries
- 13 4. The Trade Development and Co-operation Agreement (TDCA) with the EU
- 15 5. Customs and Excise clearance – SA Revenue Services
- 17 6. Foreign exchange controls – SA Reserve Bank
- 17 7. Foreign Import Regulations & Duties

### Section D

#### Transport Logistics:

- 18 1. Freight Forwarding
- 18 2. Terms of Carriage

### Section E

#### Follow-up:

- 20 1. Bill of Lading
- 20 2. Customer Relations
- 20 3. Common problem areas in exporting wine

### Section F

## 22 Forms and documents required

### Section G

## 24 Directory of organisations and contacts

### Section H

#### References:

- 32 Useful Websites
- 33 Annexure: Department of Agriculture, Forestry and Fisheries.  
Export Manual for Participants of the Export Trade





# Introduction

**A first-time exporter of wine will be confronted with a maze of potential obstacles, procedures and legal requirements which don't apply when selling to the local market. These require specialist knowledge, planning, effective allocation of resources and committed management. It may seem daunting at first but with a thorough and systematic approach it can be handled effectively.**

This manual is directed at both existing and potential exporters, and concentrates on the practical issues involved in exporting:

- *Identifying and establishing a market base in a foreign country.*
- *Statutory procedures and requirements – getting to know the regulating and controlling authorities.*
- *Freight logistics and options – the service providers and what they offer.*
- *Practical considerations – communication, getting paid, keeping the customer satisfied.*

It covers these subjects in broad outline and includes a directory of contact details for departments, companies and individuals which can assist in the processing of export orders. Some regulating organisations/bodies (e.g. Department of Agriculture/Wine Online, SAWIS) have set out procedures to be followed for their area of concern and their instruction manuals are appended or referred to. Where a source of more detailed information on a subject is available, this is indicated.

Although a lot of effort went into ensuring that the information in this manual was correct at the time of writing, the regulations are constantly changing. Export administration is becoming increasingly based on internet websites, and it is important for you to keep abreast of developments in the various departments and agencies.





## *Establishing a market*



Wine exporting is a huge international business and the levels of competition can be intimidating. The South African exporter has to compete not only with other local producers but also with virtually every other wine-producing nation and it can be difficult to establish a new product in the major markets.

**The Department of Trade and Industry (DTI) suggests the following key factors for success in export markets:**



- Management's commitment to export
- Management skills in international business
- Additional financial resources over and above those required to service the local market
- The capacity to supply the additional need created, particularly in local boom times
- An understanding of foreign market conditions and requirements – competitors, prices, scale of operation, etc

**Entering a new market requires exposure, to allow prospective customers to see and assess the product. This can be done in a number of ways:**

1. Retain an established distributor or negotiant to include your products in his portfolio. He will have his own network of customers and systems for advertising and his reputation will help convince buyers to accept the product. The distributor will probably also have structures in place to organise the export logistics.
2. Engage an agent or consultant to set up an exporting structure. He will provide the initial contacts and make recommendations which will facilitate the establishment of the product in a marketplace. If required, he can also direct you to shippers, freight forwarders and other logistics companies.
3. Get personally involved. This involves visits to potential countries, establishing strong personal relationships with buyers and agents, and learning the practical aspects of the market environment. You need to determine that your products can compete in the foreign market in terms of quality, packaging, presentation and price. You will need to establish margins and mark-ups (with your agent) and to finalise your distribution channels. You should be very selective in your choice of foreign markets and gain first-hand knowledge of them.
4. Be informed and visible. Attend and participate in as many expositions, trade and wine shows in likely countries as possible and use the opportunity to meet and interview buyers, retailers and agents and to show them your products. Keep up-to-date with all the major wine shows around the world. Read foreign wine journals and newsletters.

5. Have samples available for tasting by potential buyers. If you can't present them yourself, arrange for an agent or representative to keep stock. This, together with the price, is the biggest single factor in selling wine. Set realistic budgets for promotional stock.
6. Use every opportunity to get exposure in the marketing media, locally and abroad. Approach publications directly, enter wine into foreign competitions and use the internet.
7. Become familiar with the trends and preferences of the target countries, and know what competition you face. Use valid comparisons to estimate your potential selling prices and be sure you can supply wine at these prices. Set realistic targets – direct your efforts at the correct scale of customer (wholesaler/supermarket/high street wine shop/restaurant), and remain focused on your particular market niche.
8. Make sure your buyer is creditworthy, and establish terms and conditions for your dealings before committing to a business relationship. Once you have established buyers, make every effort to build relationships of trust and respect. This will make future business dealings easier, and ensure that export processes and payments are handled with the minimum of problems.

## Where to find out more about exporting?

### Wines of South Africa (WOSA)

Website: [www.wosa.co.za](http://www.wosa.co.za)

- Details of competitions and shows
- Contacts for distributors and agents
- Promotional material
- Market information
- Export statistics

### Department of Trade and Industry (DTI)

Website: [www.dti.gov.za/exporting](http://www.dti.gov.za/exporting)

- Assessing export readiness
- Learning to export
- Setting up export orders
- Processing orders
- Export incentives, such as the Export Marketing and Assistance Fund (EMIA)
- Assistance with funding for marketing trips
- Guidance for pricing

### Credit Guarantee Insurance Corporation of Africa Ltd (CGIC)

Website: [www.creditguarantee.co.za](http://www.creditguarantee.co.za)

- Credit checks of potential customers
- Short-term credit insurance
- Seminars and workshops on exporting

### The IMM GSM's Institute of Export (EX) Program

The IEX is an operating division of the Institute of Marketing Management's Graduate School of Marketing in Johannesburg. It offers the following courses:

- Higher Certificate in Export Management
- Diploma in Export Management
- Higher Certificate in Marketing
- Diploma in Marketing Management

...(continue)

- Bachelor of Business Administration (BBA) in Marketing Management
- Post graduate diploma in Marketing Management
- B Phil Honours in Marketing Management
- M Phil in Marketing

The courses are accredited with the Services SETA. For information, contact [info@immgsa.ac.za](mailto:info@immgsa.ac.za) or (011) 628 2000 or phone the national call centre at (011) 628 2095.

Website: [www.imm.co.za](http://www.imm.co.za)

### International Trade Institution of Southern Africa (ITRISA)

Website: [www.itrisa.co.za](http://www.itrisa.co.za)

Offers a variety of short courses covering all aspects of exporting (short course information as listed on their website):

- Getting Ready for Exports (1 day)  
(Aimed at newcomers to exports / those considering whether or not to export, and designed to give delegates an overview of the different components of, and some of the challenges associated with, the export process.)
- Covers:
  - Early considerations (advantages of exporting, setting export objectives, etc.)
  - The export sequence explained
  - Application for a customs code number : exports
  - The role of the HS Index and SA Customs Tariff
  - International transportation
  - Incoterms 2010
  - Methods and terms of payment
  - Export customs procedures and documentation
  - Export assistance - examples of schemes offered by the SA government and private sector
  - The export service industry



**Delivering Goods Internationally and Costing for Exports (2 days) \*Also available as part of the 5 day 'Complete Export Administration Course'**

(Aimed at those requiring a practical grasp of the procedures and risks involved in delivering goods to foreign destinations, as well as the export costing process.)

**Covers:**

- The export sequence - overview of a typical export transaction
- Handling export enquiries
- International distribution (road, rail, air and ocean)
- Incoterms 2010
- Calculating export costs
- Marine insurance

**Customs Procedures for Exports (1 day) \*Also available as part of the 5 day 'Complete Export Administration Course'**

(Aimed at those requiring a practical grasp of the procedures and documents involved in customs clearing goods for exports.)

**Covers:**

- Application for a customs code number
- Customs procedures for exports
  - Structure of the Harmonised System of Classification
  - General Rules for the interpretation of the Harmonised System
  - Ordinary customs procedures
  - Export samples regulations
  - South African Tariff Book
  - Customs duty refunds, drawbacks and rebates
  - Rebate stores and bonded warehouses

**International Risk Management and Payment Procedures for Exports (2 days) \*Also available as part of the 5 day 'Complete Export Administration Course'**

(Aimed at those requiring an in-depth appreciation of the financial risks associated with exporting as well as how to minimise such risks through appropriate payment and foreign exchange policies.)

**Covers:**

- Understanding international financial risk
- International payment methods
- Factors influencing the choice of payment method
- Understanding foreign exchange
- VAT and exports
- Export credit insurance

**Export Costing and Documentation Workshop (5 days)**

(A case study-based workshop aimed at giving delegates practical skills in costing for export and in co-ordinating and/or completing relevant export documentation.)

**Covers:**

- Principles of, and practical exercises in, export costing and the preparation of quotations
- Understanding the function of, and/or completing, documents for export by rail, road, air and sea
  - Transport documents
  - Customs documents
  - Exchange control documents
- Complying with the requirements of a letter of credit

**Exporthelp – your online export helpdesk**

Website: [www.exporthelp.co.za](http://www.exporthelp.co.za)

Exporthelp is a portal with the task of helping South African firms – both small and large – take greater advantage of the opportunities available on the global front. They assist companies to enter the export arena and to grow their exports to the point of becoming successful global competitors. They also provide a 21-step Exporthelp guide to the export process. This is a comprehensive guide written for South African exporters. The 21 steps are also listed as a drop-down menu on the right-hand side of all web pages in this site. This site also provides you with a detailed list of export training organisations.

**Customer courses run by Service Providers**

Industry service providers such as JF Hillebrand (freight forwarders) run workshops several times a year for their customers. These cover such issues as terms of export, incoterms, export procedures and the various export regulations.





## Outline of Typical Wine Export Procedure



From the first tentative enquiry to cash in the bank in 20 easy steps.

### 1. Register as an exporter (SARS, Wine Online, DTI, SAWIS)

- a) If you intend exporting any product from South Africa, you have to register as an exporter with the South African Revenue Services (SARS) Customs and Excise to get a Customs Code Number.
- b) You will need to register as a user with the Department of Agriculture's Wine Online system, as many of the necessary documents can only be applied for through their website ([www.doawineonline.co.za](http://www.doawineonline.co.za) – click on “register now”).
- c) You are not legally required to register with the Department of Trade and Industry, but it is recommended and indeed necessary if you are planning to take advantage of the Department's export incentive schemes.
- d) You need to register as an exporter with the South African Wine Industry and Systems (SAWIS).

See further details under C. Regulations & Procedures

### 2. Receive first export enquiry

This may be in the form of a telephone call, fax or e-mail, and will enquire about practical issues like price, delivery dates, product descriptions and quantities. It is important to confirm receipt of the enquiry in writing without delay. Let the prospective buyer know when he/she can expect to receive your quotation. Your speedy and efficient response to an enquiry could give you the lead on other potential suppliers.

### 3. Send samples, merchandising material – if required

The buyer will probably have tasted your wine before, and know something of its provenance, but if he is intending to sell it onwards, he will need samples and promotional material to build his market. Samples are normally air-freighted to the buyer. It will be necessary to apply to the Department of Agriculture for an export exemption certificate for these samples if you are sending more than 30 litres in total.

### 4. Check feasibility – quantities, delivery dates

Once you have established the buyer's requirements (including his labelling requirements) you need to ensure that you are able to fill the order as agreed. Depending on the state of your cellar or agency, this may involve sourcing and buying stock, certification, bottling, labelling, packaging, transporting, or any combination of these. You may also need to check whether your wine complies with the compositional and other product specifications in force in the destination country.

### **5. Check buyer's creditworthiness**

If you are dealing with this buyer or agent for the first time, it is advisable to have his financial credentials checked by a specialist agency or your bank. You may need to look into the availability of export credit insurance.

