EXTERNAL GUIDE

HOW TO COMPLETE THE REGISTRATION, AMENDMENTS AND VERIFICATION FORM (RAV01)



REVISION HISTORY TABLE

Date	Version	Description
16-04-2020	9	Verification of Banking Details
25-05-2020	10	Immediate allocation of VAT number
14-12-2020	11	Setting of new RR for a legal entity via eFiling

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1 INTRODUCTION

- This guide in its design, development, implementation and review phases is guided and underpinned by the SARS strategic objectives, the SARS Intent, and the SARS values, code of conduct and applicable legislation. Should any aspect of this script be in conflict with the applicable legislation the legislation will take precedence.
- The Registration, Amendments and Verification (RAV01) form enables Individuals, Tax Practitioners and Registered Representatives to view and maintain legal entity registration (demographic and specific tax type) details on eFiling. However, first time registration must be done at the SARS branch by the taxpayer or a legal representative.
- Selected sensitive detail changes allowed includes bank details and name/surname or registered name, in the cases of companies and trusts. Do updates to Registration number / ID at a SARS branch.
- The Registered Representative or Tax Practitioner or Trustee / Administrator must first activate his/her profile before updating the taxpayer's registered particulars via the RAV01.
- The **SARS Registered Details** functionality on eFiling allows you to:
 - **Notice of Registration** view, print and save the notice.
 - Maintain SARS Registered Details view, edit and maintain specific information.
 - Activate Registered Representative activate registered representative for legal entity.
 - Maintain Registered Users view the registered user details for the taxpayer.
 - **Saved Details** indicate all forms issued and saved for the legal entity.
 - Maintain Registered Details History indicate all submitted forms for legal entity.
 - Merge Entities view, edit and request to add new tax products to a legal entity profile.
 - Entity Merge History indicate all submitted entity merge requests.
 - **Register Withholding Tax on Interest** register and maintain Withholding Tax on Interest information.
- The functionality to maintain legal entity registered details is available for Individual, Organisation and Tax Practitioner profiles on eFiling.
- For Insolvent Estates, it should be noted that the Taxpayer will lose his / her eFiling rights and access to his / her original tax reference number, once coded as an Insolvent Person at a SARS branch. The Court Appointed representative will have the ability to activate and access the Insolvent Person records from eFiling if he / she has been recorded as the representative of the Taxpayer.
- The activation of registered representatives and maintain registered user functionality will only be available on Organisation and Tax Practitioner eFiling profiles. Individuals are regarded as legal entities and do not need required permission or additional activation to access these functions.
- However, where a Sole Proprietor registers for PAYE, VAT and MPRR using his / her Individual eFiling profile, the taxpayer would be required to convert his / her Individual profile to an Organisation Profile.
- **Please note**: The "Maintain SARS registered details" function will allow the eFiler to maintain existing registered tax types or apply for an additional tax type registration. Note that the individual or represented entity must already be registered for at least one tax type.
- The SARS Contact Centre will not be allowed to change any legal entity demographic or tax type details. These changes to Legal Entity details should be done via eFiling or at a SARS branch.

2 INDIVIDUAL

- An individual is a natural person that is registered on eFiling with his or her own eFiling profile. This person can be classified as a foreign individual as well.
- On eFiling Individual profile, using the RAV01 form, you will be able to maintain the following:
 - Selected identity information
 - Bank Account details (excluding 3rd paty bank detail changes)
 - Address details
 - Contact details
 - Add trading names
 - Add a new tax product subscription
 - Non-representative relationships

3 REGISTERED REPRESENTATIVE

- A natural person appointed with full rights to act on behalf of another legal entity as it relates to all dealings or interactions with that legal entity.
- The following capacities are regarded as authorised representatives:
 - Public Officer,
 - Main Partner,
 - Main Trustee,
 - Treasurer,
 - Administrator, and
 - Executor / Curator

4 TAX PRACTITIONER

- A natural person is regarded as a tax practitioner if they submit returns on behalf of other individuals or businesses and are currently registered with a recognised controlling body.
- On the eFiling Tax Practitioner profile using the RAV01 form, the tax practitioner will be able to maintain the following:
 - Selected Identity Information
 - Bank Account details (excluding 3rd party bank detail changes)
 - Address details
 - Contact details
 - Indicate the non-representative relationships or updating representative detail
 - Add a new tax product subscription if delegated by the representative.

5 SARS REGISTERED DETAILS

- This functionality will allow the user to view, edit and maintain demographic information on eFiling. This function will be under different menu tabs for each eFiling profile.
- On the **Individual** eFiling profile, the SARS Registered Details functionality will be under "My Profile"

					Home	Returns	Services	Tax Status	Contact	Log Out
•	Portfolio	Taxpayer		• : Individual						
Tax Reference Number										
Identification Number	Tax Compliance Status		Refresh 💭							
My Profile		 					C	SARS	Registered Det	

• The following four icons are available on the top right:

	SAR	S BRUNG			Home	Returns	Services	Tax Status	Contact	Log Out
•	Portfolio		Taxpayer	👻 🚦 Individual						
Tax Reference Number	a									
Identification Number	Tax Compliance	e Status	Refresh C							
	Personal Income	e Tax (ITR12)		Provisional Income	Tax (IRP6)					
SARS Correspondence	Tax Period	Return Status	Due Date	Tax Period	Ret	turn Status		Date		
Returns Issued	2019	Issued on 2019-08-22	2019-10-31							
Returns History	2018	Filed through eFiling on 2019-08-27	2018-10-31	Notification						
Non-Core Taxes		Issued on 2015-11-13	2015-11-30							
Returns Search	2015									
Payments	2014	Issued on 2014-09-11	2014-11-21							
Additional Payments	2010	Filed through eFiling on 2010-11-26	2010-11-26							
Request For Reason	Account Balanc	æ 🖸								
Disputes	Not Available								b ASK A Q	UESTION?

- Statement of Account;
- My Compliance Status;
- SARS Registered Details; and
- Notice of Registration.
- On the **Tax Practitioner** eFiling profile, the SARS Registered Details functionality will be under "My Profile".

	Home User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact	Log Out
Portfolio Taxpayer	•	: Tax Practiti	ioner	HONE HONE				
						SARS Re	rgistered Details	

On the **Organisation** eFiling profile, the SARS Registered Details functionality is under "My Profile"

Portfolio	*	Taxpayer	*	: Organisation	
					SARS Registered Details

- Ensure that one of the legal entity tax reference numbers is registered / activated on eFiling.
- If you want to use the SARS Registered functionality and the taxpayer is not activated on eFiling, the following message will display.

EGAL ENTITY OVERVIEW
Legal Entity Overview
Our records indicate that no active registration exists for the Legal Entity on efiling.
To use this functionality, you must successfully register one or more of the legal entity tax references against your profile.
Alternatively, please visit your nearest SARS branch for assistance.

6 NOTICE OF REGISTRATION

Click on "Notice of Registration" icon under "My Profile"



• To view Notice of Registration (IT150), the taxpayer must be registered for Personal Income Tax (PIT).

Notice of Registration

Name of Taxpayer	Reference Number	Тах Туре	Issue Date	Actions
Miss		Individual Income Tax (ITR12)		Request New

- If there are no previous requested IT150s, the user will have the option to "Request New" only.
- If there are previous requested IT150s, the user will have the option to "Open" or to "Request New".

Note: The latest IT150 as well as the "Date of issue" will be displayed.

• The user should be able to view, print and / or save IT150 on the desktop. IT150 can also be viewed on eFiling under SARS Correspondence.

7 SARS CORRESPONDENCE

• The user should be able to view all the correspondence issued by SARS.

Search Correspondence ● ALL ● READ ● UNREAD Tax Reference Numbe dentification Numbe Tax Types Letter Type All All Tax Year Notice Type: All All * ARS Correspondence Received Date From All 2019/10/12 Ē Search Correspondence eived Date To Request Historic IT Notice Reference Number 2020/04/09 Ē turns Issued Clea turns History n-Core Taxe Document Tax Reference Number Tax Type Year/Period Date Description Ms Individual Income Tax (ITR12) 2019 12/11/2019 11:19:30 AM Requirement To Submit Supporting Documents Upload

SARS correspondence screen:

- To search for a specific correspondence, enter relevant criteria and select search.
- If VAT or PAYE is selected for a tax product, an additional search parameter for the tax period will be provided.

8 ACTIVATE REGISTERED REPRESENTATIVE

- This is available on the Tax Practitioner and Organisation eFiling profiles.
- The Activate Registered Representative functionality allows the representative to be set and / or activated as the assigned Representative for the Legal Entity. This functionality is only available on the Tax Practitioner and Organisation eFiling profiles.
- In the event that you are not a Registered Representative recorded on SARS records at the time you request activation, SARS will create a case and request relevant supporting documents in order to verify that you should be updated as the new Registered Representative of the taxpayer.
- Select the correct taxpayer from the taxpayer list that you want to be registered for as the representative or tax practitioner.

Taxpayer List:	Taxpayer Name	•	
		_	

- Select the "Activate Registered Representative" tab under SARS Registered Details.
- The "Activate Registered Representative" screen will display. Select the applicable "Activate Registered Representative" or "Activate Tax Practitioner" button to continue.

•

Cont	firmation of Registered User
Com	initiation of Registered Oser
funct	e are two ways to be activated as a Registered User. This 'Activate Registered Representative' ion is intended only for the activation of Registered Representatives and is <u>not</u> intended for use by Practitioners .
Are	you a Registered Representative?
Entit Adm	gistered Representative is a person who is appointed with full rights to act on behalf of the Legal y (e.g. Companies, Trusts, etc.). They are often Public Officers, Accounting Officers, Trustees or inistrators of companies, Trusts, Welfare Organisations, etc. A Legal Entity can only have one stered Representative.
Are	you a Registered Representative acting on behalf of an Individual?
	S only allows Registered Representative activations in respect of Individuals in the following mstances:
	 Executor acting on behalf of a deceased or insolvent estate; Parent acting on behalf of a minor; Appointed Administrator acting on behalf of a legally incapacitated Individual; Appointed Administrator acting on behalf of an Individual in extended absence (e.g. Imprisonment overseas).
Are	you a Registered Tax Practitioner?
perse	are a Registered Tax Practitioner if you are a person who, for a fee, provides advice to any other on with respect to the application of a tax Act or who completes or assists with the completion of a tax n, and you are registered with a Recognised Controlling Body (RCB) as well as with SARS.
Sele	ct the appropriate button below to activate yourself as the associated Registered User.

- The "Representative Declaration" screen will display.
 - If you select "**I agree**" the "**Continue**" button will be available to select. If you select "**I do not agree**", you will not be able to continue. 0 0

epresentative	Declaration	
, Taxpayer of I have been dui relevant legislat		, being the authorised Representative tration number , do hereby confirm that capacity, and that my obligations as defined in the le following:
 Submissi Payment 	nce of registered particulars at SAF ion of tax returns of amounts due ated obligations	25
am fully aware declaration.	of my personal accountability in thi	s regard and the consequences of any false
I agree		
O I do not agr	ee	

- Once the declaration has been accepted, proceed with Registered Representative activation. .
- The "Activate Registered Representative" screen will display.

J Mrs	registered details of the entity.	ttative ive of the entity you may obtain a Registered user ro Dnce you have confirmed your details below, you ma sentative' button. To first make changes to your eFilir	y activate your Regi	stered user status by clicking on
Tax Reference Number Identification Number	other users to perform certain o	igned with a Registered Representative role on eFilir luties on your behalf, such as to submit new registrat vell as revoke your own access via the 'Maintain Reg not be assigned to other users.	ion requests. You m	ay assign the role to other
My Profile	TaxPayer Type: Registration Number: Registered Name: Trading Name:	Company		
Organisation	eFiling User Details		letter.	JR
Bulk Registration	Title: First Name:	Mrs	Initials: Surname:	JR
Admin Reports	Identification Type: Cell Number:	South African ID	ID/Passport Number: Telephone	
Rights Groups	Email Address:		Number: Tax Reference Number:	
SARS Registered Details	Activation status on eFiling:	Unconfirmed	Request Reference Number:	
Notice of Registration	Capacity:	Please select	v	
Activate Registered Representative		Activate Registered Representative		
Maintain Registered Users				
Maintain SARS Registered Details				

- Ensure that the correct "Capacity" is selected.
- One of the following statuses will be indicated next to the "Activation Status on eFiling" field in the Activate Registered User screen:
 - Unconfirmed the representative has not been confirmed as the registered user or tax practitioner with SARS and the representative might be required to submit relevant material to confirm the representative relationship to the represented entity (Taxpayer). This status will also be applicable for setting of a new Representative prior to SARS approval. Continue to request activation and SARS will request you to submit the relevant supporting documents to verify your details and appointment as a representative taxpayer.
 - **Request under Verification** the representative must submit relevant material and the case will be reviewed by SARS.
 - **Rejected** The tax reference number or the Tax Practitioner number captured is invalid or the case is rejected.
 - **Active** the activation request is successful, the requestor has been confirmed as the registered representative.

Note: The executor of the deceased estate must activate the representative status to be able to request second registration of the deceased estate.

• If you want to make changes to your personal details, click on the "here" hyperlink.

Activate Registered Representat	ive		
As the designated Representative registered details of the entity. One on the 'Activate Registered Repres	e you have confirmed your details	below, you may activate your Rep	gistered user status by clicking
Once activated, you will be assign other users to perform certain duti users, revoke their access, as well perform merging of entities cannot	es on your behalf, such as to subm as revoke your own access via th	hit new registration requests. You r	may assign the role to other
Legal Entity Details			
TaxPayer Type:			
Registration Number:			
Registered Name:			
Trading Name:			
eFiling User Details			
Title:		Initials:	
First Name:		Surname:	
Identification Type:		ID/Passport Number:	
Cell Number:		Telephone Number:	
Email Address:		Tax Reference Number:	
Activation status on eFiling:		Request Reference Number:	
	Activate Registered Represe	entative	

• The "Change Details" screen will display to update your personal details on eFiling. After you have made the changes, click the "Update Details" button to continue. After updating your details, you will be able to see the changes made on the "Activate Registered User" screen.

• Note that the eFiling registration details are used for verification purposes and it should be aligned with your identity document or passport.

Change Details		
Required Details		
Title Initials Mr - W	First Name	Sumame
Identification Type	South Africa	n ID 👻
ID Number		
 Do you wish to receive SM After activation as an e After any payment 		a following events: 💿 Yes 💿 No
Cell Number	0	
E-mail Address		
Telephone Number	(012) 000000000
This user is a:		ultant / Tax Practitioner tion Representative
communications either via	email or SMS.	axpayer, informed we send out periodic cluded in these communications. 💿 Yes 💿 No
s		ails that you may want to capture now.
	Update	Details Reset

• If the Legal Entity information and the eFiling User Details are all correct, select the "Activate Registered Representative" button to continue.

Activate Registered Represen	tative			
As the designated Representati registered details of the entity. (on the 'Activate Registered Rep	Once you have confirmed y	rour details be	olow, you may activate your Re-	sistered user status by clicking
Once activated, you will be assi other users to perform certain d users, revoke their access, as v perform merging of entities can	uties on your behalf, such vell as revoke your own acc	as to submit cess via the '	new registration requests. You r	nay assign the role to other
Legal Entity Details				
TaxPayer Type:	Company			
Registration Number:	1989			
Registered Name:	Thaba			
Trading Name:	Thaba			
eFiling User Details Title:	Mrs		Initials:	
First Name:	Vannes			Mar
			Surname:	
Identification Type:	South African ID		ID/Passport Number:	65
Cell Number:	000000000		Telephone Number:	011000000000
Email Address:			Tax Reference Number:	
Activation status on eFiling:	Unconfirmed		Request Reference Number:	
	Activate Registered Re	epresentative		

- Complete your tax reference number or practitioner number in the case of a tax practitioner.
- If you are a Registered Representative of the entity according to the SARS records, upon the selection of the "Activate Registered Representative" button, you will be activated immediately.

the 'Activate Registered Re nce activated, you will be ass her users to perform certain o ers, revoke their access, as	igned with a Registe duties on your behal	ered Representative f, such as to submit	role on eFilin t new registrati	g. This will also a on requests. You	llow you to a may assign	ssign this role to the role to other
rform merging of entitles can le have received your requires the progress and requires the lease use the supporting of	not be assigned to o uest to activate as at you submit the	other users. s the Registered I necessary suppo	Representati	ve via eFiling. T entation before	he verificat it can be fi	tion process is
Legal Entity Details						
FaxPayer Type:	Trust					
Registration Number:	IT					
Registered Name:	Thaba					
Frading Name:	Thaba					
Filing User Details						
'itle:	Mrs		Initials:			
irst Name:	Vannes		Surname:		Mara	
dentification Type:	South African ID		ID/Passport	Number:		
Cell Number:	000000000		Telephone I	Number:		00000
Email Address:			Tax Referen	ce Number:		
Activation status on eFiling:	Request Under V	erification	Request Re	ference Number:		
	Activate Registr					
	Figurate Freghate	and respected and				
SARE requires that ye	u unload and cub	mit cupporting d	ocumonto			
SARS requires that yo	u upload and sub	mit supporting d	ocuments.			
SARS requires that yo	u upload and sub	mit supporting d	ocuments.			No.
		mit supporting d	ocuments.	Туре	Size	No. of
			ocuments.	Туре	Size	
SARS requires that yo Supporting Documents Ca Legal Entity				Туре	Size	of

- If you are **not** a Registered Representative of the entity according to the SARS records, upon the selection of the "**Activate Registered Representative**" button, you will be required to upload and submit relevant supporting documents for SARS to verify your personal details and confirm your appointment as a representative taxpayer.
- Click the "Legal Entity Authorisation" link and the "Upload Supporting Documents" screen will display. Refer to the "Supporting Documents" annexure.



