CUSTOMS

EXTERNAL

USER MANUAL

CUSTOMS TRADER PORTAL (CTP) FOR REGISTRATION AND LICENSING OF CUSTOMS CLIENTS



TABLE OF CONTENTS

1	SCOPE	3
2	LOGIN TO SARS EFILLING	3
3	RLA DASHBOARD	7
3.1	Step 1 – New application	7
3.2	Step 2 – Local or non-local indicator	8
3.3	Step 3 – RLA application client type	8
3.4	Step 4 – Capturing of product level details	9
3.4.1	Tax type demographics	9
3.4.2	Contact details	9
3.4.3	Web address	11
3.4.4	E-mail address and / or cell number	11
3.4.5	Contact person's name	12
3.4.6	Physical address and / or location	12
3.4.7	Bank account	15
3.4.8	Authorised officer	17
3.5	Step 5 – Capturing of client type level details	18
3.6	Step 6 – Disclosure Customs questionnaire	19
3.7	Step 7 – Uploading of required (supporting) document(s)	21
3.8	Step 8 – Declaration	23
3.9	Step 9 – RLA application submission successfully	24
4	VIEWING AND ARCHIVING OF NOTIFICATION AND CORRESPONDENCE	26
5	REFERENCES	28
5.1	Legislation	28
6	DEFINITIONS AND ACRONYMS	29
7	DOCUMENT MANAGEMENT	29

1 SCOPE

- a) This document assist client's (e.g. taxpayer's or traders) on how to capture, maintain and submit applications electronic to SARS that relates to the registration and licensing of certain identified Customs clients types via SARS eFiling (online application).
- b) Clients who want to submit his/her application electronically must:
 - i) Be register for:
 - A) eFiling; and
 - B) A SARS Tax product e.g. Income Tax (IT), Pay as You Earn (PAYE) or Value Added Tax (VAT).
 - ii) Visit a SARS Branch office to be authenticated, before he/she will be able to submit his/her RLA application(s) online through eFiling.

2 LOGIN TO SARS EFILLING

a) In order to access the eFiling platform, the client needs to visit the SARS website, click on the eFiling icon and enter his/her login details.

	@ FILING
SARS	Welcome, please login to SARS eFiling
South African Revenue Service	Usemame
	Unerviewe to resourced
	Forgot Your Username2 Forgot Your Password?
NEW LOOK	Next
Same Us	Don't have a court? Begister

b) Once the client has logged in, the user will then need to select the "User" tab.

← → C ☆ 🗎 https://secu	re.qa.sarsefiling.co.za/app/dashboard/organization	
A Mr Auto Mation 0		User
Tax Reference Number	SQMAutoQA7639 - ACMEAut	Tax Payer ACMEAut
Identification Number 5001019896136 My Profile	Taxpayers	
	Name	

c) If the user needs to change/update personal/contact details, he/she selects the "Change Details" option.

d) This option enables a user to change his/her details such as cell phone number, email address, ID Number, telephone number and to choose whether he/she is the Organisation Representative or a Tax Consultant / Tax Practitioner.

Mation	SQMAutoQA9753 - ACMEAut	 To Pare ACMEAutomation 	* 1 Organisa	tion	
Tax Reference Number	-				
Registration ID Number 9001019270019					
My Profile	Taxpayers				
	Name	Registratio	on of ID number	Tax Reference Number	Q
Ner					
Register New	Name of Taxpayer Compen		Last Return Filled	Last Accessed Actions	
Change Dutails	Number	Number			
Change Own Password					
Change Website Profile	Tax Users				
Delete User	Name of User	Last Logged In		Last Return Filled	
My Administrators	Atlation	2019-06-00709-10.31.5	967	2019-06-03109-18-31.567	
Unlock Account / Reset Pasteord					

e) Once the details have been changed/updated, the user clicks on **"Update details**" button to proceed to the next step to select an **"RLA Manage"** option(s).

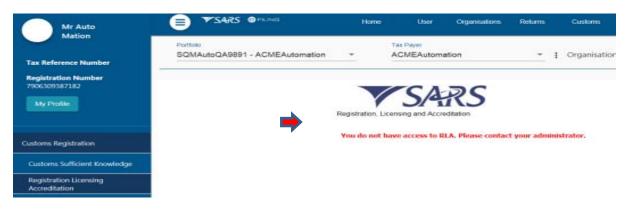
Mr Auto	User Organisations Returns Customs Duties & Levice Services
Mation	Portoio Tax Payer SQMAutoQA9753 - ACMEAu ACMEAutomation - Crganisation
Tax Reference Number	
Registration ID Number 5001019270019	Charge Details
My Profile	Required Rotals Tote Instals First Name Semane Materia
User	Identification Type South African ID V
User	ID Number 5001019270019
Register New	Do you wish to receive SMS notifications for the following events: Yes No After activation as an effier
Change Details	After any payment. Cell Number 0820000000
Change Own Password	E-mail Address mmanchid@sars.gov.za Telephone Number (012) 4221111
Change Website Profile	This user is al O Tax Consultant / Tax Practioner
Delete User	Organisation Representative
My Administrators	As part of our ongoing efforts to keep you, the taxpayer, informed we send out periodic communications either via email or SMS. Please indicate whether you would like to be included in these communications. Yes No
Unlock Account / Reset Password	The ball for particul deals for any applied to apply have Update Details Preset
Special Links	Optional Details
	Fax Number ()
	Designation
	Postal Address

- f) In order to view or submit an RLA application(s), the user can only select one (1) of the following "RLA Manage" options, in addition to any other of the roles selected. The screen below describes each options and their capabilities:
 - RLA View Customs Product information With this profile a user can only view information such as address, contact and bank account details, including information that relates to his/her specific client type.
 - ii) **RLA View Client Type** With this profile a user can **only view** information that relates to his/her specific client type(s) e.g. importer / exporter.

- iii) **RLA Manage Customs Product information** With this profile a user can **view and change** his/her information such as address, contact and bank account details, including information that relates to a specific or related client type.
- iv) RLA Manage Client Type With this profile a user can only view and change information that relates to his/her client type(s) and not information pertaining to his/her Customs product information.
- g) Once the user has selected the relevant "**RLA Manage**" options, the user clicks the "**Continue**" button situated at the bottom of the screen.
- h) In order for a user to submit an application, the user must ensure that one of the "**RLA Manage**" options is selected.

Mr Auto	Of For more information on groups and roles, please click here.
Mation	USER GROUPS
	Select 🗟 System Default User Groups
Tax Reference Number	USER ROLES III
Registration ID Number 5001019270019	Select I Manage Transfer Duty Financial Account User This role allows users to maintain all financial detail against the Transfer Duty account Roles
	Can registration Can register taxpayers with SARS to get tax reference numbers
	RLA - View Customs Product information With this profile, users can only view information such as address, contact and bank account details. Users can also view information relating to their specific -
User	RLA - View Client Type With this profile, users can only view information relating to their specific client type(s) eg. importantesporter
Register New	SRIA - Manage Customs Product information With this profile, users can view and change information such as address, contact and bank account details. Users can also view and change information relation
Change Details	RLA - Manage Client Type With this profile, users can only view and change information relating to their specific client type(s)
Change Own Password	B Manage Users Can create & change users and assign them to groups
Change Website Profile	R Manage Taxpayers Can create & change taxpayers and assign them to groups
Delete User	Manage Groups Can create & change groups and assign users and payers to groups
My Administrators	Manage Excise Financial Account This role allows users to maintain all financial detail against an Excise Account
Unlock Account / Reset Password	Anage Deferment Account
Special Links	ISV Activation This role allows users access to the ISV activation screen
	Directives
	Perform Bulk and Additional Payments This role allows a user without full admin rights to perform bulk and additional payments.
	Note: If no groups or roles are assigned to a user, the user will have limited access once logged into eFiling. Continue Back Data Data Data Data Data Data Data Dat

i) It is important for a user to select the appropriate option in order to gain access to RLA. If the appropriate option has not been selected, the user will receive the following message when he/she attempts to access RLA. If this message is displayed, the user must contact the company's internal system / eFiler administrator to rectify the issue.