*Institutions are listed in the directory.*

### **6. Send quotation to buyer (pro forma invoice)**

You must send the potential buyer a quotation. This usually takes the form of a pro forma invoice listing the products, quantities, price(s), the terms and conditions of delivery and most importantly, the incoterms applicable to the deal. These will form the basis of the contract, once a firm order is placed.

### **7. Negotiate the terms**

Your pro forma invoice will have proposed your terms of sale and payment, and the buyer may not agree with these in all respects. The points of divergence need to be resolved before the buyer places a firm order. The practical means of transferring funds must be agreed on and the banks and institutions involved need to be specified and notified.

### **8. Receive firm order**

The buyer sends a firm Purchase Order which lists his conditions of purchase and other terms of contract which have been agreed on. If required by his bank, he will issue it in the form of an International Purchase Order.

You should acknowledge receipt of this order and formally confirm your acceptance of it. If your terms stipulate a letter of credit (L/C), the buyer now notifies his bank to send it (or other financial surety) to your bank. You should not begin to process the order until you have received and checked the letter of credit, and are sure that you can meet the terms of the L/C.

### **9. Notify suppliers, shippers, etc**

Once the buyer's requirements have been ascertained, it is time to organise the logistics. Notify all parties concerned with production, bottling, labelling and packaging, and confirm delivery dates for each. Contact any freight forwarders, transporters or shipping agents you intend using (this may be stipulated by the buyer), or arrange transport, storage and loading yourself.

*Freight forwarders and shipping agents are listed in the directory.*

### **10. Check labelling requirements (and other import requirements) of destination country**

Most countries have their own requirements for labelling and declarations. SAWIS, on behalf of the Wine and Spirit Board, checks and approves labels of wine certified in terms of the Wine of Origin Scheme for South African regulations. Evaluation of labels for certified and uncertified wine or any other liquor product intended for the export market are handled by the Department of Agriculture. It will be necessary to obtain their approval to deviate from these if the consignee country's rules are different. The exporter will have to submit the relevant legislation or a letter from the official authority in the consignee country if a liquor product should deviate from the requirements of the Liquor Products Act, Act 60 of 1989.





Make sure that you get specific labelling requirements from the buyer, as regulations change constantly.

Documents such as certificates of origin or chemical analysis, etc, may be required in order for the wine to be released by Customs in the importing country. Freight forwarders can advise on the specific requirements for a particular country. Any such consignee country/clearance documentation can be obtained when the electronic declaration is done on Wine Online after the actual consignment has been loaded.

#### **11. Claims with regard to origin, vintage or cultivar**

If the labelling makes any claims about origin, vintage or cultivar, the wine must be certified by SAWIS, on behalf of the Wine and Spirit Board. They maintain records of the wine's production and movements, and submit the finished wine to a tasting panel and to laboratory analysis to verify quality.

*See further details under C. Regulations & Procedures.*

#### **12. Get an export certificate from Department of Agriculture**

Any liquor products being exported must have an export certificate, in terms of the Liquor Products Act, Act 60 of 1989. This certificate is required by Customs and Excise to obtain clearance for export, as well as by the Department of Agriculture (D:APIS – Agricultural Product Inspection Services). The detail on the export certificate is compared with the actual consignment of liquor before it may be loaded.

*See further details under C. Regulations & Procedures*

#### **13. Pack container, move to harbour**

Most exports from South Africa are transported by sea. It is advisable to use a freight forwarder to handle the documentation, booking of space, land movements and warehousing, they are specialists, in touch with the industry, and are better positioned to find cost effective services. If you intend handling these, you will need to familiarise yourself with the complexities of shipping time-tables, road transporters, storage companies and harbour services.

You are required to give electronic notice to the Department of Agriculture on Wine Online of the loading of each container for export, 48 hours before you intend to load the consignment. A notification of loading can only be done once an export certificate has been issued by Wine Online. The Department may require that an inspector be present at the loading.





#### **14. Declaration of loading**

Once the consignment is packed and sealed, the declaration of loading must be done within 72 hours after the notification of loading was done on Wine Online. Failing to do the notification of loading or cancelling unused export certificates within the allocated time period, will result in the exporter being blacklisted until such time that these issues have been addressed.

This declaration must reflect exactly what was loaded, including the vessel details and place of unloading and any deviations from the export certificate must be noted.

Note: If the quantity on the declaration exceeds that on the export certificate by a significant amount (>5%) an additional export certificate for the balance will be issued automatically if there are any litres available on that specific submission. The V1.1 document which the Department issues is based on the information contained in the declaration of loading, and the EU countries will not accept any shipment for which the V1.1 document does not exactly match the actual shipment which arrives on the other side.

Only once the Department has received the declaration of loading will they release such documents as the certificate of origin, chemical analysis, V1.1 document for wine being exported to an EU country, etc.

#### **15. Submit exchange control documents to bank**

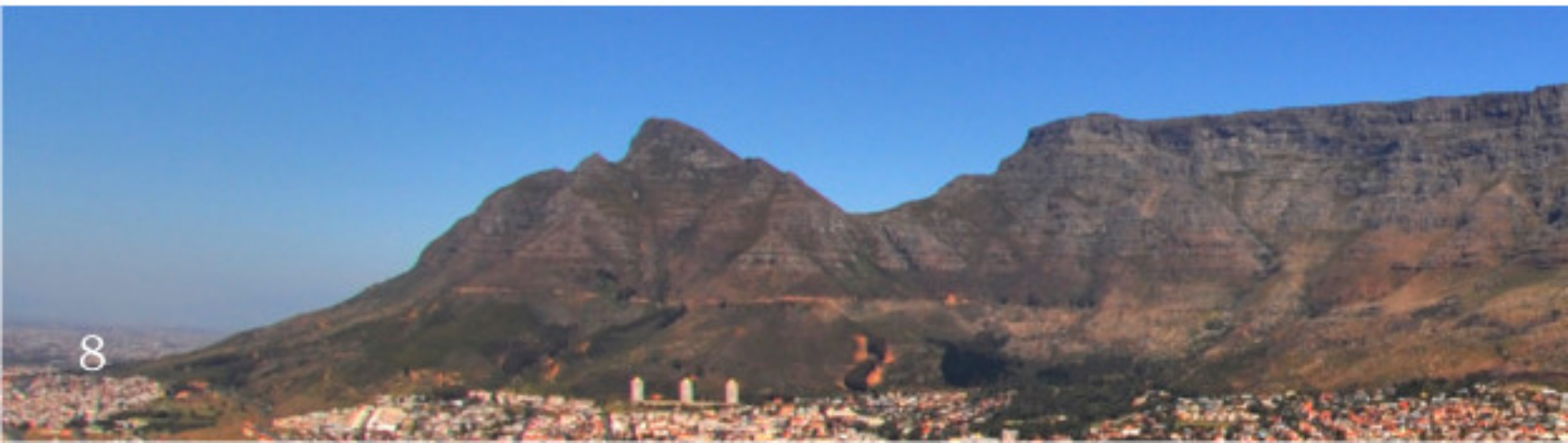
The Financial Surveillance Department of the South African Reserve Bank has announced that an electronic export monitoring system will be implemented on 3 January 2011 and that the Forms F178 will therefore be withdrawn from that date. A UCR number as well as the payment terms agreed upon between the buyer and seller shall appear on the supplier's invoice. The UCR (Unique Customs Reference) number shall be used for both Customs and Banking purposes. It is an electronic monitoring and matching of products and is used to link physical exports with the receipts of payment for these exports.

See further details under C. Regulations and Procedures.

#### **16. Get Customs and Excise clearance**

The Customs and Excise documentation, Customs Bill of Entry (Export)(SAD500), must be completed,. The same UCR number must reflect on the SAD500 when making a declaration to Customs that the consignment is being exported.

See further details under C. Regulations & Procedures.



### **17. Transport – Land, sea or air**

Whatever mode of transport you choose, there are delivery times, loading and offloading points, bookings and tariffs to consider.

*See further details under D. Transport Logistic*

### **18. Get bill of lading, forward to consignee**

Once the ship has sailed, the shipping line or forwarding agent must be sent a Shipping Instruction, upon which the shipping line will issue a bill of lading or waybill. The bill of lading must be forwarded (usually by courier) to the consignee to allow the cargo to be released at its destination. In the case of a waybill, a faxed copy can be sent to the destination agent or customer representative.

### **19. Offload container, move to buyer's premises**

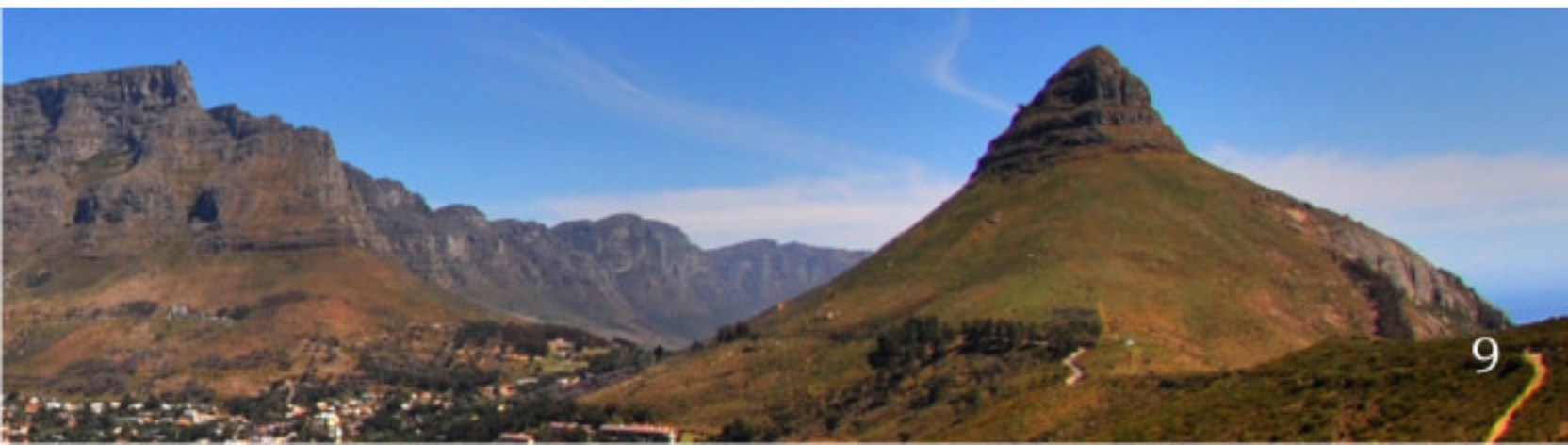
The land arrangements on the buyer's side are usually his own responsibility, as set out in the incoterms (see D.2 below). He will have to clear the consignment through his country's customs. The documents described in the various sections will have been forwarded to him while the goods were in transit. These include bill of lading, exporter's invoice (commercial invoice), analysis certificate, V1.1 certificate, EUR1 certificate (if required) etc.

### **20. Buyer makes payment**

This is usually done by means of a bank transfer. If you requested a letter of credit from the buyer, you must submit the necessary documents as specified in the letter of credit to your bank. Your bank will check to make sure that these comply with terms of the letter of credit and then make the payment to you.

Your bank couriers the documents (including the L/C) to the buyer's bank and they in turn hand it over to the buyer to enable him to clear his goods through customs on his side. Note: If these documents are not sent to the buyer by the bank this must be done by the freight forwarder or you can send them yourself.

Once you receive payment, it must be declared to the Reserve Bank and ultimately exchanged for Rands.





## Regulations and Procedures



Several separate authorities and departments are involved with the documentation and control of the exporting procedure. They administer, among other things, quality control of the goods, labelling and certification, movements of funds and excise duty.

Each department has very specific requirements and the sequence in which they are handled must be observed. You are advised to confirm their requirements directly with the officials concerned.

