Welcome to the SARS Tax Workshop

The purpose of this presentation is merely to provide information in an easily understandable format and is intended to make the provisions of the legislation more accessible. The information therefore has no binding legal effect and the relevant legislation must be consulted in the event of any doubt as to the meaning or application of any provision.
Points Of Discussion

- Comparison: TCC vs TCS
- Applying for a TCS
- 3rd Phase Full Solution
- Activate Tax Compliance Status Rights
- Auto Merge
- My Compliance Profile
- Remedy Non Compliance
Points Of Discussion

- Challenge Status
- Tax Compliance Status Request
- Supporting documentation submission
- Tax Compliance Status Verification
- Status Verification History
Overview

To transform the current Tax Clearance process from a predominately manual process, to a taxpayer driven, self help, electronic process.

Allowing taxpayers to view the status of their tax affairs using an electronic dash board

The dash board allows taxpayers to remedy their non-compliance status

SARS is moving towards a paperless environment
## Comparison between the old and new process

<table>
<thead>
<tr>
<th>Tax Clearance Certificate</th>
<th>Tax Compliance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Apply via post, e-filing, and at a SARS Branch Office.</td>
<td>• Apply via E-filing and at a SARS Branch Office</td>
</tr>
<tr>
<td>• Receives a print out on water marked paper</td>
<td>• Receives a Compliance Clearance Pin (CCP)</td>
</tr>
<tr>
<td>• Valid for 12 months</td>
<td>• Dependant on duration of contract (min 1 month max 12 months)</td>
</tr>
<tr>
<td>• 48 hour waiting period via e-filing, 21 working days via manual submission</td>
<td>• Real-time compliance indicators</td>
</tr>
</tbody>
</table>
Applying for Tax Clearance Compliance Status

The following channels are available:

- E-Filing
- SARS Branch Office
- SARS Call centre (Administrative tax status dashboard for information requests, Request re-issue of Tax clearance pin)
Phase 3 Full Tax Clearance Compliance Status Solution

From the 18th April 2016 the following functionality are available to all users:

• My Compliance Profile (MCP) whereby taxpayers can view and manage their compliance status for the tax types registered.
• The ability for taxpayers to submit a request to SARS to either fix their account or make a payment arrangement.
• Challenge the compliance status reflected on the MCP
• Request a Tax Compliance Status in respect of Tender, Good Standing, Foreign Investment allowance and Emigration purposes
• Receive and manage a PIN that can be shared with third parties to enable third parties to verify/ confirm the tax compliance status of the taxpayer to whom the PIN belongs
Phase 3 Full Tax Clearance Compliance Status Solution

From the 18th April 2016 the following functionality are available to all users:

- Print a TCC, should this be required
- Track all requests via the Tax Compliance Status dashboard
- The ability to verify/ confirm the tax compliance status of the taxpayer by utilising the access PIN or TCC details received.
- The ability to submit supporting documents to SARS, if required, to support the request for TCS.
Activate Tax Compliance Status Rights

- Go to www.sarsefiling.co.za. Click on “LOGIN” if you are a registered eFiler (Individual/Organisation). If you are not registered for eFiling, click on “REGISTER” and follow the quick steps to register for eFiling.
Activate Tax Compliance Status Rights

- eFiling administrators for tax practitioner and organisation profiles must ensure that the correct rights are allocated to users for tax compliance status access in order for the functionality to be available.
- Ensure that the correct taxpayer is selected from the “Taxpayer list”.
- Click “Organisation”, “Rights Group” and then “Manage Groups”.

![User and Organisation Options]

![Organisation Options]

- Organisation
- SARS Registered Details
- Admin Reports
- Rights Groups
- Manage Groups
- Organisation Setup
Activate Tax Compliance Status Rights

- The “Group Details” page will be displayed, click the “Open” hyperlink.

