CUSTOMS

EXTERNAL

GUIDE

SUBMISSION OF ADVANCE IMPORT PAYMENTS



TABLE OF CONTENTS

1	SCOPE	3
2	REFERENCES	3
2.1	Legislation	3
2.2	Cross References	3
2.3	Quality Records	3
3	DEFINITIONS AND ACRONYMS	3
4	BACKGROUND	3
5	GOVERNING LEGISLATION	4
6	ADVANCE PAYMENT NOTIFICATION	4
6.1	Submit New Advance Payment Notification	4
6.2	Amend or Cancel Advance Payment Notification	10
6.3	SARS Correspondence on eFiling	14
7	DOCUMENT MANAGEMENT	22

1 SCOPE

- a) The purpose of this guide is to assist importers to:
 - i) Submit new Advance Payment Notifications (APNs) to Customs;
 - ii) Amend or cancel previously submitted APNs;
 - iii) View SARS correspondence; and
 - iv) Upload supporting documents.
- b) This process is applicable to advance import payments of R50 000.00 and above.

2 REFERENCES

2.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules	Customs and Excise Act No. 91 of 1964: Sections 4(3)(ivC), 4(3A)(i), 10, 38,
administered by SARS:	39, 40, 41, 59A and 120(1)(mC)
	Customs and Excise Rules: Rules 38, 39, 40, 41; 59A.03(1), 59A.03, 120.10,
	120.11, and 120.13
	Tax Administration Laws Amendment Act No. 33 of 2019: Sections 12 and 18
	Value-Added Tax Act No. 89 of 1991: Sections 7(1)(b), 13
Other Legislation:	Promotion of Administrative Justice Act No. 3 of 2000: Sections 3 and 5
-	Currency and Exchange Tax Act No. 9 of 1933: Section 9
International	None
Instruments:	

2.2 Cross References

DOCUMENT #	DOCUMENT TITLE
SC-CF-19	Registration, Licensing and Designation – External Policy
SC-CF-55	Clearance Declaration – External Policy
SC-CF-55-A01	The Completion of Declarations – External Annex
SC-IT-03	RLA Customs Trader Portal – External Guide
SC-MT-02	International Mail – External Policy

2.3 Quality Records

NUMBER	TITLE
SAD 500	Customs Declaration Form
SAD 501	Customs Declaration Form (Continuation Sheet)
SAD 504	SAD: Voucher of Correction (direct)
eFiling data	Advance Payment Notification

3 DEFINITIONS AND ACRONYMS

APN	Advance Payment Notification
CCD	Customs Clearance Declaration
SARB	South African Reserve Bank

4 BACKGROUND

a) The South African Reserve Bank (SARB) authorises dealers in currency and foreign exchange. Authorised dealers may make advance foreign exchange payments to foreign suppliers thereby securing the supply of goods and enabling the subsequent importation thereof into South Africa. When applying for foreign exchange payments clients will be requested to submit documents for example a pro-forma invoice from the foreign supplier detailing the intended supply of goods to their client. b) The SARB has published under Section 9 of the Currency and Exchanges Act No. 9 of 1933 an exchange control regulation, making provision for Advance Import Payments. The aim of the regulation is to prevent illicit financial flows as well as duty and tax losses through Customs undervaluation.

5 GOVERNING LEGISLATION

- a) Customs may disclose to an authorised dealer any information relating to an application of an advance foreign exchange payment for verification purposes in terms of Section 4(3)(ivC).
- b) Section 4(3A)(i) prohibits any person including an authorised dealer to:
 - i) Disclose the information obtained in confidence from Customs; or
 - ii) Permit another person to have access thereto.
- c) Rule 120.13 have been published in accordance with Section 120(1)(mC) prescribing the requirements in terms of advance foreign exchange payments, namely:
 - i) Rule 120.13.01 definitions;
 - ii) Rule 120.13.02 the type of advance foreign exchange payments to which the Rules apply;
 - iii) Rule 120.13.03 the requirements and procedures for notifying SARS of the importer's intent to apply for advance foreign exchange payments;
 - iv) Rule 120.13.04 the issuing of an APN reference number to the importer by SARS;
 - v) Rule 120.13.05 the APN reference number to be reflected on the import Customs clearance declaration (CCD); and
 - vi) Rule 120.13.06 the communication through eFiling for purposes of advance payments.

6 ADVANCE PAYMENT NOTIFICATION

6.1 Submit New Advance Payment Notification

- a) In order to submit a new Advance Payment Notification the client (registered as an importer):
 - i) Logs into SARS eFiling as prescribed in SC-IT-03; and
 - ii) Selects:
 - A) The Organisation's Tax Practitioner's portfolio type and taxpayer details on whose behalf an APN must be submitted as explained in SC-IT-03; and
 - B) The Customs menu on the eFiling ribbon at the top of the page.
- b) SARS eFiling displays the Customs menu items on the left side of the screen from which the importer selects the:
 - i) Advance Payment Notification menu item; and

KARABO CARLISLE	SARS @read		Home User Organisations Returns Customs sales &	Levies Services Tax Status Contact Log O
Tax Reference Number 3723554162	Porticio	Taqayer	Crganisation	
Identification Number 9705110170086				
My Profile				(1)
Customs Registration	Tax Compliance Status	Refresh G	Refund Status:	Refresh O
Advance Payment Notification Special Links	←		Note: After a refund becomes due to you, please allow 48 hours before checking refund status.	
	Provisional Income Tax (IRP6)			
	Tax Period	Return Status	Date	
	Notification			

ii) Submit New Advance Payment Notification menu option.

			Home User Organisations Returns Customs talles & Levies	Services Tax Status Contact Log Out
Tax Reference Number	Portício	Taxpayer	* I Organisation	
3723554162				
Identification Number 9705110170086				
My Profile				A 10
Customs Registration	Tax Compliance Status	Refresh C	Refund Status:	Refresh Ø
eAccount Management				
Advance Payment Notification			Note: After a refund becomes due to you, please allow 48 hours before checking refund status.	
Submit New Advance Payment Notification	←			
Amend / Cancel Advance Payment Notification	Provisional Income Tax (IRP6)			
Advance Payment Notification History				
Special Links	Tax Period	Return Status	Date	
	Notification			

- c) If the importer is not registered with Customs:
 - i) SARS eFiling requests him/her to register with Customs as an importer before submitting an Advance Payment Notification to SARS.
 - ii) The importer:
 - A) Clicks on the OK button to go back to the Customs menu; and
 - B) Registers as an importer with Customs as prescribed in SC-CF-19.

