



AIR PASSENGER TAX



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1 SUMMARY

- a) Every operator liable for Air Passenger Tax (APT) is required to file a return and make payment, in accordance with Section 47B (7).
- b) The requirements for return submission are described in APT-02.
- c) The accounting period is one (1) calendar month, commencing from the first day and ending on the last day of the month.
- d) Operators must submit their return and make payment, within twenty-one (21) days following the end of each accounting period. Where the last day for submission of the account and payment falls on a weekend or public holiday, the account and payment must be submitted on the last official working day before that day.
- e) All the operators / agents must be registered for eFiling as the submission of the payments and uploading of passenger manifests can only be made via eFiling.
- f) The operators / agents can now pay for the contravention's amounts stated on the letters using eFiling.
- g) For the licensing and registration requirements, refer to SC-CF-19.

2 APT REGISTRATION ON EFILING

2.1 Log in to eFiling

- a) The operator logs onto the eFiling platform as described in SC-CF-42.
- b) The system displays the operator's dashboard. The portfolio type reflects as Organisation.

				Home User	Organisations Returns	Customs Duties & Levier	s Services Tax Status	Contact Log Out
Tax Reference Number	Portfolio	Taxpaye	er	• i Org	ganisation			
Identification Number								
My Profile					1			🔊 🗐
SARS Correspondence								
Returns Issued	Taxpayers							-
Returns History		Name	Registra	ation or ID number		Tax Reference Number		Q
Returns Search								
Levies and Duties	Name of Taxpayer	Company/ ID Number	Reference Number	Last	Return Filled	Last Accessed	Actions	
Third Party Data Certificate Search				-			View Taxpay	er
Third Party Data					15. B		View Taxpay	er
Non-Core Taxes	First Previous 0	Next Last						
Payments								

c) If operators are unable to access the eFiling service, they must contact the SARS Contact Centre for assistance.



2.2 Activate APT Tax Type

- The APT tax type must be activated on eFiling to allow for the submission of returns. a)
- b) The operator selects:
 - i) Organisations;
 - íi) iii) Tax types; and
 - Manage tax types.

		Home User	Organisations Returns Customs Duties	s & Levies Services Tax Statu	s Contact Log Out
	Portfolio	Taxpayer	• : Organisation		
Tax Reference Number					
Identification Number	Taxpayer Name				
My Profile					
	Registration Number				
Organisation					
Register New					t
Change Details	Manage Tax Types				
Tax Types	Tax Type Description	Reference Number	Status	Action	
Manage Tax Types	Customs Agent	700	Successfully Activated.	Deactivate	
View Request History	Air Passenger Tax	814	Successfully Deactivated.	Request Activation	
Legacy: Activation Requests					
Legacy: Transfer Requests	Submit				
Legacy: Pending Registration	Submit		🔛 LIVE CHAT		ASK A QUESTION?

c) The operator ticks Request Activation and clicks the Submit button.

		Home Us	er Organisations Returns Customs	Duties & Levies Services Tax Stat	us Contact Log Out
Tax Reference Number	Portfolio	Taxpayer	• Crganisation		
Identification Number	Taxpayer Name				
My Profile					
	Registration Number				
Organisation	:e				
Register New					
Change Details	Manage Tax Types				
Tax Types	Tax Type Description	Reference Number	Status	Action	
Manage Tax Types	Customs Agent	700	Successfully Activated.	Deactivate	
View Request History	Air Passenger Tax	814	Successfully Deactivated.	Request Activation	
Legacy: Activation Requests					
Legacy: Transfer Requests	Outerth d			I	
Legacy: Pending Registration	Submit	_	🔛 LIVE C	HAT	ASK A QUESTION?



- d) The APT tax type will now be successfully activated (refer to sub-paragraph 2.2 (j))
- e) In instances where the tax type is activated by a representative of an operator, the activation request routed for authorisation.

		Home User Organ	nisations Returns Customs Duties & Levies Services	; Tax Status Contact Log Out
Toy Beforence Number	Portfolio	Taxpayer	• i Organisation	
	Taxpayer Name		Contact Details 🚯	
My Profile			Cell:	
	Registration Number		Email:	
Organisation				
Register New				
Change Details	Tax Types Details			
Tax Types	Tax Type Description	Reference Number	Status	
Manage Tax Types	Customs Agent	700	Successfully Activated	
View Request History	Air Passenger Tax	814	Awaiting authorisation	
Legacy: Activation Requests				
Legacy: Transfer Requests	Edit Contact Details		Manage Tay Types	Access Rights
Legacy: Pending Registration				ASK A QUESTION?

f) The operator is notified of the authorisation request via email and/or SMS. The operator logs in to the Tax Type Transfer/Shared Access Request.

TO SARS South African Revenue Service	 Tax Type Transfer / Shared Access Request Are you a South African citizen? Yes O No Identification Number * I Identification Number is required Tax Reference Number is required Tax Reference Number is required Submit 	FILING
	🖬 LIVE CHAT	ASK A QUESTION?



The operator chooses their preferred channel and clicks the Ok button. g)



- A one-time pin (OTP) is sent to the chosen channel and the operator: h)
 - i)
 - Captures the OTP; and Clicks the Submit button. ii)

	←	F ILING
	One Time Pin	
	OTP has been sent to the following celiphone number 078*****64 Pin expires in 00:02:57	
	1111	
V SARS	One Time Pin is required Please enter the last 6 digits of your OTP.	
South African Revenue Service	Resend OTP Submit	
	1	Priazy - Tema
	LIVE CHAT	ASK A QUESTION?



i) The operator selects authorise and clicks the Submit button.



j) The Air Passenger Tax will be activated.

		Home User Org	ganisations Returns Customs Duties & Levies Services	Tax Status Contact Log Out
•	Portfolio	Taxpayer	• : Organisation	
Tax Reference Number				
Identification Number	Taxnaver Name		Contact Details	
My Profile			Cell:	
	Registration Number		Fmaile	
SARS Correspondence				
Returns Issued	T. T			
Returns History	lax Types Details			
Returns Search	Tax Type Description	Reference Number	Status	
Levies and Duties	Customs Agent	700-	Successfully Activated	
Third Party Data Certificate Search	Air Passenger Tax	814	Successfully Activated	_
Third Party Data				
Non-Core Taxes	Edit Contact Details	I	Manage Tax Types	Access Rights
Payments			LIVE CHAT	ASK A QUESTION?

- k) The operator updates the user rights for the submission of returns as described in SC-CF-42.
- I) The operator logs off eFiling to allow for the changes to refresh.
- m) The operator can now log in to submit returns.



3 APT RETURN SUBMISSION

3.1 Submit APT Return

a) The operator selects:

- i) Returns; and
- ii) Returns issued.

	E TSARS @FILMS	Home	User Org	anisations Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portolo Taxpayer		* i Organisa	ation						
Identification Number	USER DETAILS User Name	COMPANY DETAILS			_					
My Profile	Login Name. Date Registered:	Registration Number: Date Registered								
SARS Correspondence	INCOME TAX QUICK SEARCH Please enter your Income Tax Reference Number:		SEARCH							
Returns Issued			7	SARS Sout	h African					
Returns History					nde servie	1				
Returns Search	ISSUING OF 2013 IRP5/IT3(a) UNTIL FURTHER NOTICE									
Levies and Duties	Employers are advised that where an Employee Income Tax Certificate [IRP5/IT3(a)] needs to be certificates will have to be issued from the employer's payroll system or where no payroll system it	issued for the 2013 transaction year is used, a manual certificate. Manual	prior to August 2012 s certificates can be req	submission to SARS, the quested from any SARS	se IRP5/IT3(a) branch or the					
Third Party Data Certificate Search	SARS Contact Centre on 0800 00 SARS (7277).									
Third Party Data										
Non-Core Taxes										
Payments										
Third Party Appointments										
Request For Reason										
Disputes\Suspension Of Payment						HAT			D ASK A QU	ESTION?

- b) The list of tax types for which the operator is registered displays, and the operator:
 - i) Selects Air Passenger Tax (APT201);
 - ii) Chooses the correct year and period; and
 - iii) Clicks the Request Return button.