**INTEGRITY &  
SUSTAINABILITY**

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**WINE AND SPIRIT BOARD**  
**WWW.SWSA.CO.ZA**

**4477  
796701**

### 1. To register as an exporter

#### 1.1 SA Revenue Services

You are required to register with the SARS (Customs and Excise) by completing and submitting form DA 185 together with any required supporting documents. These forms are available from any branch office of the SARS, or can be downloaded from the SARS website ([www.sars.gov.za](http://www.sars.gov.za)). SARS will allocate a Customs Code Number which must be quoted on all further correspondence in connection with customs clearances.

#### 1.2 Wine Online/Department of Agriculture, Forestry and Fisheries

Any wine intended for export must have an export certificate from the Department of Agriculture and you must register with them before you can submit samples for certification.

Wine Online is a fully electronic service which provides all the documentation and communication required for the testing, tasting and certification of wine by the Department's Directorate Food Safety and Quality Assurance. Users can apply for registration with Wine Online on their website [www.dawineonline.co.za](http://www.dawineonline.co.za) or [www.doawineonline.co.za](http://www.doawineonline.co.za) and detailed user manuals for the Wine Online system can be downloaded, including the application forms for registration on Wine Online (click on "register now").

Brief guidelines to the Wine Online system are contained in Annexure: The Department of Agriculture's Export Manual for Participants of the Export Trade.

#### 1.3 The Department of Trade and Industry (DTI)

The DTI has funds and resources allocated by Government to assist with business development. They offer incentives, financial assistance for overseas travel and advice for prospective exporters. Although it is not compulsory to register with them, it is recommended.

They maintain an excellent website aimed specifically at people or companies who are considering entering the export business for the first time: [www.dti.gov.za](http://www.dti.gov.za)

**Phone their Customer Contact Centre: 0861 843 384.**



## **2. Wine of Origin Scheme – Wine and Spirit Board (SAWIS)**

**2.1 SAWIS (South African Wine Industry Information and Systems)** is a Section 21 company which operates on behalf of the Wine and Spirit Board (WSB). You must be registered with SAWIS before you can apply for an inspection or certification.  
*See Directory for contact details.*

SAWIS is responsible for verifying every wine (for local sale) which makes claims of cultivar, vintage and/or origin. The certification seal confirms that the wine is of an acceptable quality standard and that any claims made on the wine's label have been checked and are true. Wine can only be certified if it was registered with SAWIS at harvest, and has been properly recorded and inspected throughout the production process.

Certification approval by SAWIS, on behalf of the Wine and Spirit Board, means that a wine has passed a sensorial tasting, undergone chemical analysis, and had its label approved as complying with the Liquor Products Act, Act 60 of 1989. Each such bottle will have a unique certification Seal Code Number which enables its origins to be traced (normally the seal code number are visible on the neck of the bottle).

Most of the procedure for export wines is similar to having wine certified for domestic sales and content percentage requirements for local wines have recently been brought in line with EU regulations. The same documentation, notices and inspections are required during production, and when wine is moved or bottled.

### **Percentages required for EU and local label certification:**

Cultivar/variatal: 85% - minimum of that cultivar  
Vintage: 85% - minimum of that vintage  
Origin: 100% of the grapes must be grown in that demarcated area of which the borders are defined by law

**2.2 Provisional Application (BG9 form)** is submitted to be allocated a block of Seal Code numbers. This application is usually accompanied by samples for tasting and analysis – the certification is not complete until this is done and the sample labels have been approved. However, analysis and tasting are not compulsory at this stage, and if you are confident of the quality of your wine, you can postpone submitting samples until the Final Application. Samples are drawn at random by the SAWIS inspectors from the warehouse or winery stock.

**For further details on the label format, contact the Wine and Spirit Board's Regulatory Services or the Certification Department of SAWIS (see Directory).**

**For detailed information on the certification of wine, refer to the SAWIS Certification Manual for Participants to the Wine of Origin Scheme and their Labelling Guide available on their website: [www.sawis.co.za](http://www.sawis.co.za)**

**2.3 When an export order is received, and the labelling requirements of the destination country are known, the Final Application (BG11 form) is submitted, together with sample labels.** (NOTE: a certified wine may not be exported if it has not received final certification and the wine was approved by the Wine and Spirit Board). If testing samples were not submitted with the provisional application, or the certification period has expired, samples must be submitted with the Submission for Final Certification. Only once the label, analyses and sensorial tasting of the wine concerned have been approved, will the wine be approved for final certification and receive a WSR4 number,

**2.4 Usually a winery will have an entire bottling provisionally certified** and then submit batches of this for final certification as orders are received, to allow for different labelling requirements of different countries or local customers.

**2.5 Note that for bottled wine, the sensorial grace period is valid for 12 months after the sensory evaluation.** For bulk wine, the sensorial grace period is only 42 days. When this period has expired, any wine destined for export will have to be resubmitted.

**2.6 When wine is sold,** for export or otherwise, SAWIS must be notified, on the SAWIS 6 (or DA32) form. A copy of this form must be sent to SA Revenue Services.

**2.7 If a wine to be exported has been certified,** then its Seal Code numbers must be reflected on the application to the Department of Agriculture for an export certificate.

**2.8 Bulk wine to be exported is inspected and control samples are drawn from the container, which are chemically analysed.** Note that consignee clearance documentation for bulk wine (V11 documents, analyses certificate, etc.) are issued based upon the analyses of the control samples and not the initial sample that was submitted for export. Bulk wine can be certified for origin, vintage and cultivar, but no sealcode numbers will be issued for wine bottled overseas.

**2.9 All wine for export to the EU bottled after November 2005,** with more than 10mg/litre of sulphur dioxide and sulphites, must carry the statement 'Contains sulphites' or 'Contains sulphur dioxide' on the label, in the prescribed language of the destination country.

### 3. Export certificate/export exemption certificate – Department of Agriculture, Forestry and Fisheries

The Department of Agriculture's Directorate Food Safety and Quality Assurance is responsible for enforcing the Liquor Products Act. Any exported alcoholic beverage, except beer or medicine, is required to have an export certificate from the Department of Agriculture. This certificate must be presented to Customs and Excise to obtain clearance for export.

#### 3.1 Wine Online – the online system for administering the export of wine

Export certificates, EU quota application and certificates (Invoice declarations issued by WOL if exporter has received Approved Exporter Status at SARS, alternatively exporters should apply for EUR1 documents at SARS), notification of loading, declaration of loading and V1.1 documents can only be applied for electronically (online) using the Wine Online website ([www.dawineonline.co.za](http://www.dawineonline.co.za) or [www.doawineonline.co.za](http://www.doawineonline.co.za))

Wine Online is a collaboration between the Department of Agriculture, Department of Trade and Industry, and the wine industry, to facilitate the submission, processing and issuing of the documentation required for the export of wine. Wine Online will in future verify export certificate information with Customs and Excise, to ensure that information on export documentation, total volumes exported and the Rand value of consignments have been validated and is correct. It also allows the applicant to track the progress of his/her applications. **See the Directory for contact details.**

Note: When applying for an export certificate on Wine Online, you will be asked if you want this export to be subtracted from your EUR1 quota volume. If this is the case, then the EUR1 certificate number can be captured on either export certificate level or on declaration level. If you have been allocated Approved Exporter status by SARS, then you will not be able to issue EUR1 certificates, but you should then do an invoice declaration whilst your doing a declaration of loading on Wine Online (the export volume declared will then automatically be subtracted from your total EU quota volume).

#### 3.2 Export certificates will only be issued once the following requirements have been met

3.2.1 Wine must be sensorially evaluated. This is the same tasting panel used for certification purposes.

3.2.2 Wine must also have a chemical analysis performed by the Department of Agriculture. This will determine whether the wine complies with the requirements of the Liquor Products Act. However, you should verify the requirements of the destination country as well, as these may differ from South African legislation. Wine Online does verify consignee country specifications automatically, but as these change very often, it is advisable that the requirements always be verified with the agent or importer in the destination country.

3.2.3 Labels must be submitted for approval. These must be in accordance with the requirements of the destination country's labelling laws, and any details of origin, vintage and cultivar must be as approved by the Labelling Committee of the Wine and Spirit Board for certified wine, and by the Department of Agriculture for all other types of liquor.

WOSA Online - Welcome Home

http://www.dawineonline.co.za/

WOSA Online

Department of Agriculture

Welcome to the website of the Directorate of Food Safety and Quality Assurance for the Wine Industry. This site is referred to as Wine Online and has been developed through a collaboration of the Wine Industry, Department of Agriculture and the Department of Trade and Industry.

CONTACT DETAILS

Address: PRIVATE BAG 15815  
STELLENBOSCH  
7508

Telephone: +27 21 989 1802

Fax: +27 21 987 6392

Email: Rhono@grape.agric.za

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**3.3** If wine has been approved for certification, and it is still within the 12-month validity period, it need not be resubmitted for tasting and analysis before export, and an administrative export certificate application can be submitted.

**3.4** Once the export certificate has been issued, you can plan the loading and shipping of the consignment. You must notify the inspectors (Directorate Agricultural Inspection Service) of your intention to load at least 48 hours before the consignment is loaded (the notification times may vary depending on the risk status you have; this can be verified by contacting the relevant inspector at their general number: 021-8091645). If bulk wine is being loaded, the inspectors will draw a control sample (2 x 750ml) from each container for analysis. If the inspectors are not present on the date and time that was notified by the exporter on Wine Online, then the exporter must draw 2 samples and submit them to Division: Liquor Products for analyses and evaluation.

**3.5** After the consignment has been loaded, you have to submit a declaration of loading on Wine Online within 72 hours, and the Directorate issues a V1.1 document (for exports to the EU). This is a certificate verifying the consignee, product descriptions, quantities, analyses and other details that are required by the EU for imported foods and beverages. During the declaration process, other types of documents required by the consignee country can be selected by the exporter, e.g.: certificate of free sale, origin and analyses certificates,

**Important:** No consignment of liquor will be allowed into an EU member country without a V1.1 document.

**3.6** **Export exemption certificate:** This is available for wines which are being exported, but not intended for sale (e.g. for personal use, samples for marketing, diplomatic use, etc). Some categories set maximum quantities that may be exempted (for example: 24 liters maximum per type of liquor product for trade samples or 100 liter total volume allowed for a tourist, etc), but some EU countries insist on a V1.1 certificate even if an exemption certificate has been issued.

**3.7** Small quantities of wine (any consignment of less than 30 litres in total) require no certificates at all. You may carry up to 30 litres as personal baggage. However, check the regulations in your destination country.

#### **4. The 'Trade Development and Co-operation Agreement (TDCA)' between the European Community and South Africa**

**4.1** A trade agreement between South Africa and the European Community, on trade in wine, came into effect in January 2002. This agreement forms part of the Trade Development and Co-operation Agreement (TDCA) between the European Community and the Republic of South Africa. In terms of the wine trade agreement, South Africa may export an annual quota of still wine, free of customs duty, into EU.

**Note:** This quota only applies to wine packaged in containers holding two litres or less.

**4.2** The benefit is that the importer in Europe does not have to pay CCT (Common Customs Tariff) on wine from South Africa which is accompanied by an EUR1 certificate.

