

DOCUMENTS UPLOAD QUICK GUIDE FOR FREIGHT FORWARDERS

Please use this as a general guide for uploading documents through the Export Portal.

TYPES OF DOCUMENTS

Standard Documents

- Passport or Government issued ID
- Business License
- Tax ID Number
- Liability Insurance Certificate

SUPPORTED FILE TYPES

- PDF
- JPG
- JPEG
- PNG

FILE REQUIREMENTS

Maximum File Size

- 2MB
- Please reduce the file size if your file is larger than maximum limit.
- Documentation may be uploaded individually by category.
- Please make sure to upload all documents. Your account won't be verified if you will upload only one document out of more.

VERIFICATION PROCESS USUALLY TAKES 2-3 BUSINESS DAYS.

When uploading your document, please have a look at it and pay attention to the following points:

- Correct and real
- Your Name needs to coincide with the name indicated in your documents
- Your Company Name needs to coincide with the company name indicated in your documents
- The copies of your documents should be clear and easily read
- The documents should not be expired. In case your document is expired, please provide us with a certificate of renewal.
- Your address should match the one indicated in your documents
- Make sure that your company is registered in your country's Business Registry.

If one of the above mentioned points will not be followed, your document will be declined.

1. ENTER YOUR ACCOUNT

After finishing the registration process (by clicking on your confirmation link) you will be asked to log in to your account once again by inserting the email address and password you just used to sign up with Export Portal.

2. VERIFICATION PAGE

Once you log in to your account, you will instantly see a new window opening. This window includes 3 steps of completing your profile successfully:

- Account Verification
- Company Main Information
- Select the locations you work with

We suggest you to start from “**Account Verification**” and submit the required documents. Thus, you will be able to fill in the other information while your documents will be processing.

3. BEFORE UPLOADING YOUR DOCUMENTS

After accessing the “Account Verification” button, you will be moved to the verification page.

Here, as a “**Verified Freight Forwarder**” you need to upload 4 types of documents:



**Passport or
Government Issued ID**



Business License



**Tax ID
Number**



**Liability insurance
certificate**

In case you are sure that your document is in order but still some details do not coincide, please contact our Customer Support and let us know about your situation.

4. DOCUMENT SUBSTITUTION

You can substitute some of the documents with other ones which Export Portal accepts, these are:

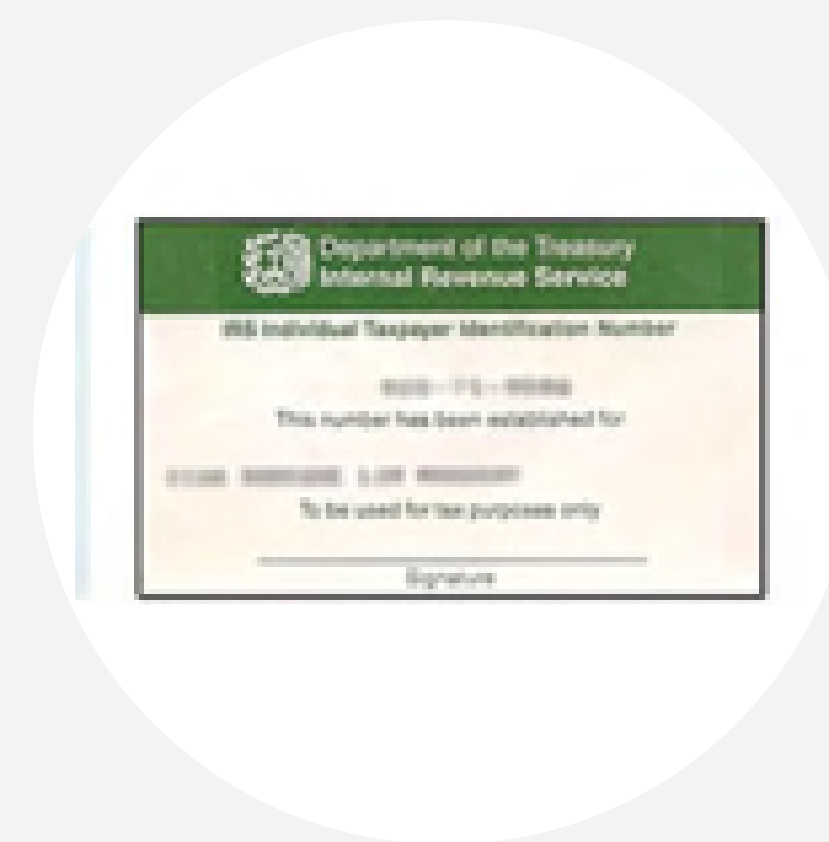
Passport or government issued ID or:



Driver's Licenses



ID Card



Tax ID Card



Residence Permit Card

Business License or:

- Certificate of Registration
- Certificate/ Article of Incorporation
- Certificate of Formation
- Deed of Incorporation

Tax ID Number

Liability insurance certificate

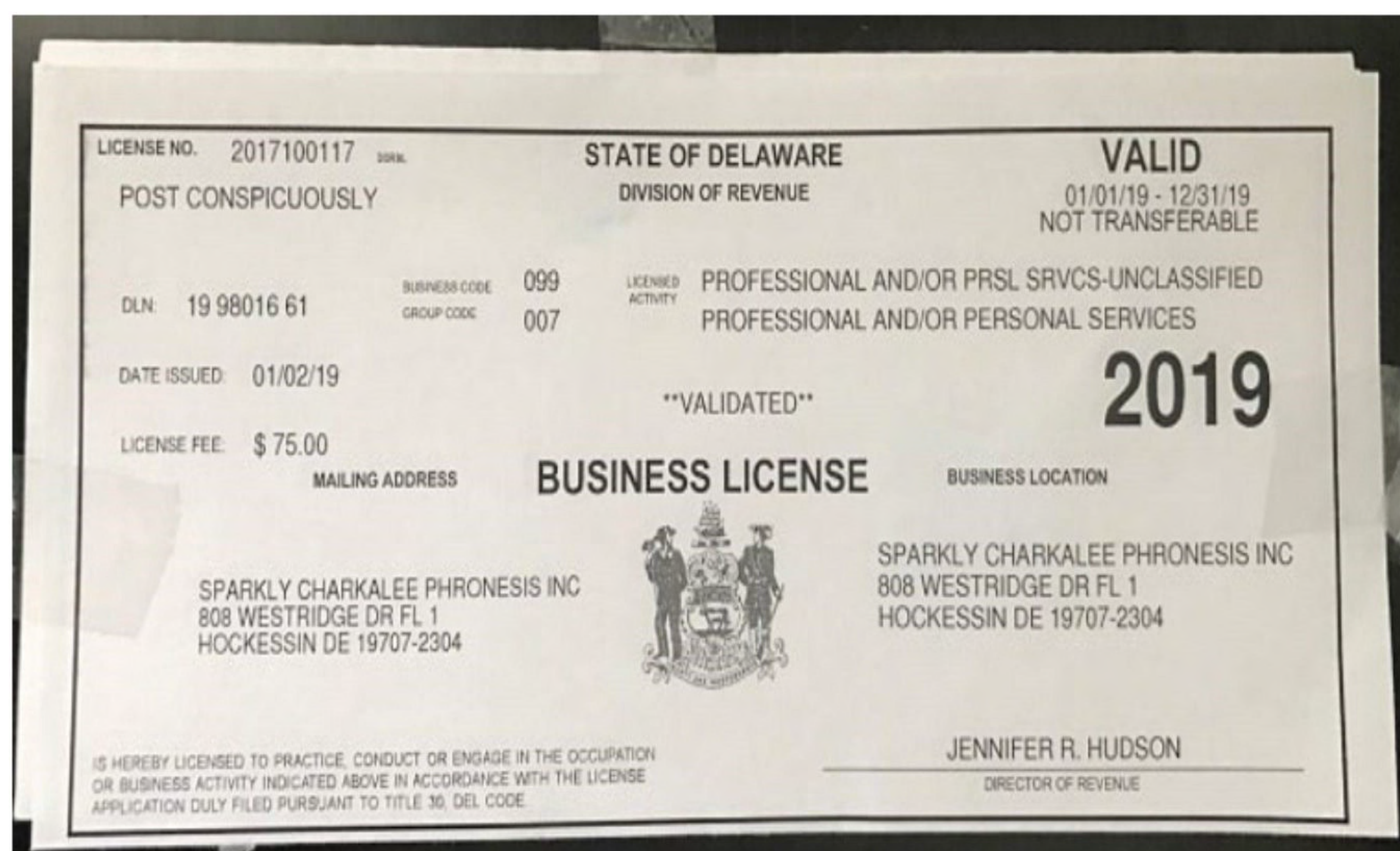
We suggest you to start from “Account Verification” and submit the required documents. Thus, you will be able to fill in the other information while your documents will be processing.