• Click on "**Browse**" button and select the files to upload, then click "**Open**" button to continue.

😋 🔵 🗢 🐌 🕨 Policies and Procedures Wo	rk 🕨 Entity Merge Documents 👻 😽	Search Entity Merge	Documents
Organize 👻 Include in library 👻 Sha	re with 👻 Burn New folder		811 - 🛄 🔞
🔺 🔆 Favorites	Name	Date modified	Туре
Downloads Strain Recent Places	Enterprise Notice of Incorporation Identity Document	2014/10/10 12:12 2014/10/02 10:56	Adobe Acrobat D Adobe Acrobat D
SharePoint Sites	Representative Appointment	2014/10/02 10:56	Adobe Acrobat D
Þ ∰ Computer Þ ∰ Computer Þ ∰ Network			
3 items	٠ [

- Ensure that you select the relevant classification per file to upload.
- Select the "**Upload**" button to add the document(s), listing under the heading "**Uploaded Documents**". If you wish to remove the document that you have uploaded, click the document and select the "**Remove**" button.

Please ensure that all of	focuments are successfully upload						
Document Name:				Browse	Upload		
Classification: Sele	et 💌 🖬						
File successfully upload	led.						
Very important:							
	ypes may be uploaded: .pdf, .doc, .do						
	wable size of each file uploaded may i						
	may not be uploaded as they will resu	ilt in the enti	re aroup of	f documents being	rejected:		
 X Docume 	nts with the same name.						
X Docume X Passwor	nts with the same name. d protected documents.						
X Docume X Passwor X Spread	nts with the same name. d protected documents. sheets with multiple sheets.						
X Docume X Passwor X Spread	nts with the same name. d protected documents.						
X Docume X Passwor X Spread	nts with the same name. d protected documents. sheets with multiple sheets.						
 X Docume X Passwor X Spread X Blank or 	nts with the same name. d protected documents. sheets with multiple sheets. empty documents.						
X Docume X Passwor X Spread	nts with the same name. d protected documents. sheets with multiple sheets. empty documents.						
 X Docume X Passwor X Spread X Blank or 	nts with the same name. d protected documents. sheets with multiple sheets. empty documents.	File Size		File Status	Date / Time Uploaded	Open	Remove
X Docume X Passwor X Spread X Spread X Blank of UPLOADED DOCUME	nts with the same name. d protected documents. energy with multiple sheets. empty documents.	File Size	Success	File Status Converted and	Uploaded 2014/10/10		
A Docume X Passwor X Spread X Spread X Blank of UPLOADED DOCUME Document Name	nts with the same name. d protected documents. sheets with multiple sheets. empty documents.	File			Uploaded	Open View	
	nts with the same name. d protected documents. empty documents. VTS Classification Representative Appointment	File Size 84	Success	Converted and	Uploaded 2014/10/10 12:13:45 PM	View	
	nts with the same name. d protected documents. energy with multiple sheets. empty documents.	File Size	Success	Converted and stored	Uploaded 2014/10/10 12:13:45 PM		
	nts with the same name. d protected documents. empty documents. VTS Classification Representative Appointment	File Size 84 • 81	Success	Converted and stored Converted and	Uploaded 2014/10/10 12:13:45 PM 2014/10/10 12:13:57 PM	View	

• When you have uploaded all the documents, select the "Submit to SARS" button to continue. If you have submitted the relevant material at your nearest SARS branch, click on "Manually Submitted" to indicate it. Click on the "Back" button to return to the Income Tax Work Page.

DOCUMENT GROUP NAMING
Please provide a group name for all the documents that you have uploaded above.
Document group name Legal Entity Authorisation
Submit to SARS Manually Submitted Back

• Confirm that you want to submit all the documents by clicking the "**OK**" button on the below message.

Message f	from webpage		×
?	Are you sure that these are all the do submit?	ocuments which you	require to
		ОК	Cancel

• The status on the supporting documents section will be updated to "Submitted".

erform the duties on your beh Maintain Registered Users' me Legal Entity Details		r úsers, revoke their access, as well	as revoke your own access	via the
TaxPayer Type:	Company			
Registration Number:	2005			
Registered Name:	Stef			
Trading Name:	Stef			
First Name: Identification Type:	Y. South African ID	Surname: ID/Passport Number:	du Plessis	
Cell Number:	082	Telephone Number:	011000000000	
Email Address:	· · · · · · · · · · · · · · · · · · ·	Tax Reference Number:	0	
Activation status on eFiling:	Request Under Verification	Request Reference Number:	36512092	
	Activate Registered Represen			
SAKS requires that you			No	
Supporting Documents Ca	se Number Status	Туре	Size No. of Docs	

- The representative relationship will grant and activate once approved by SARS.
- On successful activation of the registered representative on eFiling, the status field will indicate "Active". On completion of the activation step, the "Activate Registered Representative" button will be inactive.

gistered details of the entity. C	ve of the entity you may obtai Ince you have confirmed you	in a Registered user role and use eFiling to r details below, you may activate your Reg ake changes to your eFiling User details, j	istered user status by clicking
her users to perform certain d	ities on your behalf, such as ell as revoke your own acces	esentative role on eFiling. This will also all to submit new registration requests. You n so via the 'Maintain Registered Users' men s.	nay assign the role to other
Legal Entity Details			
TaxPayer Type:	Company		
Registration Number:	2005.		
Registered Name:	Stef		
Trading Name:	Stefi		
eFiling User Details	Mrs	Initials	[Y
First Name:	MIS	Sumame:	du Plessis
Identification Type:	South African ID	ID/Passport Number:	72
Cell Number:	082'		011000000000
Cell Number: Email Address:	082 .	Telephone Number: Tax Reference Number:	0
Email Address:			
Activation status on eFiling:	Active	Request Reference Number:	36512092

• The status of the registered representative will indicate "**Rejected**" where the tax reference number captured is incorrect or the practitioner number is invalid, in the case of a tax practitioner.

istered details of the entity.	Once you have confirme	ed your details I	stered user role and use eFilin below, you may activate your f	Registered user status b	
			ges to your eFiling User detail		
er users to perform certain d prs, revoke their access, as v form merging of entities can	uties on your behalf, su vell as revoke your own	access via the	e role on eFiling. This will also new registration requests. Yo 'Maintain Registered Users' n	ou may assign the role to	o other
Legal Entity Details	[a				
TaxPayer Type:	Company				
Registration Number.	2006				
Registered Name:					
Trading Name:					
eFiling User Details					
Title:	Mr		Initials	JJ	
First Name:	John		Surname:		
Identification Type:	South African ID		ID/Passport Number:		
Cell Number:	0000000000		Telephone Number:	043000000000	
			Tax Reference Number:		
Email Address:			Request Reference Number:		
Email Address: Activation status on eFiling:	Rejected		Construction of the second		

9 MAINTAIN REGISTERED USERS

- This is available on the Tax Practitioner and Organisation eFiling profiles.
- In the "Maintain Registered Users" functionality, the registered representative user or tax practitioner assigns other eFiling users to have the same representative rights as the registered representative user. Once the users are assigned, they can perform the same functions as the representative on eFiling.
- Click "SARS Registered Details" under My Profile

	MAINTAIN SARS REGISTERED DETAILS
My Profile	Maintain SARS Registered Details This functionality allows you to view and maintain registered details of the entity selected from the 'Taxpayer List' above. Click on 'Continue' below to obtain the existing detail from SARS. You may then view or update this
Organisation	information as necessary. I hereby confirm that I am duly authorised to perform Maintenance of SARS Registered Details on behalf of the company or individual.
SARS Registered Details	⊙ I agree
Employee Registration	● I do not agree
Admin Reports	Continue

• The following message will display when you are not registered as the representative or the registered tax practitioner of the legal entity that you have selected from the taxpayer list.

MAINTAIN REGISTERED USERS
Maintain Registered Users
Our records indicate that the Representative has not been <u>activated</u> as a registered user on this eFiling profile.
To delegate Representative authority and activate additional users as registered users, you must first activate the Registered Representative using the 'Activate Registered Representative' menu alongside.
If you are a Tax Practitioner, please use the 'My TP Configuration', 'Delegate Practitioner Authority' menu under the 'Services' option to delegate your Practitioner authority to additional users.
Alternatively, please visit a SARS branch office for assistance to capture the Representative details.

 If you are registered as the registered representative of the legal entity, the "Maintain Registered Users" screen will display:

MAINTAIN REGISTERED US	ERS		
Actions on the page below are Registered User who was acti	e only editable to the Site Administrator ivated via eFiling and lists all the regist	r and to the Registered User of the Legal Er ered eFiling users.	tity. It displays the
Only the registered user may a he checkbox alongside the us	assign and remove registered user ma ser and then click on 'Apply and Save'	intenance rights to other users. To assign o button.	r remove rights, select
Both the Registered User and maintenance rights will also be	the Site Administrator may deactivate e deactivated from the functionality.	the registered user status. In doing so, all u	sers with registered user
To activate as the Registered	User, please use the 'Activate Registe	red User' menu on the left.	
To register new eFiling users,	please click here to be directed to the	existing registration menu.	
Legal Entity Details TaxPayer Type:	Company	eFiling Registered User Details Registered User Name:	Mr Document test
Trading Name: Registration Number:	*********	Identity/Passport Number: Telephone Number: Registered User Status on eFiling:	Active
		Deactivate Registered User	
		Deactivate Registered Oser	
then click on the search b User Login Name:	User ID / Passp	ort Number:	
User Sumame:			
	Search		
User Name	Search ID Number Login Na		Role
User Name		me Representative Maintenance	Role
User Name			Role
User Name		8	Role
User Name		8	Rote
User Name		8	Role
User Name		8	Role

• The registered representative user or tax practitioner will accept all the responsibility for any maintenance performed by the users assigned against the Legal Entity. Click the "Deactivate Registered Representative" button if you wish to deactivate the registered representative.

TaxPayer Type:	Company	Registered User Name:	Mr Document tes
Trading Name:		Identity/Passport Number:	
Registration Number:	D	Telephone Number:	
		Registered User Status on eFiling:	Active

• To confirm the deactivation request, click "**OK**" button to continue.



• The following message will display after you have deactivated the representative.

MAINTAIN REGISTERED USERS
Maintain Registered Users
Our records indicate that the Representative has not been <u>activated</u> as a registered user on this eFiling profile.
To delegate Representative authority and activate additional users as registered users, you must first activate the Registered Representative using the 'Activate Registered Representative' menu alongside.
If you are a Tax Practitioner, please use the 'My TP Configuration', 'Delegate Practitioner Authority' menu under the 'Services' option to delegate your Practitioner authority to additional users.
Alternatively, please visit a SARS branch office for assistance to capture the Representative details.

- If you wish to activate your status as registered representative again, follow the Activate Registered User steps above.
- If you want to activate a Registered Representative User that is already listed, select the tick box in the "**Representative Maintenance Role**" column and click "**Apply and Save**".

To locate a user who may then click on the search be	not appear in the list be atton.	elow, please capture	the user's login name and	
User Login Name:	Us	er ID / Passport Numbe	e	
User Surname:				
	Sea	arch		
Iror Namo	10 Number	Login Namo	Pennosentativo Maintananco Polo	
	ID Number	Login Name	Representative Maintenance Role	^
Jser Name	ID Number	Login Name		Ŷ
	ID Number	Login Name	V	^
Jser Name	ID Number	Login Name		
	ID Number	Login Name		
	ID Number	Login Name		

• Click "**OK**" button to continue with activation of the registered representative user.

Message from webpage	
Are you sure you want to continue?	
OK Cancel]

- If there are no other users registered against the eFiling profile, the following screen will display when you select the Registered Representative Users tab.
- To add a new eFiling user for this legal entity, click on the "here" hyperlink and you will be directed to the "Register New User" page.

o register new eFiling users, please c	lick <u>riere</u> to be directed to the	existing registration menu.	
Legal Entity Details		eFiling Registered User Details	
TaxPayer Type:	Company	Registered User Name:	Mr Document tes
Trading Name:		Identity/Passport Number:	
Registration Number:	1	Telephone Number:	
		Registered User Status on eFiling:	Active

• Complete all required details and click "**Register**" to continue.

Title	Initials	First Name	Surname
Mr •			
Identificatio	on Type	South African ID 👻	
ID Number			
	tivation as an	SMS notifications for the follow eFiler	ing events: 🔘 Yes 🔘 No
Cell Numbe	er		
E-mail Add	Iress		
Telephone	Number	()	
Login Acco	unt Informatio	on a	
Login			
Password			1 I
Confirm Pa	ssword		
	The user yo	u are adding will be required to	change this password on first login.
This user is	s a:	Tax Consultant	Tax Practitioner
		Organisation Re	presentative
		fforts to keep you, the taxpaye via email or SMS.	r, informed we send out periodic
Please ind	icate whether	you would like to be included	in these communications. 💿 Yes 🔘 No
		See below for optional details that y	ou may want to capture now.
		Register	Reset

• If you select the **Registered Representative User** menu item again, the new user added will be listed as indicated in below screen.

er Login Name	Over ID	/ Passpot Number			
e Surane					
	Beach	-			
(Name)		Roden Name B	ingermentation Main	Containing Books	
					_

10 MAINTAIN SARS REGISTERED DETAILS

- The "**Maintain SARS Registered Details**" functionality on eFiling is available for Individual, Tax Practitioner and Organisation profiles. All eFiling users within each of the profiles may access this functionality to view and edit specific information of the legal entity.
- Click on "SARS Registered Details" icon under "My profile"

	SARS @FILING			Home	Returns	Services	Tax Status	Contact	Log Out
•	Portfolio	Taxpayer	🔹 🗄 Individual						
Tax Reference Number									
Identification Number	Tax Compliance Status	Refresh \mathcal{D}				5			
My Profile							SAR	S Registered De	tails
(
	SA	RS Registered Detai	ls						

• Users of Tax Practitioner and Organisation profiles must select the correct legal entity (taxpayer) from the taxpayer list.

Taxpayer List:	Taxpayer Name	-

The Maintain SARS Registered Details screen will display as below:

Identification Number	MAINTAIN SARS REGISTERED DETAILS
My Profile	Maintain SARS Registered Details This functionality allows you to view and maintain registered details of the entity selected from the 'Taxpayer List' above.
User	Click on 'Continue' below to obtain the existing detail from SARS. You may then view or update this information as necessary. I hereby confirm that I am duly authorised to perform Maintenance of SARS Registered Details on behalf of the company or individual.
SARS Registered Details	O I agree
Customs Registration	● I do not agree
Special Links	Continue

- Confirm that you are authorised to perform maintenance functions of the registered details of the company or individual.
 - If you select "**I agree**" option, the continue button will be available for selection.
 - If you select "I do not agree" button, you will not be able to continue with the functionality.
- The "**Saved Details**" message will display if SARS has received updated information for the legal entity.



- If "Display Saved Form" button is selected, you will view previously saved information and not the latest information at SARS.
- If you select the "**Display Latest Form**" button, you will view the latest information at SARS and all previously saved data will be discarded.
- If the registered representative for the legal entity is activated, the following message will display. Select the "**Continue**" button and the RAV01 form will display.

above, and will be able t	ng access to the following products of the entity selected from the 'Taxpayer List' to view and maintain the registered details of these products in the Registration and t you click on the 'Continue' button below:
π.	
	ucts relating to the entity are not displayed in the Registration and Amendments presentative should visit the nearest SARS branch to rectify the problem.
therefore not be able to are the Registered Repr	rou have not been activated as the Registered Representative of this entity, and will submit additional product registration applications for the entity from eFiling. If you sentative of the entity, please click on the 'Activate Registered Representative' to activate yourself as the Registered Representative.