- j) Once the user has selected the appropriate "RLA Manage" options, he/she:
 - i) Selects:

- A) The option "Customs" on the top ribbon;
- B) The field **"Registration Licencing Accreditation"** on the far left of the screen under **"Customs Registration"**
- ii) Tick the "New Registration" radio button; and
- iii) Clicks the "Continue" button to proceed to the CTP RLA portal.

A Mation 0	Portolo Tax Payer SQIMAuto2719 - ACMEAutom * ACMEAutomation * ‡ Organisation	
Tax Reference Number		_
Identification Number 5001017391080	VSARS	
My Profile	1 3/91(3)	
HI COL	Registration, Licensing and Accreditation	
Customs Registration		
	Registration, Licensing and Accreditation For new Customs clients, please proceed to the Customs registration page. For existing Customs clients not able to view your Customs code, please perform menging of your tax and Customs products to enable the selection of your Customs code. If assistance is required in	

- iv) Already have a Customs code? The assigned code will be displayed, please select it.
- v) Do not have a Customs code? Select the "New registration" button.
- vi) More than one Customs code? Select the preferred code in order to proceed.
- vii) **Are all your codes visible? –** The eFiling merge entity process should be followed to add entities Customs codes to his/her profile (refer to GEN-ELEC-15-G01). It must be noted that at time of registration, the user will only be allowed to select "New Registration" or the Customs Client Code radio button, both option will not be available simultaneously.

Mr Autobion		Uher	Organisations	Returns	Custom	Dates & Lovies	Senices	Tax Status	Contact	Log Out
Tax Reference Number	Particilo SQMAuto	oQA9753 -	ACMEAu +		Payer MEAutomation	- :	Organisation		6	
Registration ID Number 5001019270019				CA	30					
Aty Profile		R	Registration, Literatio							
Customs Registration			c	usturns Rofers	Ince Number		Logal or Ely	Select		
Customs Sufficient Knowledge			CU25901	703	0	New registration		0		
Registration Licensing Accreditation										
Special Links										

3 RLA DASHBOARD

- a) Once the user selected "**Registration Licensing Accreditation**" option, the CTP system display the RLA dashboard.
- b) The RLA dashboard is divided into three (3) categories:
 - i) **Application** In this field, all applications captured by the user with their statuses, for example draft, in progress is displayed.
 - ii) **Product Details** In this field, the client's Product information e.g. Customs is displayed.
 - iii) **Registered Client Types Grid** In this field, all the registered and / or licensed client types is displays, including previously active client types that has been cancelled (withdrawn).

СТР	REA		inbox ef	iling Help	Logout
Terrilyn Goodyear	CURRENT SESSION - Mediazone - Registration Number: M	17-01-11 - Customs Code: Not assigned			
	\sim				
Applications					
Search	L2			▼ Active	ш -
Client Type	Product Code Application No Sub-No 👁	Application Type Case No	Status	Submission Date	
			tems per page: 10	- 0 of 0	< >
Products					
Search					-
Product Code	Registered Name PAN No	Effective Date Valid To		Status	
			tems per page: 10	- 0 of 0	< >
Registered (Client Types				
Search				T Active	. -
Client Type 1	Reg/Lic No Product Code Sub-No 🗢 Acot.	Level Status Effective Date	Valid To	Renewel Date	
			items per page: 10	- 0.et0	$\langle \rangle$

3.1 Step 1 – New application

- a) The user clicks on the "**RLA**" icon, the system displays the RLA menu options:
 - i) Registration Dashboard New application; and
 - ii) Relationships Dashboard Notice of Disclosure.
- b) The **"New Application"** option will not displayed if the user first time RLA application submitted has not been finalised. Once the first submitted RLA application has been finalised only then will the applicant be able to submit multiple RLA applications concurrently.

СТР	RLA		
Lanette Cady	Registrations	Relationships	Registration Number: GAST/4-78 Customs Code: Not a
	Dashboard	Dashboard	
Applications	New Application	Notice of Disclosure	

3.2 Step 2 – Local or non-local indicator

- a) After clicking on the "New Application" the user is prompted to indicate whether he/she is local or non-local natural or juristic with a physical address in South Africa or without a physical address in South Africa. The "Local or Non-Local indicator" screen will not display when a user submits a second application, the selected indicator remains applicable to any application(s) submitted thereafter.
- b) Once the user tick the applicable indicator, the **"Submit"** button will become active. The user clicks on the **"Submit"** button to move to the **"Application client type"** selection screen.

← → 🔕 http://cpspre	eservices.sars.gov.za/ctp-gui/#/tla/new-application/locality $\mathcal{P} \neq \mathcal{C}$ 🔇 Customs Trader Portal X		(
CTP	RLA 🔻	Inbox	Logo
Auto_Mation	CURRENT SESSION - ACME Automation-932877 Registration Number: 2019/430822/07 Customs Code: Not assigned		
Local or Non-Local	indicator		
Indicate below if yo	Local or Non-Local indicator u are a Local or Non-Local applicant:		
	or juristic person with a physical address in South Africa or juristic person without a physical address in South Africa		
			Submit

3.3 Step 3 – RLA application client type

- a) The RLA client types are divided into three (3) categories:
 - i) Licensing;
 - ii) Registration; or
 - iii) Reporting.
- b) The user must select the applicable category to view all client types listed under the category by clicking the "v" drop down icon. This icon enables the user to expand and / or collapse the list of client types listed under the selected category.
- c) The user selects the specific client type to be registered or licensed.

СТР	RLA	Inbox	eFiling	Help	Logout
Terrilyn Goodyear	CURRENT SESSION - Mediazone - Registration Number: MT-01-11 - Customs Code: Not assigned				
Application client t	pe				
Please select the c	ient type want to register for:				
Search					
Y Licensing					
 Registration 					
 Importer 					
Impo	ter (local)				
✓ Exporter					
✓ Exporter	for preferential tariff treatment				
✓ Exporter	for OSP				
✓ Register	d agent				
✓ Reporting					

3.4 Step 4 – Capturing of product level details

3.4.1 Tax type demographics

a) The user:

- i) Clicks on "Add Trading Name";
- ii) Capture his/her trading name; and
- iii) Clicks on the "Next" button to move to the next "Product Level" details to be captured e.g. "Contact Details".