5. UPLOADING THE DOCUMENTS

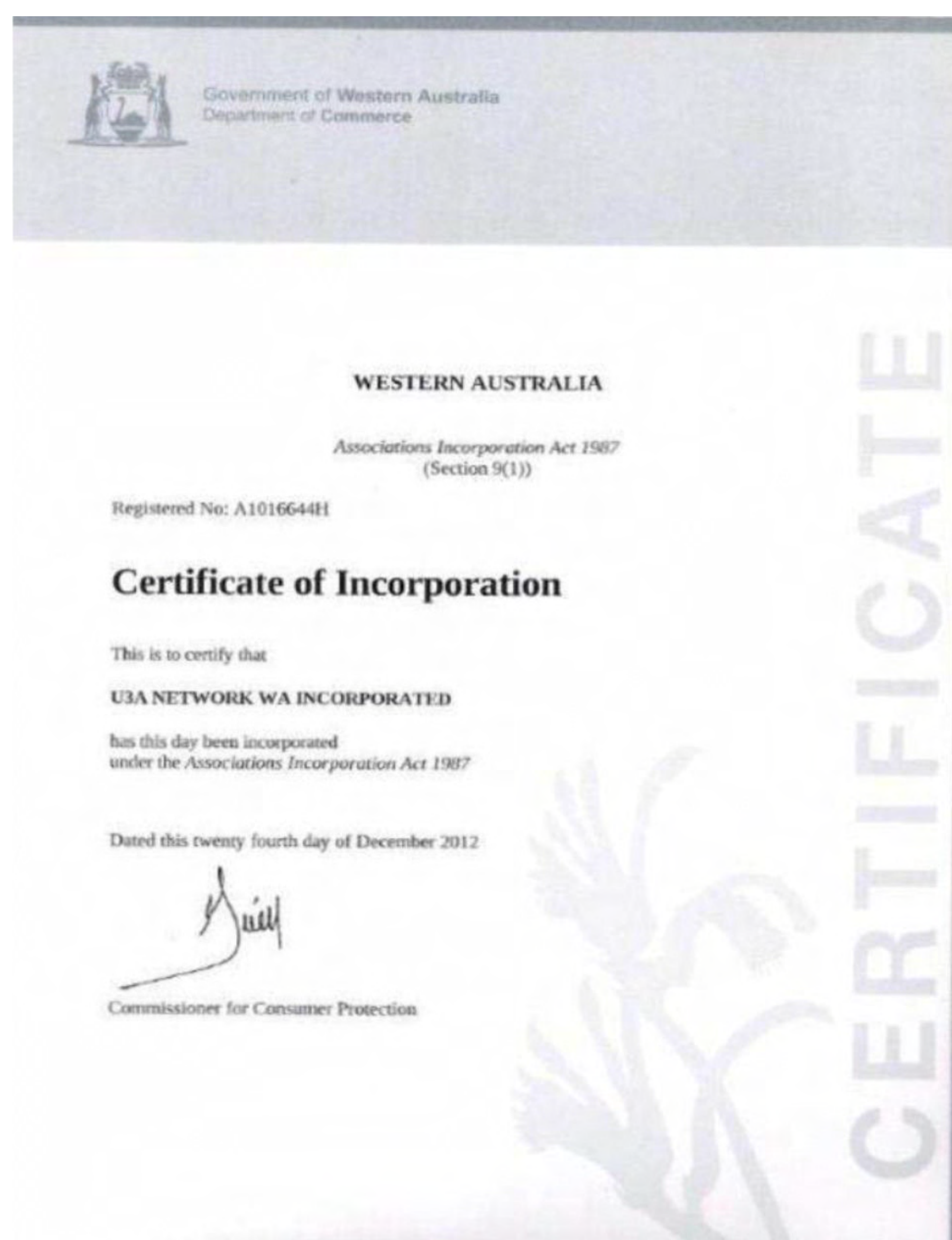
1. First click on the “Upload file” Button for choosing the file from your computer.
2. Then press “Confirm” for introducing this document into our system.