	SARS @revice			& Levies Services Tax Status Contact Log Out
Tax Reference Number 3723554162 Mentification Number	Puttos KARABOMODISE *	KC MODISE *	: Organisation	
My Profile				
Customs Registration	Tax Compliance Status	Error		Refresh ()
eAccount Management			and the local strength of the life	_
Advance Payment Notification		According to our records you are not a Registered Importer with Castons. Customs to submit the Advance Payment Notification	Please regimer with and status.	
Submit New Advance Payment Notification		ОК		
Amend / Cancel Advance Payment Notification	Provisional Income Tax (IRP6)			
Advance Payment Notification History				
Special Links	Tax Period	Return Status	Date	
	Notification			
				ABK A QUESTION?

- d) If the importer is registered with Customs and the Customs client number is valid:
 - i) SARS eFiling:
 - A) Displays the Notice of Intention for Advance Import Payment Prior to Import Declaration being lodged page; and

B) May pre-populate information obtained from other SARS systems.

	€ ¥SAS ∲1.00 New Dar Operation Rows Come Selon Selon Selon Selon Come Up	04
	Pueda Departantian Departantian Departantian	
	Notice of Intention for Advance Import Payment prior to Import Declaration being lodged	
Castorn Registration		
ekcourt Management	Nuclime *	
Submit New Advance Figurest NetMozicon Amend J Cancel Advance Represent NetMozicon	Importer Address	
Notation Payment, Notation History Symole Dela	Barbani L	
	Sad"	
	Notae	
	lactor.	
	Consct Temptone *	
	Creat Standards	
	Sabolary / Aleman Paper Userate Type Userate Type	
	Autorised Dealer *	
	Forego Currang Annult * Forego Currang * Editedid 2/49 Annult *	
	County of Equat * Other	
	Segler Kine *	
	Descriptor - Reson *	
	Notice LAT Profession *	
	Same d7speel Repring .	
	Evidentiary Document(s): At wat toe Extension Socient is sequent	

- ii) The importer verifies the pre-populated information (if any) where incorrect the importer amends the information.
- e) The importer captures the outstanding information on the APN as listed below:

Field Name	Mandatory, Optional or Conditional	Editable or	Field Length
		Non-editable	
APN reference number	SARS allocated number	Non-editable	35 Characters
Importer Customs Code	Μ	Non-editable	8 Characters
Importer Name	Μ	Editable	70 Characters
Importer's Address:			
Street Number	Μ	Editable	10 Characters
Street Name	Μ	Editable	70 Characters
Suburb	Μ	Editable	70 Characters
City	Μ	Editable	70 Characters
Postal Code	Μ	Editable	70 Characters
Contact Name	Μ	Editable	70 Characters

Effective 26 January 2022

Field Name	Mandatory, Optional or Conditional	Editable or	Field Length
		Non-editable	50.01
Contact Telephone	M	Editable	50 Characters
Contact Email	M	Editable	50 Characters
Subsidiary or Alternate Payer, if applicable	M (Checkbox)	Editable	1 Character
Identifier Type	C – If previous checkbox is selected (Dropdown)	Editable	3 Characters
Identifier	C – If SA ID Number is selected (174)	Editable	13 Characters
Identifier	C – If Tax Party ID is selected (167)	Editable	35 Characters
Identifier	C – If Passport Number is selected (53)	Editable	35 Characters
Identifier	C – If Business account number is selected (58)	Editable	35 Characters
Authorised Dealer	M (Dropdown)	Editable	3 Characters
Foreign Currency Amount	M	Editable	17.2
, , , , , , , , , , , , , , , , , , ,			Characters
Foreign Currency Code	M (Dropdown)	Editable	3 Characters
Estimated ZAR Amount	M	Editable	17.2
			Characters
Country of Export	M (Dropdown)	Editable	120
			Characters
Supplier Name	Μ	Editable	70 Characters
Description Reason	Μ	Editable	70 Characters
Related APN Reference	C (Dropdown)	Editable	35 Characters
Number of Consignments, if unknown use 1	M	Editable	5 Characters
Balance of Payment Reporting	O (Dropdown)	Editable	120 Characters
Evidentiary Documents at	Μ	Editable	Add/Remove
least one (1) document is			Button
Evidentian/	NA	Editable	50 Characters
Type Type Date (CCCC	M Drondown ontions for type:		50 Characters
MM DD) and Reference	Burchase Order		
number of document]	Contract		
	Dro forma Invoica		
	326 - Partial Invoice		
	380 Commercial Invoice		
	777 Other		
Other Detail	C If "Other" option is selected from the	Editable	35 Characters
Other Detail	Evidentiary Document Type dropdown for		55 Characters
	example email correspondence with		
	sunnlier		
Date (CCYY-MM-DD)	M	Editable	10 Characters
Reference	M	Editable	50 Characters

f) The importer submits the completed APN to SARS.

Customs Registration	The second s
eAccount Management	Interspectal Designed
Advance Payment Notification	Related A/P Reference
Submit New Advance Payment Notification	National Constraints 1
Amend / Cancel Advance Payment Notification	
Advance Payment Notification History	
Special Links	Infance of Phymeric Reporting *
	Evidentiary Document(s): At least one Historitary Document is expand Add Add Add Add Add Add Add Add Add A

- g) SARS eFiling validates the captured information and if the importer has:
 - i) Not completed all the fields on the APN correctly:
 - A) SARS eFiling:
 - I) Requests the importer to complete all the required fields; and
 - II) Highlights the missing or invalid information.
 - B) The importer clicks on the OK button.

KARABO CARLISLE MODISE 0	aediasógas@gmail.com					
Tax Reference Number 3723554162	Subsidiary / Alternate Payer:					
Identification Number 9705110170086	Identifier Type	- Identifier				
My Profile	Authoritised Dealer * ABSA BANK LTD					
Customs Registration	Foreign Currency Answet * 100000.00	Foreign Currency * AF/GHANI (AFA)	Estimated ZMR Annual * 1000000000			
eAccount Management						
Advance Payment Notification	Country of Export *	Error				
Submit New Advance Payment Notification	Suppler Name *					
Amend / Cancel Advance Payment Notification	ABC Shoes	Please complete all the required fields.				
Advance Payment Notification History	Description / Reason *	<u>«</u>				
Special Links	Supplier required deposit for material					
	Related AIP Reference Number of Components * 1					
	Advance of France Tensory 111 19 Tensor's advance payment (ancideng capital grants, gold, plathaum, coude all, reflexed pervisions position), diamonds, seek, coal, iran ere and goods imported via the South Allcan Peet Office)					
	Evidentiary Document(s):					

C) SARS eFiling returns to the Notice of Intention for Advance Import Payment; and

	Authoritant Dealer*			*
MODISE 0	Foreign Dumency Amount *	Femine Currence *		Estimated ZAR Amount *
Tax Reference Number 3723554162			•	
Identification Number 9705110170086	Country of Export "		Other	
My Profile	Country of Expert is Required Suppler Name *			
Customs Registration	Description / Reason *			
eAccount Management				
Advance Payment Notification	Related AIP Reference			
Submit New Advance Payment Notification	Number of Considerments 1			
Amend / Cancel Advance Payment Notification	narren in Unegannen			
Advance Payment Notification History				
Special Links	Balance of Payment Reporting			•
	Evidentiary Document(s):			
	Type " Date "	ti	Reference "	Bamous
				Add
				Submit

- D) The importer:
 - I) Captures the required information on the APN; and
 - II) Submits the APN to SARS.