- Select the “Tax Compliance Status” option and click “Update” to activate the tax compliance status functionality.
Activate Tax Compliance Status Rights

- To set the applicable rights in order to gain access to the TCS/ TCC verification functionality, select the option “Tax Compliance Status Verification” to enable you to verify the tax compliance status of taxpayers by using the PIN or the TCC details.
Manage Users On eFiling

To manage a group, proceed as follows:

- Add Users on efiling
- Users should be in a “System Default” group
- Create a Group Name
- Pull Users from System Default group to New Group created
- Activate User rights e.g. Tax Compliance Status Verification
- Click update
Auto Merge Process

- SARS will be merging taxpayer’s tax types and/or Customs and/or Excise records.
- Taxpayers will be able to view and manage their taxes and registered particulars in one consolidated view.
- This will improve the accuracy and successful processing of Tax Clearance Certificates.
- Taxpayers will be notified by letter about the intended auto merge.
- If you do not agree with the merge, you have 21 days to request a written correction of the proposed merge.
- The Auto Merge will be performed where the identity information of the taxpayer is exactly the same across tax types.
Auto Merge Process

Login with your Login name and Password

Please provide your login details
This is your generated login name (i.e. johnd0076)

Login

Password

For a reminder of your username or to reset your password click here

Your Password is now Case Sensitive

Please note that for security reasons this system has been implemented with a timed session expiry. If you do not use the system for a prolonged period of time, you will receive a "Session Expired" notice and you will automatically be logged out. This time period has been set for 5 minutes. If you expect to be away from your desk, please ensure that you save your current work. You should, however, once you have logged in, not leave this system unattended.
Auto Merge Process

• Select the “Letters” option under Registered Details/SARS Correspondence
Auto Merge Process

- Click “View” to open the selected letter
- To object or request a correction, select “Waiting for Documents to be Uploaded”, under Documents.
- Scan your supporting documents and click “Submit to SARS”
- If no correction request is received after 21 days SARS will proceed with merge
Activate Tax Compliance Status Rights

**Tax Compliance Status Activation**

- Activation of the Tax Compliance status enables the eFiler to view the My Compliance Dashboard.
- The MCP displays all tax types that the taxpayer is registered for; irrespective if the tax types are active on eFiling.
- For tax practitioner and organisation profiles, ensure that the correct taxpayer is selected from the taxpayer list before proceeding with the Tax Status functionality.
Activate Tax Compliance Status Rights

Tax Compliance Status Activation

• The steps to activate the tax compliance status are the same for Individual, Organisation and Tax Practitioner eFiling profiles.

• Select “Tax Status” tab from the main menu items at the top of the eFiling page.

• Select “Activation” to activate the tax compliance status system.
Activate Tax Compliance Status Rights

Tax Compliance Status Activation

- The “Tax Compliance Status Service Activation” work page will be displayed and the tax reference number will be pre-populated on the screen.

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TAX COMPLIANCE STATUS SERVICE ACTIVATION

- **Taxpayer Name**
- **Trading As Name**
- **Registration No / ID No**

SERVICES

- **Tax Compliance Status**
  (Grant access to My Compliance Profile)
  Tax Reference Number

- **Disclaimer** – The Tax Compliance status system display tax information for all the registered tax types of the taxpayer. By activating the TCS services for this entity you declare that you are duly authorised to view tax information for all registered tax types of the taxpayer.

Activate
Activate Tax Compliance Status Rights

Tax Compliance Status Activation

• Select the “Tax Compliance Status” check box. Read and accept the “Disclaimer” check box and click the “Activate” button to proceed with the activation.

• In order to activate the Tax Compliance Status functionality, the chosen taxpayer must be registered and active for at least one of the following types of tax on their eFiling profile, Income Tax (IT), Pay As You Earn (PAYE) or Value Added Tax (VAT).
Activate Tax Compliance Status Rights

Tax Compliance Status Activation

• A message will be displayed to indicate that the initial activation of the service has been successful and all functionality will be listed under the tax compliance status menu.

• To finalise the activation process, the taxpayer will be prompted to first complete the registration verification.
Activate Tax Compliance Status Rights

Tax Compliance Status Service Activation

• Once the eFiler’s registration verification is successfully completed, a “Successfully Activated” status will be displayed.
My Compliance Profile

- The modernised tax compliance status system will afford eFilers the opportunity to view their administrative tax compliance status electronically, on the “My Compliance Profile” (MCP) for the tax reference numbers registered for.
- Select “My Compliance Profile” under the “Tax Compliance Status” menu.
My Compliance Profile

• If there is data available for the eFiler, a similar screen as indicated below will be displayed that indicate the different tax products as well as the status indicators.