**4.3** The Department of Agriculture in Pretoria allocates the quotas twice a year. The basis for allocations is as follows:

- 70% of the quota is allocated to existing exporters on the basis of their export history of the three years prior to the application. Such exporters are referred to as historical exporters.
- 10% of the quota is allocated to BEE exporters (previously disadvantaged individuals or PDIs).
- 20% to new exporters, and small/medium and micro enterprises (SMMEs)

#### **Note that wine may not be exported to the EU under the following names:**

Cape Riesling	Crouchen blanc
Cru	Grand cru
Premier cru	Premier grand cru
Late harvest	Late vintage
Port	Sherry



# MEMBERS OF THE EUROPEAN UNION

COUNTRY	ACCESSION DATE	CAPITAL CITY	POPULATION (million)	AREA (in km <sup>2</sup> )
Austria	1995	Vienna	8.3	83'870
Belgium	1957	Brussels	10.7	30'528
Bulgaria	2007	Sofia	7.6	111'910
Cyprus	2004	Nicosia	0.8	9'250
Czech Republic	2004	Prague	10.5	78'866
Denmark	1973	Copenhagen	5.5	43'094
Estonia	2004	Tallinn	1.3	45'000
Finland	1995	Helsinki	5.3	338'000
France	1957	Paris	64.3	550'000
Germany	1957	Berlin	82	356'854
Greece	1981	Athens	11.2	131'957
Hungary	2004	Budapest	10	93'000
Ireland	1973	Dublin	4.5	70'000
Italy	1957	Rome	60	301'263
Latvia	2004	Riga	2.3	65'000
Lithuania	2004	Vilnius	3.3	65'000
Luxemburg	1957	Luxemburg	0.5	2'586
Malta	2004	Valletta	0.4	316
Netherlands	1957	Amsterdam	16.4	41'526
Poland	2004	Warsaw	38.1	312'679
Portugal	1986	Lisbon	10.6	92'072
Romania	2007	Bucharest	21.5	237'500
Slovakia	2004	Bratislava	5.4	48'845
Slovenia	2004	Ljubljana	2	20'273
Sweden	1995	Stockholm	9.2	449'964
Spain	1986	Madrid	45.8	504'782
United Kingdom	1973	London	61.7	244'820
<b>TOTAL</b>			<b>499.2</b>	<b>4'328'955</b>

To check for updates visit: [http://europa.eu/index\\_en.htm](http://europa.eu/index_en.htm) or to see the list of countries: [http://europa.eu/abc/governments/index\\_en.htm](http://europa.eu/abc/governments/index_en.htm)

## EUROPEAN UNION CANDIDATE COUNTRIES FOR EU MEMBERSHIP

COUNTRY	ACCESSION DATE	CAPITAL CITY	POPULATION (million)	AREA (in km <sup>2</sup> )
Croatia		Zagreb	4.4	56'542
Yugoslav Republic of Macedonia		Skopje	2.05	25'433
Iceland		Reykjavik	0.3	103'000
Turkey		Ankara	71.5	780'580

## 5. Customs and Excise clearance – SA Revenue Services

Excise duty and VAT are payable on liquor products manufactured and consumed in South Africa but exported products are exempt.

Customs is concerned with duty payable on imported goods and Excise deals with duty levied on locally consumed products. Revenue administers taxes, including VAT.

**5.1 In order to obtain Customs and Excise clearances, certain sets of documents must be completed and submitted to the SA Revenue Services.** The requirements vary according to the destination country and the means of transport. These are listed in the table below:

**5.2 Note that there is a trade agreement with Botswana, Lesotho, Namibia and Swaziland (BLNS countries),** whereby wine sold into them is not considered an export and much of the normal documentation is simplified. However, they are still regarded as exports for VAT purposes (ie VAT can be claimed back) and they do require export certificates for bulk liquor consignments.

### 5.3 Descriptions of documents used by Customs and Excise

- **DA185, Annexure and DA185.02:** Application to registration as an exporter, to obtain a Customs Code Number.
- **SAD 500:** Application for Bill of Entry Export (Duty paid or non Duty paid).

If you buy wine which has already had excise duty paid on it (eg from a wholesaler, retailer), this form must still be completed but with a different purpose code. In the case of non duty paid goods, it will be ELG. Note that this duty is not refundable.

If a SAD500 needs to be altered after submission to C&E, a Voucher of Correction (VOC) (DA554) must be completed and submitted.

More details on SAD500 can be found in 'SARS; Information Manual for the Completion and Presentation of Bill of Entry Export', which is downloaded from the SARS website: [www.sars.gov.za](http://www.sars.gov.za)

- **SAWIS 6 (KC6, DA32):** Application for removal of wine from a bonded warehouse. This incorporates the old C & E documents KC 6 and DA 32. This form must be completed for any movements of wine from the winery to a bonded warehouse, or between bonded warehouses or from the winery to the harbour.

**Note:** A SAWIS 6/DA32 is the only legal Customs document which must accompany the wine while in transit and duties are not been brought to account.

- **DA70:** Application to make Provisional Excise Payment. This form is only required when exporting by road outside BLNS. C & E require 125% of the normal tariff to be paid before goods may be taken out of the country. This can be claimed back by you by submitting a SAD500 form, stamped by the border control.

- **F178:** The Financial Surveillance Department of the South African Reserve Bank has announced that an electronic export monitoring system will be implemented on 3 January 2011 and that the Forms F178 will therefore be withdrawn from that date. A UCR number as well as the payment terms agreed upon between the buyer and seller shall appear on the supplier's invoice. The UCR (Unique Customs Reference) number shall be used for both Customs and Banking purposes. It is an electronic monitoring and matching of products and is used to link physical exports with the receipts of payment for these exports.

#### The UCR number is derived from:

**1** – Year of Export (2011)

**ZA** - Country of Export

**First 8 digits** –Exporters code.

**Remaining 10 digits** – Invoice/ Order number –reference to the particular shipment. Min of 12 – max of 21 digits. Number is alpha numeric and may not contain any special characters.[i.e.,"/","\", "-", "&"]

**For example:** UCR: 1ZAXXXXXXXXXXXXXXXXXXX

The same UCR number will then also reflect on the SAD500 when declaring to Customs that the consignment is being exported.

- **SAD500/cca 1:** Vat form. This is presented at the border when transporting wine into or between BLNS countries. The SAD500 form has been phased in to replace the CCA1 form. The purpose of this form is to have a record of the goods leaving South Africa for the BLNS countries.

#### 5.4 Documents required by Customs for sea, air, road or rail exports

##### **SAD500 SAWIS 6/DA32**

- UCR number on invoice - automated acquittal/linking of payment for Customs and Banking purposes.
- Export Certificate (original & copy) or Export Exemption Certificate (original & copy)
- Exporters invoice/Commercial invoice
- Copy of Air Waybill in the case of air transport

##### **To acquit documents**

Submit the SAD500 Bill of Lading electronically to SARS via EDI (Electronic Data Interchange). SARS electronically releases the Bill of lading or request amendments to it and there-after approves the release. Exporter/agent must print the SAD505 that should accompany the transport of the goods and ensure that it is signed by the driver/transporter. The signed SAD505 must be kept on file. SARS does a monthly automated acquittal and sends specific requests to exporters/agents for which the actual documentation must then be submitted to SARS for verification (this is done on a risk basis).

Customs & Excise to be informed to be at premises when packing for non-BLNS countries – must be in closed container, and Customs & Excise to seal the container. If many different consignments are in one container, Customs & Excise to be presented with Bill of Lading & Packing List.

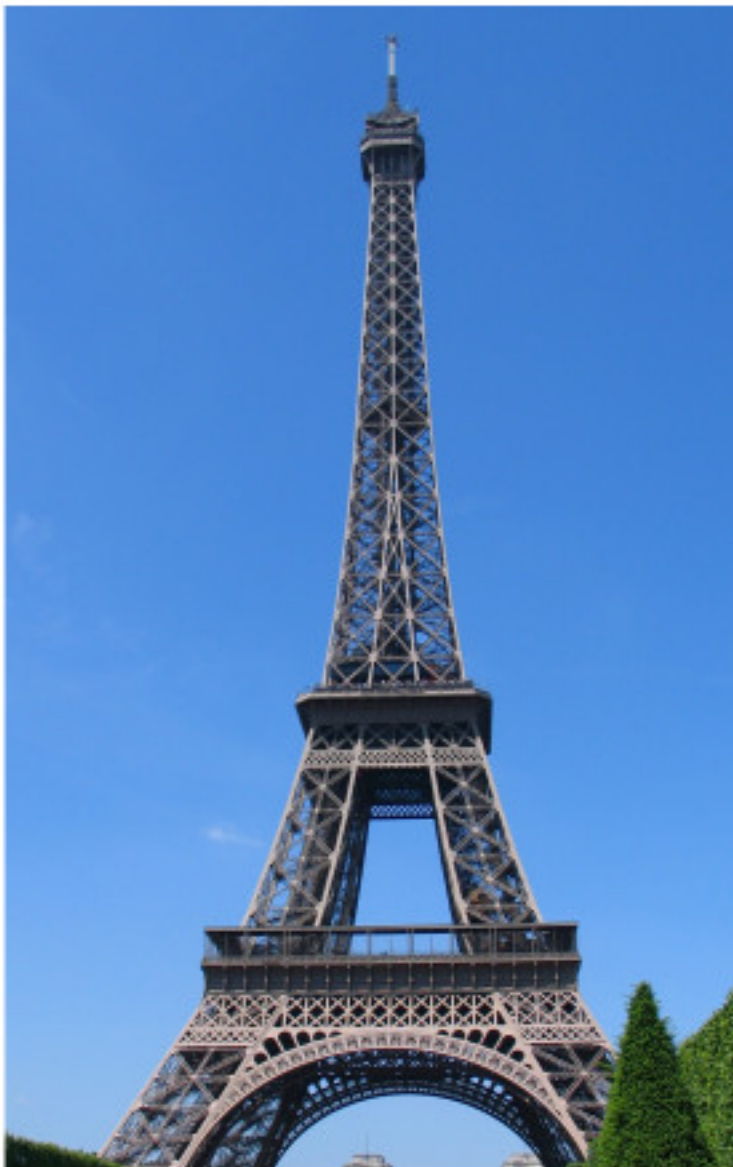
##### **BLNS Countries**

- **SAD500 (Vat form)** – present at border post for BLNS Countries
- **NA500 for NAMIBIA only** – to present at border post
- Export Certificate or (original & copy) or Export Exemption Certificate (original & copy)
- **SAD500** – if wine is moved between bonded warehouses plus R1 Revenue stamp. Good idea to get a copy of customs declaration from the importer as proof that duties and taxes have been paid on goods at destination.

**5.5 Customs and Excise inspectors check the export documentation to verify the exported consignments, so these records need to be accurately compiled, and copies need to be kept by you for possible future audit inspections for at least 5 years.**

The following documents are required for VAT and Excise checks:

- Buyer's Purchase Order
- Seller's Invoice with UCR number indicated on the invoice
- **DA32/SAWIS6**
- **SAD500**
- Copy of Export Certificate
- Copy of **V1 1/Analysis document**
- Bill of **lading/waybill** (issued by the shipper)
- **Proof of payment** for transport (if applicable)







**5.6 Acquittal of documents:** In order to prove that wine described on the **DA550** form has actually been exported and avoid any further liability for excise on it, you must submit the **SAD500 electronically before the ship sails**, otherwise you will be liable for a fine by Customs plus the excise duty on the goods exposed.

**6. Foreign exchange controls SA Reserve Bank**

In terms of the current foreign exchange control laws, you are obliged to bring your earnings back into the country. You must sell back to an authorised dealer all foreign currency earned through their sales for an equivalent Rand value.

**6.1 Submissions and correspondence to the Reserve Bank are usually channelled through your bank or other financial institution.** The bank deals directly with the foreign buyer's bank and payments are made by means of international transfer documents, usually letters of credit.

**6.2 When your bank received the foreign funds, the bank phones you to find out whether you wish to convert the sum to Rands immediately.** Alternatively, you may elect to hold the money in your CFC (Customer Foreign Currency) account (which you may do for up to 180 days), until you receive a more favourable exchange rate. If the sum involved is in excess of R50 000 you must complete a 'Balance of Payments (Inward Flow of Funds)' form and fax it to your bank.