11 THE WRAV01

- The WRAV01 is the wrapper menu displayed, with the RAV01 form embedded in it, and consists the following components:
 - **Navigation Menu** allows user to navigate between various sections of legal entity profile on which the user has the following main categories:



- **My Registered Particulars** consists of the demographic details of the entity and has the following sub-categories:
 - My Registration details
 - My addresses
 - My bank accounts
 - My contact numbers
 - My email addresses
 - My trading names

- **My tax products** consists of the tax products that are linked to the entity. Click "+" sign to view the tax products.
 - o Revenue
 - Income Tax
 - Pay-As-You-Earn, Skills Development Levy and Unemployment Insurance Fund Contributions
 - VAT

- Customs
- Excise

Note: Second Income Tax registration of the deceased estate can only be done if there is post death income and the registration is only applicable to taxpayers who passed away on or after 01 March 2016 (2017 tax year) under Income Tax Product.

- My representatives allows the user to create and maintain a list of non-representative entities, which are connected to the legal entity. Non-representative relationship refers to an entity that is associated with the company, trust or individual, e.g. a Parent or Guardian of a registered minor child. New representatives may not be added on eFiling but the existing one may be deleted.
- Who I represent allows the user to view list of parties that are represented by legal entity.
- **My tax practitioner details** allows the user to maintain tax practitioner and controlling body details that relate to their professional registration with SARS as a tax practitioner.
- **Taskbar** contains action buttons that may be activated by the user. Depending on the selection in the navigation menu, different buttons will display on the task bar.



- Edit allows the user to maintain details on the RAV01.
- Save save all changes made to the RAV01.
- File submit the changes to SARS.
- Cancel return the user to eFiling page.
- **Information Pane** displays the predetermined section of the legal entity profile. The information pane may display:
 - Table View showing a summary view of information

Usages	Mail undelivered	
	Verify address	Delete
	Serify address	Delete
	Verify address	Delete
	Verify address	Delete
	Merity address	Delete
	Merify address	Delete
	Varity address	Delete

• Form View – displays the form and particular portion of the legal entity profile.



• If the user clicks any menu item on the navigation menu and no mandatory demographic information is completed, an error message will display as indicated below. All mandatory fields will be highlighted in red.

Error	
Registration details are not complete	
Please complete these details before continuing	
These details can be accessed via the following menu path: My regis particulars > My registration details	stered
Ok	

• The RAV01 form is validated when the user selects the File button. Based on the validation responses received, error messages will display. The error message will provide completion to pass form validation rules on the submission of the RAV01.

12 COMPLETION OF THE RAV01 FORM

- The Registration, Amendments and Verification (RAV01) form enables Individuals, Registered Representatives or Registered Practitioners users to maintain the legal entity demographic information of the legal entity. Complete the RAV01 when there is a need to update the legal entity information.
- This form enables the individual or representative to verify and/or maintain (update if required) the following information on eFiling or at a SARS branch:
 - Registered Particulars
 - Tax Products
 - Representatives.
- Supporting document may be required for changing some of the above information on the RAV01.
- All the information on the RAV01 will pre-populate with the legal entity data that is available at SARS.
- The "**Reference No**" field will pre-populate with the Income Tax Reference number if the entity has an income tax registration number. In cases where there is no income tax registration, the entity (taxpayer) active Tax type reference number will be pre-populated and locked.



13 APPLICATION DETAILS

13.1 Individual

- In the "Applicant Details" section, the fields will be editable with the exception of ID No.
 - Nature of Entity A selection box will display –

		elect	al	Vatu	re (of E	lusi	nes	s.															
Plea	ase S	Selea	ct																					
Ind	ividu	al	_																					
Fore	eign	Indi	vidu	al																				
											0	k			Cane	el								
		Sı	Jrr	nai	m	е																		
		Fi	rst	I N	la	m	e																	
							-																	
		O				ar	ne	9																
		Ini	itia	als																				
					f	Ri	rtl	h																
		D	ate	2 0			i u																	
		Da	ate	e c	~																			
					-														 	 	 			1/04
	S/				-	trat	ion	Am	ienc	me	nts	And	Ve	rific	atio	ו fo	rm	Rafarano No.				I	RA	V01
Applic		4 <i>R</i>	25	Re	-	trat	ion	Am	enc	me	nts	And	Ve	rifica	atio	n fo	rm	Referenc No.				I	RA	NDIF01
Applic tare of thy	S/	4 <i>R</i>	25	Re	-	trat	ion	Am	ienc	me	nts .	And	Ve	rific	atio	n fo	rm	Roferenc No.				I	RA	
Applic stare of fBy mame	S/	4 <i>R</i>	25	Re	-	trat	ion	Am			nts .	And	Ve	rific		n fo	rm	Roferenc No.						
Applic stare of fily mame si Name	S/	4 <i>R</i>	25	Re	-	trat	ion	Am			nts .	And	Ve				rm	Roferenc No.						
Applic stare of rilly iname st Name fer ane	S/	4 <i>R</i>	25	Re:			ion	Am					Ve					Reference						
Applic stare of filty mame rel Name far ano fails second /	S/	4 <i>R</i>	25	Re dual			ion	Am			ID No													
	S/	4 <i>R</i>	25	Re:			ion	Am			ID No			rific:					/Permit 1 (Dermit 1					

• Passport/Permit No – If completed, the below fields is mandatory to complete:

Passport/	Passport Country / Country of Origin	Passport / Permit Issue Date	
Permit No. 123456	(e.g. South Africa = ZAF)	(CCYYNWDD)	

• Passport Country / Country of Origin – Select from the pop up box.

Country Code	
Please select a Country	<u>_</u>
South Africa	
Afghanistan	
Åland Islands	
Albania	
Algeria	
American Samoa	
A = d =	•
	Ok Cancel

Passport /Permit Issue Date

Passport / Permit No.	T G 3 2 1 5 4 Passport Country (Country of Origin (e.g. South Africa = ZAF)	AFG
Trading Name		

- Changes to Passport Country must be done at the SARS branch.
- Trading Name complete a trading name if applicable. If you select "My trading names" button, you will be able to view all previously submitted trading names.

Trading Name	C		Γ	Ι	Ι	Ι	Τ	Ι	Ι				Γ	Γ	Ι	Γ											My t	rading	nam	es

- The executor or a representative of a deceased estate must register the deceased estate for the second tax reference number once the first tax reference number has been coded as "Deceased". The executor must confirm the tax status of the reference number by clicking on "Income tax" under "My tax products".
- If the taxpayer is an emigrant, only complete the identity number field. The Nature of entity is "Individual" and therefore the passport should not be completed. Ensure that a "Date ceased to a resident" are captured.

ly menu		Add new product registration	Save File Cano
My registered particulars	Income tax registrations		Hide men
My registration	Reference no.	Account no.	Status
My addresses >	0630691145	9185842142	ACTIVE EST - DECEASED
My bank >			
My contact >			
My email			
My trading names 🗲			
My tax products 😑			
Revenue 😑			
Income tax			

- To register the deceased estate for the second tax reference number:
 - Open Income Tax container and select Normal as sub category and "Post Death Income" as Classification.
 - Confirm that the "Date of Liability" is set as **2017 or the tax year in which the Taxpayer** received the post date of death income.
 - Once the second registration is processed and the entity has an existing "To-Date of Death" Estate record, the second registration will automatically be set with a status of "Deceased Estate".
- To register an Insolvent estate for the second tax reference number:
 - Open Income Tax container and select "Insolvent estate from date of sequestration" as Sub Category and Classification.

SCription
OLVENT ESTATE FROM DATE OF SEQUESTRATION

• If the first tax reference number is **not coded** as an Insolvent Person yet and the status is "Active", visit the nearest SARS branch to request the coding of the first tax reference number.

lly menu		Sa	we File Can
My registered ə	Income fax registrations		Hide me
My registration >	Reference no.	Account no.	Status
My addresses >	2863027849	9218050303	ACTIVE
My bank			
My contact	•		
My email >	· · · · · · · · · · · · · · · · · · ·		
My trading names 🗲			
My tax products 😑			
Revenue 😑			
Income tax			

- Ensure that all the supporting documents required for change of the representative and banking details are submitted at the branch.
- In the case of an insolvent taxpayer, the appointed administrator or trustee must register the insolvent estate (second tax reference number) and if the entity has an existing "To-Date of

Insolvency" Estate record, the second registration will automatically be set with a status of "Insolvent Estate".

- For insolvent estate, a second tax reference becomes applicable on income received in the insolvent estate or disposing the assets. This tax reference number should only be registered if the requestor / registered representative can proof taxable income from the insolvent estate.
- The third tax reference number is enforced to ensure that the taxpayer meet his / her filing obligation for salary income after the date of sequestration. The third tax reference number is enforced in the RAV01 the moment the first registration is coded as an Insolvent Person.
- Under "My Profile" menu you can activate or deactivate individual Income Tax activation for deceased estate purposes or for insolvent estate purposes.

Summary	Please note that you will automatically be activated to receive SARS notices for this tax type online.	
VAT Vendor Search	Individual Income Tax (ITR12) Reference Number I	
Delete Taxpayer	Tax Office PRETORIA Please note that you will automatically be activated to receive SARS notices for this tax type online.	Status:
Pending Registration	Note: <u>Click Here</u> to activate/deactivate individual Income Tax activation for deceased estate purposes.	Successfully
Bulk Registration	Note: <u>Click Here</u> to activate/deactivate individual Income Tax activation for insolvent estate purposes.	

13.2 Company/Trust/Partnership and Other Entities

• In the "Applicant Details" section, fields will be editable with the exception of 'Nature of Entity'.

Nature of Business	
Please select a Nature of Business.	
Please Select	-
Association Not For Gain	
Close Corporation	
Clubs	
Company Limited by Guarantee	
Company Registered Under Transvaal law	•
Ok	incel

- The Nature of Business options are:
 - Association Not For Gain
 - Close Corporation
 - Clubs
 - Company Limited by Guarantee
 - Company Registered Under Transvaal Law
 - External Company
 - Foreign Company
 - Foreign eCommerce Company email address mandatory for this option
 - Foreign Governmental Institution
 - Foreign Trust
 - Inter-vivos Trust
 - Government/Public/State Owned Institution
 - Non-Profit Company (NPC)
 - Non Profit External Company
 - Other Trusts
 - Partnerships
 - Body of Persons
 - Personal Liability Company (Inc.)
 - Primary Cooperative
 - Private Company (Pty)
 - Public Company (Ltd)

- Secondary Cooperative
- State Owned Company (SOC Ltd)
- Statutory Body
- Tertiary Cooperative
- Testamentary Trust
- Unlimited Company
- Welfare Organisation
- Funds
- Collective Investment Schemes in Securities
- Collective Investment Schemes in Properties
- Company/CC/Trust Reg. No indicates the registration number of the legal entity and cannot be edited. These changes are performed at the SARS branch.
- Main Industry Classification Code the Section Codes will display on the Main industry Source Code screen and the Division Codes and Subclass Codes will be populated depending on the option selected. Click on the "Apply" button in order for the field to be completed.

cti	on Codes: Filter I	By: Code / Description		Division Codes:	Filter By: Code / Description		Subclass Codes:	Filter By: Code / Description
							[
	Code	Description		Code	Description		Code	Description
A	01-03	Agriculture, forestry and	÷	05	Mining of coal and lignite	٦.	06100	Extraction of crude petroleum
в	05-09	fishing Mining and quarrying	d.	06	Extraction of crude petroleum and natural gas		06200	Extraction of natural gas
С	10-33	Manufacturing		07	Mining of metal ores			
D	35	Electricity, gas, steam and air conditioning supply		80	Other mining and quarrying			
E	36-39	Water supply; sewerage, waste management and remediation activities	r	09	Mining support service activities			
F	41-43	Construction						
G	45-47	Wholesale and retail trade; repair of motor vehicles and motorcycles						
8	49-53	Transportation and storage						
1	55-56	Accommodation and food service activities	1					
i.	58-63	Information and communication	•					

- Nature of Entity This change can only be performed at the SARS branch in the case of a company or a trust.
- Registration Date This change can only be performed at the SARS branch.
- Financial Year End this field will not be updated directly as it requires manual intervention and approval by SARS. The representative will be notified if the financial year end change was approved.
- Registered Name
- Trading Name
- Country of Registration
- Master's Office of Trust Registration this field will be editable and mandatory if the nature of business is one of the following:
 - Inter-vivos Trust
 - Testamentary Trust
 - Other Trust



• The Nature of Entity field describes the following available Trusts Types and can not be changed from eFiling :

- 1. Collective Investment Schemes in Securities;
- 2. Estate Capital Gains Tax (CGT);
- 3. Special Trust Type B;
- 4. Testamentary Trust;
- 5. Inter-vivos Trust.
- Note that you cannot maintain the Nature of entity field via eFiling but can be changed at a SARS branch.

• The attached annexure to this guide provides more information on the above trusts and possible trust type changes, kindly consult the guide prior to a SARS branch visit.

14 APPLICANT INFO

- The applicant info container indicates the status of the applicant.
 - Entity Status This field will pre-populate with the status of the applicant at SARS.
 - Preferred Language This field will default to English and upon selection of the relevant option, the field will have the preferred language.

Please note: The preferred language selection does not change the display language of the RAV01 form.

Preferred Language	Ok	Cancel
English		
Afrikaans		
isiZulu		
Setswana		
Tshivenda		
Xitsonga		

• Marital Status – For an individual, the following fields will be editable and mandatory:

- Not Married
- Married in Community of Property
- Married out of Community of Property.
- Are you a foreign diplomatic or consular mission? This field is editable and mandatory if nature of business is **Foreign Governmental Institution**.

Nature of Entity	F	0	R	Ε	I	G	1	1		G	0	١	1		R	N	Μ	Ε	N	Т	1	4	L		I	N	5	; -	r	I	Т	U	Т	1	1	0	Ν		Ι				Ι	Ι				Ι										_
Company/ CC / Trust Reg No.							Ι	Ι				Γ	Ι	Ι	Ι				Na Cla	in Ir issit	ndus ficati	an C	ode		6	4	1	1	9	0	Ę	CCY	rate	in D IDD	ate)	[2	0	0	D	5	1	2	2	0	2	F	ina	nda	1 70	ar En	d (M	VI)	0	2			
Registered Name	Т	e	s	t	i.	n	g	Γ	I	۲.	A	V	0	1		Ρ	Т	Y	1	Ι				Γ	Γ	Γ	Τ	Τ	Ι	Ι				Γ	Ι	Ι			Ι				Ι	Ι	Ι		0	e.g	So	d R .th /	kojisti Vrica	= ZA	F)	Z	Α	F		
							Ι	Ι					Ι	Ι	Ι						Ι	Ι					Ι		Ι					Γ	Ι				Ι					Ι			F	Masi Regi	to fa istra	0ff tion	ce of	Trust	t					
Trading Name							Ι	Ι				Ι	Ι	Ι	Ι					Ι	Ι	Ι					Ι	Ι	Ι					Ι	Ι				Ι				Ι	Ι														
							Ι	Ι	Ι			Γ	Τ	Τ	Ι					Γ	Τ	Ι					Ι	Ι	Τ					Ι	Ι				Ι				Γ	Ι	Ι													
Applica	ant li	nfo																																																								
Entity Status	A	C	Т	I	V	E		Τ				Γ	Τ	Τ	Ι					Γ	Τ	Ι					Γ	Τ	Ι					Γ	Ι			Γ	Τ]	Pre	dern	ed La	INCU	ate	0	E	E	N	G	L	I	S	нŢ	Τ	_
Not Married		1	Marri of Ph	ed in	Com	nur	ity	Γ	1	M	arrie Pros	d ou certs	tď	2em	tuni	y -	Γ	1	Are	you	a fe	reig	n dp	plom	atic c	r	Y		N	Г	٦	A	e al	oft	te p na	artn	ers	in th	is 2	,	۲ [N	Γ			An		u ai	1 as Tak	yum	soska	er wi	th	۲ſ	٦,		×

• Are all of the partners in this partnership of natural persons? – This field is editable and mandatory if nature of business is **Partnerships**

My menu	Save File	Cancel
My registered oparticulars		Hide menu
My registration details	SARS Registration Amendments And Verification form	
My addresses >	Applicant Dublis - Company / Trust / Partnership and Other Entities couldra	
My bank >	Upper PIART NERSHITP Convert Upper	
My contact	Network A B A N T U L] Q U O R S T O R E	
My email >		
My trading names >	Applicant Into Addition To Add	
My tax products	Milland Writer Smooth Strike of Schwork Strik Strike of Schwork	
My representatives >	Context Deals	

• Are you an asylum seeker with a valid permit? – Field is editable and mandatory if nature of entity is **Foreign Individual**.