CTP	HLA .	WEAK	errang.	Help	Logost			
Autor Midlion	CURRENT SESSION - TEST2016/823097/23 - Registration Number; 2016/823097/23 Customs Code: Not assigned							
Menu 📀	Application: Registered agent: Camers / Remover of Goods in Bond (non-local)							
Product Level	Tax Type Demographics							
Contract Descio Program Address Statement May Social Association Asylphone Office Descio	Please indicate below if you are a Local or Non-Local applicant as per the act within the meani 1 am a network or juristic person with a physical address in South Africa 1 am a network or juristic person without a physical address in South Africa	ng of section 1	(3)(a) of the (loetrol Act.				
Client Type Level	Ratherenice No.							
	To add a Trading Name click the Add Trading Name button							
Dentry of Collema (TEST2016/823087/23			Des	-			
	Please note: you cannot edit Library Tracking Alames Lie. Tracking Names added from your Library to your Ap	antiation		icat	Cunctude			

3.4.2 Contact details

a) The user clicks on the "+" button next to the required contact details to be captured for example "Home telephone number". The fields marked with a "*" are mandatory.

СТР	RLA Intex effiling Help	Logout
Terrilyn Goodyear	CURRENT SESSION - Mediazone - Registration Number; MT-01-11 - Customs Code: Not assigned	
Menu 📀	Application: Importer (local)	
Product Loved See Type Benegatives Contact Seals Properties Provide Astronos Anticipational Clines Types Loved Clines Types Loved Clines Types Loved Contact Seals (optical) Provide Astronos Basineses Conterns	Contact Details	()
	Web Address	0/80 0/100 Conclude

i) Once the user clicks on the home telephone number "+" button, the system displays the "Add home telephone number" capture screen.

CTP	HLA			11000		then	Linguist
Terrilyn Goodyear	CURRENT SESSE	oly - TEST2016/023007/23 - Regulation Namber, 3	916/823007/23 - Casterna Cede	Harf anni)	proof		
Menu O	Appleation He	Add home telephone number					
Product Lanes.	Contact D						
Convertigence h	See Server	Library Roma Add same house helpphone was	ther.				
Party Contraction Street	Horris Tal No. 7 2009 - Maid a res	The following home telephone numbers appear in your lib select the tiern with the applicable home telephone number	rary. To add their your library below.				•
Address of the local	Fast No. *	home bilantone number	tons.	- 83			•
Chevel Paper Level		No records found	Pilo otatize	4			
Therein (Addate (Addate)	Timul 1						
444							
Contrast Participa	1 do not has						
	Web Address						
		Barris (ant)	and third of a				11.00
	Distant Parada						
	Paul & Family of	Cercel Submo					
				Filed	949 - Y	1111	Containe.

- ii) If no library items are listed under "Library Items", the user:
 - A) Clicks on "Add new home telephone number" option next to "Library Items" display;
 - B) Captures the clients home telephone number as per the document provided by the client; and
 - C) Clicks on "Submit" to submit the information captured on the "Add new home telephone number" capture screen.

СТР					(matrix)
Terrilyn Goodyear	CURRENT DEDRICH - TEST2016-82309722 - Registration Number 2016/823097523 - Conform Cod	s hart per	iprest.		
Menu 🖸	Add home telephone number				
Alter Street	Contact D				
Conceptions	discrete Tabliker * man e bank aller	- 8			•
And Address of Concession	First Hell * 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652151 0125652150 0125652150 0125652150 0125652150 01256521500 0125652150000000000000000000000000000000	. 8			•
Clarent Paper Lansen	T T	-			
	Element **	- 81			
	1 tills mod tam	- 81			
	Your Add test.				2120
	Cantellas & Planameter				
				-	Constant

- iii) The user follows the same procedure mentioned in paragraph a) and i) above to capture the following mandatory fields:
 - A) Business Telephone number;
 - B) Fax number;
 - C) Cell phone number; and
 - D) E-mail address;
- b) If details listed under "Library Items" is the same, the user may select it from the library items. If the selected library items status has been verified, no supporting documents will be required to be presented to SARS unless specifically requested by SARS.

c) If unverified SARS may request such document to be submitted for, verification purposes (if applicable).

TD	RLA 👻			Inbox	Logout
rilyn Goodyear	CURRENT SESS	ON - ACME Automation-856503 Registration Nun	nber: 2019/998951/07 Customs Co	de: CU25003689	
s9999008 capturing of the second s	on behalf of ACI	Add home telephone number			
ent Type Level Contact Details	Contact	Library Items Add new home telephone no	imber		
(optional) Physical Address /location Carrier Details	Home Tel N	The following home telephone numbers appear in your li select the item with the applicable home telephone numb			Ð
	Click + to add a	home telephone number	Status		
	Fax No	0124224000	Verified		Ð
		0126479388	Verified	ar	
	Email Click + to add a				
	Web Addres	Items per	page: 5 1 - 2 of 2 < >		0 / 80
	Contact Peru	Cancel Submit			
					0 / 100
				Next	Conclude

3.4.3 Web address

- a) This filed is optional.
- b) If any of the contact details has been omitted or incorrectly captured, the user can select the "**Previous**" button and makes the necessary corrections.

3.4.4 E-mail address and / or cell number

- a) This details forms part of contact details and is mandatory. The reason why the e-mail address and cell phone number is mandatory is to ensure that SARS will be able to send notification to the user regarding his/her RLA application electronically to RLA Inbox, see paragraph 4. In these instance the user will be required to visit a SARS Customs Branch officer where the BFE capturing facility is available to request copies, see Rule120.04(a)(ii) in terms of the fee that will be charge.
- b) The user must capturer his/her e-mail address and / or cell phone number, see paragraph 3.4.2. If the user **does not have an e-mail address and / or cell phone number**, he/she must tick the tick boxes under e-mail address and / or cell phone number.

Disclosure Customs		Cell No	
	Fax No	0833899484	÷
	Click + to add a new number	Click + to add a new number	
			Remove
		I do not have a Cell Number	
	Email fwilliams@sars.gov.za	•	
	Click + to add a new email address		
		Remove	
	I do not have an email Address		

3.4.5 Contact person's name

- a) The user must also provide ae "Contact person name".
- b) Once the user has captured the contact person's name, he/she clicks on the "**Next**" button to submit the information captured and the move to the next details to be captured e.g. physical address.

⇒	Contact Person Name * Frans Williams	
		Next Conclude
📀 🙆 👸 I		EN 🔺 🕨 门 🔰 02:01 PM 2020/03/02

3.4.6 Physical address and / or location

b) The user must click on "Add Address" to capture the mandatory details onto the "Add address" screen.

(-) (A http://coppre.s)	ars.gov.za/cop/#/da/application/BRLA-20200302-0004-00-01/02C 🔎 🗸 🗘 Customs Officer Portal		× □ - ×
CTP	RLA 🔻	Inbox	Logout
Territyn Goodyear	CURRENT SESSION - ACME Automation-856503 Registration Number: 2019/998951/07 Customs Code: CU25003689		
\$9999008 capturin	g on behalf of ACME Automation-856503		
Menu 🤇	Application: Remover of goods in Bond by road (Local)		
Client Type Level Contact Details (optional)	Physical Address /location		
Physical Address /location	To add an address to your application, click the Add Address button		
Limit			
Disclosure Customs	Please note you cannot edit Library Addresses i.e. Addresses added from your Library to your Application		
	Previous	ext	Conclude
A A M		· P• 10	02:01 PM
			2020/03/02

c) The system displays the "Add Address" screen. The user can select the physical address from his/her "Library Items" if the same. If a new address, the user clicks on "Add new address".