Description / Reason *	
Related AIP Reference	-
Network of Consignments *	
Balance of Payment Reporting	•
Evidentiary Document(s): At least one heterotary Document's enganed	Ådd Submit
	Decemption / Recentor Betters / Revenue United Company * I Interest of Project Reporting Evidentiary Document (s): At seating - Nearting (ocument (s): At seating - Nearting (ocument (s):

ii) Completed all the fields on the APN correctly a unique APN reference number is assigned by SARS.

KARABO CARLISLE	YS425 @15.40 Home User Organizations Dates Links Services Tax Zoola Contact Lag O
Tax Reference Number 3723554162	Puttue Teoree I Organization
Identification Number 9705110170086	Advance Payment Notification
My Profile	Thank you for submittig the Advance Payment Notification.
Customs Registration	Please take note of the APN reference number: APNO04225009749-4800193E5E-0019
eAccount Management	Continue
Advance Payment Notification	
Submit New Advance Payment Notification	
Amend / Cancel Advance Payment Notification	
Advance Payment Notification History	
Special Links	

h) The importer clicks on the Continue button.

KARABO CARLISLE	E TSARS BILLING Home User Organizations Returns Castorn Dates Lineis Services Tex Dates Log Date
Tax Reference Number 3723554162	Poliai Tacoper
Identification Number 9705110170006	Advance Payment Notification
My Profile	Thank you for submittig the Advance Payment Notification.
Customs Registration	Please take note of the APN reference number: APNO04225009749-480019385E-0019
eAccount Management	
Advance Payment Notification	
Submit New Advance Payment Notification	
Amend / Cancel Advance Payment Notification	
Advance Payment Notification History	
Special Links	

i) SARS eFiling moves the APN record to the Advance Payment Notification History page where the importer can view the previous submitted APNs.



6.2 Amend or Cancel Advance Payment Notification

- a) In order to view a previously submitted APN the importer accesses the eFiling system as prescribed in SC-IT-03 and views the APN data in the Advance Payment Notification History option. The importer selects the:
 - i) Customs menu on the eFiling ribbon at the top of the page;
 - ii) Advance Payment Notification menu item; and
 - iii) Advance Payment Notification History menu option.



b) The importer selects the View link next to the relevant APN reference number.

KARABO CARLISLE MODISE 0	■ ▼SARS @FLNG			Home User Organisations Rotums Cust	oms Duties & Levies Services Tax Status Contect Log Out
Tax Reference Number 3723554162	Portfolio	•	Taxpayer	* Crganisation	
Identification Number 9705110170086	Submitted Advance Paym	ent Notification Declaration			
My Profile	Date	Authorized Dealer	APN Reference Number	Currency Name	Amount View
Customs Registration	2021-10-13	ABSA BANK LTD	25009749		View
eAccount Management					items per page: 10 👻 1-1 of 1 🗶 🗲
Advance Payment Notification					
Notification Amend / Cancel Advance					
Payment Notification Advance Payment Notification History					
Special Links					

c) SARS eFiling displays the selected APN information. If the information is incorrect the APN information must be amended. The importer clicks Back to return to the Advance Payment Notification History page.

	😝 7545 \$1.00 Now Day Openadors Norms Canton Database Barlas Denied Baltase Denied Baltase Denied Baltase Denied Baltase Denied Baltase Denied Baltase
	Main how * Oppilator 👰
14 mile	Notice of Intention for Advance Import Payment prior to Import Declaration being Indiged
(the build of	Rue
skcourt Herapmort	un la
AbarceRepretRidTicator	
Sont ner Advice regitet Nelfusion Anord / Canal Advice	Section 2010
Aberg Agnet National	
Special Links	Importer Address
	heter
	Satis
	an a
	hadae
KARAND CANERER	Sectors 1
Tax Reference Hamber storygens)	Laborational Control of Control o
Martification Reador INTERNET	
Cators Institution	Statis; Hereshue
ekosart klangement	Antra ya Antra Ant
Advance Reprint Nutlination Edited New Advance Reprint NetRoadian	haybay had haybay had
Advance Report Natification History	Contro d'Apot - Otre
Special Links	Age Nos
	Execution Control Cont
	Kotte (Inspect
	1
	Kaen c/hynet hynel y
	Folderlary Document(s)

- d) In order to amend or cancel an APN the importer verifies whether the advance import payment has been paid to the foreign supplier by the authorised dealer.
 - i) If payment has been made the APN may not be amended or cancelled.
 - ii) If payment has not yet been made the importer selects the Amend/Cancel Advance Payment menu option.



A) A list of all the previously submitted APNs are displayed.

KARABO CARLINE	SARS @read				Hone Uker Oga	arisators Returns Custores	Outes & Lovies Services	Tax Status Contact	Log Dut
	Pottolo		KC AVOISE	* Organisation	0				
3723554162			/		,				-
9725110170086	Submitted Advance Payment	t Notification Declaration							
My Peolle	Dete	Authorized Dealer	APN Reference Number		Currency Name	know	e i	Vev	
Customs Registration	2021-10-13		APN200125009746-4500197817-0085		₩A	199000	0.00	View	_
ekcourt Management	2025-10-13		APN068825099745-480019863C-0023		MA	130000	0.00	Ymr	
Advance Payment Notification	2021-10-13		APN008125009746-48001989F6-0045		AEA.	199000	0.00	Yenr	_
Submit New Advance Payment Notification							tern per page. 10	• 1-3af3 《	•
Amend / Cancel Advance Reyment Natilication									_
Advance Reynerk Notification History									
Special Links									

B) The importer selects the View link next to the relevant APN.

