

Effective Date: 30 September 2025



AIR PASSENGER TAX

Effective Date: 30 September 2025

TABLE OF CONTENTS

1	SUMMARY	3
2	APT REGISTRATION ON EFILING	3
2.1	Log in to eFiling	3
2.2	Activate APT Tax Type	4
3	APT RETURN SUBMISSION	8
3.1	Submit APT Return	8
3.2	Request for Correction	11
3.3	Make Payment	12
4	STATEMENT OF ACCOUNT (SOA)	15
5	CONVERTING EXCEL FILE INTO CSV FILE	18
6	UPLOAD OF PASSENGER MANIFEST	27
7	INITIATE PAYMENT FROM CONTRAVENTION LETTERS	32
8	DEFINITIONS, ACRONYMS AND ABBREVIATIONS	39
9	DISCLAIMER	39

Effective Date: 30 September 2025

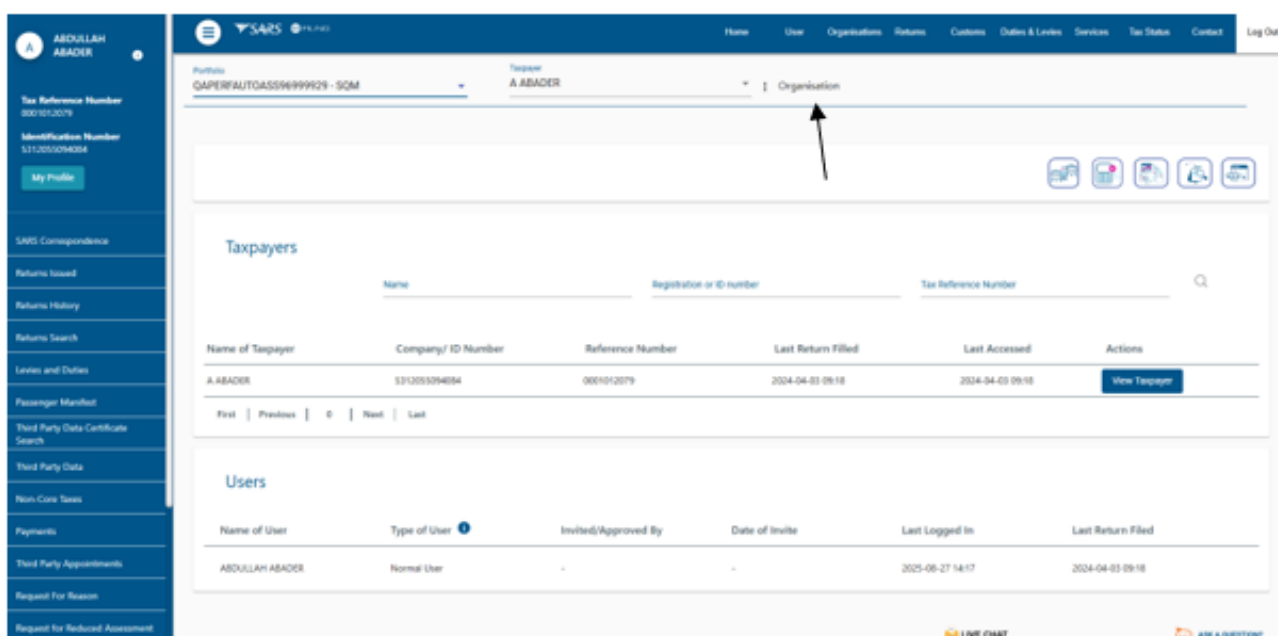
1 SUMMARY

- Every operator liable for Air Passenger Tax (APT) is required to file a return and make payment, in accordance with Section 47B (7).
- The requirements for return submission are described in APT-02.
- The accounting period is one (1) calendar month, commencing from the first day and ending on the last day of the month.
- 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.
- 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.
- The operators / agents can now pay for the contravention's amounts stated on the letters using eFiling.
- For the licensing and registration requirements, refer to SC-CF-19.

2 APT REGISTRATION ON EFILING

2.1 Log in to eFiling

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



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

Effective Date: 30 September 2025

2.2 Activate APT Tax Type

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

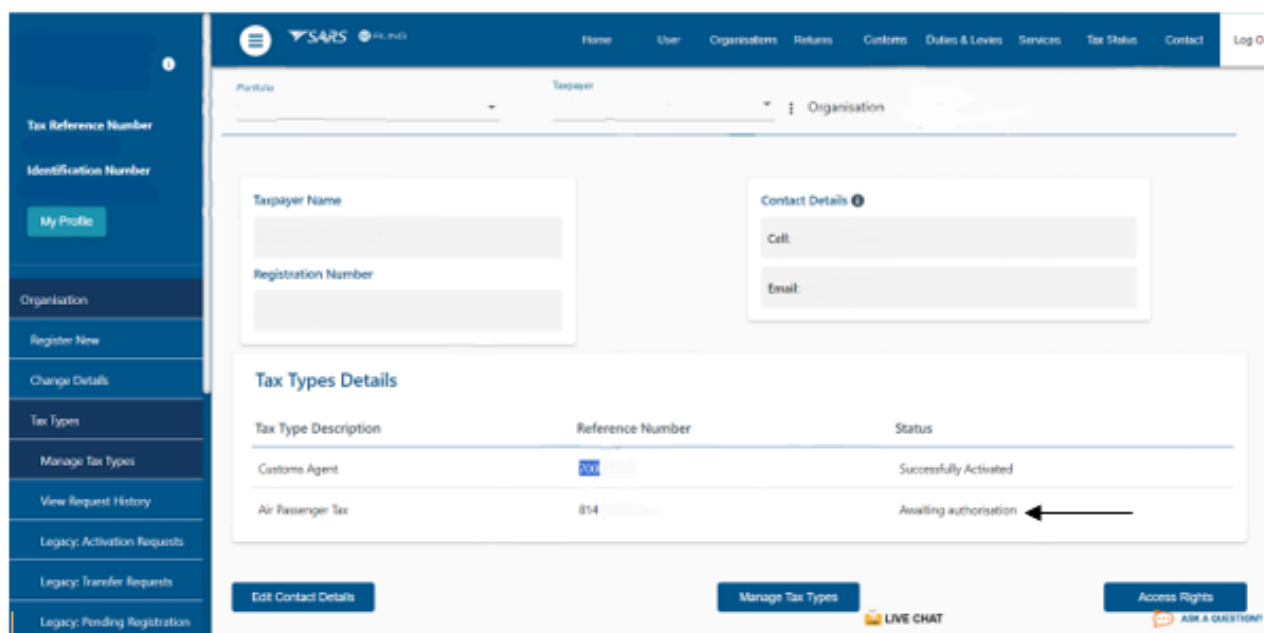
Tax Type Description	Reference Number	Status	Action
Customs Agent	700	Successfully Activated.	<input type="checkbox"/> Deactivate
Air Passenger Tax	814	Successfully Deactivated.	<input type="checkbox"/> Request Activation

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

Tax Type Description	Reference Number	Status	Action
Customs Agent	700	Successfully Activated.	<input type="checkbox"/> Deactivate
Air Passenger Tax	814	Successfully Deactivated.	<input checked="" type="checkbox"/> Request Activation

Effective Date: 30 September 2025

- 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.