← → 🔕 http://coppre.sar	s.gov.za/cop/#/rla/applica	ion/BRLA-20200302-0004-00-01/02C 👂 🗸 🔇 Customs Officer Portal 🛛 🗙	- □ ×
CTP	RLA 👻		Inbox Logout
Terrilyn Goodyear	CURRENT SESSIO	N - ACME Automation-856503 Registration Number: 2019/998951/07 Customs Code: CU25003	689
\$9999008 capturing	on behalf of ACM	Add address	
Menu 📀	Application: F	Library Items Add new address	
Client Type Level Contact Details (optional)	Physical	The following addresses appear in your library. To add from your library below, select the item with the applicable address.	
Physical Address /location	To add an ad	Street No. Street/Farm Suburb/District City/Town Status	
Limit		229 Bronkhorst street New Muckleneuk Pretoria Verified	
Disclosure Customs	Please note y		
		Previous	Next Conclude
		Items per page: 5 1 - 1 of 1 < >	
		Cancel Submit	
(2)			EN A Pr # 02:02 PM 2020/03/02

- d) Once the user clicked on "Add new address" option, the sytem displays the "Add Address" capture screen. The user captures his/her new physical adress detials. The fields marked with a "*" are mandatory.
 - i) If correct, the user clicks the option "**Submit**" (this option will only be active once all the mandatory information have been captured); and
 - ii) If incorrect, the user clicks the option "Cancel" to re-capture the new address.

Auto_Mation	CURRENT SESSI	ON - ACME Automation-932877 Registration Number: 2019/4308	22/07 Customs Code	e: Not assigned
enu 📀	Application:	Add address		
duct Level Tax Type Demographics	Physical	Library Items Add new address		
Contact Details	To add an ad	Please complete the following fields to add a new address:		
Physical Address /location	Add Address			
My Bank Accounts Authorised Officer Details	Unit No (if ap	Unit No (if applicable) 0/8 Complex (If applicable)	0 / 27	
nt Type Level		Street No Street / Farm Name *		
Contact Details (optional)	Street No	0/8	0 / 27	
Physical Address /location		Suburb / District		
	Suburb / Dist		0/36	
		City / Town *	Postal Code *	
	City / Town	0 / 36 Country Code	0/10	Postal Code
	Country Code ZA - SOUTH	ZA - SOUTH AFRICA	•	
		Cancel Submit		
	Please note yo	u cannot edit Library Addresses i.e. Addresses added from your Library to you	ar Application	
				Previous Next Conclud

- e) The system displays the details captured. The user must:
 - i) Indicate if the transaction documents will be stored at this address. If yes, the user ticks "**Yes**", if not the user ticks "**No**".
 - ii) Clicks on the "**Next**" button, if all the details are correct and he/she has indicated where the transaction will be stored or if incorrect the user clicks the "**Previous**" button to re-capture his/her physical address details.

ient Type Level Contact Details	Physical Address /lo	ocation	
(optional) Physical	To add an address to your ap	plication, click the Add Address button	
Address /location	Add Address		
Limit			
Disclosure Customs	Bronkhorst street, Pretoria,	0181	Delete
	Unit No (if applicable)	Complex (if applicable)	
	Street No 229	Street / Ferm Name Bronkhorst street	
	Suburb / District New Muckleneuk		
	City / Town Pretoria		Postal Code 0181
	Country Code ZA - SOUTH AFRICA		.
	Will all the Customs/Exc	ise transactional documents be stored at this location ?	🔿 Yes 🔿 No
	Please note you cannot edit Libr	ary Addresses i.e. Addresses added from your Library to your Application	
			Previous Next Conclude

3.4.7 Bank account

- a) The user must provide SARS with banking details. This enables SARS and the client to effect payments.
- b) Only a valid South African banking account must be captured.
- c) The user clicks on "Add Bank Account", the system displays the "Add bank account" screen.

	and the second se		×
+ 🔿 🐼 http://cpspre.ese	ervices.sars.gov.za/ctp-gui/#/rla/application/BRLA-20200226-0002-00-01/04 🔎 😴 🔇 Customs Trader Portal 🛛 🗙		↑ ★ ☆
CTP	RLA 🔻	Inbox	Logout
Auto_Mation	CURRENT SESSION - ACME Automation-932877 Registration Number: 2019/430822/07 Customs Code: Not assi	gned	
Menu 😪	Add bank account		
Product Level Tax Type	Library Items Add new bank account		
Demographics Contact Details	The following bank accounts appear in your library. To add from your library below, select the item with the applicable		
Physical Address /location	bank account:		
My Bank Accounts	Account Account Account Branch Branch Branch Usages Holder Number Type Bank Name Number Name Status Usages		
Authorised Officer Details	No records found No status		
Client Type Level Contact Details	A Hems per page: 5 0 of 0 < >		
(optional) Physical			
Address /location Disclosure Customs	в		
	B		
	Ac		
	A		
	N CANCEL		
	U.age ayment meeting	Yes No	
	Field is mandatory		
	Usage: Refunds / Outgoing *	O Yes No	~
1		EN 🔺 🏴 🔛	11:03 AM 2020/02/26

- d) If no bank account details listed under your library items, the user:
 - i) Clicks on "Add new bank account" option next to "Library Items" to display the "Add new bank account" capture screen.
 - ii) Captures all the mandatory bank account details, see the fields marked with an "*".
 - iii) Clicks on "Submit" to save the mandatory bank account details captured onto the system or "Cancel" button to re-capture all the mandatory bank account details.

the first fully set of the set of	
🗲 💿 🔕 http://cpspre.eservices.sars.gov.za/ctp-gui/#/rla/application/BRLA-20200226-0002-00-01/04 🔎 🗢 🖒 🚺 Customs Trader Portal 🛛 🗙 👘	n ★ ¤
	Inbox Logout
Auto_Mation CURRENT SESSION - ACME Automation-932877 Registration Number: 2019/430822/07 Customs Code: Not assig	gned
Menu 🐼 🔨 Add bank account	
Product Level N Library Items Add new bank account	
Tax Type Add new bank account	
Contact Details T Please complete the following fields to add a new bank account:	
Physical Address Accalon Bank Account Holder Declaration *	
Address /location Bank Account Holder Declaration * My Bank Accounts 001 - Luse SA Bank Account	
Authorised Officer	
Details Account Type * Account Number *	
Client Type Level 1 - Cheque 123456789	
(optional) Bank Name Branch No.	
Address Accation 002 - ABSA - 632005	
Disclosure Customs B 6/6	
Branch Name UNIVERSAL	
9/120	
Account Holder Name (Name as Registered at bank) *	
Az ACME Automation-932877	
1	
N CANCEL Submit	
U.s. Contractions	O Yes No
Field is mandatory	
Usage: Refunds / Outgoing *	() Yes
Field is mandatory	O No
	EN 🔺 🏴 🔛 🌜 11:05 AM

e) Once the user click on the "Submit" button, the system displays the bank account details captured. Before the user clicks on the "Next" button, he/she must select both "Refunds / Outgoing" bank option. Both options must be selected "Yes" to ensure incoming / out coming payment can be processed. If the second option "Use Refunds / Outgoing" is "No", SARS will not be able to effect any refund payments due.