			Home User Organisations R	Returns Customs Duties & Levies Servic	xes Tax Status Contact Log Out
Tax Reference Number	Portfolio	Taxpayer	• Organisation		
My Profile	Returns Search				
SARS Correspondence			Year *	▼ Period*	~
eturns Issued Employee's Tax (EMP201)					Request Return
Employee s Tax (EMP501) Income Tax (ITR14/ITR12T/IT12EI)	Air Passenger Tax Returns				
Air Passenger Tax (APT201)	Name Reference Num	Period Return Type	Status Status Date	Amount Due Due	Date Open
eturns History				items per page	10 🕶 0 of 0 < >
leturns Search					
evies and Duties					
Third Party Data Certificate Search					



The return for the chosen period displays and can be accessed through the hyperlink. c)

	SARS @HUNG		Home User Organisations Retu	arms Customs Duties & Levies Servi	ces Tax Status Contact Log Out
	Portfolio	Taxpayer	• I Organisation		
Tax Reference Number	Air Passenger Tax Workpage				
My Profile	Taxpayer Details		Status Information		
ARS Correspondence	Taxpayer Name		SARS Status		
eturns Issued			Issued		
Employee's Tax (EMP201)	Tax Period		eFiling Date		
Employee s Tax (EMP501)	Poforanza Number		2023-08-21712:34:32.3		
Income Tax (ITR14/ITR12T/IT12EI)	Reference wantber				
Air Passenger Tax (APT201)					
turns History					
turns Search	Declaration Details				
vies and Duties	Return	Version	Status Date	Status	
hird Party Data Certificate earch	APT201	1	2023-08-21700:00:00	Issued	
nird Party Data	Back to Search Query SARS Status		R		
m-Core Taxes				and the sure	5
				LIVE CHAT	ASK A QUESTION?

- d) The APT 201 return displays and the operator confirms the information under:
 - Details of Accounting Period; Operator Particulars; and Agent Particulars. i)
 - ii)
 - iii)

•		ns Customs Duties & Levies Services Tax Stati	n Contact Log Out
Tax Reference Number	Pertino Tappyer		
Identification Number	Buck Platt Save Shaget		- 100 +
SARS Correspondence	South African Revenue Service		APT201
Returns Issued	Details of Accounting Period		<u> </u>
Returns History	Onesadas Badioulasa		
Employee's Tax (EMP201)	Operator Particulars		
Employee s Tax (EMP501)	Agent Particulars		× .
Income Tax (ITR14/ITR12T/IT12EI)	APT Passenger and Liability Details		Ŷ
Air Passenger Tax (APT201)	Declaration		
Returns Search			
Levies and Duties	I hereby declare that all the information supplied in this return is true and complex with the provisions of the customs and excise act, no 91 of 1964.	*******	
Third Party Data Certificate Search		Peace ensure you sign over the 2 lines of 10% above	
Third Party Data	Declaration Date 2023 / 08 / 15 🛅 🛩	For enquiries go to www.sars.gov.za or call 0800 (10 7277
Non-Core Taxes		🔒 LIVE CHAT	ASK & QUESTION?



- e) The operator completes the mandatory fields under APT Passenger and Liability details by expanding:
 - i) Standard Rate Departures; and
 - ii) Lower Rate Departures.

Tax Reference Number Identification Number	South African Revenue Service	AIR PASSENGER TAX	APT201								
My Profile	Details of Accounting Period										
my rome	Operator Particulars		•								
SARS Correspondence	Agent Particulars		~]								
Returns Issued	APT Descentes and Lisbilly, Details										
Employee's Tax (EMP201)	AP I Passenger and Liability Details	APT Passenger and Liability Details									
Employee s Tax (EMP501)	Standard Rate										
Income Tax (ITR14/ITR12T/IT12EI)	Standard Rate Departures		~								
Air Passenger Tax (APT201)	Lower Rate										
Returns History	Lower Rate Departures										
Returns Search			× .								
Levies and Duties	Amount Due		~								
Third Party Data Certificate Search	Declaration										
Third Party Data	Deviation										

f) Once all mandatory fields are updated, the amount due is calculated.

0 tE., .	APT Passenger and Liability Details	×
Tax Beference Number	Standard Rate	
Identification Number	Standard Rate Departures	~
My Profile	Lower Rate	
	Lower Rate Departures	· · · · · · · · · · · · · · · · · · ·
SARS Correspondence	Amount Due	*
Returns Issued	Task Annual Dax*	
Returns History	R 🔒	
Employee's Tax (EMP201)		
Employee s Tax (EMP501)	Declaration	
Income Tax (ITR14/ITR12T/IT12EI)		
Air Passenger Tax (APT201)	I hereby declare that all the information supplied in this return is true and compile with the provisions of the customs and excise act, no 91 of 1954.	3000000000000 300000000000
Returns Search	brane be	Please ensure you sign over the 2 lines of 10's above
Levies and Duties	2023 / 08 / 15 🖻 🗸	For enquines go to www.sars.gov.za.or.call 0000.007277
Search		
Third Party Data		
Non-Core Taxes		LIVE CHAT



g) Once the return data is captured, the operator clicks the Submit button. By clicking on submit, the operator declares that all information on the return is true and correct.

	E TSARS OFLAG Home	User Organisatio	ns Returns	Customs Duties & Levie	s Services 1	Tax Status	Contact	Log Out
Tax Reference Number	Partsia Taropyer	• Organisation	@					
Identification Number	Back Print Save Subject						- 10	00 +
SARS Correspondence	South African Revenue Service	SSENGER TA	x				APT2	901
Returns Issued	Details of Accounting Period							~
Returns History	Operator Particulars							Ţ
Employee's Tax (EMP201)								
Employee s Tax (EMP501)	Agent Particulars							× .
Income Tax (ITR14/ITR12T/IT12EI)	APT Passenger and Liability Details							•
Air Passenger Tax (APT201)	Declaration							
Returns Search								_
Levies and Duties	I hereby declare that all the information supplied in this return is true and correct and complies with the provisions of the customs and excise act, no to be accessed on the custom of	i1 of 1964.						
Third Party Data Certificate Search			_	Peace ensure	you sign over the 2 lines of	X's above		-
Third Party Data	Declamatic Date 2023 / 08 / 15 🛅 🗸			For enquiries go to	www.sars.gov.za.or.c	all 0800 00 7277		
Non-Core Taxes				LIVE CHAT		ē	🗩 ASK A QUE	ESTIONP

h) The return status changes to filed.

3.2 Request for Correction

- a) A maximum of three (3) corrections are permitted on a return for an accounting period.
- b) Corrections on a return must be submitted prior to making payment. Once a payment is processed, no corrections can be submitted.
- c) If a correction is required on the return, the operator clicks the Request Correction button.

			Home User Organisations Return	s Customs Duties & Levies Services	Tax Status Contact Log Out
	Portfolio	Taxpayer	• i Organisation		
Tax Reference Number					
Identification Number	Air Passenger Tax Workpage	1			
My Profile	Taxpayer Details		Status Information		
	Taxpayer Name		SARS Status		
SARS Correspondence			Filed		
Returns Issued	Tax Period		eFiling Date		
Personal Income Tax (ITR12)	202301		2023-08-14T10:15:48.597		
Air Passenger Tax (APT201)	Reference Number				
Returns History	814-				
Returns Search					
Levies and Duties					
Third Party Data Certificate Search	Declaration Details				
Third Party Data	Return	Version	Status Date	Status	
Non-Core Taxes	APT201	1	2023-08-14T00:00:00	Filed through eFiling	
Payments	Back to Search Query SARS Status	Request Correction Request Statement of Ar	ccount Make Payment		
Third Party Appointments		Î		🔛 LIVE CHAT	ASK A QUESTION?



d) The return opens pre-populated with the data captured when the return was filed. The amendments will be updated, and the return is re-submitted.