Applic	cant Details - Individual
Nature of Entity	F 0 R E I G N I N D I V I D U A L
Surrame	T @ s t i n g
FrstName	
Other Name	
Initiats	W Decryman 1 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Pasapot/ Parmit No.	123456 Passport Country / Country of Origin (L_2, State Africa = ZAY) A L B Passport Fermit Issue Date 20140101
Trading Name	My trading names
Applica	ant Info
Entity Status	
Not Married	Mended as discovered with a second as

• Are you a Share Block Company? – Field is editable and mandatory if nature of entity is **Public Company**.



 Are you a Body Corporate? – Field is editable and mandatory if nature of entity is CIPC type or Body of Persons.

	S	4	29	5 6	Regi	stra	atio	on A	Ame	ndn	nen	nts /	And	l Ve	erifi	cat	ion for	m		leference lo.					I	RAV	01
Applic	cant De	ətails ·	- Cor	npan	y / Tr	ust /	Part	ners	hip aı	nd Ot	her E	Intiti	65													0	DMIF01
Nature of Entity			Π			Π	Τ	Π	Π																		
Company/ CC / Trast Reg No.										Mai Clas	n Inclust saifcarto	ry n Cade					Registration Da (CCYYMNDD)	• [Financial	/ear End (M	N)			
Registered Name						\square	Τ															Country of (e.g. South	Registration Africa = ZA	φ.			
						\square	Ι															Master's C Registratio	iffice of Trus n	"			
Trading Name						\square	Ι											Π							6		
]					
Applica	ant Info																									A	PSTS01
		1-1-	T I	-1	-	-	_	1.1			-	1.1	-		1.1	-			1.1	-	 					_	

• For an Individual, the Applicant Info container will display as follows and only the first three options regarding marital status will be open to edit:

Applicant into	
Entity Status A C T I V E	Preferred Language E N G L I S H
Not Married Married in Community X Married out of Community Are you a foreign diplomatic or Y consular mission?	N Are all of the partners in this Y N Are you an asylum seeker with Y N avaid permit?
	Are you a Share Blook? Y N Are you a Body Corporate? Y N

• For a Company/Trust/Partnership or Other Entities, the Applicant Info container will display as follows with no option opened to edit other than the preferred language option:



- Entity status is pre-populated and cannot be edited. This serves as an indication to the representative or individual (eFiler) that there is an active tax type record. If it indicates "Deregistered" it implies the entity's record is de-registered and there is no active tax type (Income Tax, VAT, PAYE or Customs/Excise) registration.
- Are you a Fund? This field is editable and mandatory if nature of entity is a **Fund** type.
- Entity status is pre-populated and cannot be edited.

\checkmark	SARS Registration Amendments And Verification form]
Applic	cant Details - Company / Trust / Partnership and Other Entities	01
Nature of Entity		
Company / CC / Trust Reg No.	Nain Industry Registration Dute Francial Your End (MM)	
Registered Name	Country of Registration (e.g. South Africa = 240)	
	Matarix Office of Trust.	
Trading Name	My trading names	
Applica	AP319	301

15 CONTACT DETAILS

• The contact details of the individual and entity will display with the following fields:

Contact Details		
Home Tall O I Z O O O My numbers Far No. Far No.		My numbers
Coll No. 0 6 0<		My numbers
Nark here with an "X" if you declare that you do not have a Cull No. Mark here with an "X" if you declare that you do not have an Enail ad	fress	My Email Add

• Home Tel No

- Fax No
- Cell No
- At least one of the contact number fields is mandatory.
 - Cell No.

0

• If you have entered an incorrect cell no, you will receive the following error:



 Mark an "X" to declare that you do not have a Cell No. – If selected, the Cell No. field is greyed out.

Cell No.]	My numbers
Mark here with	an ".	X" if y	ou de	eclare) that	you (do no	t hav	e a C	ell No).		x]	

- If you want to edit any of the contact numbers, a confirmation box to complete the relevant fields will display.
- Next to the above fields you have a "**My numbers**" button that will display all contact numbers that are stored in the contact numbers library (My Contact Details).

Select Contact Number
Select/Filter Contact Details
Enter No. to search
My contact details
Telephone Cell
Home Tel: 0120000000
Cell: 060000000
Bus: 012000000
Cancel Ok

Mark here with an "X" if you declare that you do not have an email address – if you select this
option, the email field is greyed out.

																		Ма	rk her	tw er	h an	7.1	fyou	decla	n th	it you	dor	ot ha	ve ar	Ema	il ad	tress		Κ		Мy	Em	ail /	Ado	
E	mail							Ι	Ι			Ι	Ι	Ι		Ι																								J

Email – you will receive a confirmation box to complete your email address.

Confirm email	
Cancel O	

If the email address is incorrect, the following error will display:

Error	
8	The Email you have entered does not seem to be valid. Please ensure that it is correct.
	HINTS:
	- Ensure that it has an @ sign and a .domain at the end.
	Ok

• Web Address – not mandatory and if completed the field must contain a domain at the end.

If the web address is invalid, the following error will display:

Enoi	
8	The Web Address you have entered does not seem to be valid. Please ensure that it is correct.
	HINTS:
	- Ensure that it has a .domain at the end.
	Ok

• Efiling Security Details

0

0

• This information will be used by eFiling to send out "One Time Pin's (OTP) to taxpayers.

eFiling S	ecu	rity	De	tails	•																				
IMPORTANT	eFilir	ng Se	curity	/ Deta	ails ar	e use	ed to :	send	you a	One	-Time	e PIN	(OTF	P) for	eFilin	g aut	henti	catior	1.)			
Cell No.																	M	y ni	ımt	ers					
Email																									

- Update your security details under this container.
- Ensure that both the cell no. and email address are provided. All fields are mandatory.

Note: Do not use the Contact Details container to update Security Details.

16 PHYSICAL ADDRESS DETAILS

- This container indicates the legal entity's physical address, and will display:
 - "Select from my addresses" button indicates a list of addresses stored.



"Create new address" button – enter new unlisted physical address details.
Create new address

• All mandatory fields will be highlighted in red to complete.

Physica	al Address Details		
Select	ct from my addresses	Create new address	s
Unit No.		Complex (if applicable)	
Street No.		Street / Farm Name	
Suburb / District			
City / Town			Country Code
Postal Code		Registered Physical Address	K Registered Postal Marked for Deletion

- The fields in the Physical Address Details container are:
 - Unit No
 - Complex (if applicable)
 - Street No
 - Street/Farm Name
 - Suburb/District
 - City/Town
 - Postal Code
 - Country Code
 - Indicators for :
 - Registered Physical Address
 - Registered Postal Address
 - Marked for Deletion

17 POSTAL ADDRESS DETAILS

The physical address details on RAV01 will pre-populate on the physical address container.

tark here with an "X" if same as above or complete your Postal Address 📄 Is your Postal Address a Sitreet Address? Y 💌 N 📄 Mark here with an "X" if this is a Care Of address

- The following fields will display:
 - Mark here with an "X" if same as above or complete your Postal Address if selected all postal address fields will be removed and the two additional questions will be locked.

- Is your Postal Address a Street Address? (Yes/No)
 - "Yes" option is pre-populated and the physical address details will display.
 - If the answer is "**No**", the following fields will display as open and editable:
 - Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)
 - PO Box: Indicate on tick box if postal address is 'P.O. Box' or 'Private Bag'
 - Private Bag: Indicate on tick box if postal address is 'P.O. Box' or 'Private Bag'
 - Other PO Special Service (specify)
 - Number
 - Post Office
 - Country Code
 - Postal Code
 - Registered Postal Address indicator
 - Marked for Deletion indicator will remove the selected or captured address from the library if it is not used for another tax type nor has another use.

Postal Agency	or Ot	her S	Sub-u	nit (if	appli	icable	e) (e	g. Po	stnet	Suite	ID)																			
PO Box			F	Privat	e Bag				Othe Serv	r PO ce (s	Speci pecify	al)			Γ	Ι	1		Ι	1			Number	Ι	Γ	Τ				
Post Office								Γ	1								1	Γ		Γ	Γ]	Cou	ntry	Code	•			
Postal Code							Γ]		Re	gis	tere	d P	ost	al A	ddr	ess		×]	Ma	rke	d fo	or D)ele	tion	

• Mark here with an "X" if this is a Care of Address – this field will be active if you have selected "**No**" to the question "**Is your Postal Address a Street Address?**"

Postal Address Details	
Select from my addresses	Create new address

 "Select from my addresses" button – indicates a list of addresses stored in the address library (My Addresses).

ect Address			
My addresses			
Add ress details			
00000 P O Box, Brooklyn, Za, 0000			
00 Main Street, Brocklyn, a, 0000			
	Cancel	Ok	

- "Create new address" button all fields will be cleared and you will be able to enter new physical address details.
- All mandatory fields will be highlighted to complete.

Unit No.				Com appli																								
Street No.				Stree Nam		arm																						
Suburb / District																												
City / Town													Γ]			Cou	ntry C	Code			Γ	Γ	
Postal Code					Ι]	Re	gist	ere	d P	osta	al A	ddre	955	х				Ма	rked	d fo	r D	elet	ion		

18 PARTICULARS OF REPRESENTATIVE TAXPAYER

• This container is used to capture the demographic details of the Non-Representative Taxpayer of the legal entity.

Particu	ulars of Representative Taxpayer
Capacity:	Treasurer Main Parher Main Truttee Public Officer X Main Member Parent / Guarden Accounting officer for Custor / Local / Executor / Accounting officer for Accounting of the
Nature of Entity	INDIVIDUAL
Sumame	
First Name	
Other Nama	
Initials	R Date of Brin (CCYYNMDD) Z 0
Passport / Permit No.	Passport Country / Country / Country of Orgin (e.g. South Africa = ZAP) Passport (Permit Issue Date (CCYYWIDD)
Relations	ship Marked for Termination

- Capacity based on nature of entity or business, the fields will be available for selection. This field is mandatory.
 - Treasurer
 - Main Partner
- Main Trustee -

.

- Public Officer
- Main Member
- Parent / Guardian
- Accounting Officer for Local / Public Authority
- Curator / Liquidator / Executor / Administrator (Estates)
- Nature of Entity on selection of this field a pop-up box will display in order to make the selection. Depending on entity selected, the fields in container will populate.
- Surname
- First Name
- Other Name
- Initials
- Date of Birth
- Date of Appointment
- ID No
- Passport No
- Passport Country
- Passport Issue Date
- See screen below of how the screen is displayed when you click on the "**My representatives**" menu on the WRAV01. A list of representatives will display.

Parties representing me					
Surname / Registered Name					
Testing	RAV	R	2012-06-14	Public officer	
Testing	RAV	R	2013-01-01	Public officer	

• The following error message will display if the capacity does not match the nature of entity.



• The following error message will display if you have more than one representative.



• The following error message will display if there has been no representative details completed for companies and trust:



PARTICULARS OF MEMBERS / TRUSTEES / BENEFICIARIES / PARTNERS / DIRECTORS etc.

- Capture demographic details for individuals and enterprises linked to the enterprise applicant in varying capacities and are referred to as non-representative relationships in this container.
 - Is this party a natural person? (Y/N) This field is locked unless the nature of entity is indicated as a Partnership.
 - If the answer is "**Y**" in the question, the Particulars of the individual container will display to complete:

Particular	- Individual	
Capacity:	Treasure Partner Trustee Public Officer Member Parent / Guardian Accounting officer Curtery / University / Existen	scutor /
	Director Main Partner Main Trustee Main Member	
Nature Of Entity		
Sumame		
First Name		
Other Name		1.1
Initials	Date of Appointment (CCYYMMDD) ID No.	
Passport/ Permit No.	Passport Country (e. g. South Atrica = ZAP) Passport Issue Date (CCYYMMDD)	
Relationshi	Marked for Termination	

- Capacity this field is mandatory and the tick boxes will be available depending on the nature of the entity
- Nature of Entity
- Surname

.

- First Name
- Other Name
- Initials
- Date of Birth
- Date of Appointment
- ID No
- Passport / Permit No
- Passport Country
- Passport Issue Date
- Relationship Marked for Termination
 - If the answer is "N" in the question, the Particulars for company / trust / partnership and other entities container will display to capture demographic details for linked enterprises:

Particula	is - Company / Trust / Partnership and Other Entities
Capacity:	Partner
Nature of Entity	
Company / CC / Trust Reg No.	Date of Appointment (COYYMMDD) Registration Date (COYYMMDD)
Registered Name	Control Contro
	Relationship Marked for Termination

- Capacity
 - Partner
 - Beneficiary
- Nature of Entity
- Company / CC / Trust Reg No
- Date of Appointment
- Registration Date
- Registered Name
- Country of Registration
- Relationship Marked for Termination
- In cases where a new relationship is added but SARS could not match the captured relationship details to the registered detail on SARS records, a notice will be generated and posted to the representative or individual's eFiling home page to request relevant material. The relationship will not be recorded until the relevant material is attached and verified.

19 MY ADDRESS

- Capture new additions and maintain existing items to the list of "My addresses" in this container.
- The menu tab will be in the navigation bar and "Add new addresses" option on the task bar.



• On selection of "**My addresses**" menu item, a list will display of the existing addresses.

L	my audiesses			
L	Address details	Usages	Mail undelivered	Delete
	00000 P O Box, Brooklyn, ZA, 0000	Registered Details 900000000 Physical	Verify address	Delete
	00 Main Street, Brooklyn, ZA, 0000	Registered Details 900000000 Physical	Verify address	Deloto
l				

- Fields displayed on RAV01 form will differ depending on selections made on "My Address".
- If you select "Add new address", the RAV01 form will display with the My Address, Address Details container, with the question "Is this address a Street Address?"

My Addresses			
Address Details			
Is this address a Street Address?	Y N	Mark here with an "X" if this is a Care Of address	

• If you select "Y" to the question, the below fields will display to complete.

Unit No.	Complex (if applicable)			
Street No.	Street / Farm Name			
Suburb / District				
City / Town				Country Code
Postal Code	Re Ad	egistered Physical Idress	Registered Postal Address	Marked for Deletion

• If you select "N" to the question, the below fields will display for completion.

Postal Agency or Oti	her Sub-un	it (if a	pplical	ble) (e	g. Po	stnet :	Suite	ID)																				
PO Box	P	ivate	Bag			Other Servic	PO : ce (sp	Specia pecify	1					1	Γ			Γ	1	Numbe	ər	Ι	Γ	Τ				
Post Office													Γ	Γ				Γ	1			Cou	ntry (Code				
Postal Code					Γ]		Re	gis	tere	nd P	ost	al A	ddr	ess					Ма	rke	d fo	or D	elet	ion	

After completion of fields, select "Done" button to complete the address details capturing.
 SARS Registration Amendments And Verification form
 RAV01

Applic	ant Details - Company / Trust / Partnership and Other Entities	COMIF01
rture of rity		
mpany/ :/Trust g No.	Main Industry Classification Code CCYVAMDDD Financial Year End (MM)	
igistered ime	Control of Registration	
	Restarts Office of Trait	
eding ime	My trading names	
Applica	nt Info	APSTS01
rity Status	Preferred Language E N G L I S H	
it Married	Manifed in Community Manifed cut of Community Are you a foreign distanced or Y N N Are all of the partners in this Y N N Are you an assistance assistance of N N N	

• If you have not completed all the address details, you will receive the following message:



• The new address will be listed under My Addresses container. Select "File" to submit to SARS.

My addresses				Hide m
Address details	Usages		Mail undelivered	Delete
0000 P O Box, Brooklyn, ZA, 0000	Registered Details	90000000 Physical	Verity address .)	Delete
0 Main Street, Brooklyn, ZA, 0000	Registered Details	90000000 Physical	Verify address	Delete

• After you selected the "File" button, the following message will display on the form page and on eFiling respectively:

Processing Your request is processing, this might take a few seconds.



• If you want to verify one of the addresses listed, click on the tick box of the address and the "Verify Address" button will be activated.



• Select the "Verify address" button and the RAV01 form will display. Select the "Done" button when you have verified the address.