• The following compliance requirements will be displayed on the MCP dashboard:
  
  • Registration status
  • Submission of Return
  • Debt
  • Relevant Supporting Documents
The status indicator and description reflect the summary status with respect to each compliance requirement.
My Compliance Profile

• Status indicators will be displayed using the following colours:
  ➢ Green - shows that the taxpayer is tax compliant
  ➢ Red – shows that the taxpayer is tax non-compliant

• By selecting the expand buttons on the left hand side of Registration, Returns Submission, Debt and Relevant Supporting Documents, more information regarding the compliance status will be displayed for the eFiler.
My Compliance Profile

By selecting the down arrow you will be able to view detail regarding the actual outstanding return or amount per period, where available.
Remedy Non Compliance

- In order to assist taxpayers with managing their compliance, the My Compliance Profile functionality will provide methods to assist with rectifying your compliance status with SARS, where applicable.

- For the initial phase, only limited options will be available and it is SARS intention to add additional remedies in the future as online functionalities becomes available.

- Taxpayers can utilise any of the existing channels and processes outside of the TCS functionality to rectify its non-compliance.
Remedy Non Compliance

• Click “My Compliance Profile” to access your MCP.
Remedy Non Compliance

- Hover over the non-compliant indicator and message will be displayed informing the taxpayer what to do next in order to address the specific non-compliance.

- A list of SARS recommendations will be available to remedy the non-compliance. Select the applicable recommendation and click the “Continue” button.
Challenge Status

• “Challenge Status”, enables taxpayers who are non-compliant to request SARS to rectify their status.
• This can be done when you do not agree with the status displayed on the MCP and cannot remedy the non-compliance yourself, and need SARS to assist with resolution and/or re-evaluation of your status.
• This will trigger a case to the applicable division to review the taxpayer’s status.
• The “Challenge Status” button will only be active if there is non-compliance against your compliance profile. If you click on the “Challenge Status” button, the following message will be displayed.

![Image of Message from webpage]

• If you select “Challenge Status” and you have a request that is in progress, you will receive the above message that indicates that you will not be able to submit a challenge status request until the existing request is finalised.
Challenge Status

• In the event that SARS is in agreement with your request, a limited time ‘override’ may be applied to your compliance profile.
• A message will be displayed on your profile indicating that an override has been applied and that the override will impact all existing TCS requests as well as future requests as long as the taxpayer remains compliant.
• Select “Submit” to continue.
Challenge Status

• If you click “OK” on the below screen, you can submit a request to SARS to re-evaluate your status.

![Message from webpage](image)

- Are you sure you want to submit this request to SARS?

• Successful submission message will be displayed after you have submitted the request to SARS.
The “Tax Compliance Status Request” dashboard contains the request functionality to request an overall Tax Compliance Status in respect of Tender, Good Standing, Foreign Investment Allowance and/or Emigration in order to obtain a PIN with which to share your status to a 3rd Party or print a paper-based TCC should this be required.

The following tax compliance status types may be applied for:

- Tender: This compliance status is issued to support an application for a tender or bid that has been advertised.
- Good Standing: This compliance status is issued when a taxpayer wants to confirm that his/her tax affairs are in order with SARS.
- Foreign Investment Allowance: This compliance status is issued when a taxpayer will be investing funds outside of South Africa. Foreign Investment Allowance applications are only available to individuals older than 18 years of age.
- Emigration: This compliance status is required when a taxpayer will be permanently leaving South Africa to reside in another country and can only be selected if the eFiler is registered for Income Tax and an individual.
Tax Compliance Status Request

- An eFiler must ensure that the type of TCS request is correct.
- An eFiler will be able to submit multiple requests for each type.
- You must submit supporting documents for TCS requests in respect of Foreign Investment Allowance and Emigration. Refer to section 11 below for the procedure on how to submit supporting documents.
- The user can either select the “Tax Compliance Status Request” tab on the “Tax Compliance Status” work page or from the “Tax Compliance Status” menu.
Tax Compliance Status Request

- The tax compliance status page will be displayed.
Tax Compliance Status Request

• Select the “Type” drop-down arrow and the list of TCS request types will be displayed. Individual will have the Tender, Good Standing, Foreign Investment Allowance and Emigration options to select; Organisations will only have Tender and Good Standing options to select.