**Consult your bank for assistance with these procedures.**

**7. Foreign Import Regulations & Duties**

**Some destination countries place restrictions on quantities and type of products that may be imported (usually to protect their own industries).** The EU allows a quota of wine to be imported from South Africa, exempt from duty (TDCA – see C4). Canada and Sweden have state monopolies running their liquor industries, the USA has restrictions about crossing state borders in liquor trade. Japan will only allow imports through selected agents, etc.

There are too many different sets of rules to list in this manual but if you are a new exporter, you are encouraged to approach a specialist shipper or export agent to help establish your exporting business.

## Transport Logistics



### Freight Forwarding

**1.1 Once all the administrative and legal procedures have been dealt with, the physical movement of the consignment can be addressed.** Most overseas exports are transported by sea freight, in containers (because air freight is prohibitively expensive) and there will usually be some road or rail transport at either end of the journey.

The Customs and Excise rules, described above, require that consignments of wine are stored in bonded warehouses until excise duty has been paid, and in addition there are the inspections and notifications required by the Department of Agriculture.

It is possible for you to handle all these arrangements but they are complex and time-consuming to co-ordinate. Unless the volumes are very large and full-time personnel can be dedicated to the task, shipping is best left to specialist agents, usually freight forwarders.

Some companies specialise in wine and liquor exports, and can offer advice far beyond the practical issues of moving the freight. They can handle documentation, organise movements and inspections, book space on ships, arrange clearing, etc. You can decide on the extent of service you require and their scope of services can be customised to suit your specific requirements.

**1.2 When you select an agent, consider the following.**

**Does the agent**

- Have experience in the type of service you require, the nature of the product and the destination countries?
- Provide competitive options for routing the consignment?
- Have networks and facilities with officials locally as well as in the region in which you are operating?
- Provide additional services, like cost estimates, C & E tariffs, proper warehousing, transit insurance, etc?
- Supply documents and accounts promptly, and notify you in good time of any possible problems?
- Have efficient communication systems in place to control and monitor the progress of your shipment?
- Have a reputation for reliability and integrity?
- Is pro-active in informing you of changes to legislation or, for example, the need to submit your application for EU quota?

For details of shipping agents, see the Directory, [www.cargoinfo.co.za](http://www.cargoinfo.co.za).

### 2. Terms of Carriage

**2.1 At the outset, in response to the first purchase enquiry, it is important to decide who is responsible for what.** There are many options for delivering a consignment, and each has cost and work implications for the parties concerned. It is normally left to the buyer to specify the terms of delivery and the seller adapts his price accordingly.

The terms and conditions of delivery are known as incoterms, a set of internationally recognised abbreviations that describe the extent of each party's rights and obligations with respect to delivery. These terms don't apply to contracts of carriage, insurance, financing, etc. Once the seller has fulfilled his obligations as defined by the particular incoterm agreed, all risks and obligations pass onto the buyer.

**Please note: The most frequently used incoterm for the export of wine from South Africa is FOB (Free on Board ... name of port of shipment) – the risk passes on to the buyer, including payment of all transportation and insurance cost, once delivered on board of the ship by the seller.**





## The Incoterms 2011 are arranged in two categories as follows:

Rules for Any Mode of Transport	Rules for Sea and Inland Waterway Transport Only
EXW - Ex Works	FAS - Free Alongside Ship
FCA - Free Carrier	FOB - Free On Board
CPT - Carriage Paid To	CFR - Cost and Freight
CIP - Carriage and Insurance Paid	CIF - Cost, Insurance and Freight
DAT - Delivered At Terminal	
DAP - Delivered At Place	
DDP - Delivered Duty Paid	

The number of Incoterms rules has been reduced from 13 to 11. This has been achieved by substituting two new rules that may be used irrespective of the agreed mode of transport – DAT, Delivered at Terminal, and DAP, Delivered at Place – for the Incoterms rules DAF, DES, DEQ and DDU.

The first group of Incoterms (first seven) can be used irrespective of the mode of transport selected and irrespective of whether one or more than one mode of transport is employed. They can be used even when there is no maritime transport at all. It is important to remember, however, that these rules can be used in cases where a ship is used for part of the carriage.

For Incoterms used in connection with Sea and Inland transport, all mention of the ship's rail as the point of delivery has been omitted in preference for the goods being delivered when they are "on board" the vessel. This more closely reflects modern commercial reality.

**2.2 Stack Dates:** These are the dates when containers may be brought into the harbour for preparation to lode. Portnet determines these dates. Stack Open is the first date on which containers may be brought in and Stack Close is the last day.

**2.3 Average shipping times:** Allow the following sailing times when planning an export to give the buyer an estimate of the delivery date.

Cape Town to Tilbury (London, UK)	14-17 days
Cape Town to NW Europe	16-17 days
Cape Town to Spain	26-30 days
Cape Town to Japan	28-31 days
Cape Town to New York, USA	16-17 days
Cape Town to Hong Kong	20-21 days
Cape Town to Singapore	15-16 days

**2.4 Freight Forwarders can also handle other types of transport (road, rail and air), or you can approach the operating companies directly.** See the Directory for Road Hauliers, Air-freight Companies and Spooner contacts).



## Follow-up



### 1. Bill of Lading/Waybill

**1.1** Once the container is packed/loaded, a **Shipping Instruction must be sent to the shipping line by your freight forwarder, against which they will issue a bill of lading/waybill.** The shipping instruction should contain the address details of all parties relating to the shipment such as shipper/exporter, consignee and any notified parties (agents). The bill of lading/waybill will be issued according to the instructions as given on the shipping instruction. The bill of lading will only be issued once all due costs according to the incoterms have been settled. The bill of lading/waybill is usually available within 48 hours after vessel departure.

**1.2** The buyer requires the bill of lading, as well as the **certificates of origin/V1.1 (as applicable), to have the consignment released at its destination port.** This can be done by fax initially, but the original documents must be sent by courier to the buyer. Check the terms of sale/letter of credit to determine exactly what documents and copies are required. A certified copy of the bill of lading should be kept for Customs and Excise Records – it is required for the Acquittal of Documents (described above).

### 2. Customer Relations

The buyer's satisfaction is most important in building lasting business relationships. You should follow up on the delivery, before and after arrival, and check that the goods arrived as planned – on time and in good order. If there was any damage or loss to the consignment, the insurers must be notified and a claim lodged.

When the buyer has confirmed satisfaction and all terms have fulfilled, payment is due. Whatever terms were agreed to in the sales agreement can be insisted on.

Bear in mind that the customer's view of the transaction is influenced by the level of service as well as the quality of the product. Every aspect of the process should be monitored and problems addressed. Maintain frequent and open contact with customers, and accept advice and suggestions which may improve service.

### 3. Common Problem Areas in Exporting Wine

Producing and exporting wine is a complex business, with many legal and administrative issues. These often cause problems, especially with the completion and submission of the documentation, and recovery of payment from foreign buyers who may have somewhat different business ethics.





## WHAT TO LOOK OUT FOR

**3.1 Ensure your customer is genuine and creditworthy.** If he is unknown in the industry, have a bank or agency do a credit check and insist on a L/C.

**3.2 Have all your documentation** completed and submitted in good time to get the export certificates.

**3.3 Make sure the freight forwarder (if you are using one) has the original export certificate** available for Customs and Excise when they are capturing the SAD500 (Bill of Entry application) on EDI, as well as the DA32/SAWIS6.

**3.4 Errors in the description of wine on the application for an export certificate can cause delays in processing.** Get the wine tested and certified as early in the process as possible – resubmitting samples can be very disruptive.

**NB : Remember that the certification of wine for export purposes is only valid for 12 months after the wine has been sensorially approved. Once this period has lapsed the wine must be re-submitted for approval before an export certificate will be issued. A bottled export certificate expires within 3 months of date of issue depending on the sensorial validity period and a bulk export certificate is only valid for 42 days.**

**3.5 Check the specific requirements of the particular branch office (Stellenbosch, Cape Town, Paarl) of Customs and Excise for completing the DA32 form.** Some offices have different interpretations of the document.

**3.6 Allow at least two days for the Department of Agriculture to issue the V1.1 Certificate.** If there were errors on the declaration which need to be corrected, further delays can be expected. Wine at destination in the EU will not be released until the V.1 is presented.

**3.7 If the declaration of loading is not done on Wine Online timeously, it can delay the issuing of the V1.1 Certificate.** If it is not submitted at all, you will be blacklisted on the Wine Online system.

**3.8 If the wine does not have a SAWIS 6/DA32 (Removal of Wine) certificate,** Custom and Excise will not accept the DA 550, which has to be presented before the ship sails.

**3.9 When exporting bulk wine, the Department of Agriculture takes control samples for re-analysis at the time of loading, even if it was previously tested.** The testing takes at least three working days and the consignment may already be en-route before it is found to be unacceptable. If this happens, the destination country will not allow it in. To avoid very costly problems like this, it is important to ensure that only sound wine is sent for export.

**3.10 When packing a container of wine for export, make sure that this is done correctly.** The buyer may have specified that the wine should be palletised (or hand packed), shrink wrapped, etc. Bear in mind that there are certain weight limitations. Make use of dunnage bags to keep the boxes in place. No insurance will cover the cost of damage due to the bad packing of a container. Take a photograph of the goods in the container before you close the door!

## Forms and Documents Required



The following table is a summary of the forms referred to in the various procedures, as well as others which may be helpful in the exporting of wine.

FORM NAME	DESCRIPTION	SOURCE / DEPARTMENT
Pro Forma Invoice	Suggested typical format	<a href="http://www.dawineonline.co.za">www.dawineonline.co.za</a>
Order Confirmation	Suggested typical format	<a href="http://www.dawineonline.co.za">www.dawineonline.co.za</a>
Packing List	Suggested typical format	<a href="http://www.dawineonline.co.za">www.dawineonline.co.za</a>
Commercial Invoice	Suggested typical format	<a href="http://www.dawineonline.co.za">www.dawineonline.co.za</a>
Forwarders Instruction	Suggested typical format	<a href="http://www.dawineonline.co.za">www.dawineonline.co.za</a>
Portnet Combined Export Doc		Portnet
Certificate of Origin	Certificate to verify the wine/liquor originates/is produced in South Africa	Department of Agriculture
BG9	Application of Provisional Approval of Wine	SAWIS
Bgl1	Application for Final Approval of Wine	SAWIS
Application for Export Certificate - Bottled	Application for Export Certificate - Bottled	Department of Agriculture/Wine Online
Application for Export Certificate - Bulk	Application for Export Certificate - Bulk	Department of Agriculture/Wine Online
Application for Export Exemption Certificate	Application for Export Exemption Certificate	Department of Agriculture/Wine Online
Notificatin of loading to Agriculture inspectors	Application for Export Certificate - Bottled and Bulk	Department of Agriculture/Wine Online
Declaration of Export - Bottled	Declaration of Export - Bottled	Department of Agriculture/Wine Online
Declaration of Export - Bulk	Declaration of Export - Bulk	Department of Agriculture/Wine Online
V1.1	Certificate of analysis - EU	Issued by Department of Agriculture/Wine Online



FORM NAME	DESCRIPTION	SOURCE / DEPARTMENT
Da185 + Annex. DA185/02	Application for Customs Code Number	SARS (C & E)
SAD500	Export Declaration/Bill of Entry Export (if duty paid or non duty paid)	SARS (C & E)
SAWIS 6/DA32	Certificate for Removal of Excisable Goods from Bonded Warehouse	SARS (C & E)
DA70	Application to make Provisional Payment of Excise (used when export goods by road to neighbouring countries)	SARS (C & E)
DA610	To move wine between bonded warehouses from South Africa to BLNS Countries or between bonded warehouses	SARS (C & E)
Balance of Payments (Inward Flow of Funds)	Common Monetary Area Exchange Control Customer Offer to Sell Foreign Currency (Bank Purchase)	Reserve Bank
CTO	Container Terminal Order	Portnet
Bill of Lading (B/L) Waybill	Bill of Lading - Non-negotiable document	Shipping Line
Shipping Instruction (SI)	Shipping Instruction	Shipping Line
VOC (SAD554 and SAD500)	A VOC is a voucher of correction done for a SAD500. This is done when you have to amend or change your SAD500 for values, quantities, vessel names, etc. This is submitted to C & E with your original Bill of Entry.	SARS (C & E)
Cargo dues	Document submitted to Portnet providing container numbers. Payment in accordance with annual rates and equipment size.	Portnet
Loading Instruction	Instruction for placement and collection of containers.	Road Transporters

## Directory of Organisations and









## Contacts

Below is a table of all contacts available for assistance in the export process. There is more detail available online and searchable on [www.wosa.co.za](http://www.wosa.co.za) – see Contacts.

