



# SWAZILAND DAIRY BOARD

(Established in terms of the Dairy Act - No. 28 of 1968)

TEL: (+268) 2505 8262/3/4 • FAX: (+268) 2505 8260

3<sup>RD</sup> FLOOR, ENGULENI HOUSE, 287 MAHLEKA STREET, MANZINI  
P.O. BOX 2975, MANZINI M200, SWAZILAND

Application for Import/ Export/ Transit of Dairy Products as listed in the Legal Notice  
NO. 27 of 2011

### For Office Use Only

File Reference Number		
Date Received		
Received by		
Quota Code		
Receipt Number		

**NB: This Application Form should be accompanied by an Application Fee of E \_\_\_\_\_**

### Details of the Applicant

**Is the applicant an individual or a Company?**

Individual: Complete Parts A, C and D

Company: Complete Parts B, C and D

Importation

Exportation

Transiting



**Authorized Contact Person**

<b>Names in Full</b>																	
<b>PIN</b>																	
<b>Contact Details</b>	Tel									<b>E-mail</b>							
	Fax									<b>Mobile</b>							

**Part C: Information on Controlled Substance(s) / Product(s) to be imported/ on transit/ exported**

*(Please attach a separate schedule where more space is required)*

	<b>Trade Name of Substance(s)</b>	<b>Brand Name</b>	<b>HS Code</b>	<b>Origin</b>	<b>Quantity (Number Only)</b>	<b>Measure (Kg / Ltr etc)</b>	<b>Value (SZL)</b>
1.		MANDATORY		MANDATORY			
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							

<b>Entry Point (List of Border Posts)</b>																										
<b>Mode of Transport (Tick the applicable)</b>		<b>Air</b>		<b>Post</b>		<b>Rail</b>		<b>Road</b>																		
<b>Name of Transporter</b>																										
<b>Cross Border Validity</b>																										
<b>Contract Period (between transporter and importer/exporter)</b>																										
<b>Physical Address</b>																										
<b>Postal Address</b>																										
<b>Contact Details</b>	Tel	+														E-mail										
	Fax	+														Mobile	+									

<b>Entry Point (List of Border Posts)</b>																										
<b>Mode of Transport (Tick the applicable)</b>		<b>Air</b>		<b>Post</b>		<b>Rail</b>		<b>Road</b>																		
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<b>Postal Address</b>																										
<b>Contact Details</b>	Tel	+														E-mail										
	Fax	+														Mobile	+									

<b>Entry Point (List of Border Posts)</b>																										
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<b>Physical Address</b>																										
<b>Postal Address</b>																										
<b>Contact Details</b>	Tel	+														E-mail										
	Fax	+														Mobile	+									

**Please Provide Details of Declaring Agent**

**Declaring Agent 1**

<b>SRA TIN</b>																		
<b>Company Name (in full)</b>																		
<b>Trading As (where applicable)</b>																		
<b>Physical Address</b>																		
<b>Postal Address</b>																		
<b>Contact Details</b>	Tel									E-mail								
	Fax									Mobile								

**Declaring Agent 2**

<b>SRA TIN</b>																		
<b>Company Name (in full)</b>																		
<b>Trading As (where applicable)</b>																		
<b>Physical Address</b>																		
<b>Postal Address</b>																		
<b>Contact Details</b>	Tel									E-mail								
	Fax									Mobile								

**Declaring Agent 3**

<b>SRA TIN</b>																		
<b>Company Name (in full)</b>																		
<b>Trading As (where applicable)</b>																		
<b>Physical Address</b>																		
<b>Postal Address</b>																		
<b>Contact Details</b>	Tel									E-mail								
	Fax									Mobile								

**Please Provide the following Details**

Supplier                       Distributor                       Exporter

**Information on the Supplier1/ Distributor/ Exporter**

<b>Company Name</b> <i>(in full)</i>																						
<b>Trading As</b> <i>(where applicable)</i>																						
<b>Physical Address</b>																						
<b>Postal Address</b>																						
<b>Export Number</b>																						
<b>Date of issue</b>																						
<b>Expiry date</b>																						
<b>Contact Details</b>	Tel	+										E-mail										
	Fax	+										Mobile	+									

**Supplier2/ Distributor/ Exporter**

<b>Company Name</b> <i>(in full)</i>																						
<b>Trading As</b> <i>(where applicable)</i>																						
<b>Physical Address</b>																						
<b>Postal Address</b>																						
<b>Export Number</b>																						
<b>Date of issue</b>																						
<b>Expiry date</b>																						
<b>Contact Details</b>	Tel	+										E-mail										
	Fax	+										Mobile	+									

**Supplier3/ Distributor/ Exporter**

<b>Company Name</b> <i>(in full)</i>																						
<b>Trading As</b> <i>(where applicable)</i>																						
<b>Physical Address</b>																						
<b>Postal Address</b>																						
<b>Export Number</b>																						
<b>Date of issue</b>																						
<b>Expiry date</b>																						
<b>Contact Details</b>	Tel	+										E-mail										
	Fax	+										Mobile	+									

**Supplier4/ Distributor/ Exporter**

<b>Company Name</b> <i>(in full)</i>																												
<b>Trading As</b> <i>(where applicable)</i>																												
<b>Physical Address</b>																												
<b>Postal Address</b>																												
<b>Export Number</b>																												
<b>Date of issue</b>																												
<b>Expiry date</b>																												
<b>Contact Details</b>	Tel	+													E-mail													
	Fax	+													Mobile	+												

**Information on the Manufacturer**

**Manufacturer 1**

<b>Company Name</b> <i>(in full)</i>																											
<b>Trading As</b> <i>(where applicable)</i>																											
<b>Physical Address</b>																											
<b>Postal Address</b>																											
<b>Export Number</b>																											
<b>Date of issue</b>																											
<b>Expiry date</b>																											
<b>Contact Details</b>	Tel	+													E-mail												
	Fax	+													Mobile	+											

**Manufacturer 2**

<b>Company Name</b> <i>(in full)</i>																											
<b>Trading As</b> <i>(where applicable)</i>																											
<b>Physical Address</b>																											
<b>Postal Address</b>																											
<b>Export Number</b>																											
<b>Date of issue</b>																											
<b>Expiry date</b>																											
<b>Contact Details</b>	Tel	+													E-mail												
	Fax	+													Mobile	+											





Field Name	Type – Default	Type – To Be	Field to be amended
Quota code	Mandatory	Mandatory	
Administration code	Optional	Mandatory	
Office code	Optional	Optional	
Quota type code	Optional	Optional	
Company	Mandatory	Mandatory	
Valid from	Mandatory	Mandatory	
Valid to	Optional	Mandatory <sup>1</sup>	xxxxxxx
Commodity code <sup>2</sup> (Chapter, heading, HSCod, HSCode8, 11 digit)	Mandatory	Mandatory	xxxxxxx
Entity origin	Prohibited	Prohibited	
Country of origin	Mandatory	Mandatory	
Duty / Tax code	Optional	Optional	
Duty / Tax rate/ levy	Mandatory	Mandatory	
Net weight (Kilos)	Mandatory depending on commodity code	Mandatory depending on commodity code	xxxxxxx <sup>3</sup>
Quantity	Mandatory depending on commodity code	Mandatory depending on commodity code	xxxxxxx <sup>4</sup>
UOM code	Mandatory depending on commodity code	Mandatory depending on commodity code	
Value	Mandatory	<sup>5</sup> Mandatory	xxxxxxx
Currency code	Mandatory	<sup>6</sup> Mandatory	xxxxxxx
Manufacture	Mandatory	Mandatory	
Invoice Number	Mandatory	Mandatory	
Export Number	Mandatory	Mandatory	
Unit Price Range	Mandatory	Mandatory	
Batch Number	Mandatory	Mandatory	

<sup>1</sup> End date to be Optional if we leave room for extending the Expiry Date. Otherwise it can be fixed to any date of each year leaving only Quantity and Value to be updated during the calendar year.

<sup>2</sup> Field already enabled for capturing of Chapter, Heading, HSCod (6 digits), HSCode8, HSCode11 digit

<sup>3</sup> This is by default as per UoM / Stats Val of an HS Code; no changes may be necessary.

<sup>4</sup> This is by default as per UoM / Stats Val of an HS Code; no changes may be necessary.

<sup>5</sup> Has to be Mandatory as this has impact on the Levies collected by OGAs such as SDB and NAMBoard

<sup>6</sup> Has to be Mandatory but in SZL to complement value