\checkmark	S	A	R	2	5	R	eç	gis	str	at	io	n	Aı	me	en	dı	ne	n	ts	A	nc	1	/e	rifi	Ca	ati	or	۱f	or	m			Refe No.	irenci											(R	۱A۶	/01	
Applica	ant D	etai	ls -	Co	mp	any	11	Γru	st	/ Pa	artı	ner	shi	p a	nd	0	he	٢E	nti	ties	;																										0	OMIF	F01
iture of itty																																														Τ			
mpany/ ;/Trust g No.																Ma Cla	in Ind saific	ation	Cod	e]	Regia (CCY	tratio YMM	n Del DD)	•								Fina	ncial Y	'ear En	d (MM)	1	Ι					
igistered ime		1																																				Cour (e.g.	ntry of South	Regist Africa	= ZAF	,	1]				
																																							ar's O stratio	ffice of n	Trust								
ading ime		1																																					My	trac	ling	nar	nes						
Applican	ıt Info																																														٨	PST	501
ilty Status																																			Prefer	ed La	ingua	gø	E	N	G	L	IS	S H		Γ]		
t Married 1		Marri	ed in (Comr	nunity	П		Ma	mied	outo	of Cor	mu	ity		1	Are	vou a	fore	ion d	blam	alic (x	γĒ		N F		٨	re al	of the	Data	ers li	1 this		γΓ	ΝП		,	Vre vo	u an a	isvlum	seeker	rwith	Y		٦N				

If you want to delete an address, select the "Delete" button.

My addresses				
Address details				
00000 P O Box, Brocklyn, ZA, 0000	Registered Details	900000000 Physical	Verify address	Delete
00 Main Street, Brooklyn, ZA, 0000	Registered Details	900000000 Physical	Verify address	Delete

• If address is currently used, the following message will display. Click "OK" to continue.



 You will be able to confirm your request to delete the address details. Based on a new address added or an existing address that you want to delete, you will receive either one of the two below messages. Select "OK" to continue.

Please confirm item deletion	Please confirm item deletion
You are requesting to delete this item which will permanently remove this item as it is a newly added item. Do you wish to continue?	Are you sure you want to delete this item?
Cancel Ok	Cancel Ok

The RAV01 indicator "Marked for Deletion" will be ticked

• An "Undo Delete" button will display next to the address details deleted.

My addresses		
Address details	Usages	Mail undelive red Delete
00000 P O Box, Brooklyn, ZA, 0000	Registered Details 900000000 Physical	Verity address Delete
00 Main Street, Brooklyn, ZA, 0000	Registered Details 900000000 Physical	Verify address Delete
320 HIGH STREET WATERIOLOGF PRETORIA FAST ZA 0001		Verify address Undo Delete

20 MY BANK ACCOUNTS

- Add, edit and delete bank accounts from the library of bank accounts in this container. It is also used to capture and display bank accounts used on tax products.
- The user must always assign a bank account to a tax product. Delete the bank account which is no longer in use.

- The "My Bank Accounts" container consists of sub-containers as follows:
 - Bank Account Holder Declaration
 - I use South African bank accounts
 - I use a South African bank account of a 3rd party
 - I declare that I have no South African bank account
 - Reasons for No Local / 3rd Party Bank account for Individual:
 - Non-resident without a local bank account
 - Insolvency / Curatorship
 - Deceased Estate
 - Shared Account
 - Income below tax threshold / Impractical
 - Statutory restrictions
 - Minor child
 - Reasons for No Local / 3rd Party Bank account for Company / Trust / CC/ Partnership/ Government / Foreign Entity / Other Exempt Institutions etc.:
 - Non-resident without a local bank account
 - Liquidation
 - Company Deregistration
 - Group Company Account
 - Dormant
 - Trust Administrator Account

My Bank A	My Bank Accounts										
Bank Acco	unt Ho	Ider Declaration									
I use South Atrican bank accounts		I use a South African Bank Account of a 3rd party		I declare that I have no South African bank account	ı 🗌						
Reason for No	Local	3rd Party Bank Ao	count -	Individual							
Non-resident without a local bank account		Incolvency / Curatorship		Deceased Estate		Shared Account		Income below tax threshold / Imprectical		Statutory restrictions	Minor child
Reason for No	Local	3rd Party Bank Ac	count -	Company / Trust /	CC / Par	tnership / Governa	ient / For	reign Entity / Other	r Exempt	Institutions etc.	
Non-resident without a local bank account		Liquidation		Company Deregistration		Group Company Account		Domant		Trust Administrator Account	

• On the WRAV01 the "My bank accounts" menu and task bar will display:



• Select the "Bank account settings", you will receive the Bank account holder declaration:



- I use South African bank accounts if selected, the bank account details fields are mandatory.
- I use a South African Bank Account of the third party if selected; select the reason from the dropdown box. Reasons include:
 - Non-resident without a local bank account
 - Liquidation
 - Company Deregistration
 - Group Company Account
 - Trust Administrator Account



- I declare that I have no South African bank account if selected, select the reason from the dropdown box. Reasons include:
 - Non-resident without a local bank account
 - Company Deregistration
 - Dormant

.

Trust Administrator Account.



If you have not completed bank details, you will receive the following error message:

Error	
8	Please ensure that you complete the following mandatory fields before submitting the form:
	- Account No. - Branch No. - Bank Name - Branch Name - Account Holder Name (Account name as registered at bank)
	Ok

21 BANK ACCOUNT DETAILS

- You will be able to add new, edit or maintain bank details from the tax product menu or from the My Bank accounts menu in the WRAV01.
- Should you receive a letter from SARS advising you to verify banking details, check the correctness of the details submitted to SARS via the "Maintain SARS Registered Details" function.
 - If the details are incorrect, please update and submit the changes to SARS.
 - If the details are correct, submit the relevant supporting documents via SARS Correspondence functionality.
- Go to SARS Correspondence and search for the new bank details changed letter.

Note: The document "Upload" button will be available for submission

Tax Reference Number	Search Correspondence	ce		● ALL ○ READ ○ UNREAD	
Identification Number	Tax Types All		•	Letter Type All	•
My Profile	Tax Year All		•	Notice Types All	*
ARS Correspondence	Received Date From 2019/10/12		•	Message Type All	
Search Correspondence					
Request Historic IT Notices	Received Date To 2020/04/09		Ē	Reference Number	
Returns Issued				Clear	Search
Returns History					
Non-Core Taxes	Name Tax Reference Number	Tax Type Year/Perio	d Date	Description	View Document
Returns Search	Ms.	Individual Income Tax (ITR12) 2019		1:19:30 AM Requirement To Submit Supporting Documents	

- However, where the recorded is coded as an Insolvent Person or Insolvent Estate, the registered representative will be unable to provide third Party Bank details. The current process requires all estate and third party bank details to be updated at a SARS branch.
- If you opt to use the tax product option, you will select the tax product and if there are bank details listed, you will click on the entry and the RAV01 form will display. This will enable you to delete or add new bank details either by selecting from your library or by adding a new one.

Ny monu			Save		Cance
My registered particulars	•	lacome tax registrations			Hide mens
My registration details	•	Reference no.	Account no.	Status	
Wy addresses	,		1000-0000-0000-3538	ACTIVE	
My bank accounts	•				
My contact numbers	•				
My email addresses	•				
My tax products	•				
Revenue	•				
Income tax					
Payroll taxes	>				
VAT	,				

• If you select the "**My bank accounts**" menu item in the WRAV01, the RAV01 will display and you will have the below bank account container.

Bank Account Details	
Select from my bank accounts Create new bank account	
Bank Account No. X	Marked for Deletion
Branch No. 2 5 0 6 4 5 Account Type: Cheque X Savings Transmission	
Bark Name FIRST NATIONAL BANK	
Banch Name S U N N Y S I D E , P T A 1 0 6	

• Click on "Select from my bank accounts" button to display the list of bank details already on record.

elect Bank Account						
My bank accounts	5					
Bank name			Status			
FIRST NATIONAL BAN	IK xxxx-3536	1	Pending			
		0				
		Cancel	Ok			
- If "Create new bank account" is selected, all the fields will be unlocked and you may enter new bank details.
- The new added bank details are subject to verification and will validate against a bank verification system. Added details will only be marked as confirmed once successfully verified.

Bank Account Details		
Select from my bank accounts	Create new bank account	
Bank Account P E N D I N G	Account No. Marked for Deletion	
Branch No.	Accuurt Type: Cheque Savings Transmission	
Bank Name		
Branch Name		
Account Hilder Name (Account name as registered at bank)	V 0 1 P T Y	

- Bank Account Status
 - Pending implies the bank details are awaiting verification
 - Unverified implies the bank details are not yet sent for verification
 - Valid implies the bank details have been verified and are valid
 - Invalid implies the bank details are invalid and the entity needs to either correct the incorrect details on the form or at the bank
- Account No
- Account Type Select Cheque, Savings or Transmission
- Account Holder Name (Account name as registered at bank) This field will be prepopulated.

My Bank Accounts		
Bank Account Details	BN	NKIF01
	Account No.	
Branch No.	Account Type: Cheque Savings Transmission	
Bank Name		•
Branch Name		
Account Holder Name (Account name as regelered at band)		

• Bank Name: Click on the "+" sign for the list of bank names to be displayed and a selection to be made. Click "**OK**" to continue.

Select a Bank Name	
ABN AMRO BANK	
ABSA	
AFRICAN BANK	
ALBARAKA BANK	
BANK OF ATHENS	
BIDVEST BANK	
CAPITEC BANK	

- Complete the following fields after the selection of the Bank Name.
 - Branch No: If the "Bank Name" has a universal bank code, this field will be locked and default to the universal branch code, or else this field will be editable and must be completed
 - Branch Name: If the "Bank Name" has a universal bank code, this field will be locked and default to "Universal branch", or else this field will be editable and must be completed.
- Select the "Done" button to continue.



Select the "File" button on the WRAV01.

	Save	File Canc
Income tax registrations		Hide men
Reference no.	Account no.	Status
	20000-20000-20000-8885	ACTIVE

• The submission message of the RAV01 form will display.

SUBMISSION DETAILS
Registration Number
RESULT
Thank you for submitting your registered details to SARS.
The data submitted within this form is currently being assessed. To view your captured form and the results of your submission, you may select the 'Continue' button below to be directed to the 'History' grid.
Continue

- If you select the "My bank accounts", the list of the new bank details will display.
- If you want to delete a bank account, select the "Delete" button.

My bank accounts	My bank accounts							
Bank name								
ABSA BANK (VOLKSKAS)		2	Pending	Income Tax Outgoing	Delete			
FIRST NATIONAL BANK		1	Pending		Delete			

- Click "OK" to confirm the deletion Please confirm item deletion Are you sure you want to delete this item? Cancel Ok
- An "Undo Delete" button will display next to the bank account details deleted.

My ballk accoults	balle accounts							
Bank name	Account no.	Account type	Status	Usages			Delete	
ABSA BANK (VOLKSKAS)		2	Pending	Income Tax		Outgoing	Delete	
FIRST NATIONAL BANK		1	Pending				Undo Delete	

The RAV01 indicator "Marked for Deletion" will be ticked after you have confirmed the deletion request.

Bank Account Details	
Bant Account PENDING Status Account No.	Marked for Deletion 🗙
Branch No. 2 5 0 6 4 5 Account Type: Cheque X Servings Transmission	
Bant Namo	
Branch Name S U N N Y S I D E , P T A 1 1 0 6 1	
Account Holder angland Changi angland Changi	

- On the RAV01 form, a container will display for "Bank Account Use" that will indicate the following information for the product:
 - **Reference No** 0
 - Product Type 0 0
 - Bank Use:
 - Payment / Incoming will not be available for this first release. .
 - Refunds / Outgoing will always be indicated by default.

Reference No. 9 0 0 0 0 0 0 0 0 0 0 0 0 0 Product Type Bank use: Payment / Incoming Refunds/ Odgains X	Bank Acco	unt Use				
	Reference No.	9 0 0 0 0 0 0 0 0 0	Product Type:	Bank use:	Payment / Incoming	Refunds / Outgoing X

If bank details failed validations and are invalid, the status will update accordingly as indicated on below screen. If the bank details are invalid, update with correct bank details.

My bank accounts					
		Usages			Delete
BANK	2		Income Tax	Outgoing	Delete

22 **MY CONTACT DETAILS**

This container is used to capture new additions and maintain existing items on the list of "My contact numbers".

My menu				Add new number	Save	File	Cancel
My registered particulars	•	My contact details				_	Hide menu
My registration details	>	Telephone Cell	Usages			Delet	
My addresses	•	000000000					Delete
My bank accounts	•						
My contact numbers							

Select the "Add new number" button to display the RAV01 form to enter a new number.

\checkmark	SARS Registration Amendments And Verification form	/01
Applic	ant Details - Company / Trust / Partnership and Other Entities	CMIF01
Nature of Entity Company / CC / Trust	PRIVATE COMPANY (PTY) 2014/00000000000000000000000000000000000	
Rog No. Registered Name		
Trading Name	Regention Regention	
Telepho		NUMD0
	Registared Number Markad for Deletion	

• To enter new contact number, click Telephone / Cell Number Field. Click "Ok" to continue.

Confirm telephone / mobil	le nu	յուր	ег										
Telephone / Mobile Number	0	1	2	0	0	0	0	0	0	0			
Confirm telephone / mobile number	0	1	2	0	0	0	0	0	0	0			
		_	-										
Cancel		0	k										

• Select the "**Done**" button.

Back to eFiling		
	1 / 1 😝 🖲 100% ~	Cancel Done
	VSARS Registration Amendments And Verification form	
	Applicant Details - Company / Trust / Partnership and Other Entities	P01
	Contract /	-
		=
	Lager Active Constant and Const	
	Telephone / Cell Number Tall	1D01
	0 1 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	

• The new contact number will be listed. If you want to delete the entry, select "Delete" button.

My contact details		
Telephone Cell	Usages	Delete
08000000		Delete
012000000		Delete

 You will be able to confirm your request to delete the contact details. Based on new contact details added or existing contact details that you want to delete, you will receive either one of the two below messages. Select "OK" to continue.

ease confirm item deletion	Please confirm item deletion
ou are requesting to delete this item which will permanently remove this orn as it is a newly added item.	Are you sure you want to delete this item?
Cancel Ok	Cancel Ok

Note: At least one contact number is mandatory. If you declare that you do not have a cell phone, then any one of the other contact numbers is mandatory.

23 MY EMAIL ADDRESSES

• Capture new additions and maintain existing items on the list of "**My email addresses**" in this container.

Wy mezu		Add new email addres	is Save File Caso
Ny registered 😑	My email detaits		Hide men
My registration	Email address	Usages	Delete
Ny addresses >	testiĝsars gov.za	Registered Details	Delote
Ny bask >			
Ny contact >			
Ny email addresses			

• Select the "Add new email address" button and the RAV01 form will display for you to enter a new number.

1 / 1	e e IECO2 -	Cancel Done
\checkmark	SARS Registration Amendments And Verification form	
Applic	cant Dotalls - Company / Trust / Partnership and Other Entities Courses	
Nature of Entity	PRIVATE COMPANY (PTY)	
Consany / CC / Trust Reg No.	2 0 1 4 / 0 0 0 0 0 / 0 7 Main Intentry Casadicater Code 6 4 1 9 0 Registration Eds 2 0 0 5 1 2 0 2 Prescal Year End (Mit) 0 2	
Registered		
	A CONTRACTOR OF THE CONTRACTOR	
Trading Nomo		
My En	nail Addresses	
Email a	ddress EMAD01	
Registered o		

• <u>Click on the Email address Field and enter the new email address</u>. Click "**Ok**" to continue.

• Select the "Done" button.

1 / 1 😝 🏶 100% -	Cancel Done
VSARS Registration Amendments And Verification form	0 0 RAV01
Applicant Details - Company / Trust / Partnership and Other Entities	COMIF01
	0 2
	ZAF
Hastar's Office of Trast	
My Email Addresses	
Email address	EM4D91
T E S T E T E S T . C O . Z A	
Registered enail actives National tor Deletion	

• The new email address will be listed. If you want to delete the entry, select the "**Delete**" button.

my crivan a criano		
Email address		
test@sars.cov.za	Registered Details 90000000	Delete
TEST@TEST.CO.ZA		Delete

You will be able to confirm your request to delete the email address details. Based on a new
email address added or an existing email address that you want to delete, you will receive either
one of the two below messages. Select "OK" to continue.