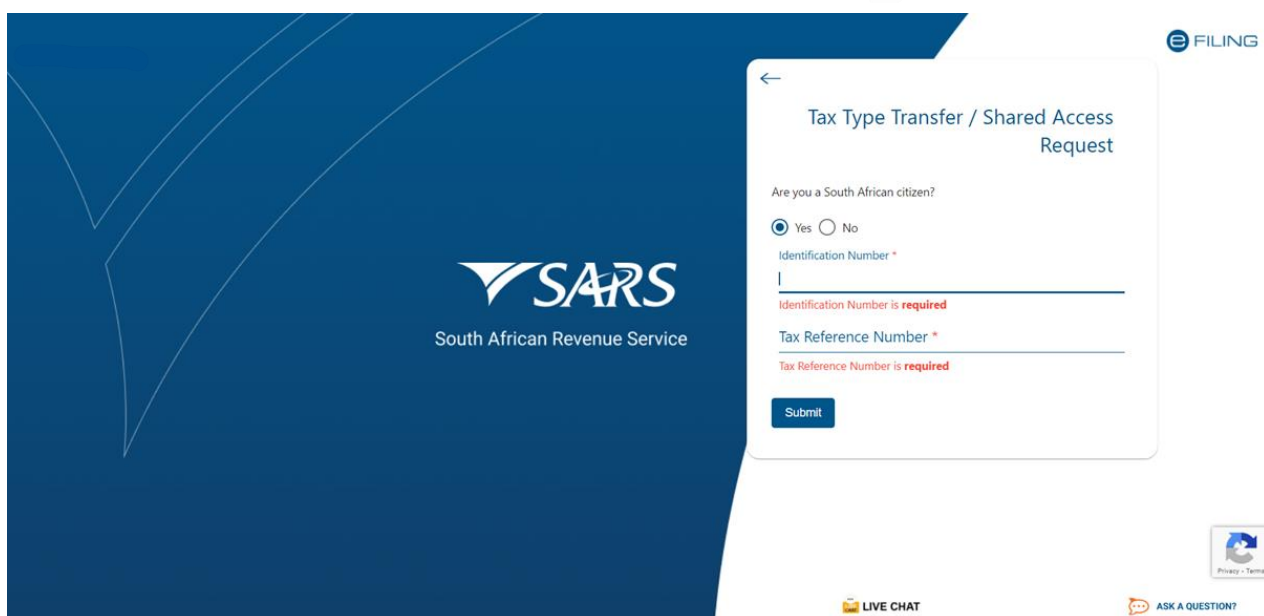


The screenshot shows the SARS eFiling interface. On the left is a navigation menu with options like 'My Profile', 'Organisation', 'Register New', 'Change Details', 'Tax Types', 'Manage Tax Types', 'View Request History', 'Legacy: Activation Requests', 'Legacy: Transfer Requests', and 'Legacy: Pending Registration'. The main content area is titled 'Tax Types Details' and contains a table with the following data:

Tax Type Description	Reference Number	Status
Customs Agent	201	Successfully Activated
Air Passenger Tax	814	Awaiting authorisation

An arrow points to the 'Awaiting authorisation' status in the second row. Below the table are buttons for 'Edit Contact Details', 'Manage Tax Types', 'Access Rights', and a 'LIVE CHAT' button.

- 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.



The screenshot shows the SARS eFiling 'Tax Type Transfer / Shared Access Request' form. The form has a blue header with the SARS logo and 'South African Revenue Service'. The form content includes:

- A back arrow at the top left.
- Title: 'Tax Type Transfer / Shared Access Request'.
- Question: 'Are you a South African citizen?' with radio buttons for 'Yes' (selected) and 'No'.
- Field: 'Identification Number *' with a red error message 'Identification Number is required'.
- Field: 'Tax Reference Number *' with a red error message 'Tax Reference Number is required'.
- A 'Submit' button at the bottom.
- Footer: 'LIVE CHAT' and 'ASK A QUESTION?' buttons.

Effective Date: 30 September 2025

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

- h) A one-time pin (OTP) is sent to the chosen channel and the operator:

- i) Captures the OTP; and
- ii) Clicks the Submit button.

Effective Date: 30 September 2025

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

- j) The Air Passenger Tax will be activated.

Tax Type Description	Reference Number	Status
Customs Agent	700	Successfully Activated
Air Passenger Tax	814	Successfully Activated

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

Effective Date: 30 September 2025

3 APT RETURN SUBMISSION

3.1 Submit APT Return

- a) The operator selects:
 - i) Returns; and
 - ii) Returns issued.

The screenshot shows the SARS eFiling portal interface. In the top navigation bar, the 'Returns' tab is highlighted. In the left sidebar, under 'SARS Correspondence', the 'Returns Issued' option is highlighted. The main content area displays the user's profile (ABDULLAH ABADER) and company details (A ABADER). Below this, there is a search bar for 'INCOME TAX QUICK SEARCH' and a notice titled 'ISSUING OF 2013 IRP6/IT3(a) UNTIL FURTHER NOTICE'.

- 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.

The screenshot shows the 'Returns Search' section of the SARS eFiling portal. The 'Year' and 'Period' dropdown menus are highlighted with arrows. The 'Request Return' button is visible on the right. The left sidebar shows 'Personal Income Tax (ITR12)' and 'Air Passenger Tax (APT201)' highlighted. The main content area displays a table titled 'Air Passenger Tax Returns' with columns for Name, Reference Num, Period, Return Type, Status, Amount Due, Due Date, and Open.

Effective Date: 30 September 2025

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

ABDULLAH ABADER

Tax Reference Number: 0001012079
Identification Number: 531205509004

My Profile

SARS Correspondence
Returns Issued
Personal Income Tax (ITR12)
Air Passenger Tax (APT201)
Returns History
Returns Search
Levies and Duties
Passenger Manifest
Third Party Data Certificate Search
Third Party Data
Non-Core Taxes
Payments
Third Party Appointments

Portfolio: QAPERFAUTOASS9699929 - SQM | Taxpayer: A ABADER | Organisation:

Air Passenger Tax Workpage

Taxpayer Details		Status Information	
Taxpayer Name	A ABADER	SARS Status	Issued
Tax Period	202502	eFiling Date	2025-08-28T13:53:23.007
Reference Number	8140307607		

Declaration Details			
Return	Version	Status Date	Status
APT201	1	2025-08-28T00:00:00	Issued

[Back to Search](#)

[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.

SARS
South African Revenue Service

AIR PASSENGER TAX APT201

Back Print Save **Submit**

100

Details of Accounting Period

Operator Particulars

Agent Particulars

APT Passenger and Liability Details

Declaration

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 91 of 1964.