Organisations	Address	Contact	Phone No	Fax No	Web / e-mail
<b>FINANCIAL INSTITUTIONS &amp; ASSISTANCE</b>					
<b>FNB Business Banking</b>			0860 263 362		
<b>Marriot Merchant Bank Limited</b>	2 Delamore Road, Hillcrest, 3650		+27 31 765 0700	+27 31 765 0790	
<b>Nedbank Business</b>	Business Banking Team		0860 111 055		
<b>Rand Merchant Bank</b>		Vidya Mahavadi	+27 11 282 8306	+27 11 282 8305	
<b>SCMB - Standard Commercial Merchant Bank</b>	International Trade Manager	Rochelle Schutter	+27 21 401 3017 083 703 7708	+27 11 636 2439	<a href="http://www.standardbank.co.za">www.standardbank.co.za</a> <a href="mailto:rochelle.schutte@standardbank.co.za">rochelle.schutte@standardbank.co.za</a>
	Foreign Trade Promotions	Miriam Bassa	+27 11 636 1053		<a href="mailto:miriam.bassa@standardbank.co.za">miriam.bassa@standardbank.co.za</a>

<b>INSURANCE</b>					
<b>Credit Guarantee Insurance Corporation of Africa Limited (CGIC)</b>	21st floor, LG Building, Thibault Square, Long Street, Cape Town				<a href="http://www.creditguarantee.co.za">www.creditguarantee.co.za</a>
	Business Consultant	Clare Marks	+27 21 421 7830	+27 21 419 7586	<a href="mailto:Info@cgic.co.za">Info@cgic.co.za</a>
	Business Consultant	Willie van der Berg	+27 21 421 7830	+27 21 419 7586	<a href="mailto:williev@cgic.co.za">williev@cgic.co.za</a>









Organisations 	Address 	Contact 	Phone No 	Fax No 	Web / e-mail 
<b>AGENTS - OVERSEAS</b>					
See our list online <a href="http://www.wosa.co.za">www.wosa.co.za</a>					

<b>FREIGHT FORWARDERS</b>					
<b>Spectrum Shipping</b>	Export Manager	Anthony Steyn	+27 21 421 6110	+27 21 418 2118	Anthony@spectrum-shipping.co.za
<b>Customs Services (Pty) Ltd</b>	PO Box 30047, Jet Park, 1469		+27 11 397 5370	+27 11 397 3200 +27 11 397 3203	www.tradepage.co.za /customs
	Export Manager	Toni-Lee Sykes	+27 11 397 5370	+27 11 397 3200 +27 11 397 3203	custom.services@ jhbmail.co.za
	Export Administrator - All export enquiries and forwarding	Ina Tellis	+27 11 397 5370		custom.services@ jhbmail.co.za
<b>Expeditors International SA (Pty) Ltd</b>	Cnr Mobile & Madrid Roads, Airport Industria Cape Town		+27 21 386 6700	+27 21 386 3110	www.expeditors.com
	Managing Director	Richard Mallabone	+27 11 396 1510		richard.mallabone@ expeditors.com
	Manager Western Cape	Henri Holthuis	+27 21 386 6700 083 700 2402		henri.holthuis@ expeditors.com
	Sales Manager	Andrew Roper	+27 21 386 6700 082 495 7504		andrew.roper@ expeditors.com
	Supervisor Western Cape	Mrs Sanette du Plessis	+27 21 386 6700 083 258 8968		sanette.du.plessis@ expeditors.com
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	Branch Manager	Marliese Martin	+27 21 809 2000	+27 21 809 2021	k.nel@ hillebrandgroup.com
	Operations Manager	Marlize Smit	+27 21 809 2012	+27 21 809 2021	m.smit@hillebrandgroup.com
<b>Kuehne and Nagel</b>	Sea Freight		+27 21 935 6360	+27 21 425 2726	
	Air Freight		+27 21 935 6343	+27 21 386 2765	
<b>Schenker AG Global Manager Wine &amp; Beverage Logistics</b>	57 Aviation Crescent, Airport City, Cape Town, 7925	Andrew Dinnie	+27 21 380 3200	+21 21 385 1575	andrew.dinnie@ schenker.co.za www.dbschenker.com







Organisations 🏢	Address 📍	Contact 👤	Phone No ☎	Fax No 📠	Web / e-mail 📧
<b>FREIGHT FORWARDERS</b> (continue)					
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	Export Manager	Jane Grosse	+27 21 418 5788 083 4555 030		jane@megaFreight.co.za
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	International forwarding Air & Sea	Rochelle Phipson	+27 21 929 1700	+27 21 931 13116	rochelle@projectFreight.com
<b>Rohlig &amp; Co (SA) (PTY) Ltd</b>	General Manager Western Cape	Colleen Willemse	+27 21 418 3218	+27 21 425 3515	colleenw@rohlig.co.za
<b>Sturrock Shipping</b>	17th floor, 2 Long Street, Cape Town, 8001		+27 21 405 8200	+27 21 419 2762	www.sturrockshipping.co.za
	Clearing Forwarding Operations Manager	Wayne Armstrong		+27 21 419 2762	w.armstrong@sturrockshipping.co.za
<b>ZA Trans</b>	ZA Trans House Madison Square Manhattan Road Airport Industria 2 Cape Town 7490		+27 21 380-2900	+27 21 380-2901	capetown@zatrans.co.za
<b>World Wine Trade</b>			+27 21 876 3501 083 252 1054	+27 21 876 3501	www.wwt.co.za wwt@jiafrica.com





Organisations 	Address 	Contact 	Phone No 	Fax No 	Web / e-mail 
<b>AIRFREIGHT SERVICES</b>					
<b>South African Association of Airfreight Forwarders</b>	12 Skeen Boulevard, Bedfordview		+27 11 455 1726	+27 11 455 1709	www.saaff.org.za saaff@saaff.org.za
<b>International Air Transport Association</b>	Sandton 2196		+27 11 523 2700	+27 11 523 2701	www.iata.org
<b>See www.cargoinfo.co.za</b>					

<b>CAPE AIRFREIGHT MEMBERS</b>					
<b>Docks Shipping</b>	Unit 8 Constantia Industrial Park, North Coast Road		+27 31 569 1370	+27 31 569 1452	
<b>Eagle Freight</b>	201 Maydon Road, South Africa 4001		+27 31 274 3600		
<b>Grinrod Airfreight</b>	Quadrant House, 115 Margaret Mncadi Avenue (Victoria Embankment) Durban, 4001, KZN, South Africa		+27 31 304 1451	+27 31 305 2848	www.grindrod.co.za
<b>Hellmann International</b>	First Floor, Execujet Business Center, Tower Road, Airport Industria		+27 21 935 5280	+27 21 935 1687	www.hellmann.net
<b>Micor Meadows Airfreight</b>	223 Maydon Road, Maydon Wharf, Durban		+27 31 205 3563	+27 31 205 4021	
<b>Perishable Cargo Agents</b>	same as Grindrod				
<b>Quickair</b>			0861 115 438		www.logistics365.co.za
<b>Renfreight Aircargo</b>	Agent St, 8001 Airport Cape Tow, South Africa		+27 21 934 5462		
<b>Safcor Forwarding</b>	PO Box 147 Cape Town, 8000		+27 21 934 0387	+27 21 934 8959	

Organisations 	Address 	Contact 	Phone No 	Fax No 	Web / e-mail 
<b>ROAD TRANSPORT</b>					
<b>Road Freight Association</b>	Block E1, Isando Business Park, Gewel Street, Isando		+27 11 974 4399	+27 11 974 4903	www.rfa.co.za enquiries@rfa.co.za
<b>Namibia Road Carriers Association</b>			+264 61 272 370	+264 61 261 422	namroad@mweb.na
<b>SA National Roads Agency</b>	Parc du Cap, building 5, cnr Mispel Street and Willie van Schoor Avenue, Bellville, CPT		+27 21 957 4600	+27 12 946 1630	www.nra.co.za
See <a href="http://www.cargoinfo.co.za">www.cargoinfo.co.za</a>					

### AGENTS - OVERSEAS

See our list online - [www.wosa.co.za](http://www.wosa.co.za)

### ORGANISATIONS

<b>SAICC South African International Chamber of Commerce</b>	Rosebank		+27 11 446 3800		
<b>DTI (Department of Trade &amp; Industry)</b>	Customer Care Centre		0861 843384		www.dti.gov.za







### TRAINING COURSES ON EXPORT AND INTERNATIONAL MARKETING







<b>ITRISA International Trade Institute of Southern Africa</b>					www.itrisa.co.za itrisa@icon.co.za
<b>IMM Graduate School of Marketing's IEX division</b>			+27 11 628 2000		info@immgsa.ac.za

### EXPORT COUNCIL / STATUTORY BODIES

<b>WOSA Wines of South Africa</b>	8 Helderberg Road PO Box 987 Stellenbosch, 7599		+27 21 883 3860	+27 21 883 3861	www.wosa.co.za
	CEO	Su Birch	+27 21 883 3860	+27 21 883 3861	
<b>The Wine &amp; Spirit Board</b>	PO Box 2176 Denniesig Stellenbosch		+27 21 889 6555	+27 21 889 5823	
	Secretary	Hugo vd Merwe	+27 21 889 6555	+27 21 889 5823	



Organisations 	Address 	Contact 	Phone No 	Fax No 	Web / e-mail 
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<b>SAWIS (South African Wine Industry Information &amp; Systems)</b>	312 Main Road Paarl		+27 21 807 5700	+27 21 871 1361	
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	Inspector	Theo Reese	083 444 6964		
	Inspector	Deon Mouton	083 444 6927		
	Inspector	Giepie Kriel	083 500 7854		
	<b>Inspection Services : STELLENBOSCH area:</b>				
	Inspector	Johan van der Spuy	083 444 6936		
	Inspector	De Wet Swanepoel	083 444 6938		
	Inspector	Piet Vos	083 444 6970		
	Inspector	Jacques Laker	083 444 6972		
	Inspector	Andre le Roux Goosen	083 444 6937		
	<b>Inspection Services : PAARL area:</b>				
	Inspector	Paul Stemmet	083 444 6939		
	Inspector	Cobus Kroese	083 444 6869		
	Inspector	David Loth	083 444 6962		
	Inspector	Albert Morkel	083 444 6971		
	Inspector	Jaco Cloete	083 444 6946		
	Inspector	Patrick Butshingi	083 477 7033		
	<b>Inspection Services : ROBERTSON area:</b>				
	Inspector	Carel van der Merwe	083 444 6950		
	Inspector	Johan Huisamen	083 444 6965		
	Inspector	Sakhiwe Ncokolo	083 500 7855		
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	Annelize Adams	+27 21 809 1690			annelizea@nda.agric.za
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Organisations 🏢	Address 🏠	Contact 👤	Phone No ☎	Fax No 📠	Web / e-mail 📧
<b>EXPORT COUNCIL / STATUTORY BODIES</b> (continue)					
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		Jan Kleinhans	+27 12 319 8064		
		Dudu Mogale	+27 12 319 8070		





## References



### USEFUL WEBSITES

**[www.dti.gov.za](http://www.dti.gov.za)**

The Department of Trade and Industry's Website

**[www.dawineonline.co.za](http://www.dawineonline.co.za)** or **[www.doawineonline.co.za](http://www.doawineonline.co.za)**

The export certification website of the Department of Agriculture for the export of all liquor products, named Wine Online, for all export applications/certificates/analyses and tasting results/importing country certificates, notification and declaration of loading, etc.