Please confirm item deletion	Please confirm item deletion
You are requesting to delete this item which will permanently remove this item as it is a newly added item. Do you wish to continue?	Are you sure you want to delete this item?
Cancel Ok	Cancel Ok

• An error will display if the email address format is invalid.

24 MY TRADING NAMES

- This container will display all trading names of the entity updated on the RAV01 form.
- Click on "Add new trading name" to add a trading name to the entity. The RAV01 will display with the trading name field highlighted.
- Complete the field and select the "Done" button to continue.

Appli	eant	t De	tall	s-1	ndiv	du	al																																	INDIFI
dure of thy		1																							1				Ι		T	1						1		
name		1			T	1			1	1											T				1				T			1	Τ	188				1	1	
i Namo		Г		1	T	Γ			T	T		T	T	T	T	T	T	T		T	T	T	1	T	T			T	T	T	Τ	T	T		T		T	T	T	
97	Ē	Г			Т	Γ			T	T		Т	Т		Т	T	T	T		T	T	Π		T	T			Т	Т	Т	Т	T	Г		Т	T	1	Т	1	
-		Ť		T		Da	te of i	(† 100)	Γ	T		T	T		1	D No.		T		T	T	T		Ť	T															
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ang .		Ē			T	1		T	T	T		Т	1		Ť	Ť	Т	T		T	T			T	Т			Ĩ	Т	Т	Τ									
		Τ			T	1			T	Γ		1	1		Τ	T	Τ	1			T			T	T			Τ	Τ		Τ									
ly Tr	adir	nal	Nan	105			-									-		-							-	-						-								
racio																																_								TNE.Do
ang .				Т	Т			Т	Т		T	T	Т	T	Т	Т	Τ		T	T	Т		T	Т	Г		Т	Т	Т	Т	Т									
	Π			Т	Т			Т	T		T	Т	Т	Т	Т	Т	T		Т	Т	Ť.		Т	T	T		T	Т	Т	T	Т	1								

• The trading name will be listed in the library as indicated below.



- Ensure that you select the "File" button to submit the addition of the trading name to the entity's profile. If you do not click "File", changes will not be submitted to SARS.
- If you wish to delete the trading name, click on the "Delete" button.
- A confirmation will display. Click "OK" to delete or "Cancel".



25 TAX TYPE DEMOGRAPHICS

• This container displays contextual information of the tax subscription being maintained.

Тах Ту	/pe) C)eı	nc	gr	ap	hie	cs																													
Reference Number		Τ	Ι			Γ	Τ	Ι		Γ	Τ																					D	eact	ivat			
Trading		Τ	Ι			Γ	Τ	Τ		Γ	Τ	Τ	Τ		Γ	Τ	Τ				Γ	Τ	Τ	Ι			Γ	Γ	Τ	Ι		Γ	Τ	Ι		Γ	
		Ι					Τ				Ι	Τ	Ι		Γ	Τ	Ι				Ι	Τ					Γ	Ι	Ι	Ι			Ι			Γ	

- On the RAV01 form, the tax type demographics container will display that will indicate the following information:
 - Reference Number this field will be pre-populated.
 - Trading Name

.

- For Income Tax, this field will be locked and clear
 - For VAT and PAYE this field will be mandatory.
- Deactivate this tick box will be locked and the tax type will not be able to be de-activated from eFiling. The representative or entity will be required to visit a SARS branch to initiate a request for tax type deactivation.

26 INCOME TAX LIABILITY DETAILS

- Container is used to maintain Income Tax subscription details for Individuals and enterprises.
- Select the tax type from "My tax products"
- Click on the results field.

My more			Save		Cancel
Wy registered particulars	•	income tax registrations			Hide menu
My registration details	•	Reference no.	Account no.	Status	
Wy addresses	•		xxxx-xxxx-xxxx-6207	ACTIVE	
My bank accounts	•				
My contact numbers	•				
Ny email addresses	•				
Wy tax products	•				
Revenue	•				
income tax					

• The RAV01 form will display as per below screen.

 Income Tax Liability Details

 Support
 NORINAL
 2005

 Support
 NORINAL
 14440/0001/0000
 2005

- Taxpayer Sub-Category
- Taxpayer Classification examples would be Salary or Business Income
- **Note:** In the case of a second income tax registration for the deceased estate, select "Non Provisional" and "Normal" as Sub-category.
- On selection of any of the above fields, the following box will display to select a sub category and classification. Select "**Ok**" when you have made your selections to continue.
- For a non-provisional and provisional taxpayer, the sub-category and classification box will be different.

Non-Provisional taxpayer:

Тахрау	er Classification	Ok Cance		
axpayer Ty	ype: Non Provisional	Category:	ndividual	
Sub Category			on	
Code	Description	Code	Description	
1	NORMAL			
3	VISITING ARTIST			
- 4	EMIGRANT			
5	MINING			
2	PARLIAMENTARIAN			

Provisional taxpayer:

Taxpayer Type: Provisional Sub Category		Category: C Classificatio		
		Code		
		BU	BUSINESS INCOME	
5	MINING			
6	LONG TERM INSURANCE COMPANY			
11	NORMAL EMPLOYMENT COMPANY			
13	NORMAL SMALL BUSINESS			
14	MINING SMALL BUSINESS			
15	LONG TERM INSURANCE SMALL BUS CORPORATION			
17	PERSONAL SERVICE PROVIDER			

- Initial Year of Liability must not be prior to 1963 and not 2 years later than current date.
 Field will be active on a new registration application and disabled for maintain details.
- Note: In the case of a second income tax registration for the deceased estate, the liability date must always be set as 2017 or the tax year in which the Taxpayer received the post date of death income.
- A notice of "Change of Registered Particulars" or "Notice of Registration" will be posted to the eFiler's home page or sent to his/her email address once the information has been submitted and verified by SARS.
- Where the taxpayer is leaving the country and immigrate to another country, select "Code 4, Emigrant" under Taxpayer Classification to change the Income Tax registration status. Do not capture the passport number if the Identity number is entered.
- Capture the Date of Departure in the format "CCYYMMDD"

"Tax T	ype" Demographics				CEDEM01
Reference Number	10	Product Status: X000000000000000000000000000000000000	000000000000000000000000000000000000000	Deactivate	
Incom	e Tax Liability Details				LBLDT01
Taxpayer Sub-Category		25	▼ Initial Year of Liability	(CCYY) 4	
Taxpayer Classification		25	Date of Departure (C	CYYMMDD)	
Taxpave	er Classification			Ok Cancel	
	pe: Non Provisional	Category: Ir	dividual		
Sub Category		Classificatio			
Code	Description	Code	Description		
1	NORMAL				
3	VISITING ARTIST				
4	EMIGRANT				
5	MINING				
2	PARLIAMENTARIAN				

• In the case of an insolvent estate, capture the year of liability and Date of Sequestration / Insolvency. The sequestration date is a day after "to date of sequestration".

Income '	Tax Liability Details			UBLETIT
22 pr		Marther & Sality (CCY)	8	
) The second se		Developed to be a resident (CCYNHICO)		

27 MPRR TAX

- An entity is allowed to have only one MPRR tax reference number, however where an entity was coded as insolvent, an entity is allowed to have two tax reference numbers.
- To register for Mineral and Petroleum Resource Royalty tax, click on "MPRR tax"

Note: Where an entity has multiple entity profiles and have not yet been merged, the MPRR registration will not be allowed.

y mone			Add new product registration Save	<u> </u>
Ny registered 😑	MPRR lax registrations			Hide m
Hy registration >	Reference no.	Physical Address Debats	Status	Status Manageme
Ny addresses >				
Hyberk.				
Ny contact				
Hy email				
Hy trading names >				
Hy lax products 😑				
Revenue 🗢				
Income fax >				
MPRR 6ex				
Payroll laxes >				
vat >				
Customs >				
Excise >				

• Select "Add new product registration" to register for MPRR

Add new product registration Save File Cancel

• Under "Status Management" select "Deactivate". The status of the tax product must be "Active" to deactivate.

ack to eFiling				
Wy more			Serve	File Care
Ny registered O	MPRR tax registrations			Hide mo
Hy registration	Reference no.	Physical Address Details	Status	Status Management
Hy addresses >	8540000640	SPITTINE ROAD SUMMOHILL JOHANNESDURD	ACTIVE	Deschade
Ny bank >				
Hy contact >				
Ny email >				
Hy trading names 🗲				
Wy tax products 😑	1			
Revenue 😑				
income tax >				
MPER tax				
Payroll laxes >				
wr >				

• To re-activate for a product, select "reactivate" under "Status Management". The status of the tax product must be "Inactive" to deactivate.

28 PAYROLL TAXES REGISTRATION OPTIONS

- This container is used to maintain PAYE subscription details for individuals and enterprises.
- If the individual or enterprise has not been registered for PAYE, the following screen will display when you select the Payrolls taxes menu item from the navigation bar.

My meen						~	ód new prod	ect registration		File	Cancel
Ny registered perficulars	۰	9	yred Tax Registrations						_	Ŀ	tide mens
Ny registration details	•	84	ference so.	Physical Address Defails				PMT	SDL	w	
Wy addresses	•	-									
Ny bask accounts	•										
Ny contact numbers	•										
Ny email addresses	•										
By lax products	•										
Revenue	•										
income tax											
Payrol laxes											

- Select the "Add new product registration" button.
- A message will display to indicate that demographic information are prepopulated on the RAV01 form. You will be able to provide additional addresses and contact details if the existing demographic details are not used for PAYE.



• The RAV01 form will be presented to you with the Payroll Taxes Registration Options container.

	SARS Registration Amendments And Verification form	
Applic	cant Dotails - Company / Trust / Partnership and Other Entities	JF01
Nature of Entity	P R I V A T E C 0 M P A N Y (P T Y)	
Company / CC / Trust Reg No.	2 0 1 4 / 0 0 0 / 0 7 Main Industry Classification Code 6 4 1 9 0 Replicition Code 2 0 5 1 2 0 2 0 5 1 2 0 2 1 2 0 5 1 2 0 2 1 1 0 2 1 1 2 0 1 1 2 0 2 1	
Registered		
	Nation Office of Trace	
Tracing Name		
Payro	II Taxes Registration Options	E001
PAYE Status		
SEL Status:	N O T R E G I S T E R E D Novidyus like to register for SOL? Y	
UIF Status:	N E W R E G I S T R A T I O N	
Tax Ty	ype Demographics cett	£M01
Reference Number	Destivit	
Trading Namo		
0	PAYE status	

- Would you like to register for PAYE? (Y/N)
 - If you select "**Y**", the PAYE container will display, indicating the mandatory fields.
 - If you select "**N**", the PAYE container will not be displayed.
- SDL status
 - Would you like to register for SDL? (Y/N)
 - If you select "Y", the Skill Development Levy and Particulars of Exemptions containers will display, indicating the mandatory fields.
 - If you select "N", the PAYE container will not be displayed.
- Based on the selection of the answers to the above questions, the status fields are updated.
- If both answers are "N", the status is indicated as "Not Registered".

Payroll Taxes Registration Options											
PAYE Status:	NOTREGISTERED	Would you like to register for PAYE?	Y 📃 N 🗙								
SDL Status:	N 0 T R E G I S T E R E D	Would you like to register for SDL?	Y N X								
UIF Status:	N E W R E G I S T R A T I O N										

• If you answer "Y", the status changes to "New Registration".

Payroll	Taxes Registration Options		
PAYE Status:	N E W R E G I S T R A T I O N	Would you like to register for PAYE?	Y X N
SDL Status:	N E W R E G I S T R A T I O N I I I I I I I I I I I I I I I I I	Would you like to register for SDL?	Y X N
UIF Status:	N E W R E G I S T R A T I O N		

• UIF status will change to "**New Registration**" once you have indicated that you want to register for PAYE.

28.1 PAYE



- PAYE Liability Date
- Business Activity Code
- If you select the business activity code field, the PAYE Business Activity box will display to select the section codes and trade codes applicable to your business.
- Select the "**Ok**" button to continue after selections have been made.

ection Codes: Filter By Code / Description			Trade Codes: Filter By Code / Description				
ode	Description		Code	Description			
18	Other manufacturing industries	•	2512	LAND AND AGRICULTURAL BANK SOUTH AFRICA			
19	Electricity, gas and water						
20	Construction		2514	STOCKBROKERS			
21	Wholesale trade		2516	UNIT TRUST SCHEMES			
22	Retail trade (including mail order)			OTHER FINANCIAL INSTITUTIONS(INCLUDING BUYIN ASSOCIATIONS)			
23	Catering and accomodation	=	2520	FINANCIAL SERVICES			
24	Transport, storage and communications		2522	LONG-TERM INSURANCE(INCLUE RETIREMENT ANNUITY + BENEFI			
25	Finance, insurance, real estate and business serv		2524	FUNDS SHORT-TERM INSURANCE			
26	Rublic administration	*	2024	CHORT-TERM INCONUTCE			

 Deactivate – this tick box will be disabled and the representative of the entity or the entity themselves, in the case of an individual, will be required to visit a SARS branch to initiate a request for deactivation.

28.2 Skills Development Levy

 This sub-container will be used to maintain SDL subscription details for individuals and enterprises.

Skill Developme	ent Levy							SDLIF01				
SOL Liability Date (OCYYMMDD)		Chamber / SIC Code		Estimated payroll for the following 12 month period	R		Deactivate					
Particulars of Exemp	ations (Only for SDL)											
Employers who fall within the	Employers who fail within the categories mentioned below are not liable for the payment of the levy in terms of exclose 1 of the Skills Development Levies Act, but must havever still register in terms of exclose 5(6) of the adverserationed Act.											
Please select the appropriate block:	Public Benefit Organisations	Municipalities granted a certifica	te of exemption	Any National / Provincial Service Employer	Public	National / Provincial Public Entity, if more expenditure is deltayed from functs vole	te than 80% of your d by Parliament					
Exemption Valid From Data (CCYYMMDD)												

• SDL Liability Date

• Chamber / SIC Code

.

If you select the Chamber/SIC code field, the SIC/Chamber codes box will display to select the section codes and trade codes applicable to your business. Select the "**Ok**" button to continue after selections have been made.



- Estimated payroll for the following 12 month period.
- If you enter an amount of less than R500 000, you will receive the following error:



• Deactivate - this tick box will be disabled and the representative of the entity or the entity himself in the case of an individual will be required to visit a SARS branch to initiate a request for deactivation.

28.3 Particulars of exemption (only for SDL)

- Please select the appropriate block
 - Public Benefit Organisations
 - Municipalities granted a certificate of exemption
 - Any National / Provincial Service Employer
 - National / Provincial Public Entity, if more than 80% of your expenditure is defrayed from funds voted by Parliament
- On the selection of the exemption, the "Exemption date" field will become mandatory.



• On completion of all relevant fields, select the "**Done**" button and then the "**File**" button to submit the RAV01 to SARS.

Mymeau				Add new produ	ect registration	Same	Fals Cane
My registered particulars	> 1	Payroll Tax Registrations					Hide men
My registration	>		Physical Address Details		PAYE	\$D1	UIF
My addresses 3	,	105	00 Main Street, Brooklyn, ZA, 0000		New Registration	Now Registration	New Registration
Hy bank accounts	,						
My contact numbers	>						
My email addresses	>						
Hy lax products	€						
Revenue	•						
ti come tax :	<u>، اا</u>						
Payroli taxes							
-							
Proc	essi	ng Your	request is processing, this might take	e a fe	w sec	onds.	

• If you select "**History**" you will be able to view the Registration Workpage.

HISTORY			
The grid below consists of all your submitted forms	s ordered against the latest submitted. To locate a specific one, you may make	e use of the search functionality below.	
Legal Entity Name:	ID / Registration llumber:		
From Date:	To Date:	E8	
	Search		
Legal Entity Name	ID/Registration Number	Submitted Date	Open
Testing RAV01 PTY	2014/00000/07	2014/03/17	Open
Testing RAV01 PTY	2014/000000/07	2014/03/14	

Click the "**Open**" hyperlink of your submission.

egal Entity Details					
axpayer Type:	COREG				
rading Name:					
Registration Number: 'ax Reference Number:					
Long L Parties Name	10 (01	ition Number	Status		Print Form
Legal Entity Name	ID / Registra	nuon number		tted To SARS	Print Form
and a second			Oddini		<u></u>
My Menu	Category	Case Reference	Status	Status Date	Reference Number
My Menu	Category My Registration Details	Case Reference N/A			
My Menu My Registered Particulars My Registered Particulars			Status	Status Date	
My Menu My Registered Particulars	My Registration Details	N/A	Status Pending	Status Date 2014/03/14	
My Menu My Registered Particulars My Registered Particulars	My Registration Details My Addresses	N/A N/A	Status Pending Pending	Status Date 2014/03/14 2014/03/14	
My Menu My Registered Particulars My Registered Particulars My Registered Particulars	My Registration Details My Addresses My Addresses	N/A N/A N/A	Status Pending Pending Pending	Status Date 2014/03/14 2014/03/14 2014/03/14	

• A notice of "Change of Registered Particulars" or "Notice of registration" will be posted to the eFiler's home page or sent via email once the information has been submitted and verified.