HERE ARE SOME EXAMPLES OF DOCUMENTS FROM DIFFERENT COUNTRIES WHICH WE ACCEPT AS BUSINESS LICENSES:

United States of America (The Registrar of Companies for USA)




Australia (Australian Securities and Investments Commission)



EXPORT PORTAL USER GUIDE: FREIGHT FORWARDER

Here are examples of Tax ID:

United States of America:



BRIAN SANDOVAL
Governor
JOAN LAMBERT
Chair, Nevada Tax Commission
DEONNE E. CONTINE
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION
Web Site: <http://tax.nv.gov>
1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020
Call Center: (866) 962-3707

RENO OFFICE
4600 Kietzig Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 687-9999 Fax: (775) 688-1303

HENDERSON OFFICE
2550 Dasego Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300 Fax: (702) 486-3377

EXAMPLE BUSINESS ENTITY LLC
100 E MAIN LN STE 1
RENO NV 89502-1111


Taxpayer ID: 1111111111
NV Business ID: NV2222222222
Correspondence ID: 1234567890987

WELCOME TO NEVADA COMMERCE TAX
Attention Tax Preparers: This notice must be forwarded to the Taxpayer.

Dear Taxpayer:

Effective July 1, 2015 the law SB483, enacted by the 78th (2015) Nevada Legislature, imposes an annual commerce tax on

South Africa:



South African Revenue Service

Tax Clearance Certificate Number
9062/2/2015/0007387129

Tax Clearance Certificate - Good Standing

Enquiries: 0800 00 7277
Approved Date: 2015-07-31
Expiry Date: 2016-07-30

Company Registration Number	2014/092748/07
Income Tax	9029418242 - DTP TRANSPORTATION (PTY) LTD
Trading Name	DTP TRANSPORTATION
Tender Number	GoodStanding

It is hereby confirmed that, on the basis of the information at my disposal, the above-mentioned taxpayer has complied with the requirements as set out in section 256(3) of the Tax Administration Act.

This certificate is valid for a period of 12 months unless otherwise communicated by SARS.

Verification of this certificate can be done at any SARS Revenue office nationwide.


Photo copies of this certificate are not valid.

SARS reserves the right to withdraw this certificate at any time should any taxes, levies or duties become due and outstanding by the above taxpayer during the one year period for which the certificate is valid.

This certificate is issued free of charge by SARS.