	■ **S425 ●****			Harme Dier Organisations Returns Customs Duties Etimies Services Tax Status Context Lig Dut			
- HILLING	Futble		Tepper	* E Organisation			
Tax Reference Number 3723554162				49°			
9705110170086	Submitted Advance Payment	t Notification Declaration					
My Profile	Date	Authorized Dealer	APN Reference Number		Gurrency Name	konst	Vev
Customs Registration	2021-06-03		APN/000825009748-4800197817-0065		MA.	1300000.00	Ver
ofccount Management	2021-10-13		APW089325009745-480919663C-0023		AFA	1300000.00	View
Advance Payment Notification	2025-10-13		APN/089325009746-48001988/F6-0045		ARA	1300000.00	Verr
Submit New Advance Reyment Notification						terra per pape	10 - 1-1013 🕻 🖒
Amend / Cancel Advance Payment Natification							
Advance Reyment Natification History							
Special Units							

- Image: Second Second
- C) The selected APN information is displayed.

- e) The importer may:
 - i) Click on the Submit Cancelation Request button; or

KARABO CARUSLE MODESE 0		
Tax Reference Number 3723554162	C faadday / Newsie Roper	
Identification Number 9705110170086	klotie Type - Klotike	
My Profile	Jatherine Dater 1	
Customs Registration	Free fame : fee fame :	
eAccount Management		
Advance Payment Notification	Cwitry of Doot 1 - Other	
Submit New Advance Payment Notification	Tegin tan 1	
Parters / Carlos Advance Payment Notification		
History	Seque face *	
specialums		
	Relate III Reference	
	Notice of Compareds 1	
	Relations of Physical Reputing	
	Evidentiary Document()	
	type" (Ree" Keess"	Bernove
		244
	Salard Canolities Report Salard	Inendment

- ii) Amend the APN by:
 - A) Capturing the amended information, refer to paragraph 6.1(e) above for a list of editable APN fields; and
 - B) Clicking on the Submit Amendment button

KARABO CARLISLE MODISE •	
Tax Reference Number 3723554162	Skoldery/MeenteReper
Identification Number 9705110170006	Kontin Tga · Kontin
My Profile	Advise Data*
Customs Registration	forge Connections
shcourt Maragement	<u>1</u>
Advance Reyment Notification	Cwhy #Dox1 _ Oter
Submit New Advance Payment Notification	landar.
Amend / Cancel Advance Payment Notification	
Advance Payment Notification History	Registrines*
Special Units	
	Robel AF Reference -
	Kerter d'Emperate"
	Lance of Psympt Repring .
	Evidentiary Document():
	1941 - 1947 - 1947 - 1949 - 19
	Sdird Cookdan Report Built

f) In order to complete the submission of the amendment or cancelation request the importer must follow the process in paragraphs 6.1g) to 6.1i) above.

6.3 SARS Correspondence on eFiling

- a) The importer can view the SARS correspondence or upload supporting documents on SARS eFiling by:
 - i) Accessing SARS eFiling as prescribed in SC-IT-03; and
 - ii) Selecting the Returns menu on the eFiling ribbon at the top of the page.

	E YSARS OFLING	Home User Organization Returns Customs Daties & Levies Services Tax Status Contact Log Out
Tax Reference Number 37235462 Identification Number 5705110170006 My Piolite	Public adaptiv	* 1 Organization
Custons Registration eAccount Management Advance Payment Notification Special Links	Tax Compliance Status	Refund Status: Common due to you, plasse allow 48 hours before checking within Status.
	Provisional Income Tax (IRP6)	
	Tax Period Return Status	Date
	Netification	
		D ABLA QUESTION?

- b) SARS eFiling displays the SARS Correspondence menu item on the left hand side.
 - i) The importer selects the:
 - A) SARS Correspondence menu item; and

B) Search Correspondence menu option.



ii) SARS eFiling displays the Search Correspondence page with a list of all the SARS correspondence issued to the importer.

	SARS @FUNG	Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log								
	Porfeio	Tornaer			• Organisation	@				
Tax Reference Number 1999390147		/								
Identification Number 5803180034089	Search Correspondence				🖲 ALL 🔵 READ	O UNREAD				
My Profile	Tex Types All			*	Letter Type All					
SARS Correspondence	Tax Year All				Natice Types All					
Search Correspondence	Received Date From				Message Type					
Request PAYE Notices				Ð	Al					
Request Admin Penalty SOA	Received Date To				Rafaranca Number					
Request Historic IT Notices										
Request VAT Notices							Clear	Sea	rah	
Returns issued										
Returns History	Name	Tax Reference Number	Тах Туре	Year\Period	Date	Description		View Docume	st	
Returns Search		20909152	Customs Agent	0	2021/10/18 09:18:05 AM	Mismatch Supporting	g document	View Uploa		
Levies and Duties		20909152	Customs Agent	0	2021/10/18 09:18:04 AM	Mismatch Supporting	g document	View		
Third Party Data		20909152	Customs Agent	0	2021/10/15 10:02:01 AM	Mismatch Supporting	g document	View		
Non-Core Taxes		20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Supporting	g document	View Uploa		
Payments		20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Supporting	g document	View	ASK & CUESTION?	

- c) The importer locates the relevant SARS correspondence by:
 - i) Searching through the list of all the correspondence received from SARS; or
 - ii) Typing in specific search criteria:

B .	E TSARS OFING				Home User (Organisations Returns	Customs Duties & Le	vies Services	Tax Status	Contact Log
	Partolo	Tapayer			 Organisation 	@				
Tax Reference Number 1999390147										
Identification Number 5803180004089	Search Correspondence				● ALL ◯ READ (UNREAD				
My Profile	Tax Types All			•	Letter Type All					
ARS Correspondence	Tar Har All				Notice Types All					
Search Correspondence	Derived Firth Even				Marrison Tuna					
Request RAYE Notices	2021/04/21			6	Al					-
Request Admin Penalty SOA	Received Date To									
Request Historic IT Notices	2021/10/18			Ē	Reference Number					_
Request VAT Notices							Clear		Search	
etums Issued					<u> </u>					
eturns History	Name	Tax Reference Number	Tax Type	Year\Period	Date	Description		View	Document	
turns Search	NABYGENOEG BELEGGINGS BK	20909152	Customs Agent	0	2021/10/18 09:18:05 AM	Mismatch Support	ng document	View	Upload	
wies and Duties	NABYGENOEG BELEGGINGS BK	20909152	Customs Agent	0	2021/10/18 09:18:04 AM	Mismatch Support	ng document	View	Upload	
hird Party Data	NABYGENOEG BELEGGINGS BK	20909152	Customs Agent	0	2021/10/15 10:02:01 AM	Mismatch Support	ng document	View	Upload	
on-Core Taxes	NABYGENOEG BELEGGINGS BK	20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Support	ng document.	View	Upload	
oyments	NABYGENOEG BELEGGINGS BK	20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Support	ng document	Vew	Upload	ASK A QUESTION

A) The importer clicks on the Search button.