**[www.cargoinfo.co.za](http://www.cargoinfo.co.za)**

A directory of freight service providers, 'Freight & Trading Weekly' newspaper. Customs & Excise tariffs, exchange rates, sailing schedules in and out of South African ports, individual lines' sailing schedules, airline schedules and more.

**[www.mbendi.co.za/export/sa](http://www.mbendi.co.za/export/sa)**

Guide to exporting from South Africa. This Guide provides information and interactive tools to assist novice and experienced exporters, importers and service providers, both inside and outside South Africa, to export efficiently from South Africa

**[www.wine.co.za](http://www.wine.co.za)**

One of the biggest reference environments for South African wine and related businesses.

### References

1. Department of Industry (DTI) Book – Guide to Exporting for Small, Medium & Micro Enterprises.
2. Cathy Grier – CWM thesis: Guide to Export of Bottled Wine.
3. Department of Agriculture, Forestry and Fisheries – Directorate Food Safety and Quality Assurance.
4. SAWIS – South African Wine Industry Information and Systems.
5. South African Revenue Services (SARS) – Customs & Excise.
6. The Wine & Spirit Board (WSB)

## Annexure:

### DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

#### DIVISION: LIQUOR PRODUCTS

Private Bag X5015, Stellenbosch, 7599

Fax: +2721 8876392

## EXPORT MANUAL FOR PARTICIPANTS OF THE EXPORT TRADE

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	Annelize Adams	+27 21 809 1690	annelizea@nda.agric.za
	Marian Honing	+27 21 809 1687	marianh@nda.agric.za
	Adrie Nel	+27 21 809 1701	adrien@nda.agric.za
Certification and export results	Florio de Re	+27 21 809 1686	floriodr@nda.agric.za
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Sample reception	Faeze Willemse	+27 21 807 1776	faezew@nda.agric.za
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### INDEX

1. Introduction - **34**
2. Procedure for export of liquor products - **35**
3. Declaration of consignments loaded – V1.1 Document - **36**
4. Hints - **37**
5. Fees - **38**
6. Invoices - **38**
7. Turnover times - **38**
8. Exempted countries - **38**
9. Exemption certificates – liquor products not intended for re-sale in foreign countries - **38**
10. Commitment to service excellence - **38**

# EXPORT MANUAL FOR PARTICIPANTS OF THE EXPORT TRADE

## 1. Introduction

As you are a prospective exporter of liquor products, we would like to introduce you to the Directorate Food Safety and Quality Assurance, and supply you with certain guidelines regarding the export of liquor.

The Directorate is, among others, responsible for enforcing the Liquor Products Act (Act 60 of 1989). The office of the Administering Officer (the delegated authority) of this Act is situated at the Quarantine Station, Polkadraai Road, outside Stellenbosch. The Inspection Division (DAFIS) are responsible for the inspection and sampling of liquor products for export. Please note that there are other departments which are also concerned with aspects of liquor export and they may require additional documentation to that required by this department.

## Introducing export certificates

An export certificate is required in order to export liquor (excluding medicine and beer) in terms of the Liquor Products Act (Act 60 of 1989). This certificate must be presented to Customs and Excise to obtain clearance for a consignment of liquor.

The administering officer will only issue an export certificate after the following requirements have been met:

**1.1 For wines only:** The Wine and Spirit Board has sensorially evaluated the wine to determine if it complies with the requirements as set out in the Liquor Products Act. Please note: the Board meets weekly on Tuesdays and Thursdays to evaluate wines for export, and on Tuesdays and Wednesdays to evaluate wines for certification. In addition regional tasting sessions are also held on specific days of the week – detail of these tasting schedules can be obtained from SAWIS (021-8075700).

**1.2 A chemical analysis has been performed by the Department of Agriculture to ensure that the product complies with the requirements of the abovementioned Act.** If this is not the case, you must convince the administering officer that the analysis does comply with the requirements of the country to which the liquor is to be exported.

**1.3 The label complies with the requirements of the abovementioned Act.** If this is not the case, you must convince the Administering Officer that the label does comply with the requirements of the country to which the liquor is to be exported.

## Introducing export quotas and EUR1 certificates for wine exports to EU

A trade agreement between South Africa and the European Community on trade in wine came into effect in January 2002. In terms of this agreement, South Africa may export an annual quota of still wine, free of customs duty, into the EU.

The benefit is that the importer in Europe does not have to pay CCT (Common Customs Tariff) on wine from South Africa that is accompanied by a EUR1 certificate.

## The Department of Agriculture in Pretoria allocates the quotas twice a year to applicants on the following basis:

- 70% of the quota is allocated to existing exporters on the basis of their export history of the two years prior to the application.
- 20% of the quota is allocated to new exports, small/medium and micro enterprises (SMMEs) and previously disadvantaged (PDIs)
- 10% to BEEs.

Application forms and Government notices can be downloaded from the Department's website (<http://www.nda.agric.za/publications>) under 'Government Gazette Notices'. The application form can also be downloaded from the Wine Online website or you can mail either [JanK@nda.agric.za](mailto:JanK@nda.agric.za)/[DuduM@daff.gov.za](mailto:DuduM@daff.gov.za) or [DeonK@nda.agric.za](mailto:DeonK@nda.agric.za). Some freight forwarders mail these application forms to their clients as soon as the Notice has been published.

Applications must be completed in full as directed and submitted timeously to The Manager: Marketing Administration. Export permits for the first semester are valid from 1 January to 30 June and applications must be submitted within four weeks from the publication of the Notice in the Government Gazette. Export permits for the second semester are valid from 1 July to 31 December. Exporters will always be notified beforehand via WOSA when the application period for new quota applications will open. The application (with supporting documents including a signed affidavit) may be faxed to The Manager: Marketing Administration, for attention: Mr GJ Kamfer, fax +27 12 3198077. This facsimile must be followed up by posting or hand-delivering the original documentation within 14 days of the facsimile transmission. The department makes the allocations to exporters and sends the EC Export Permits out to them by the beginning of January (first semester) or July (second semester).

**Once you have an EC export permit, you can apply for EUR1 certificates or if you are a SARS Approved Exporter, you can apply for an Invoice declaration on Wine Online.**

## Introducing the Wine Online system:

**[www.dawineonline.co.za](http://www.dawineonline.co.za)/[www.doawineonline.co.za](http://www.doawineonline.co.za)**

The Wine Online website was developed through a collaboration between the wine industry, the Department of Agriculture, and the Department of Trade and Industry (DTI), to facilitate the submission, processing and production of documents necessary for the export of wine.

Using Wine Online, you are also able to:

- Check the status of your application for export permits and Eur1 certificates,
- Keep track of the litres you have utilised under the EU quota, for a specific period,
- Sub-allocate the quota litres available to specific consignees, countries and products; and/or
- Keep track of these sub-allocations.



## 2. Procedure for the export of liquor products

### 2.1 First-time exporters

#### Register as an exporter with SARS customs and excise

In order to obtain a customs code number, a SARS form DA185 (Application Form: Licensing/Registration of Customs and Excise Clients) and form Annexure DA 185.02 must be completed and submitted, together with the necessary supporting documents, to your local Customs and Excise office.

#### Register as an exporter with the Department of Trade and Industry

This is not a legal requirement but it is necessary if you wish to make use of Export Incentives provided by the DTI. The Export Marketing and Investment Assistance (EMIA) scheme, for example, compensates you for costs involved in developing export markets for South African products.

#### Register as a user on Wine Online

First-time exporters need to register on the Department of Agriculture's Wine Online website ([www.dawineonline.co.za/www.doawineonline](http://www.dawineonline.co.za/www.doawineonline)). To find what information is required from you and how to submit this, go to website address and click on the 'Register Now' button. Seven Excel spreadsheets must be completed and emailed back to [FaceW@nda.agric.za](mailto:FaceW@nda.agric.za) or [VanessaS@nda.agric.za](mailto:VanessaS@nda.agric.za) in order to apply for registration as a Wine Online user. On receipt of this information, the Department will send you a username and password which will enable you to logon to Wine Online and use the facilities provided on this website.

#### Register as an exporter with SAWIS

First-time exporters need to register with SAWIS. Visit the SAWIS website [www.sawis.co.za](http://www.sawis.co.za) then go to the "SAWIS Forms" on the home page to obtain a SAWIS 3.

### 2.2 Applying for an export certificate

An application for an export certificate must be submitted for every liquor product being exported.

**Please note:** A separate application must be submitted for every liquor product which differs from every other liquor product with respect to consignee, composition, labelling or lot number.

#### 2.2.1 Applying for an export certificate for certified bottled wine falling within its 12-month sensorial grace period

If the wine still falls within its 12-month sensorial grace period, a registered user can create an administrative export certificate by logging onto the Wine Online website ([www.dawineonline.co.za/www.doawineonline.co.za](http://www.dawineonline.co.za/www.doawineonline.co.za)), and following the screen path:

**Documentation...Documents...Applications...Export Certificate**

**Please note:** This requires the user to have a valid SAWIS application number and a WSR4 number for the wine, in order to determine that the wine is still sensorially valid and that this product has been created on the Wine Online System via the information supplied by SAWIS.

Once you have entered the details regarding consignee, product volumes, etc, a summary of the application is shown on screen. You are asked to double-check the details and to go 'Back' to edit information (if necessary), or to 'Apply', which immediately submits the application to the Department for authorisation.

Once the export certificate has been authorised, you may print the certificate by following the screen path:

**Documentation...Documents... Print Documents ...Export Certificate**

At any time, you can check on the status of an export certificate by clicking the 'Status' button on the main menu.

For more detailed information on the process of applying online for an export certificate, consult Wine Online's 'Application for Certificates User Guide'. This can be downloaded by following the path: [www.dawineonline.co.za/www.doawineonline.co.za](http://www.dawineonline.co.za/www.doawineonline.co.za) ... Visit our site...Manuals...Application for Certificates User Guide.

#### 2.2.2 Applying for an export certificate for uncertified wine or certified wine for which the 12-month sensorial grace period has expired.

The consignment of liquor must be placed apart from other liquor.

Logon to Wine Online and apply for a labrequest to obtain a laboratory analysis. The following options are available on Wine Online.

- **SAWIS... Lab Form ... New Lab Request...Certified – if this is the first time that this product is being submitted for analysis.**
- **SAWIS...Lab Form...Previous Lab Request – if the product has already been certified but the sensorial period has expired or if extra Lab Analysis is required.**
- **SAWIS... Lab Form ... New Lab Request ...Uncertified – if the product is an Uncertified Wine.**

**Please note:** Further details are available in the 'Application for Certification for Laboratory Analysis' user documentation, which can be downloaded from the Wine Online website.

A sample must be drawn from the consignment for inspection by APIS. For wine, the sample must be at least 2,25 litres (3 x 750ml). For liquor products other than wine, only 2 x 750 samples are required. Samples must be delivered to the Directorate Food Safety and Quality Assurance.

The sample will be chemically analysed for export by the Department of Agriculture (all liquor products) and sensorially evaluated for export by the Wine and Spirit Board (wine only).

