

ADDITIONAL INFORMATION ON BRINGING CARS INTO SOUTH AFRICA.

We are having terrible problems with people importing vehicles and then not having the required documentation and they incur high demurrage and dockside charges whilst sorting out the required paperwork.

Cars are handed out at our Warehouse or Dockside.

When cars and HHG are loaded together, cars must be at the door of the container for easy access.

Client must have all necessary documentation to present to Customs at least 7 days before vessel docks to obtain release of the container otherwise it is held at the dockside and the Shipping Line then charge demurrage/overstay charges on the container.

Please ensure Client has the necessary Import Permit from the Dept. of Trade & Industry, Pretoria and Letter of Authority from SA Bureau of Standards, Pretoria, or Carnet/Triptyque if he is on a Temporary Visa, arranged before he ships vehicle.

Advalorem Wharfage on the vehicle will be assessed on the value declared on the Import Permit which must be obtained from Pretoria together with 3 valuations to the same value from independent motor dealers and available at least 7 days before vessel docks.

It is essential that the original Bill of Lading plus the Inventory and completed customs documentation by client, is received by us at least 7 working days before the vessel docks to enable us to clear and consignment to avoid demurrage overstay fees being levied.

Unfortunately containers which contain vehicles are not allowed to be warehoused into Bonded Store and will remain at the dockside incurring overstay charges until all documents have been presented to and passed by Customs.

If client is a bona fide immigrant there will be V.A.T. @ 14%, plus Advalorem Wharfage @ 2.03% (VAT included) payable on the value of the vehicle for which client must have 3 invoices proving value, plus an Import Permit from the Department of Trade (Import Control) Private Bag X192, Pretoria, 0001 – Fax No. 012 322 7408 or the S A Embassy in your country for the same value. Copy of Application Form enclosed, which must be accompanied by a copy of ID document/Passport, vehicle registration document and 3 invoices to prove value. (Originals of these documents must be kept by client for production to Customs with the Import Permit, to obtain clearance). Only one vehicle per family allowed in Duty Free, plus Letter of Authority from the South African Bureau of Standards, Pretoria, copy of the Application form enclosed.

If Client is a Returning Resident bringing back a vehicle he originally exported from South Africa he will only pay Advalorem Wharfage at 2,03% (VAT included) of the value declared on his Export Bill of Entry for the vehicle, which will have to be obtained from whichever company exported it from South Africa. He will also require a Letter of Authority from the S A Bureau of Standards.

If a client is a Returning South African citizen - duty, advalorem wharfage and VAT would be payable on the value of the vehicle as above. Import Permit from Dept. of Trade and Industry and Letter of Authority from S A Bureau of Standards must be granted and received by client before shipping vehicle, otherwise Customs could insist on it being shipped back.

If client is a Temporary Visitor to South Africa he must arrange a Carnet/Triptyque for his vehicle which will be liquidated when vehicle is exported from South Africa.

The only additional vehicles now allowed into South Africa are Vintage cars which must be over 20 years old on which 20% duty and 14% VAT (calculated on the total of the value of the vehicle plus the duty and 10% Customs upliftment) are payable. However, Client would have to obtain a letter from either The Crankhandle Club of South Africa or the Club or Organisation for his particular car, confirming that the Vintage car he wishes to bring in is a Collectors item and will be an asset to South Africa.

IMPORTATION OF MOTOR VEHICLES INTO SOUTH AFRICA THAT ARE SUBJECT TO DUTIES AND TAXES I:E. RETURNING RESIDENTS OR TEMPORARY RESIDENTS.

1. Depreciation by Customs on the value for customs purposes, of motor vehicles purchased new by the importer, is calculated as follows:

Owned less than 1 month	nil	depreciation
Owned under 6 months	12,5%	depreciation
Owned under 1 year	25%	depreciation
Owned under 2 years	35%	depreciation
Owned under 3 years	50%	depreciation
Owned over 3 years	60%	depreciation

2. Import Customs Duty – 57.5% of Customs value of the motor vehicle.
3. Advalorem Duty – 3,008% of the value for Advalorem duty purpose. This value differs from the customs value and is calculated as follows:-

Customs value + 15% + Customs duty, i.e. on a motor vehicle with a Customs value of R50 000

Customs value	=	R50 000
+ 15%	=	R 7 500
+ Duty (57,5%)	=	<u>R28 750</u>
		R86 250

