Accredited Africa Training Institute for Capacity Development
Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa
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COURSE BROCHURE

Import Transaction Administration Procedures

Services / Transport, Operations and Logistics

Unit Standard 252432 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the practical skills and procedural knowledge required to administer import transactions effectively. Participants will gain a thorough understanding of the documentation, regulatory compliance, and financial processes involved in importing goods into South Africa, ensuring efficient and lawful transaction management.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252432
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Apply the correct procedures for processing import documentation, including bills of lading, invoices, and customs declarations.
- Analyze import transaction requirements to ensure compliance with South African customs and excise legislation.
- Evaluate the financial implications of import transactions, including duties, taxes, and exchange rate considerations.
- Implement the reconciliation process for import transactions, addressing discrepancies and resolving queries.
- Demonstrate the ability to manage the flow of information between importers, customs brokers, and regulatory authorities.
- Design a systematic approach to record-keeping and document retention for import transactions.

WHO SHOULD ATTEND

- This course is designed for customs brokers, freight forwarders, import clerks, and supply chain professionals who handle import documentation and procedures.
- It is also suitable for finance and logistics staff seeking to enhance their import administration capabilities.

COURSE OUTLINE

Day 1: **Introduction to Import Transaction Administration**

- Overview of South African import regulations (Customs and Excise Act
- Key stakeholders: SARS Customs, ports authority, freight forwarders
- Essential import documents: commercial invoice, packing list, bill of lading, certificate of origin
- Incoterms and their impact on import procedures
- Import permits and licences
- Customs tariff classification basics
- Valuation of imported goods
- Record-keeping requirements

Day 2: **Customs Clearance and Documentation Procedures**

- Customs entry procedures: DA500 forms and electronic submissions
- Tariff classification using the Harmonized System
- Customs valuation methods (transaction value, deductive, computed
- Calculation of duties, VAT, and anti-dumping duties
- SARS eCustos system: registration, submission, and payment
- Customs inspections: red, orange, yellow, green lanes
- Duty relief schemes: rebates, drawbacks, and temporary admissions
- Handling customs queries and disputes

Day 3: **Advanced Import Compliance and Risk Management**

- Risk management in import transactions: penalties and audits
- Internal compliance programmes and standard operating procedures
- Special imports: samples, gifts, temporary imports, repairs
- Customs rulings: binding tariff information and valuation rulings
- Importing restricted goods: firearms, chemicals, foodstuffs
- Post-clearance audits and record-keeping best practices
- Integration with logistics: warehousing, transport, and delivery
- Case studies and scenario-based problem solving

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,200.00	**R 13,200.00**
1	In-House	R 17,800.00	**R 17,800.00**
1	On-Campus (Pretoria)	R 19,800.00	**R 19,800.00**

UPCOMING SESSIONS

Start	End	Method	Venue
02 Dec 2026	04 Dec 2026	On-Campus	Shenzhen, China
02 Dec 2026	04 Dec 2026	On-Campus	Dar es Salaam, Tanzania
08 Dec 2026	10 Dec 2026	On-Campus	Bangkok, Thailand
08 Dec 2026	10 Dec 2026	On-Campus	Blantyre, Malawi
08 Dec 2026	10 Dec 2026	On-Campus	Nairobi, Kenya
08 Dec 2026	10 Dec 2026	On-Campus	Kinshasa, DRC
08 Dec 2026	10 Dec 2026	On-Campus	Johannesburg, South Africa
08 Dec 2026	10 Dec 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed — on-demand sessions can be arranged for groups.

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252432) and click **Get A Quotation**. Select your training method and number of delegates — your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to **apply@aaticd.co.za** — our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically — the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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