Declaration Date: 2023 / 08 / 15

For enquiries go to: www.sars.gov.za or call 0800 06 7277

[LIVE CHAT](#) [ASK A QUESTION?](#)

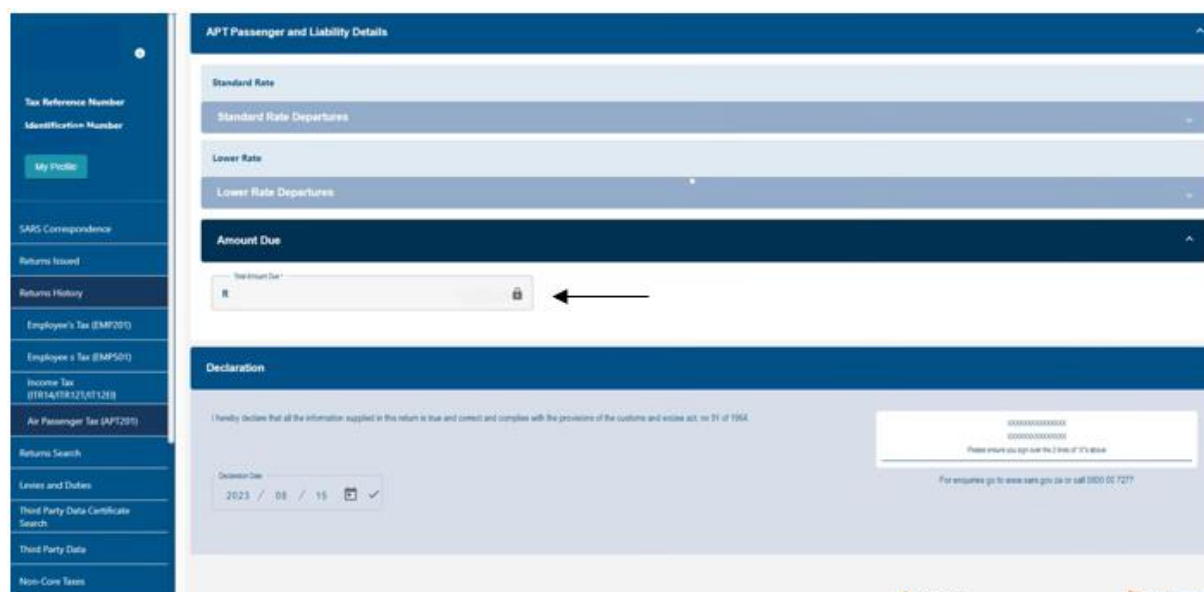
Effective Date: 30 September 2025

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



The screenshot shows the SARS AIR PASSENGER TAX portal. The left sidebar contains navigation links such as 'Tax Reference Number', 'Identification Number', 'My Profile', 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Returns Search', 'Unlink and Delete', 'Third Party Data Certificate Search', and 'Third Party Data'. The main content area is titled 'AIR PASSENGER TAX' and 'APT201'. It features a list of expandable sections: 'Details of Accounting Period', 'Operator Particulars', 'Agent Particulars', and 'APT Passenger and Liability Details'. The 'APT Passenger and Liability Details' section is expanded, showing sub-sections for 'Standard Rate' (with 'Standard Rate Departures'), 'Lower Rate' (with 'Lower Rate Departures'), and 'Amount Due'. A 'Declaration' section is also visible at the bottom.

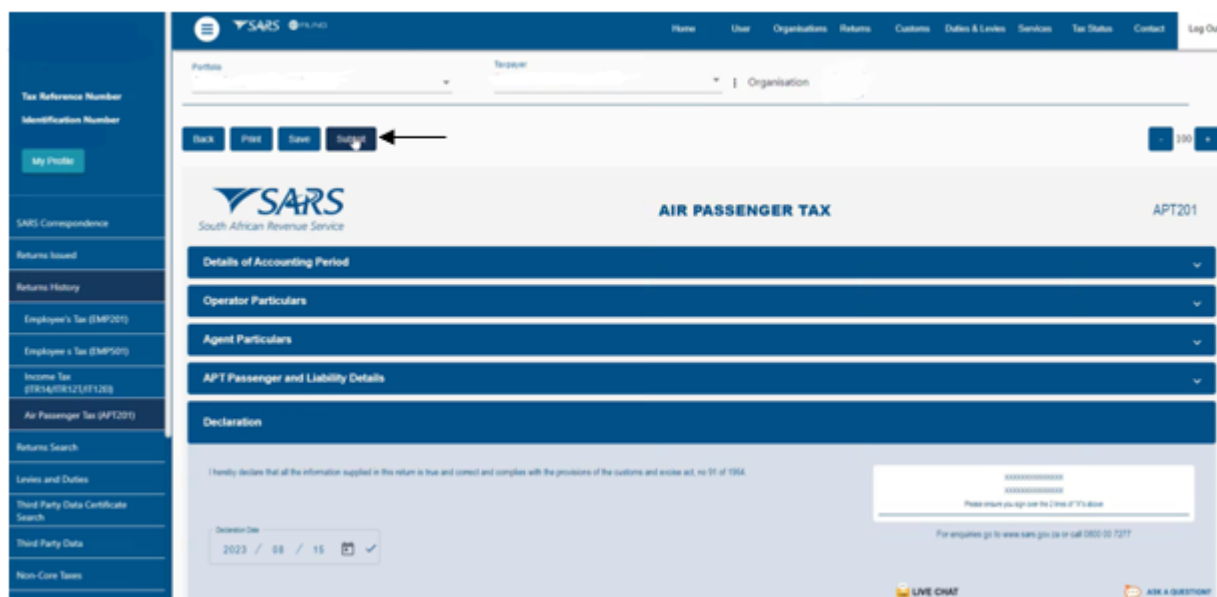
- f) Once all mandatory fields are updated, the amount due is calculated.



This screenshot shows the 'APT Passenger and Liability Details' section expanded. The 'Amount Due' section is highlighted, and a text box displays the calculated amount: 'R 12,345.67'. An arrow points to this text box. Below the 'Amount Due' section is the 'Declaration' section, which includes a declaration statement: '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 91 of 1964.' and a 'Declaration Date' field set to '2023 / 08 / 15'. A QR code is also visible in the declaration section.

Effective Date: 30 September 2025

- 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.

