



NATIONAL DEPARTMENT OF AGRICULTURE

DIVISION : LIQUOR PRODUCTS

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EXPORT MANUAL FOR PARTICIPANTS OF THE EXPORT TRADE

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1. **INTRODUCTION**

As you are a prospective Exporter of Liquor Products, we would like to introduce you to the Directorate Plant Health and Quality and supply you with certain guidelines regarding the export of liquor.

The Directorate is amongst others responsible for enforcing the **Liquor Products Act (Act 60 of 1989)**. The office of the Administering Officer (delegated authority) of this Act is situated at Quarantine Station outside Stellenbosch. The Audit Divisions (Quality Audit South and North) of the Directorate Plant Health and Quality 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 than those required by this Department.**

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 obtain clearance from Customs and Excise for a consignment of liquor.

The Administering Officer will only issue an Export Certificate after the following requirements have been met:

- 1.1 The Wine and Spirit Board had sensorially evaluated the liquor to determine if it complies with the requirements as set out by the Liquor Products Act. Please note : This Board meets weekly on Tuesdays for export and Tuesdays and Wednesdays for certification.
- 1.2 A chemical analysis was performed to ensure that the product complies with the requirements of the abovementioned Act. If this is not the case, the Exporter 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, the Exporter must convince the Administering Officer that the label does comply with the requirements of the country to which the liquor is to be exported.

2. PROCEDURE FOR THE EXPORT OF LIQUOR PRODUCTS

- 2.1 An application must be submitted for every liquor product. This application should be handed in to Liquor Products on a Thursday at the latest, for submission to the Wine and Spirit Board on the following Tuesday (see attached copy of an application form).
Please note : A separate application must be handed in for every liquor product that differs from every other liquor product with respect to consignee, composition, labelling or lot number.
- 2.2 The consignment of liquor must be placed apart from other liquor. A sample of at least 2,25 litres (3 x 750 ml) must be drawn from the consignment and placed together with the export application for inspection by Quality Audit.
- 2.3 A sample of the liquor will be analysed in the laboratory of the Directorate and sensorially evaluated by the Wine and Spirit Board.
- 2.4 An Export Certificate will be issued if the application for an Export Certificate is approved.
- 2.4.1 An Export Certificate will be available on the day after the meeting of the Wine and Spirit Board. Please note that the results can be obtained by telephone on the afternoon of the day of the meeting of the Wine and Spirit Board.
- 2.4.2 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.
- 2.4.3 The Exporter can arrange to collect Export Certificates at the offices of the Division : Liquor Products (see Point 7 – Turnover Times).
- 2.5 An Exporter can apply for an Administrative Export Certificate, if the wine still falls within the 12 months sensorial grace period. The completed application can be faxed to this office before 14:00 on any given day and will then be issued the following day after 10:00.
- 2.6 An Exporter 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 is just applicable on bottled stock.** Samples that are submitted to this office for sensorial evaluation for a further 12 months grace period must reach this office not later than 16:00 on a Thursday. These Renewal of Stock Certificate will be issued on the following Wednesday after 10:00. Please note that samples must always be accompanied by an Export Application form and all sample bottles should be marked with the indication "RS" (sticker or koki).

2.7 At least 48 hours notice must be given to the Division : Quality Audit (QA) prior to the loading of any consignment. Please note that if the Exporter is not 100% sure of the exact time of loading when notifying QA, he must contact the Inspectors when the containers arrive.

2.8 Please note that if a bulk container is loaded a control sample (2 x 750 ml) of each container should be drawn and kept by the Exporter. If there is no Inspector on the premises after the container have been loaded, the Exporter should take responsibility to deliver the control samples to Division : Liquor Products.

2.9 After a consignment has been loaded a Declaration for VI.1 documents, Analysis Certificate etc. can be faxed to this office. These Certificates will be issued within 5 working days (see Point 3 - Declaration of consignments loaded).

3. DECLARATION OF CONSIGNMENTS LOADED - VI.1 DOCUMENT

VI.1 documents, Analysis Certificates, Certificates of Origin, etc. will only be issued on receipt of the attached Declaration. Any other manner of Declaration (e.g. copy of Export Certificate, a letter, copy of Bill of Loading etc.) will not be accepted.

Please note that the attached Declaration can only submitted by the Exporter **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 by this office on the documents mentioned in the previous paragraph.

Amendments to the original Declaration with regards to for e.g. volume loaded, consignee etc. will only be accepted on a revised Declaration form submitted by the Exporter. Telephonic, or other written notifications will not be accepted.

“Company to collect documents”, (Point D on Declaration) (e.g. VI.1 documents, Analysis Certificates, Certificates of Origin etc.) - It is of the utmost importance for this office to know who is responsible for the collection of Certificates. It is therefore necessary that Point D, on the attached Declaration form, be completed to prevent Certificates to be collected by the wrong company resulting in original documentation being lost.