	E YSARS OFFING	Home Use Organizations Relums Costoms Duties & Levines Tax Status Contact Log
	Puttio	" # Organisation
x Reference Number 99390147		
ntification Number 13180004069	Search Correspondence	ALL READ UNREAD
My Profile	Tan Tiges Al	- Al -
S Correspondence	Tax Time Al	Nome Types
arch Correspondence	Textual Day Service	Name Tax
quest RAYE Notices	2021/04/21	AI *
quest Admin Penalty SOA	Received Date To	
quest Historic IT Notices	2021/10/18	Reference Number
quest VAT Notices		Clear Search
ms issued		
ns History		
ns Search		
s and Duties		
Party Data		
Core Taxes		
ents		

- B) If the correspondence cannot be found in the list, the importer can start a new search by:
 I) Clicking on the Clear button; and
 - II) Inserting new information.

	SARS @RAG	Home User Organizations Returns Customs Duties & Levies Services Tax Status Contact Log O
	Purtulo Tarper	T I Organisation
Tax Reference Number 1999390147		
Identification Number 5803180004089	Search Correspondence	● ALL ○ READ ○ UNREAD
My Profile	tatya Al	Low-Taja Al ·
SARS Correspondence	Tor New All v	Notes Types All
Search Correspondence	Received One From	Mensage Type
Request PAYE Notices	2021/04/21	AI
Request Admin Penalty SOA	Rooted Day To	Reference Number
Request Historic IT Notices	81011525	
Request WAT Notices		Citiar Search
Returns Issued		
Returns History		
Levies and Duties		
Third Party Data		
Non-Core Taxes		
Payments		

C) When the relevant correspondence is found the importer clicks the View button next to the SARS correspondence.

	SARS @rung					Arganisations Returns Customs E	uties & Levies Service:	s Tax Status	Contact
	Portoio	Taxpayer			* E Organisation	(
e Number									
on Number 1009	Search Correspondence				● ALL ○ READ () UNREAD			
	Tex Types All			-	Letter Type All				
ondence	Tax Year All			-	Nation Types All				
vespondence VE Notices	Received Cate From 202104/21			n	Memage Type All				
dmin Penalty SCA	Received Date To								
istoric IT Notices	2021/10/18				Reference Number				
NT Notices							Sear	Search	
ed									
У	Name	Tax Reference Number	Tax Type	Year\Period	Date	Description	View	Document	
h		20505152	Customs Agent	0	2021/10/18 09:18:05 AM	Mismatch Supporting document	View	Upload	
aties		20909152	Customs Agent	0	2021/10/18 09:18:04 AM	Mismatch Supporting document	View	Upload	
ata		20909152	Customs Agent	0	2021/10/15 10:02:01 AM	Mismatch Supporting document	Wew	Upload	
195		20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Supporting document	View	Upload	
		20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Supporting document	Vew	Upload	

D) SARS eFiling displays the correspondence in a new tab.

- d) Where the importer has identified the supporting documents required by SARS in the APN letter he/she prepares a folder with all the required supporting documents by:
 - i) Formatting each individual document to PDF; and
 - ii) Specifying each document with an identifiable name.

Advance Import Payment	_	
File Home Share View		~ 🕐
A Cut Sector Sec		4
Pin to Quick Copy Paste Paste shortcut too too too too too too too too too t		
access to to to house access _		
← → × ↑ • « Deskt > Advance Impor × () > Search Advance Import Payment		
2021-2022 PDF File (3)		
Advance Import Payment		
Advance Import Payment (AIP)		
Draft Documents Proof of residential address		_
OneDrive - SARS		
v s This PC		
3D Objects		
Desktop		
> 🔝 Documents		
> 🐥 Downloads		
> 🎝 Music		
> 📰 Pictures		
> 🧱 Videos 🗸		
3 items		
Snipping Cisco Webey Adobe Adobe Zoom Recycle Bin Cisco Labber Outlook Interna	et Goog	e Work In

e) The importer clicks on the Upload button next to the supporting document that he/she wants to upload:

	₿	▼SARS ●FLAG		Home User	Organisations Returns	Customs Duties &	Levies Services	Tax Status	Contact Log O		
	Pathio		Taqayer			* I Organisation	۲				
Tax Reference Number 1999090147											
Identification Number 5803180004089		Search Correspondence				● ALL ○ READ	UNREAD				
My Prolie		Tax Types Al			•	Latter Tipe All					-
SARS Correspondence		Tax Year All				Notice Types All					
Search Correspondence		Received Date From				Mensoe Tupe					
Request PAYE Notices		2021/04/21			Ð	All					-
Request Admin Penalty SOA		Received Date Te				Defenance Number					
Request Historic IT Notices		2021/10/18									_
Request VRT Notices								Clear		Search	
Returns issued											
Returns History		Name	Tax Reference Number	Tax Type	Year\Period	Date	Description		Vie	Document	
Returns Search	-		20909152	Customs Agent	0	2021/10/18 09:18:05 AM	Mismatch Support	ing document	Vew	Upload	
Levies and Duties			20909152	Customs Agent	0	2021/10/18 09:18:04 AM	Mismatch Support	ing document	Vew	Upload	
Third Party Data			20909152	Customs Agent	0	2021/10/15 10:02:01 AM	Mismatch Support	ing document	Vew	Upload	
Non-Core Taxes			20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Support	ing document	View	Upload	
Payments			20909152	Customs Agent	0	2021/10/15 10:02:00 AM	Mismatch Support	ing document	View	Upload	ASK A QUESTION?

i) SARS eFiling displays:

- A) The Upload Documents page; and
- B) A list of all the documents that must be uploaded.

B	SARS @FLNG			ser Organisations Returns	Customs Duties & Levie	s Services Tax Status	Contact
	Portisio	Taxpayer 	• Organisati	on 🛞			
Tax Reference Number 1999390147		/					
Identification Number 5003 180004089		Upload Documents					
My Profile	Important: Please note that the following t	ile types may be uploaded, undefined.doc , .docxgif , .liff, .jpeg	IpgpdfPngxlsxlsx Maximum allowable file siz	may not exceed SMB.			
	After documents have been uploaded, plea	se dick on the Submit button.					
SARS Correspondence							
Search Correspondence	Bank statement or letter from	n the bank					
Request RIVE Notices	Upload Status	Document Name	1	Upload			
Request Admin Penalty SOA	Identification/ Passport doci	umentation					
Request Historic IT Notices	Upload Status	Document Name		Upload			
Request VAT Notices						-	
leturns Issued	Proof of residential address						
leturns History	Upload Status	Document Name	[Upload		_	
eturns Search							
evies and Duties							
hird Party Data							
ion-Core Taxes					Back	Submit	
layments							
						1	ASK A QUESTI

ii) The importer clicks on the Upload button next to the document that must be uploaded.