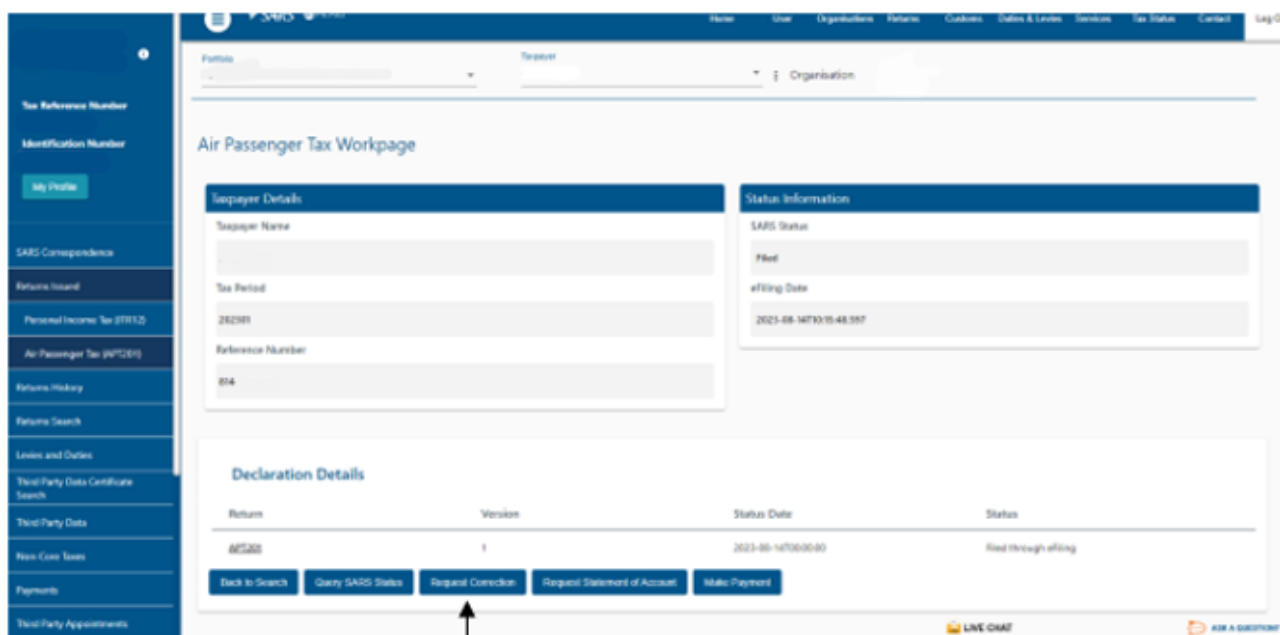


The screenshot shows the SARS AIR PASSENGER TAX return submission interface. The left sidebar contains navigation links for various tax services. The main content area displays the 'AIR PASSENGER TAX' return for APT201. The 'Submit' button is highlighted with an arrow, indicating the final step in the submission process. Below the submission button, there is a declaration section where the user must confirm the accuracy of the information provided.

- 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.



The screenshot displays the 'Air Passenger Tax Workpage' in the SARS system. The page is divided into several sections: 'Taxpayer Details', 'Status Information', and 'Declaration Details'. The 'Request Correction' button is highlighted with an arrow, indicating the option to request a correction on the return. The 'Status Information' section shows the return status as 'Filed' and the filing date as 2023-08-16T00:00:00. The 'Declaration Details' section shows the return version as 1 and the status as 'Filed through eFiling'.

Effective Date: 30 September 2025

- 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.

The screenshot shows the SARS Air Passenger Tax Workpage. The left sidebar contains navigation links: Tax Reference Number, Identification Number, My Profile, SARS Correspondence, Returns Issued, Personal Income Tax (ITR12), Air Passenger Tax (APT201), Returns History, Returns Search, Levies and Duties, Third Party Data Certificate Search, Third Party Data, Non-Core Taxes, Payments, and Third Party Appointments. The main content area is titled 'Air Passenger Tax Workpage' and includes sections for Taxpayer Details, Status Information, and Declaration Details. In the Status Information section, the SARS Status is 'Correction Filed', indicated by a black arrow. The Declaration Details table shows two versions of the return, both with a status of 'Filed through eFiling'.

Return	Version	Status Date	Status
APT201	1	2023-08-14T06:00:00	Filed through eFiling
APT201	2	2023-08-14T06:00:00	Filed through eFiling

3.3 Make Payment

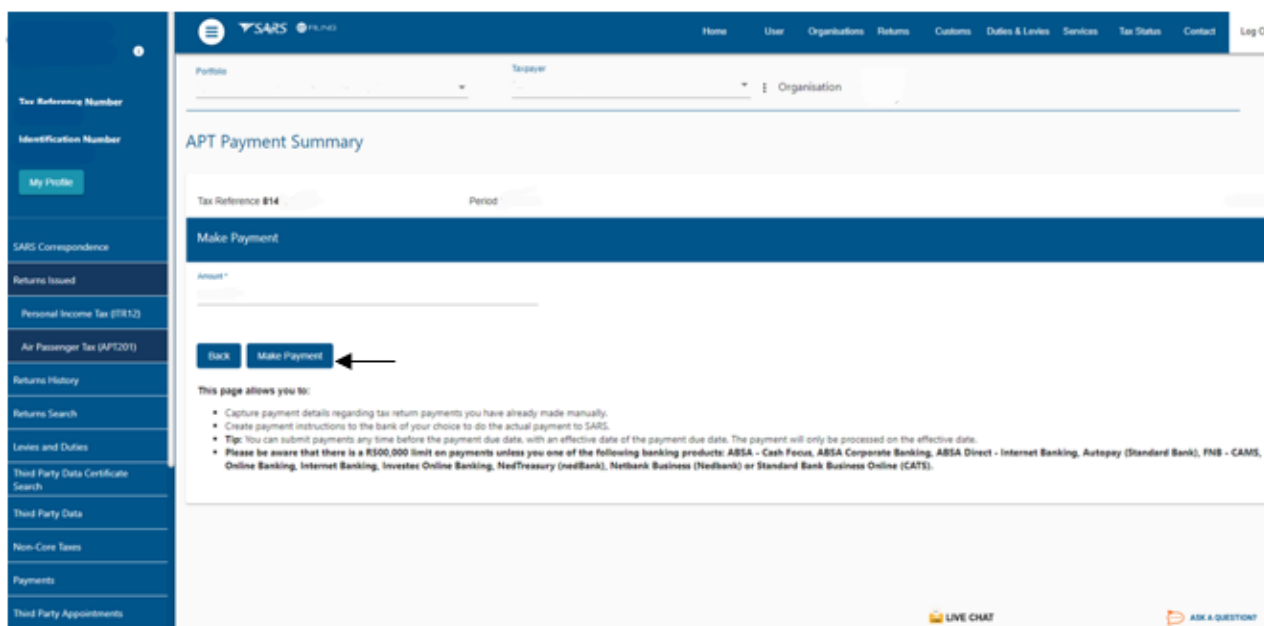
- a) Once the return is submitted, the operator clicks the Make Payment button.

The screenshot shows the SARS Air Passenger Tax Workpage with the 'Make Payment' button highlighted by a black arrow. The Taxpayer Details section shows the Taxpayer Name, Tax Period (202301), and Reference Number (814). The Status Information section shows the SARS Status as 'Filed' and the eFiling Date as 2023-08-14T10:15:48.597. The Declaration Details table shows one version of the return with a status of 'Filed through eFiling'.

Return	Version	Status Date	Status
APT201	1	2023-08-14T00:00:00	Filed through eFiling

Effective Date: 30 September 2025

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



APT Payment Summary

Tax Reference #14 Period

Make Payment

Amount *

Back **Make Payment**

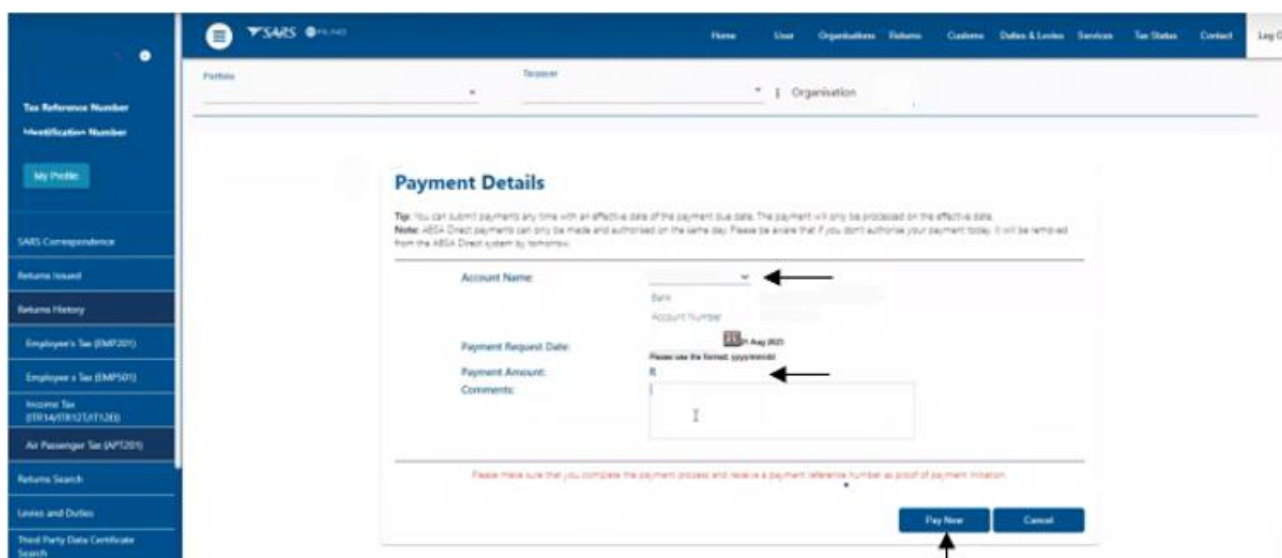
This page allows you to:

- 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 the effective date.
- Please be aware that there is a R500,000 limit on payments unless you use one of the following banking products: ABSA - Cash Focus, ABSA Corporate Banking, ABSA Direct - Internet Banking, Autopay (Standard Bank), FNB - CAMS, Online Banking, Internet Banking, Investec Online Banking, NedTreasury (NedBank), Netbank Business (NedBank) or Standard Bank Business Online (CATS).

LIVE CHAT **ASK A QUESTION**

c) The payment details displays and the operator:

- Selects the saved bank account from the dropdown box;
- Confirms the payment details; and
- Clicks the Pay Now button.



Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
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 removed from the ABSA Direct system by tomorrow.

Account Name: **Bank** **ACCOUNT NUMBER**

Payment Request Date: 15 Aug 2025 **Please use the format: dd/mm/yyyy**

Payment Amount: R

Comments:

Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.

Pay Now **Cancel**

Effective Date: 30 September 2025

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

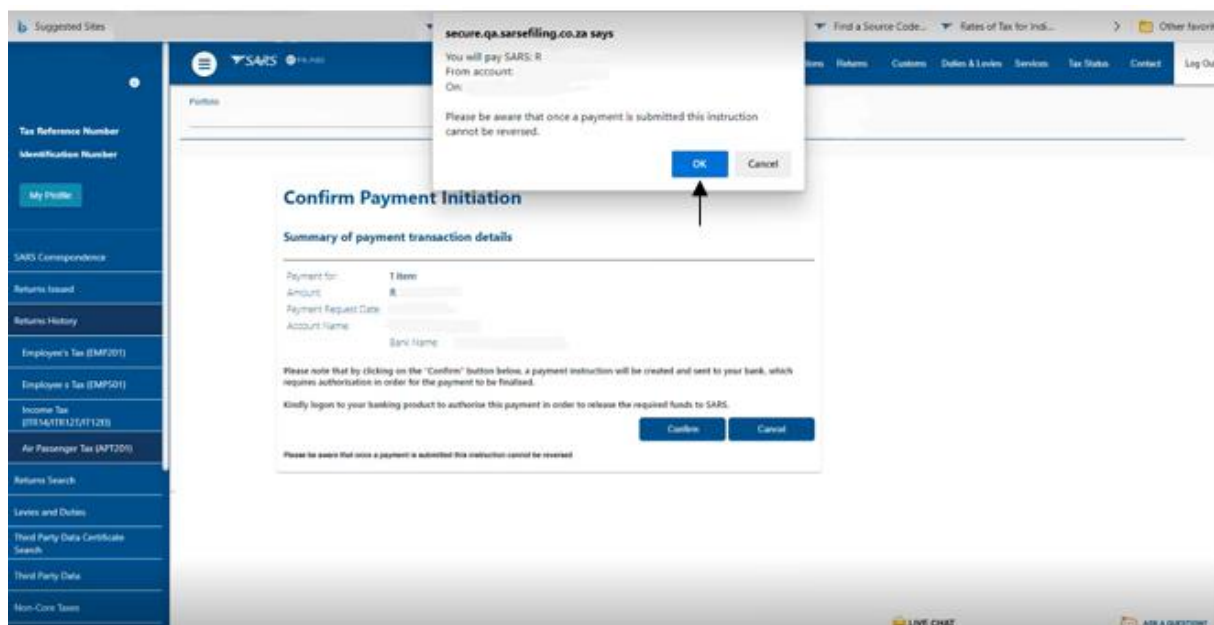
The screenshot shows the SARS eFiling portal interface. A pop-up box from 'secure.qa.sarsfiling.co.za' is displayed, containing a note about payment authorization and an 'OK' button. The background screen shows the 'Payment Details' section, which includes fields for 'Account Name', 'Payment Request Date' (11 Aug 2021), 'Payment Amount', and 'Comments'. There are 'Pay Now' and 'Cancel' buttons at the bottom right of the payment details section.

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

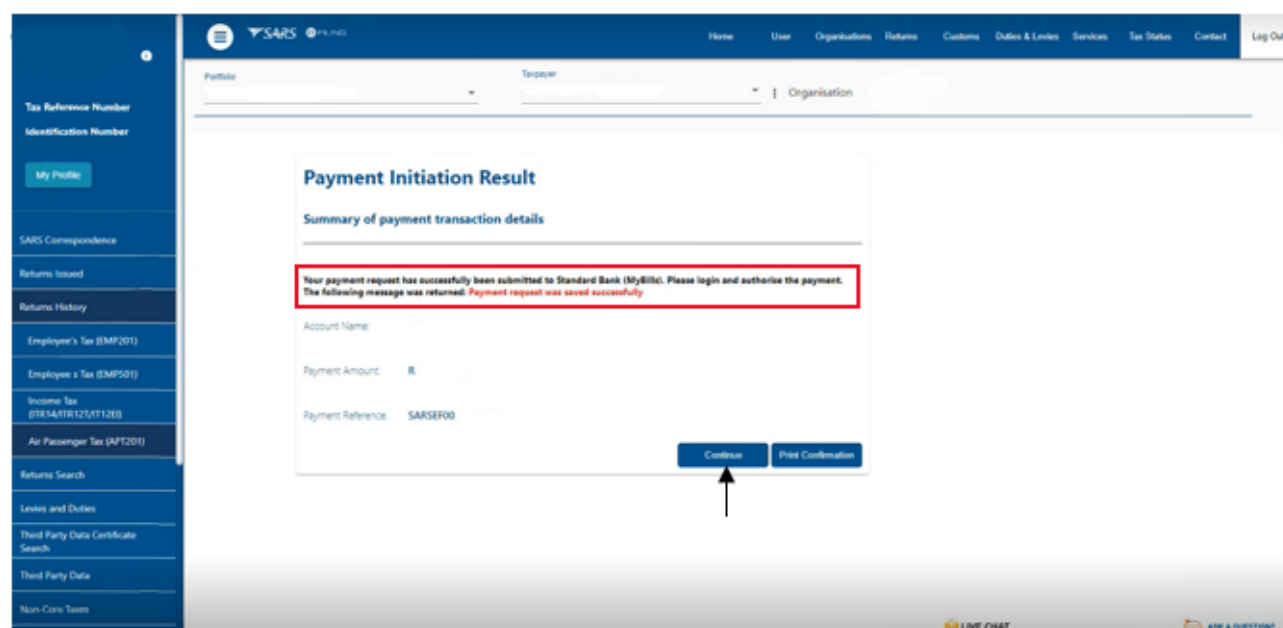
The screenshot shows the 'Confirm Payment Initiation' screen on the SARS eFiling portal. It displays a 'Summary of payment transaction details' with fields for 'Payment for', 'Amount', 'Payment Request Date', and 'Account Name'. Below the summary, there is a 'Confirm' button and a 'Cancel' button. An arrow points to the 'Confirm' button. The screen also includes a note about clicking the 'Confirm' button and logging into the banking product for authorization.

Effective Date: 30 September 2025

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



- 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.



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

4 STATEMENT OF ACCOUNT (SOA)

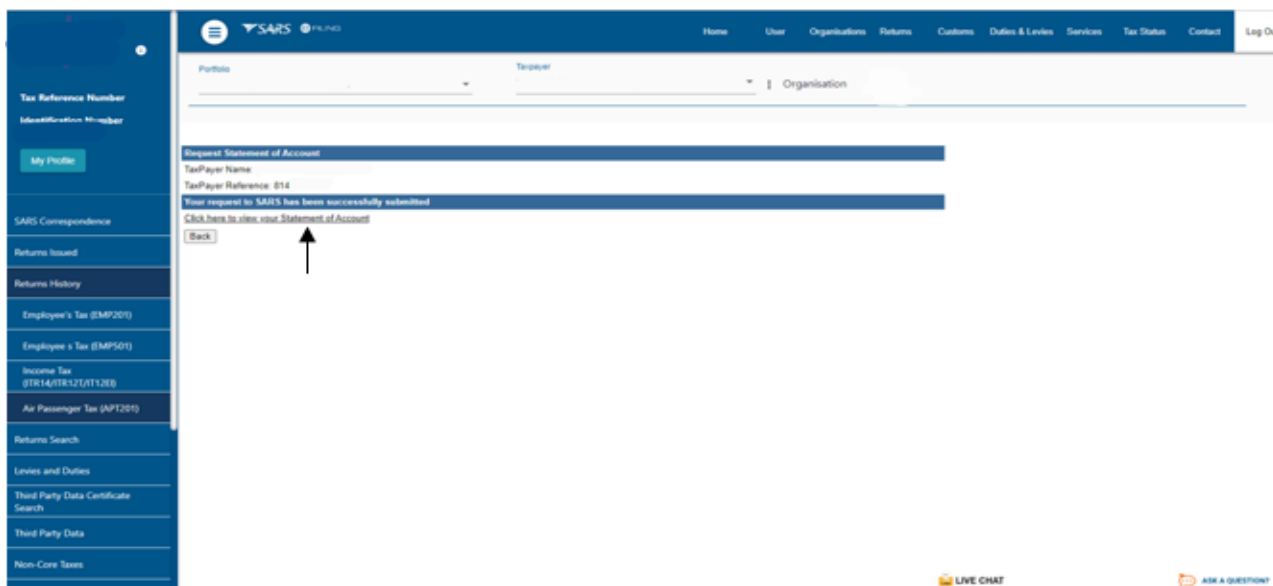
- a) The statement of account will be emailed to the operator monthly.
- b) Alternatively, the operator can click on the Request Statement of Account button to view their account.

Effective Date: 30 September 2025

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

Effective Date: 30 September 2025

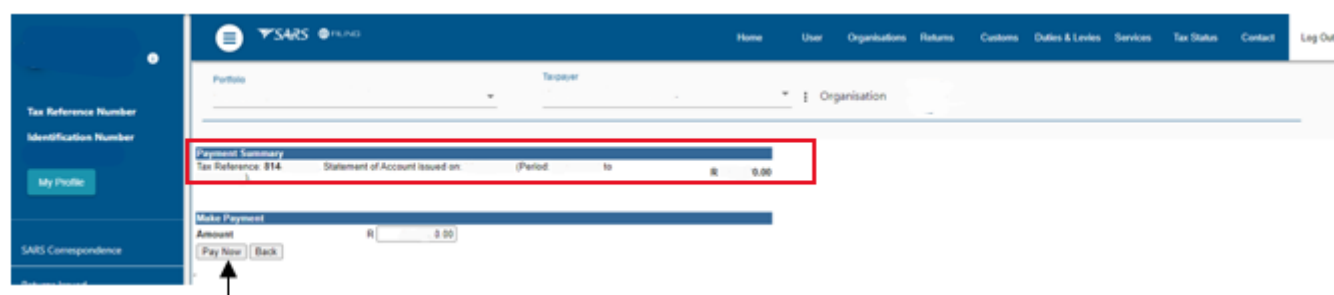
- d) The operator clicks the hyperlink to view the Statement of Account.



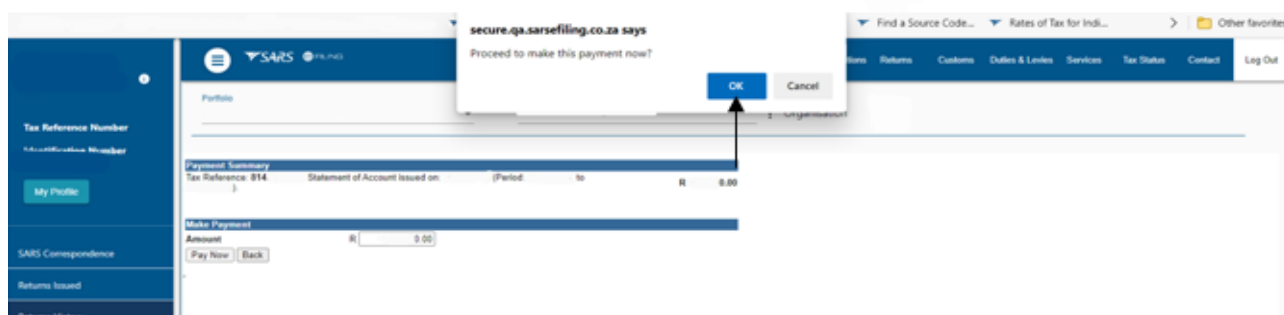
- e) The amount due for the selected period will display. The operator can make payment through the statement of account by clicking the Make Payment button.



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



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

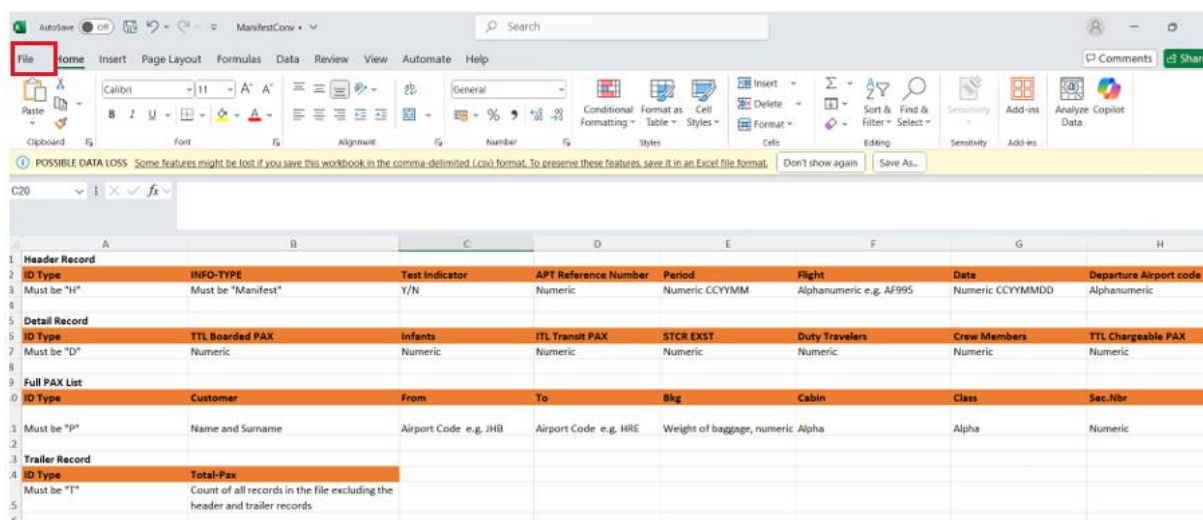


- h) The operator continues to process payment as described in paragraph 3.3.

Effective Date: 30 September 2025

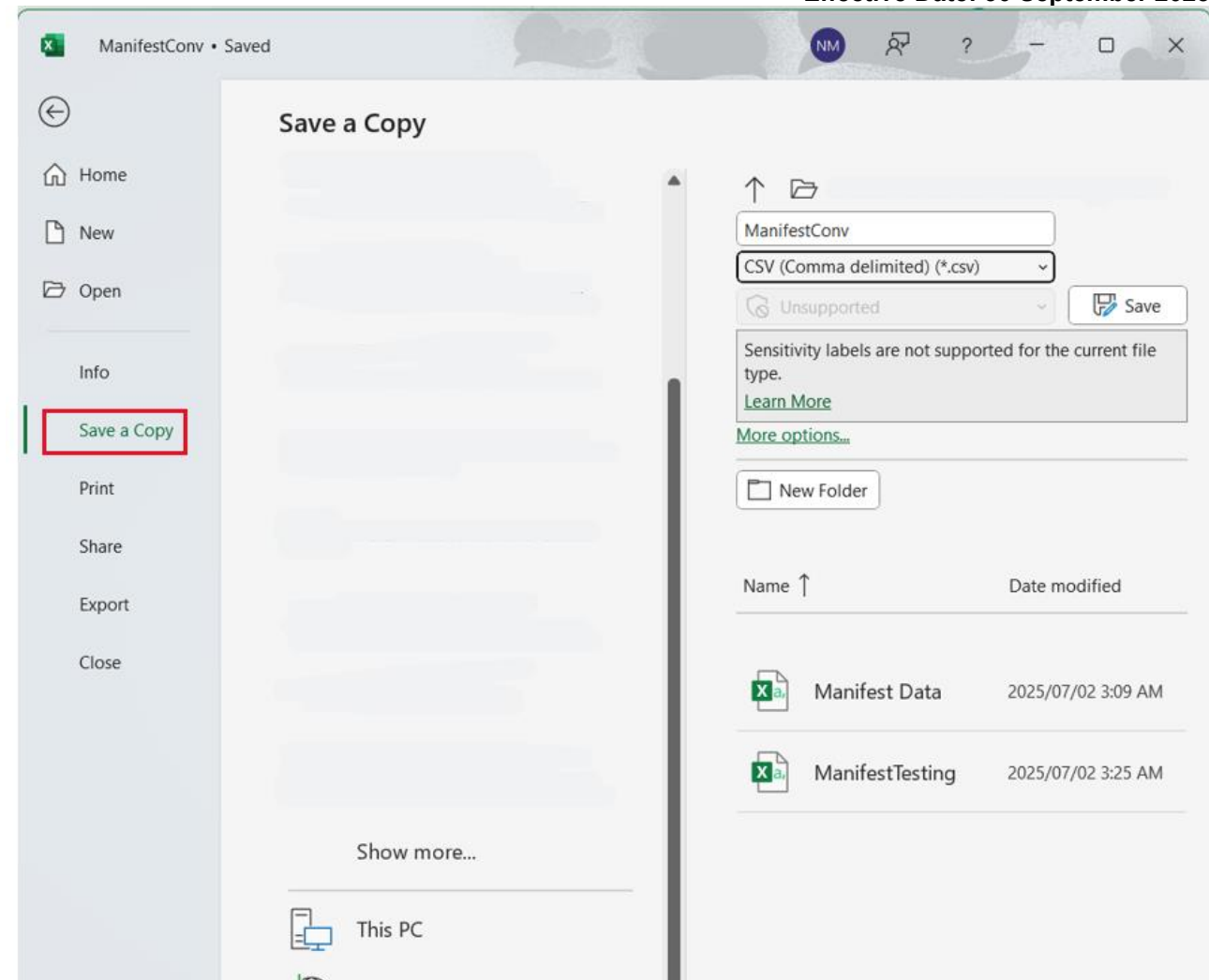
5 CONVERTING EXCEL FILE INTO CSV FILE

- 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'.



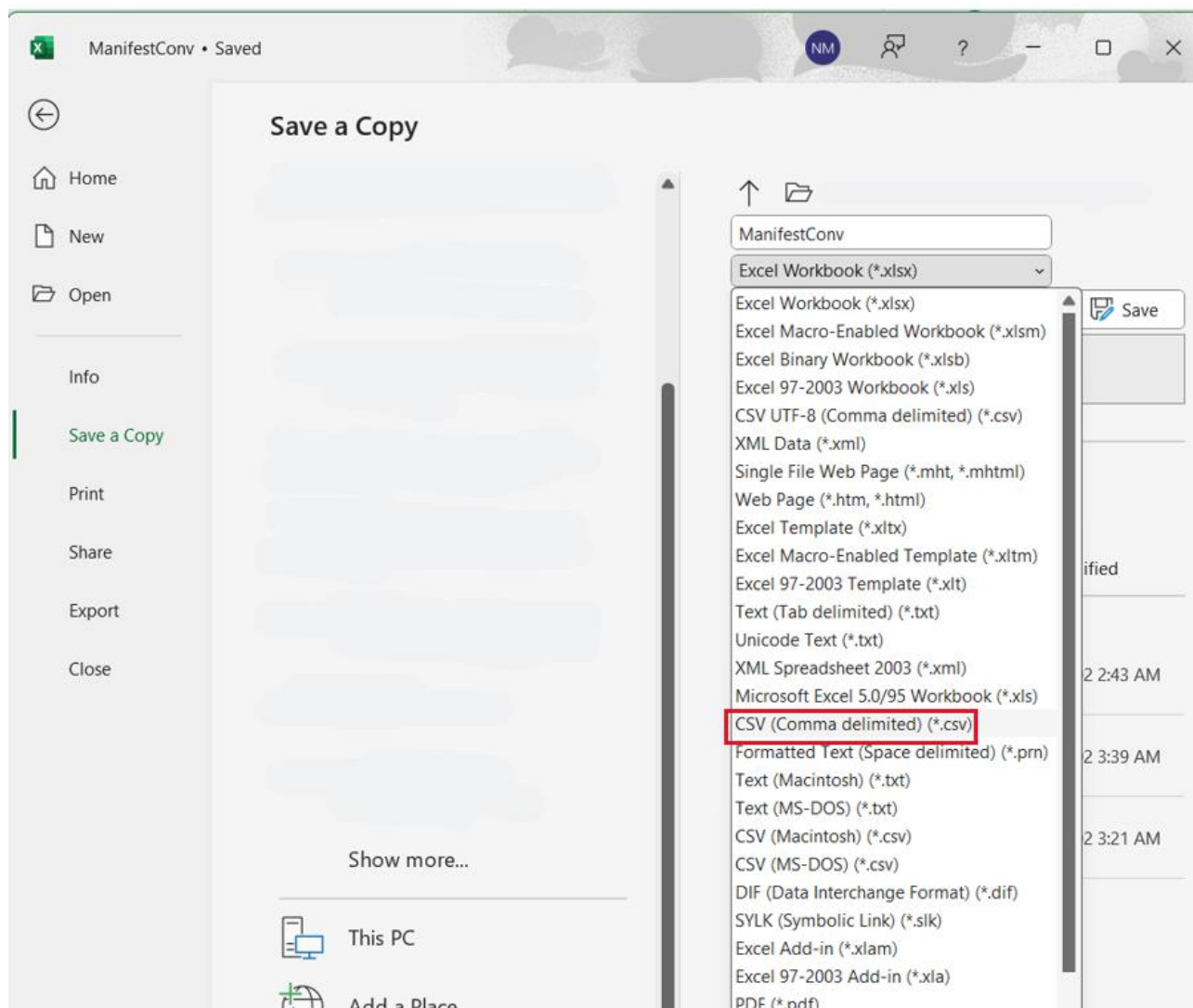
- c) The operator must click 'Save a Copy' or Save As.