• Select the TCS request type and when the “Request” button is selected, the Tax Compliance Status Request (TCR01) form will be displayed to complete. All mandatory fields will be highlighted in Red.
You have the option to select the “Save Form” button to save the form and not submit. The following message will be displayed if you have saved the form.

The status on the Tax Compliance screen will be indicated as “Saved” for the application.
Tax Compliance Status Request

- Complete all the required fields on the TCR01 form and select the “Submit” button to submit the request to SARS.

  Back  Save form  Submit form  Submit form Sends your form to SARS

- If you have not completed an email address on the TCR01 form, SARS will not be able to alert you if your compliance status has changed. The following message will be displayed.

  ![Message from webpage]

  You have not yet captured a taxpayer email address. SARS may not be able to “Alert” you when your overall compliance status changes, if you do not provide an email address on this form. Do you wish to continue?

  OK  Cancel
If you select “OK”, the TCR01 form will be submitted. If you click “Cancel”, you will be able to enter an email address before submitting the TCR01 form.

After the TCR01 form has been submitted, a result will be displayed that indicate the “Request Ref No” and that the application has been successfully submitted. Select the “Continue” button to proceed.

**DETAILS**
Request Ref No:

**RESULT**
Your request has been successfully submitted.
Please note that you may follow up on the progress of your request on the Tax Compliance Work Page.

Continue
The Tax Compliance Status page will be displayed as below:
**Tax Compliance Status Request**

- If you expand the “Tender” option, a summary will be displayed of the TCS requests submitted.

### SEARCH RESULTS

#### TAX COMPLIANCE STATUS

**New Compliance Request**

- **Type:** Tender
- **Request**

#### STATUS OF EXISTING REQUESTS

**TENDER**

<table>
<thead>
<tr>
<th>Request Reference No</th>
<th>Date Requested</th>
<th>Request Status</th>
<th>Request Expiry Date</th>
<th>Case Number</th>
<th>Compliance Indicator</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>0016523861TS1711151435459</td>
<td>2015/11/17</td>
<td>Approved</td>
<td>2016/11/17</td>
<td></td>
<td>Non Compliant</td>
<td></td>
</tr>
</tbody>
</table>

**GOOD STANDING**

[Images and interfaces related to the SARS website are shown for context and further information.]
Tax Compliance Status Request

- Select the expand button of the Request Reference number link, the PIN details will be displayed.
**Tax Compliance Status Request**

- Select the “Request Reference No” hyperlink and the Tax Compliance Status Work Page will be displayed.

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**TAX COMPLIANCE STATUS WORK PAGE**

<table>
<thead>
<tr>
<th>Taxpayer Name</th>
<th>eFiling Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expired</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax Reference No</th>
<th>SARS Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>0019474713TS171151110404</td>
<td>Number of letters: 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request Ref No</th>
<th>Request Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TENDER</td>
</tr>
</tbody>
</table>

**REQUEST TYPE** | **STATUS** | **COMPLIANCE DESCRIPTION** | **DATE REQUESTED** | **INDICATOR**
---|---|---|---|---
TENDER | Expired | The taxpayer is registered for tax and is currently compliant in respect of filing and payment responsibilities | 2015/11/17 | Compliant |

[Images and buttons for SMS PIN, Cancel PIN, New PIN, Print PIN, Print TCC, Back]
Tax Compliance Status Request

• Each tax clearance request will display the following information:
  ➢ Request Reference No
  ➢ Date Requested
  ➢ Request Status
    ○ Pending
    ○ Awaiting Relevant Material
    ○ Review in progress
    ○ Approved
    ○ Declined – Audit investigation required
    ○ Expired
  ➢ Request Expiry Date
  ➢ Case Number – this status is only applicable when the request has been selected for review.
  ➢ Compliance Indicator
  ➢ Pin Number
  ➢ Pin Issue Date
  ➢ Pin Expiry Date
  ➢ Pin Status ➔ ○ Active ○ Inactive ○ Cancelled
Tax Compliance Status Request

- The following Action buttons will be displayed for the eFiler:

<table>
<thead>
<tr>
<th>REQUEST TYPE</th>
<th>STATUS</th>
<th>COMPLIANCE DESCRIPTION</th>
<th>DATE REQUESTED</th>
<th>INDICATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>TENDER</td>
<td>Expired</td>
<td>The taxpayer is registered for tax and is currently compliant in respect of filing and payment responsibilities</td>
<td>2015/11/17</td>
<td>Compliant</td>
</tr>
</tbody>
</table>

- When you click “SMS Pin”, the following screen will appear

**PIN MANAGEMENT**

- Request Ref No: 0002115526TS06
- PIN Status: ACTIVE
- PIN Issued Date: 2015/11/06
- PIN Number: 693123A66Z
- PIN Expiry: 2016/11/06
- Cellphone Number: 

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South African Revenue Service
Tax Compliance Status Request

- SMS PIN
  - Select “OK” to send the pin or “Cancel” to cancel the request to send the PIN.
Tax Compliance Status Request

SMS PIN

- When the PIN request has been sent a message will be displayed to indicate that the request was submitted successfully. Click the “Close” button to close the PIN Management screen.
Tax Compliance Status Request

- **CANCEL PIN**
  - You are allowed to cancel the PIN at any time as long as the request status is “Approved”.
  - Click the “Cancel PIN” button and the Pin management screen will be displayed.

  ![PIN Management Screen]

  - Select the “Cancel PIN” button and “OK” on the below message to continue.

  ![Message Confirmation]

- **Are you sure you want to Cancel this PIN?**
Tax Compliance Status Request

- **PRINT PIN**
  - Click the “Print PIN” button to print the bin.
  - The following screen will be displayed while the letter with the PIN is generated.

```
REQUEST TYPE | STATUS  | COMPLIANCE DESCRIPTION                                      | DATE REQUESTED | INDICATOR
-------------|---------|-------------------------------------------------------------|----------------|----------
TENDER       | Expired | The taxpayer is registered for tax and is currently compliant in respect of filing and payment responsibilities | 2015/11/17     | Compliant
```

- The following screen will be displayed while the letter with the PIN is generated.

```
PRINT SUMMARY
Print Summary
The letter is still being processed. Please try again later
```
Tax Compliance Status Request

South African Revenue Service

Tax Clearance Certificate Number:
07001/2015/A000000227

Tax Clearance Certificate - Tender

Enquiries
0800 00 SARS (7277)

Approved Date
2015-11-11

Expiry Date
2016-01-11

It is confirmed that, on the basis of the information at the disposal of the South African Revenue Service (SARS), the above-mentioned taxpayer has complied with the requirements as set out in the Tax Administration Act.

This certificate is valid until the expiry date reflected above, subject to the taxpayer's continued tax compliance.

To verify the validity of this certificate, contact SARS through any of the following channels:

- via eFiling
- by calling the SARS Contact Centre
- at your nearest SARS branch

This certificate is issued in respect of the taxpayer's tax compliance status only, and does not address any other aspect of the taxpayer's affairs.

This certificate is issued free of charge by SARS
Submission of Supporting Documents

- In the instances where SARS require supporting documents to be submitted, a Supporting documents link would be available on the Tax Compliance Status Work Page in order to upload and submit documents.

- The “Upload Supporting Documents” screen will be displayed.
Submission of Supporting Documents

For more information on how to use this functionality, please click here.

TAXPAYER DETAILS
Taxpayer Name:
Tax Reference Number:
Return Type:
Tax Compliance Status

UPLOAD SUPPORTING DOCUMENTS
Please ensure that all documents are successfully uploaded before submitting this group.

Document Name: Browse... Upload

Very important:
* The following file types may be uploaded: .pdf, .doc, .docx, .xls, .xlsx, .jpg and .gif.
* The maximum allowable size of each file uploaded may not exceed 2Mb per document.
* The following files may not be uploaded as they will result in the entire group of documents being rejected:
  - X Documents with the same name.
  - X Password protected documents.
  - X Spread sheets with multiple sheets.
  - X Blank or empty documents.

UPLOADED DOCUMENTS
No documents have been uploaded.

DOCUMENT GROUP NAMING
Please provide a group name for all the documents that you have uploaded above.