•	Portfolio	Taspayer	* I Organisation		
Tax Reference Number	Air Passenger Tax Work	bage			
Identification Number	Tavraver Details		Status Information		
My Profile	Taxpayer Name		SARS Status		
			Correction Filed		
SARS Correspondence	Tax Period		eFiling Date		
Returns Issued	202301		2023-08-14T10:23:06.783		
Personal Income Tax (ITR12)	Reference Number				
Air Passenger Tax (APT201)	814				
Returns History					
Returns Search	Deduction Details			•	
Levies and Duties	Declaration Details				
Third Party Data Certificate Search	Return	Version	Status Date	Status	
Third Party Data	APT201	1	2023-08-14700:00:00	Filed through eFiling	
Non-Core Taxes	APT201	2	2023-08-14T00:00:00	Filed through eFiling	
Payments	Back to Search Query SARS S	tatus Request Correction Request Stateme	nt of Account Make Payment		
Third Party Appointments				🚊 LIVE CHAT	ASK A QUESTION?

3.3 Make Payment

a) Once the return is submitted, the operator clicks the Make Payment button.

			Home User Organisations Returns	Customs Dutles & Levies Services 1	Tax Status Contact Log O
	Portfolio QAPERFAUTOASS96999929 - SQM	Taxpayer	🝸 🛔 Organisation 🛛 🛞		
Tax Reference Number					
Identification Number	Air Passenger Tax Workpage				
My Profile	Taxpayer Details		Status Information		
	Taxpayer Name		SARS Status		
SARS Correspondence			Filed		
Returns Issued	Tax Period		eFiling Date		
Personal Income Tax (ITR12)	202301		2023-08-14T10:15:48.597		
Air Passenger Tax (APT201)	Reference Number				
Returns History	814-				
Returns Search					
Levies and Duties	Deduction Datable				
Third Party Data Certificate Search	Declaration Details				
Third Party Data	Return	Version	Status Date	Status	
Non-Core Taxes	APT201	1	2023-08-14T00:00:00	Filed through eFiling	
Payments	Back to Search Query SARS Status	Request Correction Request Statement of	of Account Make Payment		
Third Party Appointments				uve chat	ASK A QUESTION?



b) The operator confirms the amount due and clicks the Make Payment button again.

	E TARS @FILING Home User Organizations Returns Customs Daties & Levies Services Tax Status Contact Log Out
Tax Reference Number	Pertoio Tappyer
Identification Number	APT Payment Summary
My Profile	Tax Reference 814 . Period
SARS Correspondence	Make Payment
Returns Issued	Anost*
Personal Income Tax (ITR12)	
Air Passenger Tax (APT201)	Barix Make Payment
Returns History	This page allows you to:
Returns Search	Capture payment details regarding tax return payments you have already made manually. Create exement instructions to the bank of your choice to do the actual exement to SARS
Levies and Duties	Tip: You can submit payments any time before the payment due date, with an effective date of the payment due date. The payment will only be processed on the effective date. Please be aware that there is a R500,000 limit on payments unless you one of the following banking products: ABSA - Cash Focus, ABSA Corporate Banking, ABSA Direct - Internet Banking, Autopay (Standard Bank), FNB - CAMS,
Third Party Data Certificate Search	Online Banking, Internet Banking, Investec Online Banking, NedTreasury (nedBank), Netbank Business (Nedbank) or Standard Bank Business Online (CATS).
Third Party Data	
Non-Core Taxes	
Payments	
Third Party Appointments	🖬 LIVE CHAT 💮 ASK A QUESTION?

- c) The payment details displays and the operator:
 - i) Selects the saved bank account from the dropdown box;
 - ii) Confirms the payment details; and
 - iii) Clicks the Pay Now button.

• m			Home	User Organisations	Returns Custom:	Duties & Levies	Services Tax Status	Contact	Log Out
Tax Reference Number	Portfolio	Taxpayer		: Organisation					
Identification Number	-								-
My Profile		Payment Details							
SARS Correspondence		Tip: You can submit payments any time with an effe Note: ABSA Direct payments can only be made and from the ABSA Direct system by tomorrow.	active date of the payment due date. Th d authorised on the same day. Please be	ne payment will only be pro e aware that if you don't au	cessed on the effective da thorise your payment tod	te. ay, it will be removed			
Returns Issued		Account Name:	~ •	←					
Returns History			Bank Account Number						
Employee's Tax (EMP201)		Payment Request Date:	Please use the format: vvvvmm/	2023 dd					
Employee s Tax (EMP501)		Payment Amount: Comments:	R	←					
Income Tax (ITR14/ITR12T/IT12EI)			I						
Air Passenger Tax (APT201)									
Returns Search		Please make sure that you comp	lete the payment process and receive a	payment reference numbe	ir as proof of payment init	ation.			
Levies and Duties					Pay Now	Cancel	· · · · · · · · · · · · · · · · · · ·		_
Third Party Data Certificate Search					1		_		



d) The operator clicks Ok in the pop-up box.

b Suggested Sites		secure.qa.sarsefiling.co	.za says	✓ Find a Sou	irce Code	▼ Rates of Tax	x for Indi	>	Oth	ner favorites
• = •	Pertolo	Note: To effect the paymen account must authorise the place when, in accordance to their banking product to bank regarding the cut-off	t, the payer who is the owner of the bank payment. The transactionwill only take with the bank rules, the payer has logged on a uthorise the payment. Please consult your times to effect effling payments to SARS	tions Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number		timeously	ОК	-						-
My Profile	Paymer Tip: You can sur Note: 455A Din	nt Details omit payments any time with an effect ect payments can only be made and	tive date of the payment due date. The payment will only authorised on the same day. Flease be aware that if you o	be processed on the	effective date ayment today.	it will be removed				
SARS Correspondence	from the ABSA [Direct system by tomorrow.								- 1
Returns Issued Returns History		Account Name:	Bank Account Number							
Employee's Tax (EMP201)		Payment Request Date:	Please use the format: yyyyimmidd							
Employee s Tax (EMP501) Income Tax (ITR14/ITR12T/IT12EI)		Payment Amount: Comments:	ĸ							
Air Passenger Tax (APT201)				-			_			
Returns Search		Please make sure that you comple	tte the payment process and receive a payment reference	number as proof of s	payment iniciat	ion.				
Third Party Data Certificate Search				P	ay Now	Cancel				

e) The summary of payment displays, and the operator clicks the Confirm button.

	E VSARS @FR.MG Home User Organisations Returns Customs Daties & Levies Services Tax Status Contact Log Out
Tax Reference Number Identification Number	Pertoio Taxpayer
My Profile	Confirm Payment Initiation
SARS Correspondence	Summary of payment transaction details
Returns Issued	Payment for: 1 item Amount: R
Returns History	Payment Request Date: Account Name
Employee's Tax (EMP201)	Bank, Name:
Employee s Tax (EMP501)	Please note that by clicking on the "Confirm" button below. a payment instruction will be created and sent to your bank, which requires authorisation in order for the payment to be finalised.
Income Tax (ITR14/ITR12T/IT12EI)	Kindly logon to your banking product to authorise this payment in order to release the required funds to SARS. Confirm Cancel
Air Passenger Tax (APT201)	Please be every that once a payment is submitted this instruction cannot be reversed
Returns Search	,
Levies and Duties	
Third Party Data Certificate Search	
Third Brate Date	

f) The operator clicks Ok in the pop-up box.

b Suggested Sites		secure.qa.sarsefiling.co.za says	✤ Find a Sou	rce Code	▼ Rates of Ta	x for Indi	>	Ct Ct	ner favorites
•	SARS @FRING	You will pay SARS: R From account: On:	tions Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number Identification Number My Profile	Confirm Paymer	Please be aware that once a payment is submitted this instruction cannot be reversed. Cancel It Initiation							_
SARS Correspondence	Summary of payment tra	nsaction details	_						
Returns Issued	Payment for: 1 item Amount: R								
Returns History	Payment Request Date: Account Name:								
Employee's Tax (EMP201)	Bank Na	me							
Employee s Tax (EMP501)	Please note that by clicking on the requires authorisation in order for	"Confirm" button below, a payment instruction will be created and sent to your bank, which the payment to be finalised.							
Income Tax (ITR14/ITR12T/IT12EI)	Kindly logon to your banking prod	act to authorise this payment in order to release the required funds to SARS.							
Air Passenger Tax (APT201)	Please be aware that once a payment is s	ubmitted this instruction cannot be reversed							
Returns Search									
Levies and Duties									
Third Party Data Certificate Search									
Third Party Data									
Non-Core Taxes					TAH			D ASKA Q	JESTION?