	E TSARS @ "U-G Note: Loves Tax States Contact Large Contac
	Puttes Tecew : Organization
Tax Reference Number 1999390147	
Identification Number 5803180004089	Liniad Documents
My Profile	Opidad Bocalineira
	important: Please note that the following file types may be uploaded, undefined.doc., dor., aff., jog., Jog., pdf., Jrg., als, .xinx Maximum allowable file size may not exceed SME.
	After documents have been uploaded, please click on the Submit button.
SARS Correspondence	
Search Correspondence	Bank statement or letter from the bank
Request PAYE Notices	Upload Status Document Name Upload
Request Admin Penalty SOA	Identification/ Passport documentation
Request Historic IT Notices	Upload Status Document Name Upload
Request VAT Notices	Proof of residential address
Returns History	Upload Satus Document Name Upload
Returns Search	
Levies and Duties	
Non-Core Taxes	Back Submit
Payments	

f) SARS eFiling displays a folder which allows the importer to browse for the documents. The documents must not exceed the limit of 5MB each. The importer.

		ARS OFLING				ganisations Returns	Customs Duties & Levier	Services	Tax Status	Contact	Log Ci	
	Particlio		Taxtaur		₹ E Org	anisation	B					
Tax Reference Number 1999390147												_
Identification Number		C Open				×						
My Profile		$\leftarrow \rightarrow \neg \uparrow \blacksquare$ > Thi	s PC > Documents	v 0 ≯	Search Docume	ents						
	Important: Pleas	Organize • New folder			10 ·	. 0	sceed SMB.					
	After documents	Y This PC) ame	Date modified	Type	Size ^						
ARS Correspondence		> 3D Objects	Computer Service	2021/03/18 8:49 AM	File folder							
Search Correspondence	Bank sta	> Desktop	Custom Office Templates	2021/03/23 5:53 PM	File folder							
Request RAYE Notices	Upload St	Documents	Documents Fax	2021/05/14 1:48 PM 2021/03/18 8:49 AM	File folder File folder							
Request Admin Penalty SOA	Converted	> > Music	My Data Sources My Shapes	2021/03/18 8:49 AM 2021/03/18 8:49 AM	File folder File folder		8		-			
Request Historic IT Notices		> E Pictures > M Videos	ConeNote Notebooks	2021/03/18 850 AM	File folder		-		-			
Request VAT Notices	Identific	> ຢ Windows (C)	Presentations	2021/03/18 8:54 AM	File folder							
leturns issued	Upload S	> 🤳 DATA (D:)	Record Centre	2021/10/01 10:47 AM	File folder							
sturns History	Converted	> STOTE/78 (\\PTA	Remote Assistance Logs	2021/03/16 309 AM	File folder	>						
eturns Search		File nam	e	~ A	I files	~	-		-			
evies and Duties	Proof of				Open	Cancel						
hird Party Data	Upload St	atus	Document Name			Cyloso			-			
ion-Core Taxes												
ayments												

i) Searches for the folder in which the supporting documents were saved. If the importer:

B	Bone Dar Oganisations Returns Castonis Dates Linves Services	Tax Status Contact Log Ou
	Purties Tassar : Organization	
Tax Reference Number 1999390147	C Com	
Identification Number 5803180004089	← → v ↑ I > This PC > Desktop > Advance Import Rayment v D P Search Advance Import Ray_	
My Profile	Organize * New folder ## • 🗰 📦	
SARS Correspondence	After documents have been sploaded, please After documents After documents After documents After document After document	
Search Correspondence	Bank statement or letter from t 2021-2022 Proof of residential address	
Request RAYE Notices	Upload Status Advance Import	
Request Admin Penalty SOA	Identification/ Passport docum	
Request Historic IT Notices	Upload Status This PC	
Request VAT Notices	Proof of residential address Desitop	
Returns History	Upload Status File name:	
Returns Search	Open Cancel	
Levies and Duties		
Third Party Data		
Non-Core Taxes	Bed	Submit
Payments		

A) Cannot find the supporting document he/she clicks on the Cancel button.

B .	E TSARS @Find			Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portaio	-	Taxaver	• E Orga	inisation								
Tax Reference Number 1999390147	(C Open					×	1					
Identification Number 5803180004089		$\leftarrow \rightarrow \neg \uparrow$ his	PC > Desktop > Advance Import Payment	t v Ö	,P 56	arch Advance	Import Pay						
My Prufie	Important: Please note that the following file t	Organize • New folder	PDF File (3)				• •						
SARS Correspondence	After documents have been uploaded, please	Original Draft * Volandie's Wc *	APN Bank Statement ID. Document										
Search Correspondence	Bank statement or letter from t	2021-2022	Proof of residential address										
Request RRYE Notices	Upload Status	Advance Import											
Request Admin Penalty SOA	Identification/ Passport docum	Draft Document											
Request Historic IT Notices	Upload Status	This PC											
Request VAT Notices	Proof of residential address	3D Objects											
Returns Issued		Desktop						1					
Returns History	Uproad Status	File name	APN Bank Statement	~	All files		X	1					
Returns Search					Op	en	Cancel						
Levies and Duties								_					
Third Party Data													
Non-Core Taxes							В	eck			Submit		
Payments											,	ASK A OUR	INTION

- B) Finds the document he/she:I) Clicks on the saved supporting
 - Clicks on the saved supporting document to select it for uploading; and

	SARS @runa			Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portaio		Transver	* I Org	inisation								
Tax Reference Number 1999390147	(C Open					;	ĸ					_
Identification Number 5803180004089		$\leftarrow \rightarrow \prec \uparrow$] > This	PC > Desktop > Advance Import Payme	nt v Ŭ	,₽ si	earch Advance	Import Pay_						
My Profile	Important: Please note that the following file t	Organize • New folder		/		H •							
SARS Correspondence	After documents have been uploaded, please	Original Draft # Volandie's Wc #	PDF File (3) APN Bank Statement AD. Document					E					
Search Correspondence	Bank statement or letter from t	2021-2022	Proof of residential address										
Request PRIE Notices	Upload Status	Advance Import											
Request Admin Penalty SOA	Identification/ Passport docum	Draft Document:											
Request Historic IT Notices	Upload Status	This PC											
Request WAT Notices	Proof of residential address	3D Objects											
Returns Issued		Desktop											
Returns History	Upload Status	File name	APN Bank Statement		All files		v						
Returns Search					Oş	xen	Cancel						
Levies and Duties								-					
Third Party Data													
Non-Core Taxes								Back			Submit		
Payments											ŝ	🗩 ASK A QUE	ISTIONP

II) Clicks on the Open button.