Menu 📀	Application: Importer (local)		
Product Level Tax Type Demographics Contact Details	My Bank Accounts To update bank account details to your application, o	click the Change Bank Account button	
Physical Address /location	Change Bank Account		
My Bank Accounts	Bank Account Holder Declaration		
Authorised Officer Details	001 - I use SA Bank Account	~	
lient Type Level	Account Type	Account Number	
Contact Details (optional)	1 - Cheque		
Physical Address /location	Bank Name	Branch No	
Disclosure Customs	002 - ABSA	- 632005	
	Account Holder Name (Name as Registered at bank) ACME Automation-932877		
	Non selection of the "Refunds/Outgoing" bank option Usage: Payment / Incoming *	n will result in no refunds being paid out by SARS.	• Yes
			O No
	Usage: Refunds / Outgoing *		• Yes
	Please note you cannot edit Library Bank Accounts i.e. Ba	nk Accounts added from your Library to your Application	
		Prev	vious Next Conclude
			EN 🔺 🟴 🗂 🔥 11:07 A
	P System	Revision: 0	Page 16 g

3.4.8 Authorised officer

- a) The user must indicate if he/she do have an authorised officer, see Rule 59A.01.
- b) The user must indicate if he/she have an authorised officer by selecting either "Yes" or "No". If selected "Yes", the user must capture the "Authorised Officer details".

	vices.sars.gov.za/ctp-gui/#/Ik/application/BRLA-20200226-0002-00-01/38 🌶 🗸 🖉 Customs Trader Portal 🛛 🗴	- □ <mark>- ×</mark>
CTP	RLA 🔻	Inbox Logout
Auto_Mation	CURRENT SESSION - ACME Automation-932877 Registration Number: 2019/430822/07 Customs Code: Not assig	ned
Menu 📀	Application: Importer (local)	
Product Level Tax Type Demographics	Authorised Officer Details	
Contact Details Physical	Do you have an Authorised Officer? *	O Yes No
Address /location My Bank Accounts	Field is mandatory	
Authorised Officer Details Client Type Level	Previous	Next Conclude
Contact Details (optional) Physical		
Address /location Disclosure Customs		
		EN IN 11:08 AM
		EN 🔺 🟴 🎲 ሌ 11:08 AM 2020/02/26

c) After the captured the authorised officer's details, the user clicks on "Next" button to submit the details captured.

Authorised Officer	Frans Williams				
Details					14 / 100
nt Type Level	ID Type		Number		
Contact Details optional)	002 - RSA ID Number		✓ 6602115111087		
opuonai) ?hysical					13/18
Address /location	Designation of Capacity		Citizenship		
Disclosure Customs	Representative		ZA - SOUTH AFRICA		*
			14/30		
	Contact Details				~
	Physical Address				^
	1.50				
	ADD ADDRESS				
	To add an address to your	application, click the add address butto	n		
	Unit No (if applicable)	Complex (If applicable)			
	Street No	Street / Farm Name			
	Suburb / District				
	City / Town			Postal	
	Country Code				
	ZA - SOUTH AFRICA				
spre.eservices.sars.gov.za				Previous Next	Conclude

3.5 Step 5 – Capturing of client type level details

- a) The "Client Type Level Contact Details" is optional. The user will only be required to capture the client's contact details, if it differs from that captured under the client's product level, see 3.4.2.
- b) If different, the user must add the details by following the same procedure describe in paragraph 3.4, how to add new details or to select them from your library item(s).
- c) The following details are required:
 - i) Contact details; and
 - ii) Physical Address / Location.

/lenu 📀	Application: Importer (local)			
roduct Level Tax Type Domographics Contact Details Physical Address Accalon Wy Bank Accounts Authorised Officer Dotatils Entry Type Level Contact Details (optional) Disclosure Customs	Contact Details (Optional) Home Tel No Click + to add a new number Fax No Click + to add a new number Email Olick + to add a new email address I do not have an email address	•	Business Tel No Click + to add a new number Cell No Click + to add a new number Click + to add a new number	•
	Web Address			D
	Contact Person Name			0 /

3.6 Step 6 – Disclosure Customs questionnaire

- a) The user must answer all the questions listed under "**Disclosure Customs**". To answer the question the user must select either "**Yes**" or "**No**".
 - i) If any of the question do not pertain to the applicant, the user must select "No"; or
 - ii) If any of the answers to the question(s) is **"Yes"**, the user must furnish a motivation on a separate page that contains all the details. This motivation must then be uploaded at the end of the RLA application process, with all the other required (supporting) documents, see paragraph 3.7.

enu 📀	Application: Remover of goods in Bond by road (Local)					
ent Type Level Contact Details (optional) Physical Address /location	Disclosure Customs Indicate whether during the preceding five years, the applicant or an employee of the applicatentity, a director, administrator or trustee or other person managing the entity:	ant in a ma	nagerial po	sition, or if	f the applican	t is a juristic
Carrier Details		You	Manager	Director	Administrator	Trustee
Limit Disclosure Customs	Has contravened or failed to comply with the provisions of the Act or any condition, obligation or other requirements imposed by the Commissioner in respect of a registration or license *	● No ○ Ye	● No s ○ Yes	No Yes	No Yes	No Yes
	Has been convicted of an offence under the Act *	No	s O Yes	No Yes	<u> </u>	NoYes
	Has been convicted of an offence involving fraud or dishonesty *	No	● No s ○ Yes	No Yes	No No Yes	NoYes
	Has been declared insolvent or in liquidation *	No	S O Yes	No Ves		NoYes
	* Please note that all fields are mandatory					
	Indicate If:	tes Inter	oot Roppit	on Other A	Tax reti mounts docum	urns or other
	You (the applicant) have any of the following outstanding and due to SARS for which	No 💿		lo 💿 N		irposes Io
	NOTE: If the answer is "yes" to any of the above questions, full details must be furnished on a	a separate p	age and atta	ched to the	application	
					Previous	Conclude

- b) Once all the questions has been answered, the user clicks the "**Conclude**" button. The system validates all the details captured under each field. The system will after all the details captured has been verified, indicate next to each field whether the details captured is correct or incorrect.
 - i) If incorrect:
 - A) The system displays an error message.
 - B) The user click on the "Ok" button; and
 - C) The system displays an " next to the field incorrect in red; and
 - ii) If correct, the system displays a "

s				nuon, or in	the applicant	t is a jurist
		You	Manager	Director	Administrator	Trustee
	ed or failed to comply with the provisions of the Act or any condition, ements imposed by the Commissioner in respect of a registration or l			No Yes	No Yes	No Yes
Has been con			No Yes	No Yes	No Yes	No Yes
Has been con			No Yes	No Yes	No Ves	No Yes
Has been dec			No Yes	No Yes	No Yes	No Yes
* Please note the		-				
Indicate If:	ок		Penaltie	es Other Am	nounts docume	urns or other ents for tax rposes
NOTE: If the a	answer is "yes" to any of the above questions, full details must be ful	rnished on a separate pa	age and attac	hed to the a	application	
	Has been con Has been con Has been dec * Please note the Indicate If: You (the applic you are liable in	Has been con Has been con Has been dec * Please note the You (the applicant) have any of the following outstanding and due to SARS for while you are liable in terms of this Act or any other tax law.*	Audon's or other requirements imposed by the Commissioner in respect of a registration or license* Has been con Has been con Has been dec * Please note thi * Please note thi * Vex You (the applicant) have any of the following outstanding and due to SARS for which You (the applicant) have any of the following outstanding and due to SARS for which You (the applicant) have any of the following outstanding and due to SARS for which You (the applicant) have any of the following outstanding and due to SARS for which You (the applicant) have any of the following outstanding and due to SARS for which You (the applicant) have any of the following outstanding and due to SARS for which Yes	Automs or other requirements imposed by the Commissioner in respect of a registration or license **	Automs or other requirements imposed by the Commissioner in respect of a registration or license* Has been con Has been con Has been dec * Piease note thi indicate if: You (the applicant) have any of the following outstanding and due to SARS for which You are liable in terms of this Act or any other tax law*	database or other requirements imposed by the Commissioner in respect of a registration or license**** () Yes Yes <t< td=""></t<>

3.7 Step 7 – Uploading of required (supporting) document(s)

- a) Once the system have concluded that all the details captured is valid and correct, the system displays the list of required (supporting) document that needs to be uploaded.
- b) All required documents to be uploaded must be in PDF format and certified as a copy of the original, if so required in terms of the Rules to the Act.

🛞 🕼 http://cpspre.eservices.sars.gov.za/ctp-gu/#/fa/application/BRLA-202002256-0002-00-01/re 🖓 - C 🛛 🔇 Customs Trader Portal 🛛 🗙		1 1
	Inbox	Logout
Auto_Mation CURRENT SESSION - ACME Automation-932877 Registration Number: 2019/430822/07 Customs Code: Not assigned		
enu 📀 Application: Importer (local)		
Application BRLA-20200226-0002-00-01 requires the following supporting documents:		
Tax Type Demographics Contact Details Please note that we only support PDF files with a maximum of 5MB per file, with a maximum of 100MB per application for all files.		
Physical Address //ocation Contact Details Documentation: Business Tel Number 0125652151 * Wy Bank Accounts		
Authorised Officer Details Select File		Đ
nt Type Level Requested on: 2020-02-26 11:46:33		AWAITING
Contact Details (optional) Physical Address Accetion Contact Details Documentation: Home Tel Number 0125652151 *		
Disclosure Customs Select File		0
Required Documents Requested on: 2020-02-26 11:46:33		AWAITING
Contact Details Documentation: Cellphone Number 0833899484 *		
Select File		•
Requested on: 2020-02-26 11:46:33		AWAITING
Proof of Address: 229, Bronkhorst Street, Nieuw Muckleneuk , Pretoria *		
Select File		0
	IN 🔺 🏴 🛱	11:48 A

c) The user clicks on the "+" under each required document to be provided. The "Choose File to Upload" screen will pop up.

and the second se							
	.gov.za/ctp-gui/#/rla/application/B	RLA-20200226-0002-00-0)1/re 🔎 - C 🚺 Cu	istoms Trader Po	ortal ×		ŵ
Choose File to U	pload			*			
	supporting documents	- 47	Search supporting do	uments 🔎		Inbox	Logout
Organize 👻	New folder						
to_Mation	Name	ł	Date modified	Туре	430822/07 Customs Code	e: Not assigned	
Desktop	T Contact details - B	usiness	2020/02/26 11:50	Adobe Acrol			
Downloads	Contact details - H	ome telephone number	2020/02/26 11:51	Adobe Acrol			
NU 📃 Recent Plac	ces 🔁 Proof of address		2020/02/26 11:53	Adobe Acrol			
ct Level 🔚 Libraries]					
130	s	/		1	nents:		
amographi and Music	_						
ontact Del					iximum of 100MB per applicatio	n for all files.	
Videos							
idress /loc							
Bank Ac							
uthorised C							0
tails	٠	m					-
Type Le	File name:		Custom Files (*.pdf)	-			UPLOADED
intact Det				Cancel			
pritact Det: ptional)			open	- and -			
lysical CO	mact Details Documentation		100123032131				
sclosure Customs							
equired Documents	Select File						Ð
quired Documents	Requested on: 2020-02-26 11:4	6:33					AWAITING
Co	ntact Details Documentation	on: Cellphone Num	nber 0833899484	*			
							-
	Select File						Đ
	Requested on: 2020-02-26 11:4	6:33					AWAITING
		horst Street Nieuv	w Muckleneuk, P	retoria *			
Pro	oof of Address: 229, Bronk						
Pro	oof of Address: 229, Bronk						
Pro	Select File						Đ

d) The user selects the required document(s) to be upload and click the **"Ok"** button. The document(s) will then be attached to the user's application. Once the document(s) has been successfully uploaded, the document(s) status changes from **"Waiting"** to **"Uploaded"**.

C 🔿 🔕 http://cpspre.eserv	ices sars.gov.za/ctp-gui/#/tla/application/BRLA-20200226-0002-00-01/re 🔎 = C		- □ ×
CTP	RLA 🝸	Inbox	Logout
Auto_Mation	CURRENT SESSION Choose File to Upload to assigned		
Menu Product Level Tax Type Demographics Contact Details Physical Address Accation My Bank Accounts Authorsed Officer Details Client Type Level Contact Details (optional) Physical Address Accation Disclosure Customs	Application: Impo Application: Impo Application BRLA Please note that Contact Details Decumentation: Home Tel Number U125052151 *	((UPLOADED
Required Documents	Select File Requested on: 2020-02-26 11:46:33 Contact Details Documentation: Cellphone Number 0833899484 * Select File Requested on: 2020-02-26 11:46:33 Proof of Address: 229, Bronkhorst Street, Nieuw Muckleneuk , Pretoria * Select File	ι	AWAJTING AWAJTING AWAJTING
📀 🥭 🚞		- 🖻 🗒	11:56 AM 2020/02/26

e) The required document(s) is then uploaded to the RLA application case. The same processes mentioned in the above pararaph [a) to d)] must be followed untill all the required (supporting) document(s) have been successfully uploaded to the RLA application case. The user must before he/she ticks the declaration tick box, verify if all the required (supporting) document(s) has been uploaded.

	rs.gov.za/ctp-gui/#/rla/application/BRLA-20200226-0002-00-01/re 🔎 🖝 🖒 🔯 Customs Trader Portal 🛛 🗙	📅 🖈 ኛ
	Requested on: 2020-02-26 11:46:33	UPLOADED
P	roof of Address: 229, Bronkhorst Street, Nieuw Muckleneuk , Pretoria *	
	Proof of address.pdf X	
	Requested on: 2020-02-26 11:46:33	UPLOADED
м	otivation Documents; *	
	Motivation.pdf	Đ
	Requested on: 2020-02-26 11:46:33	UPLOADED
A.	dditional Documents (Optional):	
	Additional documents pdf	•
	Requested on: 2020-02-26 11:46:33	UPLOADED
D	eclaration	
	I hereby:	
	(a) declare that the particulars in the application and all annexures are true and correct; and	
L	 (b) undertake to- a. inform SARS promptly in accordance with the rules of any changes in the particulars furnished in the application; 	
	b. comply with customs and excise laws and procedures.	
		Submit
	EN 🙀 🔽	12:03 PM 2020/02/26

3.8 Step 8 – Declaration

- a) This field is mandatory the user must once all the required (supporting) document(s) has been successfully uploaded tick the declaration tick box.
- b) The **"Submit"** button becames active, the user clicks on it to submit his/her RLA application to Customs for processing.

and the service of th	ices sars.gov.za/ctp-gui/#/rls/application/BRLA-20200226-0002-00-01/re 🔎 🗸 🖉 Customs Trader Portal X Requested on: 2020-02-26 11:46:33	
	wequestea on: 2020-02-20 11/46/33	UPLOADEL
	Proof of Address: 229, Bronkhorst Street, Nieuw Muckleneuk , Pretoria *	
	Proof of address.pdf	•
	Requested on: 2020-02-26 11:46:33	UPLOADED
	Motivation Documents: *	
	Motivation.pdf	Ø
	Requested on: 2020-02-26 11:46:33	UPLOADED
	Additional Documents (Optional):	
	Additional documents.pdf	
	ReqUisated 01. 2020-02-20 11.40.33	UPLOADEL
	Declaration	
	Thereby:	
	(a) declare that the particulars in the application and all annexures are true and correct; and (b) undertake to-	
	 a. inform SARS promptly in accordance with the rules of any changes in the particulars furnished in the application; b. comply with customs and excise laws and procedures. 	
	\rightarrow	Submit
		12:03

3.9 Step 9 – RLA application submission successfully

- a) Once the user submitted his/her RLA application, the system display:
 - i) A message that his/her RLA application have been submitted successfully;
 - ii) The RLA application's reference number; and
 - iii) Case number.
- b) The user clicks on the "Ok" button to close his/her RLA application case.

-	-										×
4	🔿 🔕 http:/	//cpspre.eservices.sars.gov	.za/ctp-gui/#/rla/dashboarc		Q-0 📢	Customs Trader Por	tal ×				* 🛱
L	Registe	ered Client Ty	/pes								<u>^</u>
								Filter	∓ Active	₩ -	
	Client Type	Reg/Lic No 🕚	Product Code	Sub-No 0	Accr. Level	Status	Effective D	ate Valid To	Renewal Date	9	
				Application Your applica	Iication S Success ref number: BRLA Case Number: 10 ation has been succ ised by Customs. outcome in due	sfully! -20200226-0002 000004157 cessfully submit You will be notifi	2-00-01	Isms per page 10	<u> </u>	< >	
9			🧿 🔝 💽	1					EN 🔺 🏴 🏷	12:03 2020/0	

- The system: c)
 - Forwards a notification to the user via SMS or e-mail "Acknowledgement of submission of i) Application" the notification includes the RLA application case number; and ii)
 - Return to the RLA Dashboard and displays:
 - The case under "Application"; and A)
 - B) Case status e.g. "in Progress".

Applications	NT SESSION - ACME Autom	ation-932877 Regi Sub-No ©	Customs Trader		toms Code: Not assigned Filter Status In Progress	Inbox I Active Submission Date 2020-02-26	n Logout
Auto Matton CURREN	NT SESSION - ACME Autom	Sub-No 🔍	Application Type	Case No	Filter	₹ Active Submission Date	
Applications	de Application No	Sub-No 🔍	Application Type	Case No	Filter	〒 Active	
lient Type Product Cod					Status	Submission Date	
lient Type Product Cod					Status	Submission Date	
nporter (local)					Status	Submission Date	III ~
nporter (local)							
	BRLA-20200226-0002 01	-00- _{N/A}	NEW	1000004157	In Progress	2020-02-26	
					Items per page: 10 👻	1 - 1 of 1	< >
Products						Filter 🗰	-
roduct Code Re	agistered Name FAN	I No	Effective Date	Valid To	Status		
					Items per page: 10 👻	D of D	< >
Registered Client T	ypes						
					Filter	₹ Active	III -
Real is No 0	Product Code Sub	No D Accr I	evel Statue	Effective Da		Ranewal Date	12:04

d) The user will be able to register / license another client type. The system will not allow a user to submit a second RLA application, if the first RLA application has not been finalised. If the first RLA application has been approved, the system will display the client type registered or licensed under "Registered Client Types".

Application	ons										
							Filter				-
Client Type	Product Code	Application N	lo Sub-N	• •	Application Type	Case No	Status		Submission Date		
Importer (local)	CU25003557	BRLA-20200 01	226-0002-00- _{N/A}		NEW	1000004157	In Progress		2020-02-26		
							Items per page: 10	*	1 - 1 of 1	<	>
Products											
Troduoto											
									Filter 📰	-	
Product Code	Registe	red Name	FAN No		Effective Date	Valid To		Status			
CU25003557	ABC W	holesale PTY LTD	8125001411		2020-02-26	2030-02-26		ACTIVE			
							Items per page: 10	*	1 - 1 of 1	<	>
Deviatore				~							
Registere	ed Client Typ	es									
							Filter		= Active		-
Client Type	Reg/Lic No	Product Code	Sub-No 💿	Accr. Leve	I Status	Effective Da	ite Valid To		Renewal Date		
Importer (local)	CUS0001018	CU25003557	N/A	N/A	Active	2020-02-26	2030-02-2	6	2030-01-27		
							Items per page: 10	-	1 - 1 of 1	<	>

4 VIEWING AND ARCHIVING OF NOTIFICATION AND CORRESPONDENCE

a) The user click on RLA Inbox icon to view notification or correspondence send by SARS electronically.

🔊 🔕 http://copp	pre.sars.gov.za/cop/#/rla/dashb	oard			ortal ×			
ТР	RLA 👻						Inbox	Logout
ilyn Goodyear	CURRENT SESSI	ON - ACME Automati	on-856503	Registration Number: 2019	'998951/07 Cu	stoms Code: Not assigned	1	
89999008 captu	uring on behalf of ACME	Automation-856503	8					
Applicatio	ns							
						Filter	₹ Active	₩ -
lient Type	Product Code	Application No	Sub-No 🗿	Application Type	Case No	Status	Submission Date	
mporter (local)		BRLA-20200228-0010-00- 01	N/A	NEW	1000004165	In Progress	2020-02-28	
						Items per page: 10 💌	1 - 1 of 1	< >
Products								
							Filter 🔛	-
roduct Code	Registered Nam	ne FAN No	2	Effective Date	Valid To	Status		
						Items per page: 10 👻	0 of 0	< >
Registered	d Client Types							
						Filter	∓ Active	
	; 🖸 🧔	🛜 🗖			1.00	E	IN 🔺 🏴 🛱	12:59 2020/0

b) The system displays all the notification (e.g. Acknowledgement of Submission) send by SARS including any correspondence e.g. Notification of approval, Registration or license certificate. Any correspondence send will display as an attachment. The user will click on it to open it up. The user will then be able to "Safe" or "Print" it.

+ kttp://coppre.sars	s.gov.za/cop/#/inbox/all	- 0 -× h ★ 1
CTP Territor Goodyeer	RLA 🔻	Inbox 4 Logout
S9999008 capturing	on behalf of ACME Automation-856503	
Menu 📀	All Notifications	
All Notifications Unread Notifications Read Notifications Archived Notifications	system 2020/02/03 01:46 RLA Application Approved Dear Client See the attached correspondence with respect to BRLA-20200228-0014-00-01 From system Dear Client See the attached correspondence with respect to BR A-20200228-0014-00-0	2020/02/03 01:46
	Attachments: RLA Acknowledgment of Submission Dear Client, we acknowledge receipt of your application Ref. BRLA-20200228-0014-00-01. Notification of Approval.pdf Registration Certificate.pdf	
	system 2020/28/02 04:12 RLA Application Approved Dear Client See the attached correspondence with respect to BRLA-20200228-0012-00-01	
	system 2020/28/02 04:12 RLA Acknowledgment of Submission Dear Client, we acknowledge receipt of your application Ref. BRLA-2020028-0012-00-01.	
	o you want to open or save B0E70AAE-DD2B-4D96-83DC-1C3D5DE762F2.pdf (37.6 KB) from coppre.sars.gov.za? Open Save	▼ Cancel ×
		EN 🛧 🖿 🛱 🕴 01:53 PM 2020/03/02

c) The user will also be able to archive notification by clicking on the "**Archive notification**" icon. The system will then move them to "**Archived Notification**" folder.

A market the start of the start	ov.za/cop/#/inbox/all	P → C 🔇 Customs Officer Portal ×	
CTP Territor Goodyneer	RLA 🔻		Inbox 1 Logout ^
	n behalf of ACME Automation-866503		
All Notifications Unread Notifications Read Notifications Archived Notifications	All Notlifications yystem 2020/28/02 12:55 RLA Acknowledgment of Submission Dear Clent, we acknowledge receipt of your application Ref. BRLA-20200228-0010-00-01.	RLA Acknowledgment of Submission BRLA-20200228-0010-00-01 From system Dear Client, we acknowledge receipt of your application Ref. BRLA-20200228-0010-00-01.	Andread Carlos and 2.55
			N · P· 1 · 01422PM 2020/02/98

d) The user can also move notification or correspondence to the **"Read Notification"** or **"Unread Notification"** folder in his/her RLA Inbox on CTP by clicking on the **"Read/Unread"** icon.

	The Real Property lines and the Real Property lines.		
CTP	wza.(cop/#/inbox/all RLA ▼	り マ C 🛛 🔇 Customs Officer Portal ×	n ☆ 🔅
S9999008 capturing or Menu	All Notifications		
All Notifications Unread Notifications Read Notifications Archived Notifications	system 2020/28/02 12:55 A RLA Acknowledgment of Submission Day Clent, we admowledge receipt of your application Ref. BRLA-20200289-0010-0001.	RLA Acknowledgment of Subbritsion BRLA-20200228-0010-00-01 From system Dear Client, we acknowledge receipt of your application Ref. BRLA-20200228-0010-00-01.	CONSTRUCTION OF CONSTRUCTURA OF CONSTRUCTION OF CONSTRUCTURA O
1	> 🦻 🛜 🚾 🗐		EN 🔺 🏴 🛱 🕴 01:02 PM 2020/02/28

5 **REFERENCES**

5.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules	Customs and Excise Act No. 91 of 1964: Sections 8, 46A, 49A, 49B, 49D, 49E,
administered by SARS:	59A, 60, 64B, 64C, 64D, 64F, 64G 73, 77, 78 to 68A, 99A, 101, 101A, 105 and
	107A Custome and Excise Bulacy 8.02, 8.04(2), 46.41.02, 46.42.05, 46.44.04
	Customs and Excise Rules: 8.03, 8.04(2), 46A1.03, 46A3.05, 46A4.04, 46A5A.04, 46A5.16, 49A.01, 49A.20, 49A.48.03, 49B.0149D.01, 49D18 (19) and
	(20), 49E.01, 59A.0159A.01A, 59A.02(1), 59A.03(1), 59A.04(1)59A.05(1),
	59A.05(1), $59A.06(1)$, $59A.06A - C$, $59A.07(2)$, $59A.08(2)$, $59A.10(2)$, $59A.10(2)$, $59A.11$,
	60.01(1), 60.01A, 60.02(1), 60.03(2), 60.04(2), 60.05(2), 60.06, 60.06A - C,
	60.07(2), 60.10, 60.10(2), 64B.01(1 - 4), 64C.01, 64C.04, 64D,01 (1 and 3),
	64D.03(1), 64D.10(5), 64F. 02, 64G.03, 64G.04, 64G.06, 64G.11, 101A.02(3)
	and120.04(a)(ii)
	Schedule 4 of the Act: Item 412.07 and 498.00
	Schedule 8 of the Act: Item 860.05 and 860.10 Value-Added Tax Act No. 89 of 1991: Sections 1, 7 to 11, 13, 18 and Schedule
Other Legislation:	National Ports Act No. 12 of 2015: Section 65;
	Manufacturing Development Act No. 187 of 1993: Section 10;
	Promotion of Administrative Justice Act No. 3 of 2000: Section 3, 4 and 5;
	Public Finance Management Act No. 1 of 1999
	Special Economic Zones Act No. 61 of 2014: All
	SEZ Regulations published in Government Notice R39667 of 9 February 2016
International	Kyoto Convention General Annex Chapter 3 Clearance and other Customs
Instruments:	Formalities: Standards 3.6 and 3.21; Chapter 5 Security: Standards 5.1; 5.2; 5.4; 5.6 and 5.7; Chapter 7 Information Technology : Standards 7.1 and 7.4;
	Chapter 8 Relationships between Customs and Third Parties: Standards 8.1;
	8.2; 8.3; 8.4; 8.6 and 8.7; Chapter 9 Information, Decisions and Rulings
	Supplied by Customs: Standards 9.4 and 9.8; Chapter 10 Appeals in Customs
	Matters: Standards 10.1; 10.2; 10.3; 10.5; 10.6; 10.7; 10.8; 10.9; 10.10; 10.11
	and 10.12

TYPE OF REFERENCE	REFERENCE
	Kyoto Convention Specific Annex A: Chapter 2 Temporary Storage of
	Goods Paragraph 2 and 6; Specific Annex B Chapter 3 Relief from import
	duties and taxes – Paragraph 7 (b); Specific Annex D: Chapter 1 Customs
	Warehouses: Paragraph 4; Specific Annex E Customs Transit: Chapter 1
	Paragraph 5; Specific Annex K Origin: Chapter 2 Paragraphs 5, 6, 9, 10, 11
	Economic Partnership Agreement (EPA) between the European Union and
	the Southern African Development Community (SADC) EPA Group
	Free Trade Agreement between the European Free Trade Association
	(EFTA) and the Southern African Customs Union (SACU): Annex V, Articles
	14(1)(b), 19 and 22
	WTO Trade Facilitation Agreement: Section 1 Article 1 – Publication and
	Availability of Information, Section 1 Article 4 – Appeal or Review Procedures,
	Section 1 Article 6 Discipline on Fees and Charges Imposed on or in
	Connection with Importation and Exportation No. 3 – Penalty Discipline

6 DEFINITIONS AND ACRONYMS

СТР	Customs Trader Portal - Web Portal where a Trader / Client may login and submit RLA applications.
Green Symbols / Ticks	Information correctly captured
Red Arrows	Buttons, Icons or fields where the user needs to click
Red Symbols / Ticks	Information incorrectly captured or information missing.
RLA	Registration, Licensing and Accreditation - System that allows a client to submit application(s) for registration with Customs and electronically manages the processing of applications.
Submit	Use this button to submit a completed RLA application or other documents

7 DOCUMENT MANAGEMENT

Business Owner	Executive: Operational Centre of Excellence
Document Owner	Executive: Office Support, Customs and Excise
Author	Mthokozisi Khuzwayo
Detail of change from previous revision	Initial Release
Template number and revision	GC-TM-17 – Rev 0