- g) The payment will be submitted to the operator's bank for approval of payment.
- h) The operator clicks the Continue button. The operator will also have the option to print the summary of payment.

	SAR.	S @FILING			н	ome User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portfolio		¥	Taxpayer		* : 0	rganisation							_
My Prolife		Payment I	nitiation Re	sult										
SARS Correspondence		Summary of pay	ment transaction	details										
Returns Issued		Your payment request	has successfully been s	ubmitted to Standard Bank ((MyBills). Please logi	and authorise the	payment.							
Returns History		The following messag	e was returned: Paymen	it request was saved success	fully									
Employee's Tax (EMP201)		Account Name:												
Employee s Tax (EMP501)		Payment Amount	R											
Income Tax (ITR14/ITR12T/IT12EI)		Payment Reference:	SARSEF00											
Air Passenger Tax (APT201)					Co	ntinue Print	t Confirmation							
Returns Search						▲								
Levies and Duties														
Third Party Data Certificate Search														
Third Party Data														
Non-Core Taxes										CHAT			D ASK A Q	JESTION?

i) The operator logs into their nominated bank and approves the payment.

4 STATEMENT OF ACCOUNT (SOA)

- a) The statement of account will be emailed to the operator monthly.
- b) Alternatively, the operator can click on the Request Statement of Account button to view their account.

			Home	User Organisat	ons Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Ou
	Portfolio	Taxpayer		• Organisation							
Tax Reference Number											-
Identification Number	Air Passenger Tax Workpage										
	5										
My Profile	Taxpayer Details			Status Information							
	Taxpayer Name			SARS Status							
SARS Correspondence				Filed							
Returns Issued	Tax Period			eFiling Date							
Personal Income Tax (ITR12)	202301			2023-08-14T10:15:48.55	7						
Air Passenger Tax (APT201)	Reference Number										
Returns History	814										
Returns Search											
Levies and Duties											
Third Party Data Certificate Search	Declaration Details										
Third Party Data	Return	Version	S	Status Date		S	tatus				
Non-Core Taxes	<u>APT201</u>	1	2	2023-08-14T00:00:00		F	iled through eFilin	9			
Payments	Back to Search Query SARS Status	Request Correction Request	Statement of Account Make P	ayment							
Third Party Appointments			Ī			🚊 LIVE C	HAT			ዀ ASK A QUE	STION?



c) The operator selects the year and month and clicks the Continue button.

oin	SARS ØFLAG	Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portolo Taxpayer		": Or	ganisation							
Identification Number	Request Statement of Account for APT Return										-
My Profile	takereger namme. TakePayer Reference: 814. Please select a year: ♥ Please select a month: ♥										
SARS Correspondence	Continue										
Returns Issued Returns History	1										
Employee's Tax (EMP201)											
Employee s Tax (EMP501) Income Tax (ITR14/ITR12T/IT12EI)											
Air Passenger Tax (APT201)											
Levies and Duties											
Third Party Data Certificate Search Third Party Data											
Non-Core Taxes							CHAT			ask a qu	ESTION?
Provents.											

d) The operator clicks the hyperlink to view the Statement of Account.

	SARS @FENG		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portfolio	Taxpayer		' : On	qanisation							
Tax Reference Number					·	Court.						_
Identification Number												
My Profile	Request Statement of Account											
	TaxPayer Name:											
	TaxPayer Reference: 814 Your request to SARS has been successfully submitted											
SARS Correspondence	Click here to view your Statement of Account											
Jano correspondence	Back											
Returns Issued												
Returns History												
Employee's Tax (EMP201)												
Employee s Tax (EMP501)												
Income Tax (ITR14/ITR12T/IT12EI)												
Air Passenger Tax (APT201)												
Returns Search												
Levies and Duties												
Third Party Data Certificate Search												
Third Party Data												
Non-Core Taxes								CHAT				
							LIVE 0	CHAI			ASK A QU	IESTION?

e) The amount due for the selected period will display. The operator can make payment through the statement of account by clicking the Make Payment button.

Statement of Account		
Period: To		Amount: R
	Make Payment Close	

f) The operator reviews the payment details and clicks the Pay Now button.

	SARS	S 🖨 FILING					Home	Us	ser Organ	nisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portfolio		•	Taxpayer				* I	Organisati	on							
Identification Number	Payment Summary Tax Reference: 814.	Statement of Account issued	on: ``	(Period:	to	F	2 0.00										
	Make Payment Amount	R0.0	0						-								
SARS Correspondence	Pay Now Back																



g) The operator clicks Ok in the pop-up box.

		secure.qa.sarsefiling.co.za says		🔻 F	Find a Source	e Code	▼ Rates of Ta	ix for Indi	>	Oth	ner favorites
		Proceed to make this payment now?		tions F	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portfolio		OK Cancel		1						
Tax Reference Number				No.	ent.						_
Identification Number	Payment Summary										
My Profile	Tax Reference: 814. Statement of Account issued on:).	(Period: to	R 0.00								
	Make Payment										
SARS Correspondence	Pay Now Back										
Returns Issued											
Returns History											

h) The operator continues to process payment as described in paragraph <u>3.3</u>.

5 CONVERTING EXCEL FILE INTO CSV FILE

- a) The operator must ensure that, they have captured the manifest information as specified in APT-02-A02 on Microsoft Excel.
- b) The operator must open the Excel passenger manifest file that needs to be converted and click 'File'.

Autošave 🥥	回 日	🖓 🗢 🗘 ManifestCo	av + 😒		,p s	earch								8	- 0	0
le tome	Insert Page La	yout Formulas Di	ata Review View	Automate	Help									Com	nents	et 51
η.×	Calibri	~]11 ~ A* A*	≡ ≡ ₩ -	22	General				Insert	- Σ -	27 0	1	88	🔯 🇳		
uste 🕼 -	В 1 ⊻ -	🖽 - 🙆 - 📥 -	5 5 3 <u>5</u> 3	錮 -	5 • % •	1 11 12	Conditional Formatting *	Format as Cell Table * Styles *	E Format *	· ·	Sort & Find & Filter * Select *	Sensitivity *	Add-ins	Analyze Copilot Data		
Clipboard 15		ort G	Alignment		Natiba	. 5		Styles	Cells		Editing	Sensitivity	Add-ins			
>~	$ \times \checkmark f_x \lor$															
	A		8		c		D		E		F		G		н	
leader Record					1000-0	-				CALCULATION OF THE OWNER						
ОТуре		INFO-TYPE		Test Indica	tor	APT Re	ference Numb	er Period	NOT THE REAL PROPERTY OF	Flight	a Antonia de	Date		Departu	ire Airpor	te
fust be "H"		Must be "Manifest"		Y/N		Numer	c	Numeric CCY	YMM	Alphanumer	ic e.g. AF995	Numeric	CCYYMMDD	Alphanu	meric	
etail Record																
DType		TTL Boarded PAX		Infants		ITL Tra	nsit PAX	STCR EXST		Duty Travel	673	Crew Mr	mbers	TTL Cha	rgeable P	243
Must be "D"		Numeric		Numeric		Numer	c	Numeric		Numeric		Numeric		Numerio		
Full PAX List																
D Type		Customer		From		То		Bikg		Cabin		Class		Sec.Nbr		
Must be "P"		Name and Sumame		Airport Cod	de e.g. JHB	Airport	Code e.g. HRS	Weight of ba	ggage, numeric	Alpha		Alpha		Numeric	-	
Trailer Record																
D Type		Total-Pax														
Must be "T"		Count of all records	in the file excluding the													
		header and trailer re	cords													



c) The operator must click 'Save a Copy' or Save As.