The 3,008% is payable on R86 250

4. VAT (14%) is payable on the Customs Value of the motor vehicle.
5. Please note: Immigrants into South Africa

One Motor vehicle per family which has been owned and used for at least 1 year prior to shipment to South Africa may be imported free of duty and Advalorem duty. VAT (14%) is however payable on the Customs value of the motor vehicle and Advalorem Wharfage (2,03%)

25 MARCH 2003

SOUTH AFRICAN BUREAU OF STANDARDS APPLICATION FOR LETTER OF AUTHORITY – LoA1

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Submit ONLY the documentation required.
2. Do NOT send original documents where certified copies are required. We cannot accept responsibility for lost documents.
3. Documentation must be in English. A certified translation must be submitted where applicable.
4. The time required to issue an LoA1 is dependant on the Applicant submitting a fully completed application, together with the correct documentation and payment of the required fee.
5. The application must be completed and signed by the applicant, or an appointed proxy, for ALL organizations or companies. In ALL cases the name of the applicant/proxy and ID/passport number must appear on the application (Questions 4/5/6).
6. Delivery of LoA-Certificate: If the Certificate is not collected, please indicate properly to which address it must be sent by
 - Registered Mail - a postal (eg PO Box) address
 - Courier Mail - a street (physical) address for delivery
7. The fee for the Certificate to be couriered is R80,00. A LoA1-Certificate cannot be couriered overseas and can only be sent by Registered Mail at a cost of R100,00.
8. Applications will only be considered once the required non-refundable fee has been paid. Fees are listed in the table below and can be pay in cash, by cheque or bank deposit. Proof of a bank deposit must be faxed to the LoA-office to confirm payment.
9. Certificate of Compliance (Question 30) – Excluding all motorcycles
No vehicle (including trailers), first registered on or after 1st January 1997, may be imported unless the applicant supplies Proof of Compliance with the South African Compulsory Vehicle Specifications, by production of
 - A letter from a registered SA manufacturer, importer or builder, certifying the origin of the vehicle in SA; or
 - A Certificate of Compliance issued by the MANUFACTURER, certifying compliance with the SA or equivalent (ie EEC or ECE) Regulations; also that the vehicle is RIGHT HAND DRIVE and fitted with a metric (ie km/h) speedometer.
10. An Import Permit must be obtained from Department of Trade & Industry. Contact persons: Ms R v Vuuren/ Ms De Beer Tel no: 012 – 428 7793/7788.

The following addresses should be used to send documentation to the LoA-Section:

Postal Address for Registered Mail:

South African Bureau of Standards
Attention: Mr P Snyman / A Cohen
Private Bag X191
PRETORIA
0001

Tel number : (012) 428 6276/6891/6534
Fax number : (012) 428 6565

Street Address for personal/Courier delivery:

South African Bureau of Standards
Attention: Mr P Snyman / A Cohen
1 Dr Lategan Road
GROENKLOOF Pretoria
0181

E-mail : A Cohen - cohenag@sabs.co.za
E-mail : P Snyman - snymanpj@sabs.co.za

Please contact the SABS LoA-Office if further information is required.