29 VAT

• This container is used to maintain VAT subscription details for individuals and enterprises.

My registered o	1 / 2 B B -	Hide mea
Ny registration details	VSARS Registration Amendments And Verification form	
Ny addresses >	Applicant Details - Individual	Dava .
Wybank >		
We contact		
eambers -		
Ny emial >	test internet internet internet	
My trading sames >		
	Pagetown MA	iner.
Wy tax products 😑		
Review 😑		
Income has		100.00
Pageod lances		
	Ala han all an VV ya kalan ku ya ku ku a ci da a	
VAT >		
Cantorns >		
Ladar >		
My representatives >		
/01 2016 10:00	ASACCEMENT AND ASSACLE AS	

- Click 'VAT' under My tax products, Revenue
- Select "Add new product registration" to register new or additional VAT branch registration.
 Add new product registration Save | File | Cancel

- The RAV01 form will be presented to you with the VAT container.
- VAT Liability Date must not be prior to 01 September 1991 and not more than 3 months in the future. The following error message will display if you do enter an incorrect date:

Error	
8	The VAT Liability Date you have entered does not seem to be valid. Please ensure that it is correct.
	HINTS:
	 Only numeric digits may be used. The VAT Liability Date cannot be prior to 1991/09/01. The VAT Liability Date may not be future dated by more than 3 months. The VAT Liability Date must be prior to any liability dates below.
	Ok

- Back dating of the VAT liability date for Compulsory New Registration The VAT liability date captured must not be backdated for more than six months from today's date. Should the liability date exceeds the six months, you will be required to visit the SARS branch with supporting documents such as financial statements, signed contracts or invoices issued (necessary supporting documents) to request a further back dating.
- The warning message will appear on the screen of the eFiler indicating that the liability date provided exceeds the period allowed on eFiling and the vendor should visit the SARS branch with the necessary supporting documents to request the back dating.
 - For existing registrations no back dating of the VAT liability date will be allowed via eFiling channel. You are required to visit the SARS branch with the necessary supporting documents to request an amendment to the VAT liability date.
- Back dating of liability date for Voluntary New Registration The back dating of the liability date will not be allowed and the system will set it to "today's date". In the event where you have charged VAT prior to registration, request the backdating by visiting a SARS branch with the necessary supporting documents to prove the back dating of the VAT liability date.
- The following warning message will appear on the screen of the eFiler: 'No backdating in terms of the voluntary registrations is allowed unless you have charged VAT prior to this application. Please visit SARS with sales invoices or signed contracts to request the required backdating'.
 - No backdating of the liability date via eFiling will be allowed for existing registrations.
- The RAV01 form will be presented to you with the VAT container.

2112/02	
0.0 177 8.0 10 -	Canial Done
Construction Amondments And Verification form	
	2
	Des Net 1 Martine

- Business Activity Code
 - If you select the business activity code field, the VAT Business Activity box will display to select the section and trade codes applicable to your business. Select the "Ok" button to continue after selections have been made.
- As part of the new provisions based on legislative changes in respect of Voluntary Registrations, this selection now allows those applicants who do not yet exceed the R50 000 taxable supplies to continue with the registration if the applicable supporting documents based on the business activity selected, can be provided or submitted during the interview.

ection Coo	des: Filter By Code / Description		Trade Code	s: Filter By Code / Description	
Code	Description		Code	Description	
	Agriculture, forestry and fishing	-	0105	LIVESTOCK FARMING	A
02		=	0110	CROP FARMING	
	Mining and quarrying		0115	PRODUCTION OF MILK	Ξ
03	Food, drink and tobacco		0120	MIXED FARMING (NO MORE	
04	Textiles		0120	THAN	H
05	Clothing and footwear			50% IN ANY OF ABOVE)	H
06	Leather leather goods and fur	- 11	0125	POULTRY FARMING	Ш
00	(excluding footwear and clothing)		0130	BREEDING OF NON-FOOD PRODUCING	
07	Wood, wood products and				1
	fumiture		0135		1
07	Wood, wood products and fumiture Paper, printing and publishing		0135	ANIMALS (INCLUDING HORSES) AGRICULTURAL SERVICES (EXCLUDING VETERINARY	

• If your answer to the question 'Taxable supply exceeded R50,000 in the preceding 12 months', is 'Y' for yes, then the sum of standard rated supplies and zero rated supplies must be more than R50,000. If you have answered N to the 'Taxable Supplies exceeded in the preceding 12 months' then the expected Taxable Supplies question must be answered Y and if you have answered Y to the fact that you have not yet exceeded this amount, you are required to indicate when and how you will expect to reach the R50 000 Taxable Turnover. These questions are mandatory and you will be unable to proceed if this is not completed.

Registration Options	
Solicit one of the registration sphere:	
Tauskie supplies exceeded RSD 000.30 is the preceding 12 months	× 🗆 × 🗖
Taxable upplies dd not exceed R50 000.00 h the proceding 12 months but are masonably expected to exceed R50,000 h the Moloving 12 months, based on one or more of the Moloving eduations:	× 🗆 × 🗆
Goods or services are sciplined thready in respect of the commencement of a continuous and regular addely and taxoble acgulars are separated to be made after a period of time	Y 🛄 N 🛄

• If you select a different business activity code after you have received the containers for Diesel concession, you will receive the following error:



- Mark here if you derive farming income in addition to your main business activity income:
 - If you select this indicator, the "Farming Activity Code" field will be mandatory.
- Farming Activity Code:
 - If you select the business activity code field, the Farming Activity codes will display to select the section codes and trade codes applicable to your business. Select the "Ok" button to continue after selections have been made.

	g Activity codes		Ok Cance
ction Cod	les: Filter By Code / Description	Trade Code	s: Filter By Code / Description
Code	Description	Code	Description
	Agriculture, forestry and	0105	Livestock farming
	fishing	0110	Crop farming
		0115	Production of milk
		0120	Mixed farming (no more than 50% in any of above)
		0125	Poultry farming
		0130	Breeding of non-food producing animals (including horses)
		0140	Market gardening/ vegetable farming
		0145	Fruit farming
		0150	Elouse and cood growing

29.1 Financial particulars

- Value of Taxable Supplies furnish the actual / expected total value of taxable supplies for a period of 12 months as follows:
 - Standard rated supplies
 - Zero rated supplies (including goods / services exported to other countries)
 - Total value of taxable supplies
- Tax Periods please select one of the following:
 - Monthly tax period
 - Tax periods of two months
 - Tax periods of 6 months (Farming only if taxable supplies for 12 months do not exceed R1.5 million)
 - Tax periods of 12 months ending on financial year-end
- The VAT registration may result in an interview and a notice issued in this regard. The notice will indicate supporting documents required when visiting the SARS branch for the interview.

30 VAT – DIESEL REFUND CONCESSION OPTIONS

- This container will be used to maintain VAT subscription of diesel details for individuals and enterprises. This container will only be displayed if the business activity you have selected is applicable to diesel concession.
- Based on the selection of the answers to the questions, the status fields will be updated.
- If all answers is "N", the status is indicated as "Not Registered".

VAT - Diesel Refund Concession Options				
On Land Status:	N 0 T R E G I S T E R E D	Would you like to register for diesel refunds - On land?	Y N	
Off Shore Status:	N 0 T R E G I S T E R E D	Would you like to register for diesel refunds - Off shore?	Y 🔲 N 🛄	
Rail Status:	N 0 T R E G I S T E R E D	Would you like to register for diesel refunds - Rail?	Y 🔲 N 🛄	

If the answer is "Y", the status changes to "New Registration".

VAT - Diesel Refund Concession Options				
On Land Status:	N E W R E G I S T R A T I O N	Would you like to register for diesel refunds - On land?	Y X N	
Off Shore Status:	N E W R E G I S T R A T I O N	Would you like to register for dissel refunds - Off shore?	Y X N	
Rail Status:	N E W R E G I S T R A T I O N	Would you like to register for diesel refunds - Rail?	Y X N	

- On Land Status
 - Would you like to register for diesel refunds On land? (Y/N)
 - If you select "Y", the "VAT- Diesel Refund Concession Type on Land" container will display, indicating the mandatory fields and the status will change to "New Registration".
 - If you select "**N**", the VAT container will not be displayed.
- Off Shore Status
 - Would you like to register for diesel refunds Off shore? (Y/N)
 - If you select "Y", the "VAT- Diesel Refund Concession Type Offshore & Electricity Generating Plant" container will display, indicating the mandatory fields and the status will change to "New Registration".
 - If you select "**N**", the VAT container will not be displayed.
- Rail Status
 - Would you like to register for diesel refunds Rail? (Y/N)
 - If you select "Y", the "VAT- Diesel Refund Concession Type Rail & Harbour Services" container will display, indicating the mandatory fields and the status will change to "New Registration".
 - If you select "N", the VAT container will not be displayed.

31 VAT – DIESEL REFUND

31.1 Concession Type – ON LAND



Liability Date

• The liability date cannot be prior to 2001/07/04 and may not be dated more than 3 months in the future. The following error will display if the liability date is invalid.

Error	
8	The Liability Date you have entered does not seem to be valid. Please ensure that it is correct.
	HINTS:
	 Only numeric digits may be used. The Liability Date cannot be prior to 2001/07/04. The Liability Date may not be future dated by more than 3 months. The Liability Date may not be earlier than the VAT Liability Date.
	Ok

- Estimated Diesel Purchases (litres p/a) for Current Financial Year
- Estimated Turnover for Current Financial Year
- Deactivate this tick box will be disabled and the representative of the entity or the entity himself in the case of an individual will be required to visit a SARS branch to initiate a request for deactivation.

- Major Division select the relevant option applicable to the application.
 - Forestry and Logging
 - Mining and Quarrying
 - Mining Sub-classification
 - This field will be prepopulated with the business activity code if applicable.
 - Farming
 - Farming Sub-classification
 - Select the applicable farming sub-classification from the farming activity codes pop-up displayed.

Farmin	g Activity codes			Ok Cancel
Section Cod	es: Filter By Code / Description	ור	Trade Code	s: Filter By Code / Description
Code	Description		Code	Description
01	Agriculture, forestry and		0105	Livestock farming
	fishing		0110	Crop farming
			0115	Production of milk
			0120	Mixed farming (no more than 50% in any of above)
			0125	Poultry farming
			0130	Breeding of non-food producing animals (including horses)
			0140	Market gardening/ vegetable farming
			0145	Fruit farming
			0150	Elouar and cood arowing

31.2 Concession Type – OFFSHORE & ELECTRICITY GENERATING PLANT

Concession Type - Offshore & Electricity Generating Plant							
Liability Date (CCYYMMDD)		Estimated Diesel Purchases (litres p/a) for Current Financial Year		Estimated Turnover for R Current Financial Year	Deactivate		
Major Division	Coastal Shipping	Offshore Mining	Electricity Generating Plant	NSRI	Commercial Fishing		

- Liability Date
 - The liability date cannot be prior to 2001/07/04 and may not be dated more than 3 months in the future. The following error will display if the liability date is invalid.

Error	
8	The Liability Date you have entered does not seem to be valid. Please ensure that it is correct.
	HINTS:
	 Only numeric digits may be used. The Liability Date cannot be prior to 2001/07/04. The Liability Date may not be future dated by more than 3 months. The Liability Date may not be earlier than the VAT Liability Date.
	Ok

- Estimated Diesel Purchases (litres p/a) for Current Financial Year
- Estimated Turnover for Current Financial Year
- Deactivate this tick box will be disabled and the representative of the entity or the entity himself in the case of an individual will be required to visit a SARS branch to initiate a request for deactivation.
- Major Division:
 - Coastal Shipping
 - Offshore Mining
 - Electricity Generating Plant This field will ONLY be unlocked and editable if the Business Activity code is 1905.
 - NSRI
 - Commercial Fishing

31.3 Concession Type – RAIL & HARBOUR SERVICES



- Liability Date
 - The liability date cannot be prior to 2001/07/04 and may not be dated more than 3 months in the future.
- Estimated Diesel Purchases (litres p/a) for Current Financial Year
- Estimated Turnover for Current Financial Year
- Deactivate this tick box will be disabled and the representative of the entity or the entity himself in the case of an individual will be required to visit a SARS branch to initiate a request for deactivation.
- On completion of all relevant fields, select "**Done**" button on the RAV01. The new product registration will be listed on the WRAV01 page. Select "**File**" to submit application to SARS.

Ry registered Original States	Wit and diesel con-	ession registrations		Hide me
Hy registration >	Reference so.		VAT Status	Diesel Concessions
Ny addresses >	NUA	00 Main Street, Brooklyn, ZA, 0000	New Registration	Not Registered
Hy bank	1			
Ny contact >				
Hy email addresses				
Ny tax products 😑				
Roverso 😑				
income tax >				
Payroll taxes >				

- You will receive the following message:
 Processing Your request is processing, this might take a few seconds.
- If you select "**History**" option on eFiling, the following Registration work page will display:

HISTORY The grid below consists of all	I your submitted forms ordered again	st the latest submitted. To locate a specific one, you may	make use of the search functionality below:	
Logal Entity Name: From Date:		ID / Registration Numbers To Date:		
		Search		
Legal Entity Name		ID/Registration Number	Submitted Date	Open
Testing RAV01 PTY		2014/000000/07	2014/03/17	Open

• Click on the "**Open**" hyperlink of your submission.

egal Entity Details					
axpayer Type: rading Name: legistration Number: ax Reference Number:	COREG Testing RAVO1 PTY				
Legal Entity Name	ID / Registra	ation Number	Statu	tted To SARS	Print Form Print
energi www.r.P.r.			Subm	itted to SARS	Enne
My Menu	Category	Case Reference	Status	Status Date	Reference Number
My Menu	Category My Registration Details	Case Reference N/A			
My Menu My Registered Particulars	Category My Registration Details My Addresses		Status	Status Date	
My Menu My Registered Particulars My Registered Particulars	My Registration Details	N/A	Status Pending	Status Date 2014/03/17	
My Menu My Registered Particulars My Registered Particulars My Registered Particulars	My Registration Details My Addresses	N/A N/A	Status Pending Pending	Status Date 2014/03/17 2014/03/17	
My Monu My Registered Particulars My Registered Particulars My Registered Particulars My Registered Particulars	My Registration Details My Addresses My Addresses	N/A N/A N/A	Status Pending Pending Pending	Status Date 2014/03/17 2014/03/17 2014/03/17	

- In some cases, new VAT registrations may require verification of supporting documents. A notice
 will be issued to the applicant advising him / her to submit the required documents before a VAT
 tax reference number can be allocated.
- SARS allows the applicant 21 business days from the application date to submit the requested supporting documents. Failure to do so will result in an application being cancelled and the applicant would be required to re –apply.
- Subsequent applications will also not be allowed until the verification of your existing application is completed.

 Go to "Maintain Registered Details History" and click "INDVATREJ" under Correspondence Notice to open a notice.

Correspondence Notice	Letter Description	Date
INDVATREJ	VAT Document Review	2020/05/19
INDVALKED	VAI Document Review	2020/05/15

• Click "Supporting documents for review" to upload supporting documents

SARS requires that you upload and submit supporting documentation.				
Supporting Documents	Status	Туре	Size	No. of Docs
Supporting documents for review	Waiting for Documentation to be Uploaded	8	0	0

- Submit to SARS to complete the process.
- If the VAT registration is rejected, a "VAT validation failure" notice will be issued to the eFiler's home page or sent to his/her email address.
- If no verification is required or where the verification has been approved, a VAT registration notice will issued be placed on the eFiler correspondence page.

32 TAX PRACTITIONER DETAILS

• This container will be used to capture and display the details of the legal entity in their capacity as a tax practitioner. This container will only appear if the entity is a registered tax practitioner at any of the SARS recognised controlling bodies.