Document group name
Payment arrangements

Submit to SARS Manually Submitted Back

South African Revenue Service
Submission of Supporting Documents

• Click on the “Browse” button and select the files to upload. After selecting the relevant file, click the “Open” button to continue.
Submission of Supporting Documents

- Select the “Upload” button to add the document(s) and it will be listed under the “Uploaded Documents” heading. If you wish to remove the document that you have uploaded, click the document and select the “Remove” button.
Submission of Supporting Documents

- When you have uploaded all the documents, select the “Submit to SARS” button to continue. If you have submitted the relevant material to your nearest SARS branch, click on “Manually Submitted” to indicate on eFiling that the documents have been submitted.

- Confirm that you want to submit all the documents by clicking in the “OK” button on the below message.
The status on the supporting documents section will be updated to “Submitted” on the relevant Work Page.

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
<th>STATUS</th>
<th>TYPE</th>
<th>DATE</th>
<th>SIZE (Kb)</th>
<th>NO. OF DOCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment arrangements documents</td>
<td>Submitted</td>
<td></td>
<td>2015/11/11</td>
<td>60</td>
<td>1</td>
</tr>
</tbody>
</table>
Tax Compliance Status Verification

- This functionality will be used by institutions who receive a PIN or a TCC from a taxpayer who has applied for tax compliance status in order to verify/check the taxpayer’s tax compliance status.
- Institutions must ensure that the correct rights are activated on eFiling in order to use the Tax Compliance Status Verification.
- Activation of the Tax Compliance Status Verification enables the third party to verify a taxpayer’s tax compliance status via the PIN as well as to confirm the validity of a TCC that was issued from the new TCS system.
- Ensure that the Tax Compliance Status Verification rights have been selected prior to continuing to activate this functionality.
- Click the “Activation” option under “Tax Compliance Status Verification”
Tax Compliance Status Verification

• The Tax Compliance Status Service Activation screen will be displayed. Select the “Tax Compliance Status Verification” box and click the “Activate” button to activate the verification function.

• When the verification has been successfully activated, the Tax compliance status service activation page will be displayed and the status will be indicated as “Successfully Activated”.

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SARS
South African Revenue Service
Tax Compliance Status Verification

TAX COMPLIANCE STATUS SERVICE ACTIVATION
Taxes have been successfully updated.

| Taxpayer Name |  
| Trading As Name |  
| Registration No / ID No |  

SERVICES

- Tax Compliance Status Verification
  (Grant access to verify a taxpayer’s tax compliance status and report the details of a tender awarded)

Tax Reference Number: 
Status: Successfully Activated

Check the menu options will all be active once the activation is completed.
Tax Compliance Status Verification

New Verification Request:
• Select “New Verification Request” from the “Tax Compliance Status Verifications” menu.

• The details of the entity performing the verification will be pre-populated on the Tax Compliance Status Verification screen.
• Only either the PIN or the TCC number may be used to verify the entity.
Tax Compliance Status Verification

New Verification Request:
• If you have received a PIN from a taxpayer, complete only the “tax reference number” and “Security PIN” of the taxpayer and verify the “Security Code”.
• Click the “Continue” button; or
• If you have received the TCC number, complete the “tax reference number”, the “TCC Number” and verify the “Security Code”.
• Click the “Continue” button. Note – the TCC verification will only work for a TCC issued from the new system.
New Verification Request:

• A confirmation screen will display the details of the taxpayer associated to the tax number you entered.
• Confirm that the details correspond to the taxpayer whose tax status you intended to verify. Read the confirmation message and if in agreement, click the “Continue” button to proceed.
Tax Compliance Status Verification

New Verification Request:
• If a PIN number was used, the result is indicating the current compliance status of the associated taxpayer.

- Registered Name: JOHAN
- Reg/CC/Trust No: 00E2333110
- Date/Time: 2015-11-11 15:28:55

• If TCC number was used, the result indicates if the TCC is currently still ACTIVE or not.

- TCC Number: 0700/1/2015/A000000227
- Date/Time: 2015-11-24 12:07:02

South African Revenue Service
New Verification Request:

- A result summary will be displayed that indicates who the taxpayer is, the applicable trading name and reference numbers associated to the PIN or TCC number.
- If the tender has been awarded to the specific taxpayer being verified, select the “Supply Tender Details” button.
- Complete the Tender Details and click the “Submit” button.
If you select the “Status Verification History” menu, the following screen will be displayed that will indicate the verification(s) that was conducted.