ManifestConv	Saved	Pe c	M & ?	×
\odot	Save a Copy			
斺 Home			$\uparrow \bowtie$	
New			ManifestConv	
🗁 Open			CSV (Comma deminied) (1.53)	- 🖓 Save
Info			Sensitivity labels are not support type. Learn More	orted for the current file
Save a Copy			More options	
Print			New Folder	
Share			·· • •	D
Export			Name	Date modified
Close			Xa Manifest Data	2025/07/02 3:09 AM
			Xa ManifestTesting	2025/07/02 3:25 AM
	Show more	9		
	This PC			
	In			



d) Choose 'CSV (Comma delimited) (*.csv)' in the 'Save as type' dropdown menu. The default delimiter must be changed before clicking 'Save'.

ManifestConv • Sav	ed	PO C	🔊 R ? –	
Ð	Save a Copy			
ப் Home			$\wedge \bowtie$	
New			ManifestConv	
			Excel Workbook (*.xlsx) ~	
⇒ Open			Excel Workbook (*.xlsx) Excel Macro-Enabled Workbook (*.xlsm)	Save
Info			Excel Binary Workbook (*.xisb) Excel 97-2003 Workbook (*.xis)	
Save a Copy			XML Data (*.xml)	
Print			Web Page (*.htm, *.html)	
Share			Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm) Excel 97-2003 Template (*.xlt)	ified
Export			Text (Tab delimited) (*.txt) Unicode Text (*.txt)	
Close			XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls)	2 2:43 AM
			CSV (Comma delimited) (*.csv)	
			Text (Macintosh) (*.txt)	2 3:39 AM
			Text (MS-DOS) (*.txt)	
			CSV (Macintosh) (*.csv)	2 3:21 AM
	Show more		CSV (MS-DOS) (*.csv)	
			DIF (Data Interchange Format) (*.dif)	
	This PC		SYLK (Symbolic Link) (*.slk)	
			Excel Add-in (*.xlam)	
			Excel 97-2003 Add-in (*.xla)	220

- e) In order to convert an Excel file into CSV file, the default delimiter must be changed from a comma to a pipe character (|).
- f) To effect this change required, the operator must open the Control Panel on the computer and click 'Clock and Region'.





g) The operator must click 'Region".

🔥 Clock and Region			-	0	×
\leftrightarrow \rightarrow \checkmark \uparrow	> Control Ranel > Clock and Region	∕ C	Search Control Panel		p,
Control Panel Home System and Security Network and Internet Hardware and Sound Programs User Accounts Appearance and Personalization • Clock and Region Ease of Access	Date and Time Set the time and date Change the time zone Region Change date, time, or number formats				

h) The operator must click 'Additional settings'.

🔗 Region		\times
Formats Administrative	•	
Format:		
English (South Afric	a) ~	
Language preference	es	
Date and time form	nats	
Short date:	yyyy/MM/dd ~	
Long date:	dd MMMM yyyy	
Short time:	h:mm tt ~	
Long time:	hh:mm:ss tt ~	
First day of week:	Sunday ~	
Examples		
Short date:	2025/07/02	
Long date:	02 July 2025	
Short time:	3:33 AM	
Long time:	03:33:14 AM	
	Additional settings]
	OK Cancel Apply	/

- i) The operator must check the 'List separator' field for the pipe character currently in use:
 - i) If the pipe character is a ',' then the operator must change it to an '|' which is located on top of the Enter button on the keyboard or select '|" from the dropdown menu.



mbers Cu	rrency Time Date		
Example			
Positive:	123,456,789.00	Negative: -123,45	6,789.00
Decim	al symbol:		~
No. of	digits after decimal:	2	~
Digit g	grouping symbol:	,	~
Digit g	grouping:	123,456,789	~
Negat	ive sign symbol:	-	~
Negat	ive number format:	-1.1	~
Displa	y leading zeros:	0.7	~
List se	parator:		~
Measu	rement system:	Metric	~
Standa	ard digits:	0123456789	~



ii) If the pipe character is a '|' the operator does not need to make any changes.

훳 Customize Format	>
Numbers Currency Time Date	
Example Positive: 123,456,789.00	Negative: -123,456,789.00
Decimal symbol:	. ~
No. of digits after decimal:	2 ~
Digit grouping symbol:	, ~
Digit grouping:	123,456,789 ~
Negative sign symbol:	- ~
Negative number format:	-1.1 ~
Display leading zeros:	0.7 ~
List separator:	· · ·
Measurement system:	Metric ~
Standard digits:	0123456789 ~
Use native digits:	Never ~
Click Reset to restore the system of numbers, currency, time, and date	default settings for Reset
	OK Cancel Apply

j) The operator must click 'Ok' to save changes made.



Decimal symbol:	. ~
No. of digits after decimal:	2 ~
Digit grouping symbol:	, ~
Digit grouping:	123,456,789 ~
Negative sign symbol:	- ~
Negative number format:	-1.1 ~
Display leading zeros:	0.7 ~
List separator:	
Measurement system:	Metric ~
Standard digits:	0123456789 ~
Use native digits:	Never
Click Reset to restore the system de numbers, currency, time, and date.	efault settings for Reset
	OK Cancel Apply

k) The operator can now save the file. It will be saved as a CSV file, with pipe characters as delimiters instead of commas.



I) To verify the convention, the operator must open the saved file in a text editor like Notepad to ensure that the data is separated by pipe characters.

8	Untitled	I	× +							-	0	×
File	Edit	View		H1 ~ 💷	~ B I	田橋				🧐 ~	茵	8
Ln 1.	Col 1	0 characters	Plain text					100%	Windows (CRLF)	UTF-8		

m) The operator must click 'File' and then 'Open'

Untitled	1
Edit	View
w tab	Ctrl+N
w window	Ctrl+Shift+N
New Markdo	own tab
Open	Ctri+O
Recent	>
rve	Ctrl+5
iave as	Ctrl+Shift+S
Save all	Ctrl+Alt+5
Page setup	
Print	Ctrl+P
Close tab	Ctrl+W
Close windov	w Ctrl+Shift+W
Exit	
Ln 1, Col 1	0 characters

n) The operator must select 'All files' from the dropdown menu of file type.



	Name	^	Status	Date	modified	Туре	
I.		No iter	ns match your sea	arch.			
J.							
				_			
na	me:			~	Text documents (*.t	xt) ~	
		Encoding: Auto-	Detect	~	Text documents (*.t. Markdown file (*.m.	xt) d)	
					All files		

- o) The list of files will appear, and the operator must select the CSV file that has been just converted.
- p) If converted correctly the data will be separated by pipe characters (|) as reflected below. The CSV file is ready to be uploaded using Efiling.

Untilled	ManifestConv.csv	× +						-	0
File Edit View								0	~ <u>é</u>
Header Record ID Type INFO-TYPE[Test In "Must be """""""""""""""""""""""""""""""""""	dicator APT Reference Numbe "Manifest"" Y/N Numeric Nu nfµnts ITL Transit PAX STCR neric Numeric Numeric Numeric Numer o Bkg Cabin Class Sec.N urname Airport Code e.g. records in the file excl	r Period Flight Date meric CCYYPH Alphanu EXST Duty Travelers is Numeric Numeric C Nor Seat Accept Co JNB Airport Code e. uding the header and	e Departure Airport meric e.g. AF995 N s Crew Members TTL (urrency Currency odeshare Incarriag g. HRE Weight of b d trailer records	code Arrival Airpo code Arrival Airpo chargeable PAX Tax . e Incarriage From aggage, numeric Alp 	rt code Departure Date hanumeric Alphanumeric Amount TTL to Pay Arrival Time ha Alpha Numeric Alpha	and Time Arrival C Numeric CCYYMHOD, numeric Y/N DL8513	Date and Time .00:00[Numeric CCYV Alphanumeric Alpha	nnepo, e	00:00 Numer:

6 UPLOAD OF PASSENGER MANIFEST

- a) The operator must login into eFiling as specified in paragraph 2.1.
- b) Select the applicable profile and click on 'View Taxpayer'.



Effective Date: 18 July 2025

		1	Home Use	r Organisations	Returns Cust	oms Duties & Levies	Services Tax Status	Contact	Log Out
	Portfolio AutoCompany	זד ד ד	axpayer AUTOMATION	-	Organisation	ı			
Tax Reference Number 2861037170					-				
Identification Number 5301016624089									
My Profile						, "] 📑 🚯		5
SARS Correspondence	Taxpayers								
Returns Issued		Name		Registration or ID	number	Tax Reference N	√umber	Q	
Returns History									
Returns Search	Name of Taxpayer	Company/ ID Numbe	er Reference	Number	Last Return Fille	ed Last Acc	essed Action	ns	
Levies and Duties	ACME Automation-381128	2024/727864/07	9234248236	;	2025-05-09 14:00	2025-05-0	09 14:00 View	Taxpayer	
Third Party Data Certificate Search	T AUTOMATION	5301016624089			-	-	View	Taxpayer	_
Third Party Data	First Previous 0) Next Last							_
Non-Core Taxes									
Payments					🔛 I	LIVE CHAT		🤛 ASK A Q	UESTION?

c) The operator must click on 'Passenger Manifest'.

T TESTER AUTOMATION 0			łome User Organisat	ions Returns Customs	Duties & Levies Services	Tax Status Contact Log Ou
Tax Reference Number 2861037170	Portfolio AutoCompany	- ACM	ver IE Automation-381128	• Organisation		
Identification Number 5301016624089						
My Profile) 🚯 🚳 👼
SARS Correspondence	Taxpayers					
Returns Issued		Name	Registration of	r ID number	Tax Reference Number	Q
Returns History						
Returns Search	Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
Levies and Duties	ACME Automation-381128	2024/727864/07	9234248236	2025-05-09 14:00	2025-05-09 14:00	View Taxpayer
Passenger Manifest	T AUTOMATION	5301016624089		-		View Taxpayer
Third Party Data Certificate Search	First Previous 0	Next Last				
Third Party Data						
Non-Core Taxes	Heore			🚊 LIVE C	HAT	SK A QUESTION?

d) The operator must click 'Update Passenger Manifest'.



		Home User	Organisations Returns	Customs Duties & Levie	s Services Tax Status	Contact Log Out
Tax Reference Number 2861037170	Portfolio AutoCompany	Taxpayer ACME Automation-38112	28 * : Org	anisation		
Identification Number 5301016624089 My Profile	Passenger Manifest Upload Welcome to the funtionality for bulk uploads of flights. Specification) Note: If the documents open in the brow order to start the upload process.	This functionality allows you to up ser, please use the 'Right Click, Sav	load multiple Flights at c re As' option.' Please cli	ince usings a CSV (Comma Sepe ck on 'Browse' and select your fil	rated Values) file format (<u>Click</u> e to upload. Then click on the	t <u>here for</u> • 'Upload' button in
SARS Correspondence	Voort – Doi	od t				
Returns Issued	Please select both the Year and the Period from the dro	opdown list				
Returns History	Uplo	ad				
Returns Search	Choose Files No file chosen					
Levies and Duties						
Passenger Manifest						
Upload Passenger Manifest						
Passenger Manifest History						
Third Party Data Certificate Search				🛄 LIVE CHAT	3	ASK A QUESTION?

e) Select 'Year' and 'Period' of the passenger manifest being uploaded.

T TESTER AUTOMATION 3	SARS @PILING Home User	Organisations Returns	Customs Duties & Levies	Services Tax Status	Contact Log O
Tax Reference Number 2861037170	Portfolio Taxpayer AutoCompany ~ ACME Automation-3811	28 🍷 i Organisa	ation		
Identification Number 5301016624089 My Profile	Passenger Manifest Upload Welcome to the funtionality for bulk uploads of flights. This functionality allows you to u Specification Note: If the documents open in the browser, please use the 'Right Click, So order to start the upload process.	pload multiple Flights at once u ve As' option.' Please click on	usings a CSV (Comma Seperat 'Browse' and select your file !	ted Values) file format (<u>Cli</u> to upload. Then click on tl	:k here for he 'Upload' button in
SARS Correspondence	Vear *	÷			
Returns Issued	Please select both the Year and the Period from the dropdown list				
Returns History	Unioad				
Returns Search	Choose Files No file chosen				
Levies and Duties					
Passenger Manifest					
Upload Passenger Manifest					
Passenger Manifest History					
Third Party Data Certificate Search			LIVE CHAT		ASK A QUESTION?

f) Choose the CSV file to upload and select 'Upload'.

	E TSARS @FILING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log Out
Tax Reference Number 2861037170	Portfolio Taxpayer AutoCompany - ACME Automation-381128 - Organisation
Identification Number 5301016624089 My Profile	Passenger Manifest Upload Welcome to the funtionality for bulk uploads of flights. This functionality allows you to upload multiple Flights at once usings a CSV (Comma Seperated Values) file format (<u>Click here for</u> <u>Specification</u>) Note: If the documents open in the browser, please use the 'Right Click, Save As' option.' Please click on 'Browse' and select your file to upload. Then click on the 'Upload' button in order to start the unded morees.
SARS Correspondence	Vex * Period * 01 *
Returns History	Choose Files H_2025041295059.csv Upload
Returns Search	
Levies and Duties	
Passenger Manifest	
Upload Passenger Manifest	
Passenger Manifest History	
Third Party Data Certificate Search	🖬 LIVE CHAT 🕞 ASK A QUESTION?



g) The screen below will display after a successful upload of passenger manifest.

		Home User Organisations Returns	Customs Duties & Levies Services Tax Statu	is Contact Log Out
Tax Reference Number 2861037170	Portfolio AutoCompany ~	Taxpayer ACME Automation-381128 • Orga	nisation	
Identification Number 5301016624089 My Profile	Passenger Manifest Upload	Messana	reiner a COV (Comma Concerted Voluce) file format (Tisk bara for
	Specification) Note: If the documents order to start the upload process.	wessaye	'Browse' and select your file to upload. Then click or	the 'Upload' button in
SARS Correspondence	Year * 2025			
Returns Issued	2023			
Returns History	Choose Files H_2025041295059.cs	Your File Has Been Successfully Loaded		
Returns Search		Continue		
Levies and Duties				
Passenger Manifest				
Upload Passenger Manifest				
Passenger Manifest History				
Third Party Data Certificate Search			LIVE CHAT	ASK A QUESTION?

h) The operator may click 'Passenger Manifest History' to view previously uploaded passenger manifests.

Returns History		но	ome User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Returns Search	Portfolio	Тахрау	rer								
Levies and Duties	AutoCompany	ACM	E Automation-381	128 -	: Orgar	nisation					
Passenger Manifest											_
Upload Passenger Manifest	Passenger Manifest History										
Passenger Manifest History											
Third Party Data Certificate Search	ID Type		Flight Number								
Third Party Data											
Non-Core Taxes	Arrival Airport Code		Departure Airpor	t Code							
Payments	Codeshare		TTL Boarded PA	x							
Third Party Appointments	From *		To *								
Request For Reason	2025/05/01		2025/05/15			ē					
Request for Reduced Assessment			Recet	Ar	only Search						
Disputes\Suspension Of Payment			Neger.	~	by bearen						
Voluntary Disclosure						🚊 LIVE (CHAT			🦳 ASK A QU	JESTION?