	● ▼S475 ●****				Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log O
	Portoko	•	Taxpaver		Crganie	sation	۲							
Tax Reference Number 1999330147		C Open						×	1					_
Identification Number 5803180004089		← → × ↑ 🖡 > This	PC > Desktop > Advance Import P	ayment	v Ö	,∕P Sei	rch Advance I	import Pay						
My Profile	Important: Please note that the following file t	Organize • New folder	PDF File (3)				III •	• •	L					
SARS Correspondence	After documents have been uploaded, please -	 Original Draft # Yolandie's Wc # 	APN Bank Statement ID. Document						E					
Search Correspondence	Bank statement or letter from t	2021-2022	Proof of residential address											
Request PAYE Notices	Upload Status	Advance Import												
Request Admin Penalty SOA	Identification/ Passport docum	Draft Document												
Request Historic IT Notices	Upload Status	This PC												
Request VAT Notices		3D Objects												
Returns Issued	Proof of residential address	Desktop						/						
Returns History	Upload Status	File name:	APN Bank Statement		~	All files		~	H					
Returns Search						Ope	n	Cancel						
Levies and Duties														
Third Party Data														
Non-Core Taxes								B	ack			Submit		
Payments												,	-) ASK A QUE	STION?

ii) SARS eFiling uploads the selected supporting document.

B .	SARS @Pling			Home User	Organisations Returns	Customs Duties & Levies	Services Tax Stat	s Contact Log Out
	Portisio		boayer	* Organisation	@			
Tax Reference Number 1999390147								
Identification Number 5803180004089		Upload Documents						
My Profile								
	Important: Please note that the following fil	e types may be uploaded, undefined.doc	.docx, .gif , Jiff, .jpeg, Jpg , .pdf , .Png , .xls , .xlsx, . Max	imum allowable file size m	ry not exceed 5MB.			
Fall Communities	After documents have been uploaded, pleas	e click on the Submit button.						
sies conspondence								
Search Correspondence	Bank statement or letter from	the bank						
Request PR/E Notices	Upload Status	Document Name		ų	load			
Request Admin Penalty SOA	Converted and stored	APN Bank Statement.pdf		0	\mathbf{x}			
Request Historic IT Notices								
Request VAT Notices	Identification/ Passport docu	mentation		_	_			
Returns Issued	Uplead Status	Document Name		U	load			
Returns History	Proof of residential address							
Returns Search	Upload Status	Document Name		ų	load			
Levies and Duties								
Third Party Data								
Non-Core Taxes								
Payments						Back	Subr	R 👝 KAQUESTION?

- g) If the supporting document has been uploaded:
 - i) Successfully, SARS eFiling will display next to the uploaded document a:
 - A) View icon; and
 - B) Remove icon.

	■ TSARS @=1.0.0 Home User Organizations Refume Dates Like	ies Services	Tax Status Contact	Log O					
	Purse Texaer : Crganisation								
Tax Reference Number 1999390147									
Identification Number 5803180004089	Upload Documents								
My Profile	portant: Please note that the following file types may be uploaded, undefined.doc., doc., qit., Jitt, Jopg., Jog.,								
SARS Correspondence	After documents have been uploaded, please click on the Submit button.								
Search Correspondence	Bank statement or letter from the bank								
Request PAYE Notices	Upload Status Document Name Uplead								
Request Admin Penalty SOA	Converted and stored APN Bank Statement.pdf								
Request Historic IT Notices	Mantification / Decrementation	-							
Request VAT Notices									
Returns Issued	Upicad Satus Document Name Updob	-							
Returns History	Proof of residential address								
Returns Search	Upload Status Document Name Upload								
Levies and Duties									
Third Party Data									
Non-Core Taxes									
Payments	- Bast		Submit 🛌						
				QUESTION?					

ii) Unsuccessfully, SARS eFiling informs the importer that there was an error in uploading the document. The importer continues to upload the supporting documents as prescribed in paragraphs d) to f) above until all the documents are successfully uploaded.

B R A	TSARS @FLAG	Hame User Organisations Returns Customs Dutles & Levies Services Tax St	nus Contact Log Du
	Partile Targer	- F Organisation	
ax Reference Number 999390147			
dentification Number 803180004089	Unload Documents		
My Profile	opidad bocuments		
	Important: Please note that the following file types may be uploaded, undefined.doc , .docx, .gif , .iff, .jpeg, .Jpg , .pdf , .Png , .xis , .xis	or, - Maximum allowable file size may not exceed SMB.	
ARS Correspondence	Arter occuments nave been uproaded, prease cick on the submit button.		
Search Correspondence	Bank statement not older than 3 months	Upiload	
Request PAYE Notices	Converted and stored. Context Dial-aming		-
Request Admin Penalty SOA			-
Request Historic IT Notices	Letter of employment		
Request VAT Notices	Upload Status Document Name	Upiload	_
eturns Issued	Error uploading Support Doc 1.docx		
leturns History	Converted and stored Technical Landscape.jpg	00	
turns Search	Proof of identity		-
evies and Duties	Upload Status Document Name	Upload	
hird Party Data			_
kon-Core Taxes		Back Sut	eit 🛛
syments			
			ASK A QUESTION?

h) The importer submits the supporting documents to SARS. If all the documents:

	■ ▼SARS ●FLAG None User Organizations Returns Customs Dates & Levies	Services Tax Status Conta	t Log Or
	Portile Targer		
Tax Reference Number 1999390147			
Identification Number 5803180004089	Unload Documents		
My Profile	opical bocarrents		
	important: Please note that the following file types may be uploaded, undefined.doc., doi:, .jlf, .jpegjpg.,.pdf, .Jmg, .xis, .Maximum allowable file size may not exceed SMB. After documents have been unloaded, please click on the Submit button.		
SAUS Correspondence			
Search Correspondence	Bank statement or letter from the bank		
Request PAYE Notices	Upload Status Document Name Upload		
Request Admin Penalty SDA	Converted and shored APN Bank Statement.pdf		
Request Historic IT Notices		-	
Request VAT Notices	Identification/ Passport documentation		
Returns issued	Upload Status Document Name Upload	-	
Returns History	Converted and stored LD. Document.pdf		
Returns Search	Proof of residential address		
Levies and Duties	Upload Status Document Name Upload		
Third Party Data	Converted and stored Proof of residential address.pdf	-	
Non-Core Taxes		-	
Payments			1
Third Party Appointments			/
Request For Reason		¥	
Disputes	Buck	Submit	

- i) Have not been uploaded successfully, SARS eFiling requests the importer to upload all the supporting documents. The importer:
 - A) Clicks on the OK button to return to the Upload Document page to confirm what supporting document(s) must still be uploaded; and