4. **HINTS**

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

Belgium	Luxembourg
Denmark	The Netherlands
Germany	Northern Ireland
France (+ Reunion)	Portugal
Greece	Spain
Italy	United Kingdom
Austria	Finland
Sweden	

PLEASE NOTE: NO CONSIGNMENT OF LIQUOR WILL BE ALLOWED INTO A EU MEMBER COUNTRY WITHOUT A VI.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 member countries may have specific requirements with regards to labelling, analysis certificates, etc. This office will issue such certificates on request.

4.4 An Exporter proposing to send a trade sample to his agent in a foreign country, or a tourist, diplomat or a person moving house may apply for an "Export Exemption" the cost of which is R45,00. (See attached application form.)

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 van Staden and me E Laven - Tel. 021-8091645

4.6.2 Export Applications, Certificates, Results of sensorial evaluations for Export

Mee T Gous, C Boonzaaier and Mr W Hendricks - Tel. 021-8091631/90/35

4.6.3 Labelling, South African Legislation

Me H Brinkhuis and mr. K van Wyk - Tel. 021-8091681/82

4.6.4 Analysis requirements and results of Export and Certification Samples

Me H Brinkhuis, mr K van Wyk and mr F de Ré - Tel. 021-8091681/86

4.6.5 VI.1 Certificates, Analysis Certificates

Mee. A Hunlun, K Boraine and V Simons - Tel. 021-8091701/11/19

4.6.6 Foreign Legislation

Mr L Pienaar - Tel. 021 - 8091685

5. **FEES**

5.1 Export Certificate - R50,00 plus R5,00 per hectolitre (100 litres) or a part thereof up to the first 100 hectolitres, per Certificate.

5.2 Renewal of Stock Certificate - R100,00

5.3 VI.1 -, Origin- or Analysis Certificates - R20,00 per Certificate

5.4 Export Exemption Certificate - R45,00 per Certificate

These tariffs are subject to change.

6. **INVOICES**

Please note : The Export Certificate should also be regarded as an invoice. **A copy of the Export Certificate must be made by the exporter** and forwarded to their respective financial divisions. The exact amount owed to Department of Agriculture is indicated on the Export Certificate and is payable to the Director General : Agriculture within 30 days after the date on which the invoice was issued.

7. **TURNOVER TIMES**

i) Administrative Applications (wine which falls within the 12 months grace period) must be submitted to Liquor Products before 14:00 and will be ready for collection the following day after 10:00.

- ii) Simultaneous Applications (wine which is submitted simultaneously for certification and export) will be ready for collection after 10:00, two day after the wine was before the Board for sensorial evaluation. Please note that it is not necessary for you to wait for the WSR4 number before you fax your application through to Division : Liquor Products. Your application of samples to the Board should be faxed to us before 14:00 on the day before submission (if samples were submitted on a Tuesday for tasting, your application must be at this office on a Monday before 14:00 and will be ready for collection on Thursday after 10:00. We receive the WSR4 numbers and certification information from SAWIS by E-Mail.
- iii) Applications with samples (spirits, uncertified wine or wine of which the 12 months grace periods have expired) must be handed in to our office before Thursday at 16:00 for sensorial evaluation the following Tuesday. The sensorial results will be available after 14:00 on the Tuesday, the Export Certificates will be issued the following day after 10:00.

8. EXEMPTED COUNTRIES

The following countries are exempted from any Export Certificates unless a liquor product is exported in bulk :

Angola	Mauritius
Ascension	Mozambique
Benin	Namibia
Botswana	Nigeria
Burundi	Principe
The Comores	Rwanda
Congo	Sao Tome
Canary I slands	Seychelle
Djibouti	St Helena
Gabon	Swaziland
Ghana	Togo
I vory Coast	Tristan da Cunha
Lesotho	Zaire
Liberia	Zambia
Madagascar	Zimbabwe
Malawi	

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 VI.1 documents be issued for each product indicated on the Exemption Certificate. In order to obtain an Exemption Certificate the Exporter has to quote sealcodes or send back a sample from overseas. As this can be very costly for the Exporter and time consuming for this office, we therefore request that a **sealcode must be indicated** on the application form for each product when applying for an Exemption Certificate to all EU countries. Herewith please find a copy of the new Exemption Application form for your convenience.

In the case of uncertified wine a sample of each product can be submitted to our office when the EU country insists on a VI.1 document.

Please Note : An applicant for an Exemption Certificate declares on the application form 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 :

TYPES OF EXEMPTIONS AND VOLUME RESTRICTIONS *

TYPE	EU COUNTRIES	NON - EU COUNTRIES
Trade Samples/Gifts	100 litre per type of product (Please note that for 60 litres or more to Germany a VI .1 document can be requested by Germany)	100 litre per type / no total restriction
Tourist	100 litre in total	100 litre in total
Moving House	No restriction	No restriction
Diplomatic Use / S A Embassy	No restriction	No restriction

* A person can take 9 litres with him / her on the aeroplane as personal baggage without any Certificates !

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 strenghts 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 Rhonél Basson at fax no. 021 – 8876392/6 or E-Mail to rhonelb@nda.agric.za

“BATHO PELE” - PEOPLE FIRST !!