7 INITIATE PAYMENT FROM CONTRAVENTION LETTERS

- a) The operator must login into eFiling as specified in paragraph 2.1
- b) Select the applicable profile and click 'View Taxpayer'

			Home Use	r Organisations	Returns (Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portfolio AutoCompany		axpayer AUTOMATION	*	: Organisa	ition					
2861037170											
Identification Number 5301016624089							_				
My Profile										<u>B</u>	
SARS Correspondence	Taxpayers										
Returns Issued		Name		Registration or ID r	number		Tax Reference	Number		Q	
Returns History											
Returns Search	Name of Taxpayer	Company/ ID Numbe	er Reference	Number	Last Return	Filled	Last Ad	cessed	Actions		
Levies and Duties	ACME Automation-381128	2024/727864/07	9234248236	i	2025-05-09 14	1:00	2025-05-	09 14:00	View Ta	xpayer	_
Third Party Data Certificate Search	T AUTOMATION	5301016624089							View Ta	xpayer	
Third Party Data	First Previous 0	Next Last									_
Non-Core Taxes											_
Payments	Lleave					LIVE CH	IAT			D ASK A QI	UESTION?

c) The operator must then click the 'SARS Correspondence' option.

	E VSARS @ FILLING Home User Organisations Returns Customs Duties & Levies Services	Tax Status Contact	Log Out
	Portfolio Taxpayer AutoCompany ~ ACME Automation-984116 ~ : Organisation		
Tax Reference Number 0804269264			•
Identification Number 1101017920187	USER DETAILS User Name: AUTOMATION, T Login Name SQMAuto Pr 694474167482875166 1 Resistration Number 2024/003794/07		
My Profile	Date Registered: 2025/04/02 Date Registered: 2025/04/02		
SARS Correspondence	Please enter your Income Tax Reference Number: SEARCH UPDATED VERSION 5.0.9 OF e@syfile~ EMPLOYER NOW AVAILABLE		
Returns Issued	The latest version 5.0.9 of e@syFile™ Employer is now available can be accessed by visiting the SARS eFiling website		
Returns History	http://www.sarsefiling.co.za/ and downloading version 5.0.9 of e@syFile™ Employer. Please note: The updated e@syFile™ Employer version 5.0.9 for Macintosh will be available at a later date. Any information submitted to SARS using a		
Returns Search	previous version of e@syFile™ Employer, will not be accepted.		
Dividends Tax	For more information on the updates to the software visit the SARS website <u>http://www.sars.gov.za/</u> > Tax Types > PAYE for Employers.		
Levies and Duties	IMPORTANT: ONLY ADDRE FLASH PLAYER TO BE USED FOR FORMS ON SARS OFILING		
Passenger Manifest	In our quest to improve our service to taxpayers, SARS is phasing in the use of Adobe Flash Player as the only plug-in for	ASK A QUEST	FION?

d) The operator is prompted to enter the search criteria then click on 'Search'.



	TSARS @FILING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact	Log Out
	Portfolio Taxpayer AutoCompany ~ ACME Automation-984116 ~ Organisation	
Tax Reference Number 0804269264		
Identification Number 1101017920187	Search Correspondence	
My Profile		
	All All T	
SARS Correspondence	Tax Year Notice Types	
Search Correspondence		
Request PAYE Notices	Received Date Firon* Message Type 2024/12/15 Image: All T	
Request Admin Penalty SOA		
Request Historic IT Notices	2025/06/13 E Reference Number	
Returns Issued	Clear Search	
Returns History		DN7

e) The operator must click on 'View' to access the applicable contravention letter.

	Received Date To * 2025/06/23			Reference Number					
Tax Reference Number					Clear	Search			
0123745291 Identification Number 3401015691089	Name Tax	Reference Number Tax Type	Year\Period	Date	Description	View Document			
My Profile	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	18/06/2025 10:49:07	Letter of Demand	View			
	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	18/06/2025 09:56:02	Letter of Demand	View			
SARS Correspondence	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 15:05:24	Letter of Demand	View			
Search Correspondence	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 10:04:17	Request for Additional Information	View Upload			
Request PAYE Notices	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 10:04:14	Request for Additional Information	View Upload			
Request Admin Penalty SOA	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 10:04:11	Request for Additional Information	View Upload			
Request Historic IT Notices	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 10:04:04	Request for Additional Information	View Upload			
Returns Issued	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 09:59:35	Request for Supporting Documents	View Upload			
Returns History	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 09:59:30	Request for Supporting Documents	View Upload			
Returns Search	ACME Automation-666497 8140	0299036 Air Passenger T	ax 2025	17/06/2025 09:18:20	Letter of Demand	View 📂 ASK A QU			

f) The operator must click 'Download file' to open the contravention letter and click 'Pay Now' to make payment.





g) Enter the amount to pay and then click 'Make Payment'.



	▼S4RS @FELING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact	Log Out
	Portfolio Taxpayer AutoCompany ACME Automation-984116 - Organisation	
Tax Reference Number 0804269264		
Identification Number 1101017920187	APT Payment Summary	
My Profile	Tax Reference 8140299101 Period 202506 3472	20
	Make Payment	
SARS Correspondence	knost 1	
Returns Issued	34720	
Returns History		
Returns Search	Back Make Payment	
Dividends Tax	This page allows you to:	
Levies and Duties	 Capture payment details regarding tax return payments you have already made manually. Create payment instructions to the bank of your choice to do the actual payment to SARS. Tip: You can submit payments any time before the payment due date, with an effective date of the payment due date. The payment will only be processed on 	
Passenger Manifest	the effective date. EVE CHAT Constraints and the effective date. EVE CHAT Constraints and the effective date. Please be aware that there is a R500.000 limit on payments unless vou one of the following banking products: ABSA - Cash Focus. ABSA Corporate	387

h) The operator must select the 'Account Name' to be used for payment and select the 'Payment Request Date'.

	E 🐨 SARS 👁 FILING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log Out
Tax Reference Number	Portfolio Taxpityer AutoCompany - ACME Automation-984116 - Organisation
0804269264 Identification Number 1101017920187	
My Profile	Payment Details
SARS Correspondence	Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be remo- from the ABSA Direct system by tomorrow.
Returns Issued	Account Name: Delect bank account V Payment Request Date: 2025/06/13
Returns History	Please use the format: yyyyimmidd Payment Amount: R 34720
Returns Search	Comments:
Dividends Tax	
Levies and Duties	Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.
Passenger Manifest	

i) The operator then clicks 'Pay Now'.

	SARS	e en ses	Hume	User O	Aquanisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portfale AutoCompany		Targayer ACME Automation-	054175	* 1	Organisatio	00					
Tax Reference Number 13676971:												-
Identification Number 480101995												
My Profile		Payment Details										
		Tige You can submit payments any time Note: ABSA Direct payments can only t	e with an effective date of t be made and authorised of	the payment due in the same day. P	date. The pay Please be awa	yment will only sre that if you o	be processe don't authoris	d on the effective of e your payment to	fate. day it will be	removed		
SARS Correspondence		from the ASSA Direct system by tomore	DW.									
Returns Issued		Account Name:	AD Bar	nii.	ABSA	Direct - Inten	net Banking					
Returns History			Aci Aci	count Number cess Number	1							- 1
Returns Search		Daument Request Da	20.	er Number 25/06/25	1 1 1 25 Jun 2025							
Levies and Duties		Payment Amount:	Per R E	eer use the formati ; 5080	yyyyimmidd							
Passenger Marsfest		Comments:										
Third Party Data Certificate Search									0			
Third Party Data		Fiease male sure that	at you complete the paym	ert process and r	receive à payr	reit reference	number as p	icod of payment in	itiation.			
Non-Core Taxes							LIVE	Stall Pay Now	c	encel	D ASK A GA	ALTERNOT



j) The operator clicks 'OK' in the pop-up box.

TESTER AUTOMATION •	Portisio AutoCompany	secure.preprod.sarseff Note: To effect the payme account must authorise th place when, in accordance to their banking product bank regarding the cut-of timeously	ling.co.zs says Int, the payer who is the owner of the bank the payment. The transaction will only take with the bank rules, the payer has logged on to authorise the payment. Rease consult your If times to effect effling payments to SARS	ms Customs	Duties & Levies Services	Tax Status	Contact Log Ou
Identification Number 4801019957. My Profile	from the ABSA Direct sys	Name:	ABSA ~ Bank ABSA Direct	t - Internet Banking	, ,		
SARS Correspondence	Payment	Request Date:	Access Number 1 User Number 1 2025/06/25 User Sum 2025 Please use the format: yypytereidd				
Returns History Returns Search	Paymen Commer	Amount: its:	R 6080				
Levies and Duties Passenger Manifest Third Batte Data Catilicate	Please	make sure that you comple	te the payment process and receive a payment n	eference number as pr	roof of payment initiation.	Cancel	
Third Party Data Certificate Search Third Party Data	Payment Su	immary			- all and a		
Non-Core Taxes		,		LIVE C	HAT	ē	ASK & QUESTION?

k) The operator must check summary of payment accuracy and click 'Confirm' if details are correct.