Here are examples of Liability insurance certificate:

United States of America:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
SARSIS USA, INC. 89 HIGH STREET BOSTON, MA 02118 Tel: 800.848.8888 Fax: 617.488.4377		NAME FAC. NO. (Ext.) E-MAIL ADDRESS	FAX NO. (Ext.) JAC. NO.
ST7312-ACD-NL-13-14		INSURER(S) AFFORDING COVERAGE	
INSURED Radar LLC 1485 Market Street, 4th Floor San Francisco, CA 94103		INSURER A: SARSIS RISK INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES		CERTIFICATE NUMBER	REVISION NUMBER
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		WIC-00000001-01	01/01/2014
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)
GENERAL LIABILITY			
COMMERCIAL GENERAL LIABILITY			
CLAIMS-MADE			
CLAIMS-MADE			
GENERAL AGGREGATE LIMIT APPLIED PER POLICY			
AUTOMOBILE LIABILITY			
ANY AUTO			
ALL OWNED			
AUTOS			
HIRING AUTO			
SCHEDULED			
AUTOS			
NON-OWNED			
HIRING AUTO			
UMBRELLA LIAB			
EXCESS LIAB			
CLAIMS-MADE			
DEFENSE COSTS			
WORKERS COMPENSATION AND EMPLOYERS LIABILITY			
ANY PAID PUNITIVE DAMAGES/DEFENSIVE COSTS/REIMBURSEMENT			
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required):			

CERTIFICATE HOLDER

Radar LLC
1485 Market Street, 4th Floor
San Francisco, CA 94103


CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
01/01/2014
Manish Mukherjee

ACORD 25 (01/01/05) The ACORD name and logo are registered marks of ACORD

South Africa:



Trishantha Singh
Technical Broker

Marsh (Pty) Limited
188 Clark Street
Brooklyn
Johannesburg
0181
+27 12 748 9320
Fax +27 85 623 8271
brokings@marsh.co.za
www.marsh.co.za

Rita Fouche
28 September 2015
Subject: Confirmation of Insurance

To Whom it May Concern

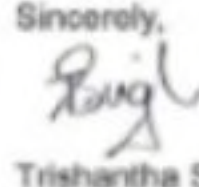
We hereby confirm that we act as Insurance Brokers for SNA Civil and Structural Engineers (Pty) Ltd and that the following insurance is in place, effective 01 October 2014 – 30 September 2015, and 01 October 2015 – 30 September 2016.

Insurer: Hollard Insurance Company Limited
RedCap policy no.: 7703007007
Liability Indemnity Limit: R 5 000 000.00 each and every loss in respect of the Hangar

Insurer: Camague Underwriting Managers (Pty) Limited
RedCap policy no.: 7703007006
Public Liability Indemnity Limit: R 1 000 000.00 each and every loss
Pollution Liability: R 1 000 000.00
Statutory Defence Costs: R 250 000.00
Wrongful Arrest: R 250 000.00
Defamation: R 250 000.00
Employer's Liability: R 1 000 000.00
Breach of Copyright: R 250 000.00

Insurer: AIG South Africa Limited
RedCap policy no.: 7703007011
Top-up Liability – subject to underlying policy: R 30 000 000.00

Cover is subject to terms and conditions stated in policy schedule and – wording, and is governed by the laws of the Republic of South Africa whose courts will have jurisdiction in any dispute arising hereunder.

Sincerely,

Trishantha Singh
Technical Broker

An authorized financial services provider
FNB/FP/ License no. 0011
Registration no. 1300000000000
Members: 20 Insurance Brokers (Insurance Brokers), 10 Insurance Brokers (Insurance Brokers), 10 Insurance Brokers (Insurance Brokers), 10 Insurance Brokers (Insurance Brokers)
SOLUTIONS...DEFINED,DESIGNED,AND DELIVERED

6. PROCESSING

After confirmation you will see that your document is being processed.

Please do not hesitate to address questions to our Customer Support team if you need.

In case you want to resubmit your document before having it checked, click on “Re-upload” button.

7. CONFIRMED DOCUMENTS

Once you will pass the verification step you will achieve 50% of Profile Completion already!

All that is left to do for activating your account is to simply fill in “Personal Info”, “Company Info”, and “Add Item”.

8. ACTIVE STATUS

After adding the necessary data to “Company Info”, “Personal Info”, and “Add Item” sections, the admin will activate your account. You will be able to user Export Portal in its full potential!

