

## **The single administrative document (SAD)**

### **Presentation and use of the form**

#### **The form**

##### 1) Principles

The single administrative document is composed of a set of eight copies which have the following functions:

- 1 Retained by the Member State / Country where the export or transit formalities are carried out.
- 2 Used for the statistics of the exporting Member State / Country.
- 3 Returned to the exporter.
- 4 Either is retained at the destination office of the transit operation, or constitutes the document T2L serving to attest the Community status of the goods.
- 5 Return copy for the transit procedure.
- 6 Retained by the Member State / Country where the destination formalities are carried out.
- 7 Used for the statistics of the destination Member State / Country.
- 8 Returned to the consignee.

These copies are defined in appendices B1 and B3 in Annex 9 of Regulation 2016/341 ("TDA")

In order to take account of certain requirements connected with the use of data processing, dual-function copies have been designed. They are assembled in sets of 4 copies, of which two can be printed in succession in order to produce the desired combination of copies. (See appendices B2 and B4 in TDA Annex 9). From these copies, whether they be single-function forms or dual-function copies, it is possible to make a number of combinations to cover different types of operations. For example:

- Export: Copies 1, 2 and 3.
  - Transit: Copies 1, 4 and 5.
  - Import: Copies 6, 7 and 8.
- 2) The detailed rules of use of the SAD in the EU are set out in Appendix C1 to TDA Annex 9.
  - 3) The codes to be used in the EU are shown in Appendix D1 to TDA Annex 9.
  - 4) Specific points
    - The form is drawn up in compliance with the rules stated in the United Nations layout key.

- The boxes used for transit operations generally have a green-coloured background.
- Because some of the information has to show through from one copy to another, carbonless copying paper is used for the printing of the forms.

However, certain areas have to be desensitized in order, on the one hand, to take account of the various functions of the copies and, on the other hand, to prevent certain information concerning commercial secrecy from coming through onto those copies of the set where undesirable.