### TAX COMPLIANCE STATUS VERIFICATION

<table>
<thead>
<tr>
<th>Certificate Type:</th>
<th>Registered Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Number:</td>
<td>Pin:</td>
</tr>
<tr>
<td>Verification From Date:</td>
<td>Verification To Date:</td>
</tr>
</tbody>
</table>

**TAX COMPLIANCE STATUS VERIFICATION**

<table>
<thead>
<tr>
<th>PIN No</th>
<th>Reference No</th>
<th>Type</th>
<th>Status Indicator</th>
<th>Registered Name</th>
<th>Verification Date</th>
<th>Expiry Date</th>
<th>Open</th>
<th>Refresh</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Records available for your selection.
Contact Us

www.sars.gov.za

SARS Contact Centre 0800 00 SARS (7277)

Visit your nearest SARS branch (to locate a branch visit www.sars.gov.za)

Open: Monday, Tuesday, Thursday & Friday 08:00 to 16:00; Wednesday 09:00 to 16:00
Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza
Ngiyathatho koza
Registration, Amendments and Verification Form (RAV01)
Points of Discussion

- eFiling profile
- Service offerings per channel
- Maintaining the information through the RAV01
Need to be a registered eFiling user
Finalise eFiling registration and activation
### eFiling Mandatory Details

**Smart Accounting CC**

- **Organisation Name**: Smart Accounting Services cc
- **Trading As**: Smart Accounting Services cc
- **Registration Number**: 2003/00000/23
- **Financial Year End**: February

**Telephone Number**: 082 1234567

**Fax Number**: 0866 993367

**Physical Address**:
- SARS GATE
- Brooklyn
- Pretoria
- 008
- 2314

**Postal Address**:
- P.O. Box 123456
- SARS GATE

- **Bank**: Standard Bank
- **Branch Name**: Westgate
- **Branch Number**: 051001
- **Account Holder Name**: Accounting Services cc
ACTIVATE TAX PRACTITIONER

As a registered Tax Practitioner, you may use eFiling to submit returns on behalf of taxpayers.

In order to do this, you first need to validate and activate your practitioner status. You can do so by confirming your details below and then clicking on the ‘Confirm My Practitioner Status’ button.

**eFiling User Details**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Mr.</th>
<th>Initials:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>BRIAN THEMBA</td>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>ID Number:</td>
<td></td>
<td>Tax Practitioner Status:</td>
<td>Registered</td>
</tr>
<tr>
<td>Tax Practitioner Number:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

[Reconfirm Status]
Delegation of Authority

Actions on the page below are only available to the Site Administrator and to the Registered Tax Practitioner. It displays the Registered Tax Practitioner who was activated via eFiling and lists all the registered eFiling users. Only the registered practitioner may assign and remove practitioner rights to other users. To assign or remove rights, select the checkbox alongside the user and then click on the 'Save' button.

To activate as the Registered Tax Practitioner, please use the 'Practitioner Activation' menu on the left.

Please select PR number you would like to delegate authority to. BRIAN THEMBA

<table>
<thead>
<tr>
<th>First Name</th>
<th>Initials</th>
<th>Surname</th>
<th>ID Number</th>
<th>Login Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethel</td>
<td>EM</td>
<td>Dlamini</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lerato</td>
<td>L</td>
<td>Mokoena</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save | Check All | Uncheck All
Setting up Rights Groups
CREATE NEW GROUP

Group Name:
Completion

Authorisation Level:
Submissions ▼

Access To Payments:
✓

Tax Types:
✓ Provisional Tax (IRP6)
✓ VAT201
✓ Organisation Income Tax (ITR14/IT12E/ITR12T)
✓ Individual Income Tax (ITR12)
✓ Employee’s Tax (EMP201)
✓ IT56 - Secondary Tax On Companies (STC)
✓ EMP501 - Submission
✓ Customs Agent
Do you want to import taxpayers from an existing group?