	<u>،</u> ا	SARS @runa										Contact	Log Out
	ľ	Pattolia	Tanga	Right .	* [Organisatio	. 👰							
Tax Reference Number 1999390147													-
Identification Number 5803180004089		U	pload Documents										
My Profile		Important: Please note that the following file types may	be uploaded, undefined.doc , .docx, .gif , J	ff, jpeg, Jpg., pdf., Prg., xls., xlsx, - Maximum allowab	le file size may not exceed SM	L							
		After documents have been uploaded, please click on the	e Submit button.										
SARS Correspondence													
Search Correspondence		Bank statement or letter from the bank											
Request PAYE Notices		Upload Status	Document Name		_	Upload							
Request Admin Penalty S	ion -	Converted and stored	APN Bank Statement pdf	Please ensure that you upload all required documen Submit	its, before selecting	0	8						
Request Historic IT Notic	**												
Request VAT Notices		Identification/ Passport documentation		or –									
Returns Issued		Upload Status	Document Name			Uplood							
Returns History		Converted and stored	LD. Document.pdf			0	8						
Returns Search		Proof of residential address											
Levies and Daties	_					_							
Third Party Data		Upload Status	Document Name			Uplood							
Non-Core Taxes													
Payments													
Third Party Appointments													
Request For Reason								Eack		91	brit		
Disputes												ASKA QUES	TIONT

B) Repeats the process prescribed in paragraphs d to f) above until all the document are uploaded.

Θ.	SARS @rund					Home	User	Organisations	Returns Co	ntorns Duties & L	vies Senices	Tax Status	Contact	Log Ou
	Potola		Targayer		* Organisa	ion 👰								
Tax Reference Number 1999390147														_
Identification Number 5803180004089		Infrard Decomposite												
My Prolie	l l	pioad Documents												
	Important: Please note that the following file types may	be uploaded, undefined.docdocx,	.gif , Jiff, jpeg, Jpg , pdf , Png , xls ,	, alsı, . Maximum allow	able file size may not exceed !	M8.								
SARS Correspondence	Ante occurrents nave seen opsaules, prese croc on a	e John Ditter												
Search Correspondence	Bank statement or letter from the ban	k												
Request RR/E Notices	Upload Status	Document Name				Upload								
Request Admin Penalty SOA	Converted and stored	APN Bank Statement.pdf				٢	8							
Request Historic IT Natices														
Request VRT Notices	Identification/ Passport documentatio	n					_							
Returns Issued	Upload Status	Document Name				Upload								
Returns History	Converted and stored	I.D. Document.pdf				0	×			/				
Returns Search	Proof of residential address								V					
Levies and Duties									-					
Third Party Data	Upread status	Document Name				Upicad	_							
Non-Core Taxes														
Ryments														
Third Party Appointments														
Request For Reason									lack			Submit		
Disputes												5	🗩 ASKA QR	ESTION?

- ii) Have been uploaded successfully, SARS eFiling requests the importer to confirm that all the documents have been uploaded. If the importer is:
 - A) Not sure he/she clicks on the Cancel button. Once submitted the importer will not be able to add more documents unless SARS forwards a new request for supporting documents.

_	SARS @nunc	Home	User	Organisations Returns	Customs	Dubes & Levies	Services	Tax Status	Contact	Log Out
₿	Porfolo	** [Orga	anisation	@						
Tax Reference Number 1999390147										
Identification Number 5803180004089	Upload Docur	nents								
My Profile	Important: Please note that the following file types may be uploaded, u	ndefined.docdocxgifJiff. ipegJpgpdfPngxlsxlsx Maximum allowable	file size may	not exceed SMB.						
	After documents have been uploaded, please click on the Submit butto	n.								
SARS Correspondence										
Search Correspondence	Bank statement or letter from the bank		_							
Request PAYE Notices	Upload Status Document Name	Confirm Submission	Uple	teo						
Request Admin Penalty SOA	Converted and stored APN Bank Statem	entpol	0	8						
Request Historic IT Notices	Identification/ Passport documentation	It is important that you upload all the occurrents requested by SAKS before you submit in order to eliminate any delays in processing your case. Once submitted you will not be able to add more documents unless you receive	•							
Request WAT Notices	Upload Status Document Name	new request from SARS. If you are sure you have uploaded all the documents required, click CONTINUE to submit.	Uple	ood .						
Returns Issued	Converted and stored I.D. Document.pd	Continue	0	8						
Returns History			-							
Returns Search	Proof of residential address									
Levies and Duties	Upload Status Document Name		Uple	bad						
Third Party Data	Converted and stored Proof of residenti	al address.pdf	0	8						
Non-Core Taxes										
Payments										
Third Party Appointments										
Request For Reason				_						
Disputes					Back	_		Submit		
Vehintary Dischoure									ASK A QU	ESTION?

B) Sure he/she clicks on the Confirm button. SARS eFiling forwards the uploaded supporting documents for processing.

				ome User	Organisations Returns	Customs Duties & Leve	is services	Tax status o	and tog our
	Portolo		Taxpayer	Organisation	۲				
Tax Reference Number 1999390147									
Identification Number 5803180004089		Upload Documents	5						
My Profile	Important: Please note that the following file After documents have been uploaded, please	types may be uploaded, undefined click on the Submit button.	Ldoc , .docx, .gif , .Jiff .jpeg, .Jpg , .pdf , .Png , .als , .xisx, . Maximum a	llowable file size may	not exceed 5MB.				
SARS Correspondence									
Search Correspondence	Bank statement or letter from	the bank							
Request PAYE Notices	Upload Status	Document Name	Confirm Submission						
Request Admin Penalty SOA	Converted and stored	APN Bank Statement.pdf	It is important that you upload all the documents requested by SARS	before	8				
Request Historic IT Notices	Identification/ Passport docum	nentation	you submit in order to eliminate any phays in processing your case. I submitted you will not be able to you more documents unless you re new request from SARS. If you we sure you have uploaded all the do	Once rceive a rcuments					
Request WAT Notices	Upload Status	Document Name	required, click CONTINUE and bmit.	Uph	bec				
Returns Issued	Converted and stored	I.D. Document.pdf	Continue	0	8				
Returns Search	Proof of residential address								
Levies and Duties	Upload Status	Document Name		Uph	bec				
Third Party Data	Converted and stored	Proof of residential addres	spdf	0	8				
Non-Core Taxes									
Payments									
Third Party Appointments									
Request For Reason						Back		Submit	
Usputes								p	ASK & QUESTION?

7 DOCUMENT MANAGEMENT

Business Owner	Director: Customs: Border Operations, Ports of Entry & Customs Compliance						
Document Owner	Senior Manager: Policy and Procedure (Customs)						
Author	Y. Els						
Detail of change from	Changed the wording in paragraph 5, Governing Legislation, to align with the						
previous revision	wording of Rule 120.13.05						
Template number and	GC-TM-07 - Rev 9						
revision							