## Submission deadlines, tasting times for export

Tasting for export wines are held on Tuesdays and Thursdays. To have wines tasted in the Tuesday tasting, samples must reach the office of the Directorate (FSQA) by Thursday. To have wines tasted at the Thursday tasting, samples must reach the offices of the Directorate (FSQA) by Tuesday. Samples received late for a specific tasting will automatically be submitted to the next tasting. The department encourages the submission of samples on a Tuesday for the Thursday tasting, as the laboratory is quieter on a Wednesday afternoon and Thursday, which allows export samples to be analysed quicker during this period. Export certificates for such wines can then be approved on the Friday morning, thus decreasing the turnaround time for samples substantially.

Logon to Wine Online and submit an application for an export certificate as in 2.2.1 (above).

### 2.2.3 Applying for an export certificate for bulk wine

See 2.6 regarding the control samples which must be drawn when loading bulk or EBIS wine for export.

**Please note:** For wine with certification claims which will be exported in bulk, the sensorial approval is only valid for 42 days.

## 2.3 Printing/collecting the export certificate

Once the application for an export certificate has been approved, the export certificate can be printed (by you) or collected from the Directorate's offices by the person designated on the application.

**2.3.1 An export certificate will be available three working days after the sample was logged as received in Wine Online.** Please note that the tasting results can be obtained on the afternoon of the day of the meeting of the Wine and Spirit Board.

**2.3.2 Results may be delayed by differences in analyses or if a sample was rejected sensorially.** It will then be re-evaluated the following day by a different panel.

**2.3.3 Print your export certificate from Wine Online following the screen path: Documentation...Documents...Print Documents...Export Certificate.**

At any time, you can check on the status of an export certificate application by clicking the 'Status' button on the main menu of Wine Online.

## 2.4 Renewing the sensorial grace period of bottled wine for a further 12 months

You can renew the sensorial grace period of a liquor product for a further 12 months without having to export immediately (thus without a consignee). Please note: This only applies to bottled stock.

## 2.5 Notification of loading

At least 48 hours' (or as agreed by the Department) notice must be given to the APIS prior to the loading of any consignment. Please note that if you are not 100% sure of the exact time of loading when notifying the inspectors, you must contact the inspectors when the containers arrive.

Notice is given by logging onto Wine Online and following the screen path:

**Documentation...Documents...Applications... Notification of Loading**

See 5: 'Notification of Loading' in Wine Online's 'Application for Certificates User Guide' for further details.

## 2.6 Drawing samples when loading a container of bulk wine

Please note that if bulk or EBIS wine is loaded for export, a control sample (2 x 750ml) of each container should be drawn. If there is no inspector on the premises after the container has been loaded, you are responsible for delivering the control samples to Division: Liquor Products.

Once the inspection has been done and authorised by the Directorate's inspectors, the transaction will become available for you to apply for the declaration of loading.

## 2.7 Submitting a declaration of loading

After a consignment has been loaded, a declaration of loading for V1.1 documents, analysis certificate, etc is submitted to the Directorate by logging onto Wine Online, and following the screen path:

**Documentation...Documents...Applications... Declaration of Loading**

See Section 6: 'Declaration of Loading' in Wine Online's manual 'Application for Certificates User Guide' for detailed guidelines on completing and submitting the declaration.

**Please note:** All exports of wine require a declaration of loading to be submitted to the Directorate within 72 hours of loading. This includes wine being exported to a country which does not require export documents such as V1.1's document or analysis certificates. Failure to submit a declaration of loading will result in you being blacklisted on the Wine Online system. The information provided on a declaration of loading is vital for Export statistics, for the calculation of the levy for WOSA and for Customs Clearance purposes.

## 3. Declaration of consignments loaded – V1.1 document

Once the declaration has been submitted successfully through Wine Online, the Directorate will authorise the declaration and print the required certificates (eg V1.1 documents, analysis certificates, certificates of origin, etc) for collection by the designated collector within two working days.



#### Please note:

3.1 These certificates will only be issued on receipt of a declaration submitted via Wine Online. Any other manner of declaration (eg copy of export certificate, a letter, copy of bill of lading, etc) will not be accepted.

3.2 The declaration can only be submitted by you after the consignment has been loaded into the export container. This is important, as the exact litres/cartons as stated on the declaration will be indicated on the V1.1s and certificates.

Amendments to the original declaration with regards to, for example, volume loaded, consignee, etc. will only be accepted on a revised electronic declaration submitted by you. Telephonic or other written notification will not be accepted. This involves cancelling the incorrect declaration or loading on Wine Online, and submitting a new, correct declaration of loading online.

**Please note:** In the final screen of the declaration – the 'Summary' screen – the user needs to input the details of exactly who is going to collect the required documents (V1.1s, analysis certificates, etc) and when these will be collected. It is of the utmost importance for the Directorate to know who is responsible for the collection of these certificates, to prevent them being collected by the wrong company and resulting in original documentation being lost.

**Reminder:** Throughout the export process, you can check on the status of your applications, which are updated when a transaction has been successful. Click on the 'Status' link on the Wine Online menu. By selecting 'Status Information', you can see how far an export certificate has progressed through the system. Here the user can see if documents are ready for collection or if a consignment has been inspected.

## 4. Hints

**4.1 Then exporting to a member country of the EU (European Union) a V1.1 document will be required by the foreign country.** Countries which are currently members of the EU are:

Austria	Greece	Netherlands Antilles
Belgium	Guernsey	Poland
Bulgaria	Hungary	Portugal
Cyprus	Ireland (Republic of)	Romania
Czech Republic	Italy	Slovakia
Denmark	Latvia	Slovenia
Estonia	Lithuania	Spain
Finland	Luxembourg	Sweden
United Kingdom Of Great Britain		
France (+Reunion)	Malta and Gozo	
Germany	Netherlands	

**Please note:** no consignment of liquor will be allowed into an EU member country without a V1.1 Document

**4.2 Please note that no wines may be exported to the EU under the following names:**

- Port
- Sherry
- Premier Grand Cru/Grand Cru/Premier Cru/Cru
- Late Harvest/Late Vintage
- Cape Riesling
- Crouchen

**4.3 Countries other than EU members may have specific requirements with regards to labelling, analysis certificates, etc.** The Directorate will issue such certificates on request.

**4.4 If you are proposing to send a trade sample to your agent in a foreign country,** or a tourist, diplomat or a person moving house, you must apply for an export exemption certificate if the volume of wine being exported is more than 30 litres.

This application can be submitted by logging onto Wine Online and following the screen path:

**Documentation...Documents...Applications...Exemption**

See Wine Online's 'Wine Online Application for Exemptions' user manual for more details.

**4.5 The best way to familiarise yourself** with the requirements of other countries is to contact your agent handling the liquor in the country concerned.

**4.6 Enquiries about the following issues can be made to the following persons:**

#### 4.6.1 Sampling, loading and inspection of consignments

Mr J Nimmerhout (+27 21 8091660) and Daylene Mitchell (+27 21 8090287) or their general number for enquiries (switchboard +27 21 8091645).

#### 4.6.2 Export applications, certificates, results of sensorial evaluations for export, V1.1 certificates, analysis certificates

- Mrs L Mentoer +27 21 8091719
- Mrs A Nel +27 21 8091701
- Ms C de Wet +27 21 8091635
- Ms A Adams +27 21 8091690
- Mr W Heyns +27 21 8090237
- Mrs V Simons +27 21 8091711
- Me R Basson +27 21 8091688
- Me M Honing +27 21 8091687

#### 4.6.3 Labelling, South African Legislation

- Mr K van Wyk +27 21 8091681
- Mr F de Re +27 21 8091686
- Me R Arendsen +27 21 8090234
- Mr P Arries +27 21 8091685



#### 4.6.4 Analysis requirements and results of Export and Certification Samples

- Mrs R Arendsen +27 21 8090234
- Mr F de Re +27 21 8091686
- Mr K van Wyk +27 21 8091681
- Mr P Arries +27 21 8091685

### 5. Fees

#### 5.1 Export Certificate – Administrative Application

R36,00 plus R5,00 per hectolitre (100 litres) or a part thereof up to the first 100 hectolitres per certificate.

#### 5.2 Export Certificate – Application with Samples

R75,00 plus R5,00 per hectolitre (100 litres) or part thereof up to the first 100 hectolitres per certificate.

#### 5.3 Application for Renewal of Sensorial Grace Period – R150,00

#### 5.4 V1.1 Origin or Analysis Certificate – R36,00

#### 5.5 Export Exemption Certificate – R48,00 per certificate.

These tariffs are subject to change.

### 6. Invoice

**Please note:** The export certificate should also be regarded as an invoice. A copy of the export certificate must be made by you and forwarded to your financial division. The exact amount owed to Department of Agriculture is indicated on the export certificate and is payable to the Director General: Agriculture, Forestry and Fisheries within 30 days after the date on which the invoice was issued.

### 7. Turnover times

1. Administrative applications (wine which falls within the 12-month grace period) must be submitted via Wine Online and will generally be ready for printing by you within 10 minutes.

2. Simultaneous applications (wine which is submitted simultaneously for certification and export). The export certificate will be ready for printing three days after the wine was logged as received by Wine Online and has been sensorially approved by the Board.

3. Applications with samples (spirits, uncertified wine or wine of which the 12-month grace periods have expired) – see 2.2.2 for details. The export certificate will be ready for printing three days after the wine was logged as received by Wine Online and has been sensorially approved by the Board.

### 8. No exempted countries

Export certificates are required for all bottled and bulk liquor product consignments being exported, except bottled liquor to the BLNS countries (Botswana, Lesotho, Namibia, Swaziland).

### 9. Exemption certificates – liquor products not intended for re-sale in foreign countries

The following must be kept in mind when applying for an exemption certificate. Certain EU countries insist that V1.1 documents be issued for each product indicated on the exemption certificate. In order to obtain an exemption certificate, you have to quote seal codes or send back a sample from overseas. As this can be very costly for you and time-consuming for the Directorate, we therefore request that a seal code or lot number must be indicated on the application for each product when applying for an exemption certificate to all EU countries. This will allow the Department to access the analyses details from Wine Online if the liquor product concerned was analysed in the past. It is also recommended that a sample of uncertified wine be kept by the exporter until such time that the consignment has been cleared in the foreign country, just for incase an analysis certificate is required, then this sample can be submitted to the Department for analyses.

**Please note:** An applicant for an exemption certificate declares on the application that he/she will not sell the liquor products in the foreign country.

The following directives have been compiled to assist the Industry when applying for an export exemption certificate: A traveller may take 30 litres with him/her on the aeroplane as personal baggage with any certificates.

TYPES OF EXEMPTIONS AND VOLUME RESTRICTIONS *		
TYPE	EU COUNTRIES	NON-EU COUNTRIES
Trade Samples/Gifts	100 litres per type of product (please note that for 60 litres or more to Germany, a V1.1 document can be requested by Germany).	100 litres per type/no total restriction
Tourist	100 litres in total	100 litres in total
Moving House	No restriction	No restriction
Diplomatic Use/SA Embassy	No restriction	No restriction

**Reminder:** Export exemption certificates are not required by an individual sending up to 30 litres of wine to another individual. However, if this 30 litres of wine forms part of a consignment which includes other wines, i.e. the total amount of wine in the consignment exceeds 30 litres, then export exemption certificates are required for all such wines in the consignment.

### 10. Commitment to service excellence

In order for us to provide our clients with an excellent service, it is necessary for us to know what our weaknesses and strengths are. We therefore invite clients to e-mail or fax us with comments, complaints, observations, etc which we could address in a constructive manner. Please address all correspondence to Rhonel Basson at fax no +27 21 887 6392 or e-mail to rhonelb@nda.agric.za / rhonelb@daff.gov.za.



the dti

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Trade and Industry  
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