TESTER	Summary of payment transaction details	
AUTOMATION 3	Payment for: 1 item Amount: 8 34720 00	
Tax Reference Number 0804269264	Payment Request Date: 2025/06/13 Account Name: FNB	
Identification Number 1101017920187	Bank Name: FNB	
My Profile	Please note that by clicking on the "Confirm" button below, a payment instruction will be created and sent to your bank, which requires authorisation in order for the payment to be finalised.	
	Kindly logon to your banking product to authorise this payment in order to release the required funds to SARS. Confirm Cancel	
SARS Correspondence	Please be aware that once a payment is submitted this instruction cannot be reversed	
Returns Issued		· · · · ·
Returns History		
Returns Search		
Dividends Tax		
Levies and Duties		
Passannar Manifest	LIVE CHAT	ASK A QUESTION?

I) The operator to click 'OK' button to send a payment instruction to the bank.



Effective Date: 18 July 2025

	● ▼SARS ●+UND	secure.preprod.sarsefiling.co.za says You will pay SARS: R6080.00 From account ABSA	ms Customs Duties & Levies Ser	rvices Tax Status Contact Log	g Out
Tas Reference Number 1367697198 Identification Number 4001019957189 My Prufile	AutoCompany Confirm Pa Summary of payr	On: 2025/06/25 Please be aware that once a payment is submitted this instruction cannot be inversed. Office Care anyment Initiation ment transaction details	nisation		
SARS Correspondence	Payment for:	1 item			
Returns Issued	Amount: Payment Request Date	R 6080.00 2025/06/25			
Returns History	Account Name	ABSA Bank Name: ABSA Direct - Internet Banking Access Number: 1			
Returns Search	Please note that by click	ting on the "Confirm" button below, a payment instruction will be creat	ted and sent to your bank, which		
Levies and Duties	requires authorisation in	n order for the payment to be finalised.	encied back in CARE Otherwise the		
Passenger Manifest	payment will no longer	be available through your bank and you will need to do the payment a	igain.		
Theid Party Data Certificate Search			Confirms Cancel		
Third Party Data	Prease be aware that once a	Tableson is amounted one exercicion recuip (d. (gali 1960			
Non-Core Taxes			LIVE CHAT	ASK A QUESTIO	9W7

m) The operator must click 'Confirm' to confirm payment initiation.

	SARS	O FLNG		Home	User	Organisation	is Returns	Customs	Daties & Levies	Senios	Tax Status	Contact	Log Out
Tax Reference Number	Portfalio AutoCompany		+ Al	CME Automation	1-054175	÷ 1	Organisat	ion					
Identification Number 4801019957189		and m Da		testes.									
My Profile	S	ummary of paym	ment transaction	n details									
SARS Correspondence	P	layment for	1 item										
Returns Issued	A P	mount: layment Request Date:	R 6080.00 2025/06/25										
Returns History	A	ccount Name	ABSA Bank Name	ABSA Direct	- Internet B	anking							
Returns Search			Models (Maniper,	1									
Levies and Duties	in in	quires authorisation in	order for the paymen	nt to be finalised.	yment instruc	bon will be cre	ated and sent	o your bank,	Whiteh				
Passenger Manifest	Ki pa	ndly logon to your bani syment will no longer b	king product to auth re available through y	orise this payment rour bank and you v	today in orde will need to d	to release the	required fund again.	to SARS. Of	erwise the				
Third Party Data Certificate Search		case be aware that once a m	avment is submitted this	instruction cannot be	ever and		Confirm	Ca	scel				
Third Party Data	2												
Non-Core Taxes	1							ELIVE.	CHAT			ASK & DU	IESTION?

n) If the initiation is not successful, the error message below will show. The operator has an option to try again in 30 minutes or to call the SARS Contact Center.



	E VSARS @FX.NG Hone User Organizations Returns Coutoms Datios & Levies Sand	ices Tax Status Contact Log Out
Tax Reference Number	AutoCompany ACME Automation 054175 Corganisation	
Identification Number 4801019957189	Payment Initiation Result	
My Profile	Summary of payment transaction details	
SARS Correspondence		
Returns lased	This payment was not completed successfully!	
Returns History	We have experienced some difficulty communicating this transaction to your bank. Please wait 30 minutes and try again. If you continue to experience difficulties, please contract, gior call contra. The following message was returned: Getting payment information failed	
Returns Search	Account Name ABSA	
Levies and Daties	Rayment Amount R 6080.00	
Passenger Manifest		
Third Party Data Certificate Search	Payment Reference: SARSEF 0024533012	
Third Party Data	Continue Print Continuation	
Non-Core Taxes	LIVE CHAT	ASK & QUESTION?

O) The operator may check the payment status by selecting 'Payments' followed by 'Payment History'.

Third Party Data										
Automatic Exchange Of										
Information (AEOI)	Payment History									
Country by Country Reporting	Payment History									
Non-Core Taxes	For more accurate results, please supply a Tax number or a Payment reference number.									
Payments	Targaryer Manne									
	ACME Automation-381128									
Payment Guide	Tax Product									
Pay Now	All Products - Tax Reference Number									
	Paramet Shine									
Payment Arrangement History	Payment Reference Number All									
Bulk Payments										
	Date From * Date To *									
Payment History	2023/00/14									
Bank Details Setup										
	Actual Payment Date 💼 🚹									
Awaiting Authorisation										
Third Party Appointments	Clear Search									
Request For Reason										
Received for Rectanged American	Taxpayer Tax Reference Payment Reference Tax Created On Actual Payment Tax Amount Payment Payment Date Determined Amount Status Details									
Request for Reduced Assessment										

- p) The operator must click on 'View' to check the applicable payment status:
 - i) The 'Payment Status' will reflect 'Approved' if the payment has been successful.
 ii) The 'Payment Status' will reflect 'Failed' if the payment has not been successful.

	For more accu	rate results, pie	ease supply a tax n	umber or a Payment	t reterence	number.						
	Tacquer Name ACME Automation	-054175										
Tax Reference Number 1367697198	Tax Products	Tex Products +			Тая	Tax Reference Number						
Identification Humber 4001019957189	Payment Reference	Payment Reference Number			AB	Payment Datas A3						
My Profile	Date From *				Dev	54 C						
	2025/06/18				202	5/05/25					2	
SARS Correspondence	Actual Dayment Dr	de.										
Before lased	- the second sec					-						
Returns History							Clear		5	earch		
Returns Search												
Levies and Duties	Taspayer Name	Tax Reference Number	Payment Reference Number	Tax Product	Created Or Date	Actual Payment Date	Tax Period	Amount	Payment Status	Payment Details		
Passenger Manifest	ACME Automation- 054175	8140299093	0024533012	Air Passenger Normal Payment - SAP	2025-06-25	2025-06-25	N/A	6080.00	Failed	View		
Third Party Data Certificate Search	ACME Automation- 054175	8140299090	0024533000	Air Passenger Normal Payment - SAP	2025-06-18	2025-06-18	N/A	300.00	Approved	View		
Third Party Data								this per page.	10 - 1	100 4	>	
Non-Core Taxes						UV	E CHAT				KA DUESTION?	



8 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The definitions, acronyms and abbreviations can be accessed via the following link: <u>Glossary A-M | South</u> <u>African Revenue Service (sars.gov.za)</u>

9 DISCLAIMER

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

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

- i) Visit the SARS website at <u>www.sars.gov.za;</u>
- ii) Make a booking to visit the nearest SARS branch;
- iii) Contact your own tax advisor / tax practitioner;
- iv) If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277); or
- v) If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).