DOCUMENTATION REQUIRED FOR IMPORTING A VEHICLE - IMPORT FOR OWN USE/ ORGANIZATION/COMPANY -	FEE
NB This is the minimum documentation required and must be submitted with the application. Additional documentation may be required if deemed necessary.	
A. NEW VEHICLES – NOT MOTORCYCLES Certified copies of documents must be submitted – faxed copies not accepted <ol style="list-style-type: none"> 1. Proof of compliance with South African or equivalent, (EEC or ECE) Regulations issued by the manufacturer See Question 30 of Application form. 2. ID or passport of applicant or proxy 3. Proof of purchase of vehicle 4. Proof of payment to the SABS – copy of deposit slip in case of bank transfer 5. Proof of applicant's residence in South Africa 6. No left hand drive vehicle may be imported into South Africa 	R1800/ VEHICLE
B. USED VEHICLES – SOUTH AFRICAN MANUFACTURED VEHICLES (NOT MOTORCYCLES) Copies of documents must be submitted, faxed copies accepted. <ol style="list-style-type: none"> 1. ID or passport of applicant or proxy in case of a company 2. Letter of proxy on company's letterhead with copy of ID, where applicable 3. Registration document of country where vehicle was last registered prior to export to South Africa 4. Confirmation of vehicle South African origin: certificate from original manufacturer or previous SA license document 5. Proof of purchase if not registered in applicant's name 6. Request for Police identification – RPI (fully completed) or Police Clearance 7. Proof of payment to the SABS – copy of deposit slip in case of bank transfer 	R300/ VEHICLE
C. USED VEHICLE – FOREIGN VEHICLES (NOT MOTORCYCLES) Certified copies of documents must be submitted – faxed copies not accepted <ol style="list-style-type: none"> 1. Proof of Compliance with European Regulations (EEC or ECE) issued by the manufacturer. See Question 30 of Application form and note above. Note: Vehicles manufactured before 1 January 1997 are exempted from producing Proof of Compliance 2. Proof of uninterrupted/continuous ownership and use for at least six months prior to export to South Africa 3. ID or passport of applicant 4. Proof of applicant's permanent residence in South Africa if not in possession of a South African ID or passport 5. Vehicle registration documents in foreign country, officially translated, if not in English 6. Proof of payment to the SABS – copy of deposit slip in case of bank transfer 7. Proof of Compliance must be obtained from the original manufacturer of the vehicle. 8. No left-hand drive vehicle can be imported 	R1800/ VEHICLE



<p>D. MOTORCYCLES – USED Certified copies of documents must be submitted – faxed copies not accepted</p> <ol style="list-style-type: none"> 1. ID of applicant 2. Proof of applicant's residence in South Africa 3. Vehicle registration documents of foreign country, officially translated if not in English 4. Proof of purchase (if not registered in applicant's name) 5. Proof of payment to the SABS – copy of deposit slip in case of bank transfer 	<p>SA ORIGIN R350</p> <table border="1"> <thead> <tr> <th>CC</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>0-100</td> <td>R 350</td> </tr> <tr> <td>101-250</td> <td>R 400</td> </tr> <tr> <td>251-500</td> <td>R 650</td> </tr> <tr> <td>501-750</td> <td>R 800</td> </tr> <tr> <td>751 & over</td> <td>R1000</td> </tr> </tbody> </table>	CC	Fee	0-100	R 350	101-250	R 400	251-500	R 650	501-750	R 800	751 & over	R1000
CC	Fee												
0-100	R 350												
101-250	R 400												
251-500	R 650												
501-750	R 800												
751 & over	R1000												
<p>E. MOTORCYCLES – NEW Certified copies of documents must be submitted – faxed copies not accepted</p> <ol style="list-style-type: none"> 1. ID of applicant 2. Proof of applicant's residence in South Africa 3. Proof of purchase of motorcycle 4. Proof of payment to the SABS – copy of deposit slip in case of bank transfer 	<table border="1"> <thead> <tr> <th>CC</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>0-101</td> <td>R 350</td> </tr> <tr> <td>101-250</td> <td>R 400</td> </tr> <tr> <td>251-500</td> <td>R 650</td> </tr> <tr> <td>501-750</td> <td>R 800</td> </tr> <tr> <td>751 & over</td> <td>R1000</td> </tr> </tbody> </table>	CC	Fee	0-101	R 350	101-250	R 400	251-500	R 650	501-750	R 800	751 & over	R1000
CC	Fee												
0-101	R 350												
101-250	R 400												
251-500	R 650												
501-750	R 800												
751 & over	R1000												
<p>F. TRAILERS – USED (ABOVE 750 KG GVM) Certified copies of documents must be submitted – faxed copies not accepted</p> <ol style="list-style-type: none"> 1. Proof of compliance with European Regulations (EEC or ECE) issued by the manufacturer 2. ID of applicant 3. Proof of applicant's residence in South Africa 4. Registration document of foreign country officially translated if not in English. 5. Letter and ID of proxy in case of a company 6. Proof of payment to the SABS – copy of deposit slip in case of bank transfer 7. Note: Document issued subject to inspection by SABS if deemed necessary 8. If the trailer is of South African origin, a manufacturer's letter must be submitted 	<p>SA ORIGIN R300</p> <p>ALL OTHER R1800</p>												
<p>G. TRAILERS – NEW Certified copies of documents must be submitted – faxed copies not accepted</p> <ol style="list-style-type: none"> 1. Applications for trailers manufactured after 1 January 1997 must be accompanied by Proof of compliance with European Regulations (EEC or ECE) issued by the original manufacturer. 2. ID of applicant 3. Proof of applicant's residence in South Africa 4. Proof of purchase 5. Letter and ID of proxy in case of a company 6. Proof of payment to the SABS – copy of deposit slip in case of bank transfer 7. Note: Document issued subject to inspection by SABS if deemed necessary 	<p>NOT MIB'S OR ALA-APPLICANTS</p> <p>ALL OTHER R1800</p>												
<p>H. DONATIONS AND INHERITANCE DONATIONS MUST BE MADE BY THE REGISTERED OWNER. All applicable documentation is required, plus a letter from the Donor to confirm donation or a copy of the will.</p>	<p>SA ORIGIN R300</p> <p>ALL OTHER R1800</p>												
<p>I. DOCUMENTATION REQUIRED BY FOREIGN DIPLOMATS</p> <ol style="list-style-type: none"> 1. Diplomatic ID and/or Note Verbale. 2. Proof of ownership or previous registration in the name of the applicant. 3. Proof of Compliance as above. 4. Payment to SABS. 5. If no Proof of Compliance to the EEC/ECE Regulations can be produced, Restrictions will be disposed on the LoA-Certificate indicating the vehicles must e exported at the end of the work term. 	<p>SA ORIGIN R300</p> <p>ALL OTHER R1800</p>												



BANK DETAILS

A. PAYMENT FROM WITHIN SOUTH AFRICA:

Applicants may submit the prescribed payment either by

- CHEQUE issued by any South African commercial bank or
- CASH personal payment only or
- MONEY TRANSFER from any commercial Bank in South Africa

CHEQUE OR MONEY TRANSFER PAYMENTS MUST PLEASE BE MADE OUT TO THE SOUTH AFRICAN BUREAU OF STANDARDS or THE SABS

B. BANK DETAILS FOR PAYMENT BY BANK OR INTERNET TRANSFER

The option of MONEY TRANSFER from within South Africa or from a foreign country and Bank:

Our Banking Details:

Name of Account	: SABS – South African Bureau of Standards
Name of Bank	: ABSA BANK
Branch	: BROOKLYN BRANCH
Branch Code	: 632-005
Account No	: 40-5322-4774
Swift Code	: ABSAZAJJ (important for international money transfers)
Reference / Deposit ID no	: 00663437

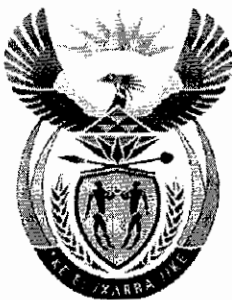
WHEN DEPOSITING FUNDS INTO THE ABOVE ACCOUNT, PLEASE ENSURE TO QUOTE THE REFERENCE / DEPOSIT No: **00663437** ON THE DEPOSIT SLIP !

TRANSFER FUNDS IN RSA CURRENCY ONLY - RANDS

C. PROOF OF PAYMENT :

When making payment by means of LOCAL or INTERNATIONAL MONEY TRANSFER it is essential to fax the DEPOSIT DOCUMENT to the SABS at FAX No 012-428 6565 or International 27+12+428 6565





DIRECTORATE: IMPORT and EXPORT CONTROL
PRIVATE BAG X 192
PRETORIA
TEL: (012) 428-7000
FAX: (012) 428-7799

DEPT FILE NO

APPLICATION FOR IMPORTATION OF SECOND HAND OR USED VEHICLE

- NOTE:**
- 1 INFORMATION BLOCKS MARKED WITH * MUST BE PROVIDED
 - 2 PROVIDE FULL CUSTOMS TARIFF NUMBER
 - 3 ALL DATES MUST BE PROVIDED IN THE FORMAT DD/MM/CCYY
 - 4 TO BE COMPLETED EITHER IN TYPESCRIPT OR IN BLOCK CAPITALS IN INK

1 CUSTOMS CODE NUMBER * 2 APPLICANT REFERENCE NUMBER *

3 NAME of APPLICANT *

DETAILS OF VEHICLE FOR WHICH AN IMPORT PERMIT IS REQUIRED. COMPLETE ONLY 4(a) OR 4(b)

4(a) I am a former resident/national of the Republic of South Africa. I left the Republic for (COUNTRY) *

on (DATE) * I am returning / have returned permanently to the Republic of South Africa
on (DATE) *

(Import authorisation will be considered only if the applicant spent an uninterrupted period of not less than six months overseas for study/training, research or employment proposes and the motor vehicle has been owned, used and registered in his/her name for the corresponding period.) Copies of relevant documentation (motor vehicle registration certificate, Letter of Authority from the SABS, a copy of my RSA passport and proof of my work abroad) are attached.

OR

4(b) I am a bona-fide immigrant into the Republic of South Africa from (COUNTRY) *

and intend to enter/ have entered the Republic of South Africa on (DATE) *

Copies of my South African permanent residence certificate and my passport are attached.

5 I am the owner of motor vehicle

a	TARIFF HEADING	*	<input type="text"/>		
b	VEHICLE MAKE	*	<input type="text"/>	h	YEAR MANUFACTURED * <input type="text"/>
c	VEHICLE MODEL	*	<input type="text"/>	i	VEH IDENTIFICATION NO (VIN) * <input type="text"/>
d	VEHICLE COLOUR		<input type="text"/>	j	VEHICLE ENGINE NO * <input type="text"/>
e	COUNTRY of ORIGIN	*	<input type="text"/>	k	VEHICLE CHASSIS NUMBER <input type="text"/>
f	RAND VALUE	*	R <input type="text"/>	l	VEHICLE REGISTRATION NO * <input type="text"/>



g PORT of ENTRY

which is fully paid for. I wish to import this vehicle into the Republic of South Africa. This motor vehicle is my property and is registered in my name since * Copies of registration documents attached.
(DATE)

6 I undertake not to offer, advertise, lend, hire, lease, pledge, give away, exchange, sell or otherwise dispose of the vehicle within a period of two years from the date of importation into the Republic.

7 Temporary residents are advised to consult with their local controller of Customs and Excise with regard to the temporary importation of a motor vehicle.

8 The importation of all vehicles is subject to the issuing of a "letter of Authority" from the SABS at Private Bag X191, Pretoria 0001, South Africa.

9 In the knowledge that import permits are not posted to addresses outside the Republic of South Africa, I request that the permit, if granted, be posted to the following South African address.

* SOUTH AFRICAN ADDRESS

POSTAL CODE

DECLARATION

10 I of

* PRESENT ADDRESS

POSTAL CODE

solemnly declare that the information given herein is, to the best of my knowledge, true and correct.

DATE.....

SIGNATURE.....



ISSUED 25/3/2003

APPLICATION

FOR A LETTER OF AUTHORITY 1
TO IMPORT AND REGISTER/LICENSE
ONE MOTOR VEHICLE

- PLEASE COMPLETE THE FORM IN INK AND WITH BLOCKLETTERS
- PLEASE PROVIDE CORRECT CONTACT DETAILS FOR UNDELAYED COMMUNICATION
- INCORRECT OR MISSING INFORMATION MAY CAUSE DELAYS OR THE CANCELLATION OF THE APPLICATION

SABS

APPLICANT DATA

1. INDICATE THE PURPOSE FOR IMPORTING THE MOTOR VEHICLE, BY MARKING THE APPLICABLE BUTTON

- FOR PERSONAL & PRIVATE USE
- FOR USE IN OR FOR BUSINESS
- DIPLOMATIC USE
- DONATION OR GIFT
- OTHERS, SPECIFY

2. IMPORTER(CUSTOMS)-CODE No

3. CATEGORY OF APPLICANT

- BUSINESS / COMPANY
- IMMIGRANT
- FOREIGN DIPLOMAT
- NATIONAL AUTH.
- RSA-RESIDENT
- RSA-DIPLOMAT
- SECT. 21-COMPANY
- PROVINCIAL AUTH.
- RETURNING RSA-RESIDENT
- ASSOCIATION
- INSTITUTION
- LOCAL AUTH.

4. NAME OF APPLICANT:
PERSON/COMPANY
ORGANISATION/PROXY

5. THE COMPANY-REGISTRATION No.

6. APPLICANT OR PROXY: ID-No or PASSPORT-No.

NB: APPLICANT MUST SUPPLY A CONTACT ADDRESS & TELEPHONE NUMBER IN SOUTH AFRICA

7. CONTACT ADDRESS:
POSTAL ADDRESS

 CODE

PHYSICAL/STREET ADDRESS

 CODE

8. PHONE
FAX

CODE	<input type="text"/>
CODE	<input type="text"/>

CELL
E-MAIL

<input type="text"/>
<input type="text"/>

IF THIS FORM IS SUBMITTED FROM A FOREIGN COUNTRY PLEASE SUBMIT FOREIGN CONTACT DETAILS TO ALLOW COMMUNICATION

9. FOREIGN CONTACT ADDRESS

 CODE

PHONE
FAX

E-MAIL

DESCRIPTION OF VEHICLE

10. VEHICLE STATUS

- NEW
- USED
- VINTAGE
- REBUILT
- CUSTOMISED OR ALTERED

OTHERS, SPECIFY

11. NAME OF MANUFACTURER

 eg Delta, Toyota, Volkswagen, Renault, etc

12. SERIES NAME

 eg Golf, Astra, Hilux, etc

13. TYPE OF VEHICLE

 eg 4-Door Sedan, LDV, Trailer, Truck, Motorcycle, etc

14. MODEL NAME

 eg 150 GTi, TDi 110, etc

15. COUNTRY OF MANUFACTURE

YEAR OF MANUFACTURE

16. COUNTRY OF FIRST REGISTRATION OF VEHICLE

COUNTRY OF CURRENT/LAST REGISTRATION OF VEHICLE

VEHICLE DATA 1 FOR MOTOR CYCLES / QUADRU CYCLES / TRI CYCLES ONLY

17. ENGINE CAPACITY [] CUBIC CM / CC 18. TYPE OF CYCLE [] ROAD [] OFF ROAD
19. SIDE CAR FITTED [] NO [] YES 20. EXCLUSIVE FOR RACING [] ROAD [] OFF ROAD

VEHICLE DATA 2 FOR ALL VEHICLES

21. TARE MASS [] KG 22. GROSS VEHICLE MASS - FULLY LOADED []
23. MAX PERMISSIBLE [] SEATED [] STANDING 24. NUMBER OF AXLES [] 25. NO OF WHEELS []
26. STEERING WHEEL [] RIGHT [] CENTRE [] LEFT [] NOT APPLICABLE

VEHICLE DATA 3 FOR ALL VEHICLES

27. MAX PERMISSIBLE [] SEATED OCCUPANTS 28. ENGINE NUMBER []
29. VEHICLE IDENTIFICATION NUMBER (VIN) OR CHASSIS NUMBER []
30. ALL VEHICLES - NEW AND USED - NOT MANUFACTURED IN SOUTH AFRICA: PROOF OF COMPLIANCE TO SOUTH AFRICAN COMPULSORY SPECIFICATIONS OR EQUIVALENT STANDARDS TO BE SUBMITTED WITH APPLICATION (EEC / ECE)

APPLICANT SIGNATURE

SIGNED AT [] DATE [] [] []
SIGNATURE [] PRINT NAME []

PLEASE INDICATE HOW YOU WISH TO RECEIVE THE LoA-CERTIFICATE: COLLECT AT SABS [] REGISTERED MAIL [] COURIER IN RSA + R80 [] OVERSEAS MAIL + R100 []

FOR SABS USE ONLY [] FOREIGN VEH. [] FOR. DIPL. [] SA DIPL. [] IMMIGR [] SA.RESIDENT [] ORGNASATION
[] SA-MANUF.VEH. [] RETURN.SA. RESID. [] SECT.21 COMP. [] BUSIN [] TEMP.RESID.
APPLICATION RECEIVED ON [] PAYMENT RECEIVED ON [] AMOUNT [] C CH BT ET [] RECEIPT No []
BY [] PAYMENT RECEIVED ON [] AMOUNT [] C CH BT ET [] RECEIPT No []

APPLICATION COMPLETE ? [] APPLICATION PROCESSABLE ? [] QUALIFY FOR LOA ? [] YES [] NO

LOA NO ALLOCATED []

VEHICLE CATOGORY []

LOA DISTRIBUTED [] COLLECTED [] REG MAIL [] COURIER []

DATE []

SIGNATURE OF RECIPIENT

PRINT NAME []

ADDITIONAL INFORMATION / REMARKS: DATE
RESTRICTIONS/LIMITATIONS:

ATTACH OFFICIAL RECEIPTS / SLIPS / DELIVERY DOCUMENTS HERE

DATE COLLECTED [] [] [] TIME []

LOA PROCESSED BY []