- Yes
- No

Add Delete Group Back Check All Uncheck All
Add Taxpayers to Group: Completion

Taxpayer Name:  
- Starts with  
- Contains  

Show all Taxpayers:  

Tax Reference Number:  
Registration Number:  

Tax Type:  
- ALL  

Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
<th>In Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add all taxpayers to group  
Back  
Check All  
Uncheck All
This action will add all the TaxPayers to this group.
Are you sure you want to continue?
## Add Taxpayers to Group:

- **Taxpayer Name:**
  - Starts with
  - Contains

- **Show all Taxpayers:**

- **Tax Reference Number:**

- **Registration Number:**

- **Tax Type:**
  - ALL

### Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
<th>In Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unallocated Users</td>
<td>Switch to Grid View</td>
<td>Back to Group List</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>EM Dlamini</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Themba)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group: Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisation Level: Submissions</td>
</tr>
<tr>
<td>Payments: Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group successfully updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>L Mokoena</td>
</tr>
<tr>
<td>(LeratoP395)</td>
</tr>
<tr>
<td>BT Dlamini</td>
</tr>
<tr>
<td>(Themba)</td>
</tr>
</tbody>
</table>
The Single registration and RAV01 Process

• Enable Individuals, Tax Practitioners and registered legal entity Representatives to view and maintain legal entity registration (demographic and specific tax type) details on e-Filing.

• The SARS Registered Details functionality on eFiling allows you to:
  – Maintain SARS Registered Details – view and edit specific information for the taxpayer selected.
• Activate Registered Representative – activate the registered representative for the legal entity
• Registered Representative Users – view the registered representative details for the taxpayer
• Saved Details – indicate all forms issued and saved for the legal entity
• History – indicate all submitted forms for the legal entity.
## Service Offerings Per Channel

<table>
<thead>
<tr>
<th>If I am a:</th>
<th>Register as a taxpayer at a branch</th>
<th>Update my identity number and/or bank details at branch</th>
<th>Update my address, contact details, representative details via branch or eFiling</th>
<th>Enquire about details via branch or eFiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Tax Practitioner on behalf of a client</td>
<td>✔️</td>
<td>✗</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Representative on behalf of a Business/Company</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Representative on behalf of a Trader</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Representative on behalf of a Trust</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Representative on behalf of an Estate</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Tax Practitioner

• On the e-Filing Tax Practitioner profile, using the RAV01 form, the tax practitioner will be able to maintain the following:
  ▪ Selected Identity Information
  ▪ Bank Account details
  ▪ Address details
  ▪ Contact details
Tax Practitioner

• Indicate the non-representative relationship
• Add a new product subscription if delegated by the representative.
Registration, Amendments and Verification Form (RAV01)

- SARS eFiling

- USER
- ORGANISATIONS
- USER
- ORGANISATIONS

**Organisation**

**Bulk Registration**

**Admin Reports**

**Rights Groups**

**SARS Registered Details**

- Activate Registered Representative
- Maintain Registered Users
- Maintain SARS Registered Details
- Saved Details
- Maintain Registered Details History
- Merge Entities
- Entity Merge History
- Letters
- Register Withholding Tax on Interest
- Customs Registration

**Company**

**Description**

Individual - By Tax Consultant

**Instructions on how to use this section**

**How do I register a new organisation?**

- Click on Register New. Complete the required details.

**Who receives the notification that the returns have been issued?**

Within REGISTER NEW and CHANGE DETAILS there is an OPTIONAL DETAILS area. The CONTACT PERSON listed here is the individual who will receive the returns notification. The contact details are automatically completed with the details of the user who is logged in, however this may be changed by completing the new details and clicking on continue.

**How do I register an organisation for PAYE/SDL, VAT and IRP6?**

- Choose the company you wish to register tax returns for from the drop down box labelled 'Taxpayer List' which is situated on the right hand side of the menu buttons above.
- Click on ORGANISATION TAX TYPES and complete the relevant tax return type reference number. These will be verified with SARS and your returns will be issued within 48 hours.
Registration, Amendments and Verification Form (RAV01)

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 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.

☑ I agree

☐ I do not agree

Continue
Registration, Amendments and Verification Form (RAV01)
Registration, Amendments and Verification Form (RAV01)
Thank you for tuning in the session
Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza