

Annexure 2: Reference Letter

PART A – To be completed by respondent for RFI submission

Company name of Respondent:		
Details of client for reference purposes:	Name:	
	Company name:	
	Contact details:	

PART B – To be completed by reference and returned to ELIDZ evaluation team

If the Service Provider has not done any of the tasks below for the Referee, please place Not Applicable (N/A).

Please indicate and rate whether the respondent has performed the attributes/tasks listed below.	Has the service been rendered (Yes / No)	Poor	Average	Good
		1	2	3
Respond to potential/existing clients (CCAEs) enquiries (Standard Questionnaire and to additional information request if necessary).				
Verification of Potential Investor's Business Plan, anticipated imports of plant, machinery, equipment, raw materials, semi-manufactured components, relevant customs tariff headings and customs duty, VAT applicability.				
Verification of shipment values & incoterms.				
Conduct applicable pre-inspection and inspection procedures (SARS).				
Advise ELIDZ on the impact of legislative changes that will affect the ELIDZ and its CCAEs				
Training on Generic/Standard Operating Procedures (CCAEs and Operator).				

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Training on SARS Customs Monthly Reporting Requirements and Processes for future audits (CCAEs and Operator).		
Coordinating responses on behalf of Clients in response to SARS letters of intent and letters of demand.		
Represent the IDZ Operator and or its Clients (CCAEs) to key stakeholders, i.e. SARS, the DTI, and National Treasury as well as other stakeholders relevant.		
Provision of customs related legal advice and services to an IDZ operator and clients (CCAEs).		

*** The ELIDZ reserves the right to verify references”**

Referee name: _____ Referee signature: _____

Date: _____

Company Stamp

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