• <u>Click on the RAV01 form and the Tax Practitioner Details container will display as below:</u>

	SARS Registration Amendments And Verification form	RAV01
Applic	cant Details - Individual	INDIF01
Nature of Entity		
Sumarne		
First Name		
Other Name		
Initials	Diversition 19 0NA 53	
Pasaport / Permit No.	Pasagor Country / Country	
Trading	RAV TRADING My trading names	
Tax Pr	Practitioner Details	TXPDT01
Registration Status	Registration No. Appointment Date (CCY118/00)	
Controlling Body		
	Charles Contract Registration	

- Registration Status
 - Registered
 - Unregistered
- Registration Number will be prepopulated
- Appointment Date enter your appointment date
- Controlling Body If you select the Controlling Body field, a list of Controlling Bodies will display to select from.
- Tax Practitioners that have not registered with a Recognised Controlling Body (RCB) or that have registered with the RCB but the RCB has not submitted the information to SARS, will be able to select one RCB from a list of 11 Recognized Controlling Bodies. This information will be submitted to SARS but it does not mean that the tax practitioner is registered with the RCB as well. The tax practitioner still needs to register with the RCB

or the RCB must still submit the information to SARS.

• Click the "**Ok**" button to continue or "**Cancel**" to go back to the form. The below screen is an example of the Controlling Bodies screen and may not contain the full list of controlling bodies. Once the relevant controlling body with which they are registered is selected and submitted, the tax practitioner is activated and can act on behalf of clients.



 After you have selected the Controlling Body, select the "Done" button on the RAV01 page to proceed.

Cancel	Done

• The Controlling Body information will be populated onto the form.

Tax Practitioner Details						
Registration Status	Registration No. Appointment Date (CCYYMADD)					
Controlling Body	SOUTH AFRICAN INSTITUTE OF CHARTERED A					
	C C 0 U N T A N T S ((S A I C A)) Descrive Registration					

- **NOTE:** The tax practitioner's status will only reflect as "Registered" on SARS systems once the RCB and the practitioner have successfully submitted information to SARS and the details match.
- Deactivate Registration this tick box will be active and the user will be able to deactivate himself or the represented entity as a tax practitioner.

33 DECLARATION OF THE RAV01

• The declaration will display at the end of the RAV01 form for the user.

Declaration	
En antrager (tergen per	

34 SUBMISSION OF THE RAV01

• If you have not completed all mandatory fields on the RAV01 form, you will receive an error message that will indicate all the mandatory fields need to be completed before submission. Below is an example of the error message.



- eFiling will display a message to indicate that the RAV01 has been successfully submitted.
 Submit form Processing Your request is processing, this might take a few seconds.
- For an individual, the ID number will display as indicated below:

SUBMISSION DETAILS
ID Number
RESULT
Thank you for submitting your registered details to SARS.
The data submitted within this form is currently being assessed. To view your captured form and the results of your submission, you may select the 'Continue' button below to be directed to the 'History' grid.
Continue

• For an enterprise, the registration number will display.

SUBMISSION DETAILS
Registration Number
RESULT
Thank you for submitting your registered details to SARS.
The data submitted within this form is currently being assessed. To view your captured form and the results of your submission, you may select the 'Continue' button below to be directed to the 'History' grid.
Continue

• Click "**Continue**" button to return to the History page.

35 NOTICE OF REGISTRATION

- To access the Notice of Registration:
 - The entity must be a registered VAT vendor;
 - This functionality is available on the Organisation eFiling profile.
- Select "Notice of Registration" under "SARS Registered Details".
- Select "Request New" option.

Note: The Notice of Registration as well as the "Date of issue" will be displayed.

• The user should be able to view, print OR save the notice on the desktop.

H Mr Herman	SARS Once		Nore	User Organisation	m Rataria Dates & Leve	n Services Tax S	taka Contait	LogOut
Tax Reference Humber	Puttile herman	•	Texenve Malan,	• Tax Prac	tilaner 🝥			
Identification Number								
My Profes	Notice of Regi	tration						
	Name of Taxpayer	Reference Number	Tax Type	Issue Dat	e Actions			
Organization	Mi \$ P Malah		VAT203		Request	they		
Built Registration								_
Admin Reports	Mr S.P. Malan		Individual Informe Tax I		6 Request	New	kw .	
Rights Groups				base colonid				

36 SAVED DETAILS

 A version of the form is saved if the user elected to "Save" changes for later submission during the maintenance or capturing of the RAV01 form. "Save" implies that changes were provisionally made to the registered details but not submitted to SARS. All issued and saved forms are displayed for the user.

	User
red Details	SARS Registered Details
egistered ative	Maintain SARS
istered	Registered Details
RS Details	Saved Details
	Maintain Registered Details History
stered	Merge Entities
es	Entity Merge History
istory	
	Letters
holding Tax	Register Withholding Tax on Interest

• If there is no saved information, nothing will display.



• After you have saved the RAV01, a list of saved RAV01 forms will display.



• If you select the "**Open**" hyperlink, the Registration Work Page will display. You can select the legal name hyperlink to open the RAV01 form.



• You will be receiving the "Saved Details" screen and must select the applicable option to open the RAV01 form.



- It should be noted that if any changes were submitted via a SARS branch after a "saved" version was stored on eFiling, the saved version will not be available again as it was overwritten by the change that was made at the SARS branch.
- Click on "Display Saved Form" to open the RAV01:

Wy meau	id	•	Save	File	Cance
Wy registered operational set of the set of					Hide menu
Wy registration details Wy badresses Wy badresses Wy coated addresses Wy coated addresses Wy meat addresses Wy trading names	VSAPS Registration Amendments And Verification form Wave Wave				
Wy tax products Wy representatives > Who I represent > Who I represent > Who I represent > Wy tax practitioner > details					

• Select the "Edit" button to edit the form.

Edit Save File Cancel

• All mandatory fields will be highlighted and must be completed.

_	
$\boldsymbol{\gamma}$	SARS Registration Amendments And Verification form
Applic	ant Details - Individual INDIF01
Nature of Entity	
Sumame	
First Name	
Other	
initials	
Passport/ Parmit No.	Paget Coulty (Carley of Origin Data Soft Africa 200) Paget Coulty (Carley of Origin Data Africa 200) County and Data
Trading	RAY TRADING
Applica	nt Info APSTS01
Enthy Status	
Not Married	Signal in Community Signal dot of Community Are you a bridge digital dot of the performance of the performan
Contact	1 Details
Home Tel No.	Dilli
Cell No.	Ny numbers bas falls. 0 1 1 1
Mark hore wit	h an %" if you decime that you do not have a Cell No. Mark here with an %" if you decime that you do not have an Ernell address 🛛 Hay Ermail F.Add
Enal	
Vieb Address	

• You will receive a message that indicates that the form has been saved successfully.

SUBMISSION DETAILS
ID Number
RESULT
Your form has been successfully saved on the eFiling system.
Note: You may acces this form from within the 'Saved Detail' menu on the left. Once you have completed all outstanding information, click on the 'File' button and this will send the form to SARS. Please select the 'Continue' button below to be directed to the 'Saved Details' grid.
Continue

37 MAINTAIN REGISTERED DETAILS HISTORY

• The "Maintain Registered Details History" menu item will display a history of all submissions of the RAV01 to SARS.



• If there is no submitted information, nothing will display.

HISTORY The grid below consists of all yo	our submitted forms ordered against t	he latest submitted. To locate a specific one, you may	nake use of the search functionality below:	
Legal Entity Name:		ID / Registration Number:		
From Date:	88	To Date:		
		Search		
Legal Entity Name	ID/Re	gistration Number	Submitted Date	Open
No Records available for your	selection.			

• If there is a RAV01 submitted already, an entry will display as below.

Legal Entity Name: From Date:	æ	ID / Registration Number: To Date:		
Legal Entity Name		Search ID/Registration Number	Submitted Date	Oper
			2014/03/17	Oper
			2014/03/14	Oper
			2014/03/13	Oper

Click the "**Open**" hyperlink and the Registration Work Page will display.

egal Entity Details axpayer Type:	COREG				
rading Name:	Testing RAV01 PTY				
Registration Number:					
ax Reference Number:					
Legal Entity Name	ID / Registra	ation Number	Statu		Print Form
Testing RAV01 PTY			Submi	itted To SARS	Print
	Category My Registration Details	Case Reference N/A	Status Pending	Status Date 2014/03/17	Reference Number
My Registered Particulars					Reference Number
My Registered Particulars My Registered Particulars	My Registration Details	N/A	Pending	2014/03/17	Reference Number
My Registered Particulars My Registered Particulars My Registered Particulars	My Registration Details My Addresses	N/A N/A	Pending Pending	2014/03/17 2014/03/17	Reference Number
My Menu My Registered Particulars My Registered Particulars My Registered Particulars My Registered Particulars My Registered Particulars	My Registration Details My Addresses My Addresses	N/A N/A N/A	Pending Pending Pending	2014/03/17 2014/03/17 2014/03/17	Reference Number

• If you select the "**Print**" button, the form will open and be available to print.

Print			83
	- Xerox WorkCentre 74 Workcentre 7435	35 - C 🖶 Send To C	DneNote 2010
 ✓ Status: F Location: Comment: 	Ready	Print to file	Preferences
Page Range All Selection Pages:	C Current Page	Number of copies	: 1
		Print	Cancel

38 REGISTER WITHHOLDING TAX ON INTEREST

- Withholding Tax on Interest (WTI) is a fixed percentage of interest amount paid to a foreign entity and is payable to SARS. The interest amount is derived when interest is paid by a South African resident to a non-resident and a portion of interest amount is withheld by the resident.
- The aim of the WTI process via eFiling is to provide the functionality for residents to self-declare the amount on the interest paid to foreign entities. Registration for WTI, submission and payment will only be available via eFiling.
- Before you can continue with the registration of WTI on eFiling, ensure that you are registered as an eFiling user and that your status is active.
- The "Register Withholding Tax on Interest" functionality is hosted within the "SARS Registered Details" option on eFiling.

Individual:

Tax Practitioner / Organisations



Upon selecting "Register Withholding Tax on Interest, the disclaimer will display. Click "I agree" to accept the disclaimer and click "Continue" button to proceed.
 REGISTER WITHHOLDING TAX ON INTEREST

Register Withholding Tax on Interest
This functionality allows you to register and maintain Withholding Tax on Interest for the entity selected from the Taxpayer List above.
Click on the Continue button below to obtain existing details from SARS, which can be viewed and edited as necessary.
I, hereby, confirm that I am duly authorised to register and maintain Withholding Tax on Interest of the taxpayer concerned.
• agree
○ I do not agree
Continue

• In the case where representative is not active on eFiling, the practitioner access is not active or where individual with a new eFiling profile is not active, the following message will display. Ensure that all activations are completed prior to registering for Withholding Tax on Interest.

REGISTER WITHHOLDING TAX ON INTEREST		
Withholdin	ng Tax on Interest	
	ords indicate that you have not been activated to use this function, and will re not be able to register your entities via eFiling.	
	are an individual accessing your own profile as a new user, your eFiling activation it have been completed at SARS and you should please try again later.	
Repres Repres request rejecte	are the representative of the entity, please use the 'Activate Registered entative' menu option on the left to activate yourself as the Registered entative. If you have already submitted an activation request, your activation may still be in the verification process at SARS. If your activation request has been d by SARS, your registered details as captured on efiling may be different from your on the SARS system, and you should please update your efiling details before again.	
TP Con	are a Tax Practitioner, please use the 'Activate Tax Practitioner' option on the 'My figuration', 'Practitioner Activation' menu under the 'Services' option to activate ux Practitioner functions.	
Alterna assista	tively, please call the SARS Contact Centre or visit a SARS branch office for nce.	

 If all activations are correct, the Register Withholding Tax on Interest page will display. Select "Date of Liability" and click "Register" to continue. If there is no Income Tax Reference number pre-populated, complete the Income Tax Reference number before you proceed.

Taxpayer Details Date of Liability:	2015/03/01			
Income Tax Reference No:				
First Name:	Thabo			
Surname:	Mat			
ID Number:				
Register				

Note: The date of liability may only start from 1 March 2015 and may not be future dated.

• The following message will display if the registration was successful. Click "Continue" to proceed.

REGISTER WITHHOLDING TAX ON INTEREST				
Register Withholding Tax on Interest				
Registration for Withholding Tax on Interest has been successful. To continue to the activation step, please select the Continue button below.				
Continue				

- The "Activation Withholding Tax on Interest" page will display. Check that all taxpayer details displayed are correct.
- If there are details that must be updated, click the "**Update Details**" button to update details.

Taxpayer Information						
Taxpayer Details						
FirstName	Nat					
Surname						
Initials	N					
Identification Type	South African ID 👻					
ID Number						
Trading As Name						
Bus Tel No						
Direct Tel No	012					
Fax No	000000000					
Home Tel No						
Cell Number						
Email Address						
Physical Address						
Filysical Address						
Postal Code						
Postal Address	PO Box 8					
Postal Address	PO Box o					
Postal Code	0046					
Bank Account Details						
Bank						
Branch Number						
Account number						
Reference Number						
Reference Number	Status:Inactive					
If the taxpayer has an incor enter the associated Incom	If the taxpayer has an income tax reference number, but is not activated for Income Tax on eFiling, please manually enter the associated Income Tax reference number. [*] If the taxpayer has not been registered for Withholding Tax on Interest, please register the taxpayer.*					
If the taxpaver has not been						
"Select the information icon in the heading section on the right, for more information.						
I confirm the information above is correct and true for the taxpayer concerned.						
	Activate Update Details					

- If all information displayed is correct, click check box to confirm that all information is correct and true and click "**Activate**" to continue.
- A confirmation message will display. Select "**OK**" to continue or "**Cancel**" to go back to the Activation page.



• If the taxpayer information details at SARS do not match the details submitted for the activation request, the following error message will display. Ensure that you correct all information and resubmit the activation request.



• Once the Activation of Withholding Tax on Interest is successfully activated, the status on the Activation page will be updated to "Successfully Activated".

Bank Account Details							
Bank							
Branch Number							
Account number							
Reference Number							
Reference Number	Status:Successfully Activated						
If the taxpayer has an income tax reference number, but is not activated for Income Tax on eFiling, please manually enter the associated Income Tax reference number.*							
If the taxpayer has not been registered for Withholding Tax on Interest, please <u>register</u> the taxpayer.*							
*Select the information icon in the heading section on the right, for more information.							
Deactivate							

- If you wish to deactivate the WTI functionality on eFiling, click on the "**Deactivate**" button displayed in the above screen. You will receive a confirmation message to confirm the request.
- You can now select "**Returns**", "**Non-Core Taxes**" and "**Withholding Tax on Interest**" option to submit a declaration.



For the Organisations profile, ensure that Withholding Tax on Interest tax type is selected in the "Rights Groups" functionality.

	UPDATE GROUP DETAILS	
K O	Group Name	System Default
	Authorisation Level	Submissions •
Tax Reference Number	Access To Payments	2
Tax Kererence Number	Tax Types	Provisional Tax (IRP6)
		☑ VAT201
Registration Number		Organisation Income Tax (ITR14/IT12EI/ITR12T)
		Individual Income Tax (ITR12)
		Employee's Tax (EMP201)
My Profile		IT56 - Secondary Tax On Companies (STC) Image: State of the second s
		Customs Agent
		Excise Agent
		VAT Admin Penalty
Organisation		PAYE Admin Penalty
Cold Electron between the		IT Admin Penalty
		Transfer Duty
SARS Registered Details		Third Party Appointment Banks
		Dividends Withholding Tax (DWT)
Admin Reports		Third Party Appointment Employers
1000 A 84400 ZA109400019 V0		Third Party Appointment Other
Rights Groups		Tax Compliance Status
Rights Groups		Tax Compliance Status Verification
		III 1T3
Manage Groups		Medical Scheme Contribution
		Insurance Payment
Organisation Setup		Witholding Tax on Interest(WTI)
		Foreign Tax Information (FTI)
A 4 4 4 4 4		Mineral Royalties (MPR3) CBC
Customs Registration		TRN (Tax Reference Number)
2010 - 20200 - 10		Directives
Special Links		ITR12 Cancelled
	Do you want to import taxpayers from an existing group?	◎ Yes ● No
		Update Delete Group Back Check All Uncheck All
		Update Delete Group Back Uneck All Uncheck All

For more information regarding this process, the Withholding Tax on Interest external guide is available on the SARS website <u>www.sars.gov.za</u>.

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• For more information on the RAV01 process, visit the SARS website <u>www.sars.gov.za</u>, call the SARS Contact Centre on 0800 00 SARS (7277) or visit your nearest SARS branch.

DISCLAIMER

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.

For more information about the contents of this publication, you may:

- Visit the SARS website at www.sars.gov.za
- Visit your nearest SARS branch
- Contact your own tax advisor/tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 7277
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).