Effective Date: 30 September 2025



Effective Date: 30 September 2025

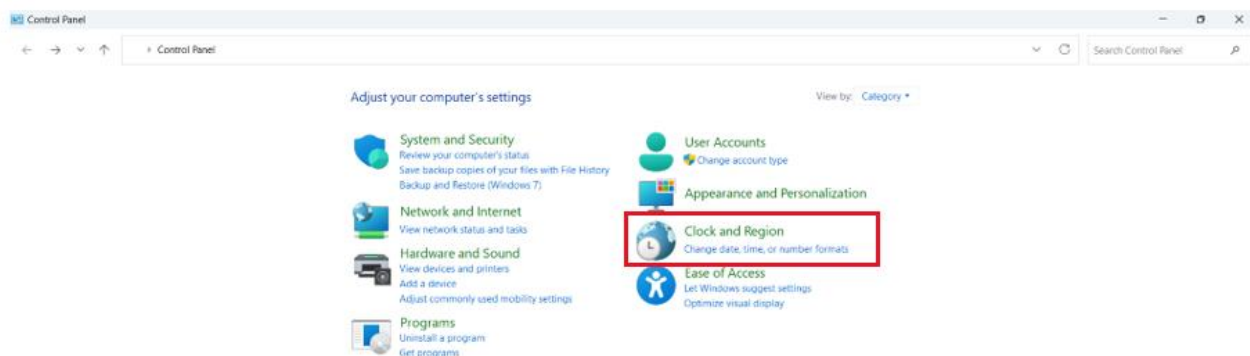
- d) Choose 'CSV (Comma delimited) (*.csv)' in the 'Save as type' dropdown menu. The default delimiter must be changed before clicking 'Save'.



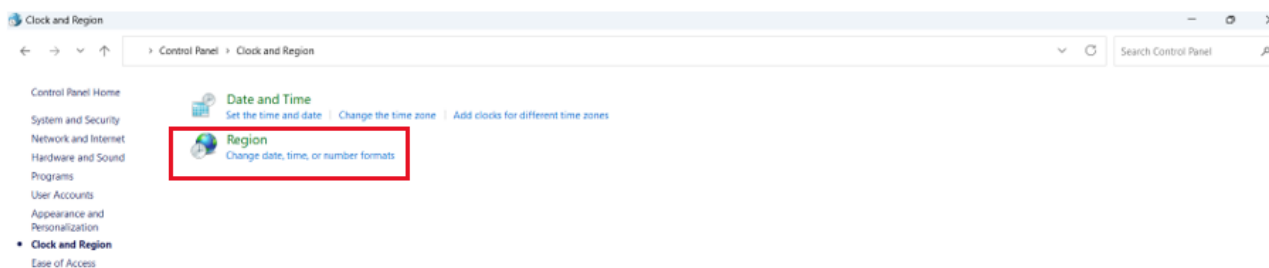
- e) In order to convert an Excel file into CSV file, the default delimiter must be changed from a comma to a pipe character (|).

Effective Date: 30 September 2025

- 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'.



- h) The operator must click 'Additional settings'.

Effective Date: 30 September 2025

Region

Formats Administrative

Format:
English (South Africa)

[Language preferences](#)

Date and time formats

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.

Effective Date: 30 September 2025


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


Accessibility Information

Effective Date: 30 September 2025

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

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 default settings for numbers, currency, time, and date.

Reset

OK Cancel Apply

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

Effective Date: 30 September 2025

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 default settings for numbers, currency, time, and date.

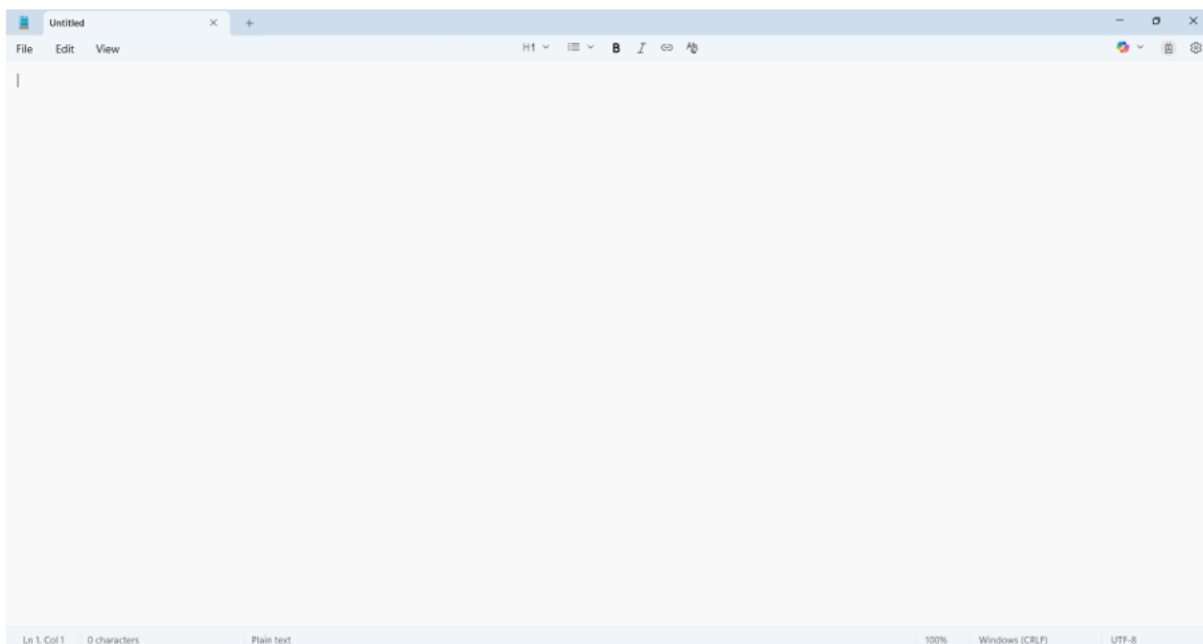
Reset

OK Cancel Apply

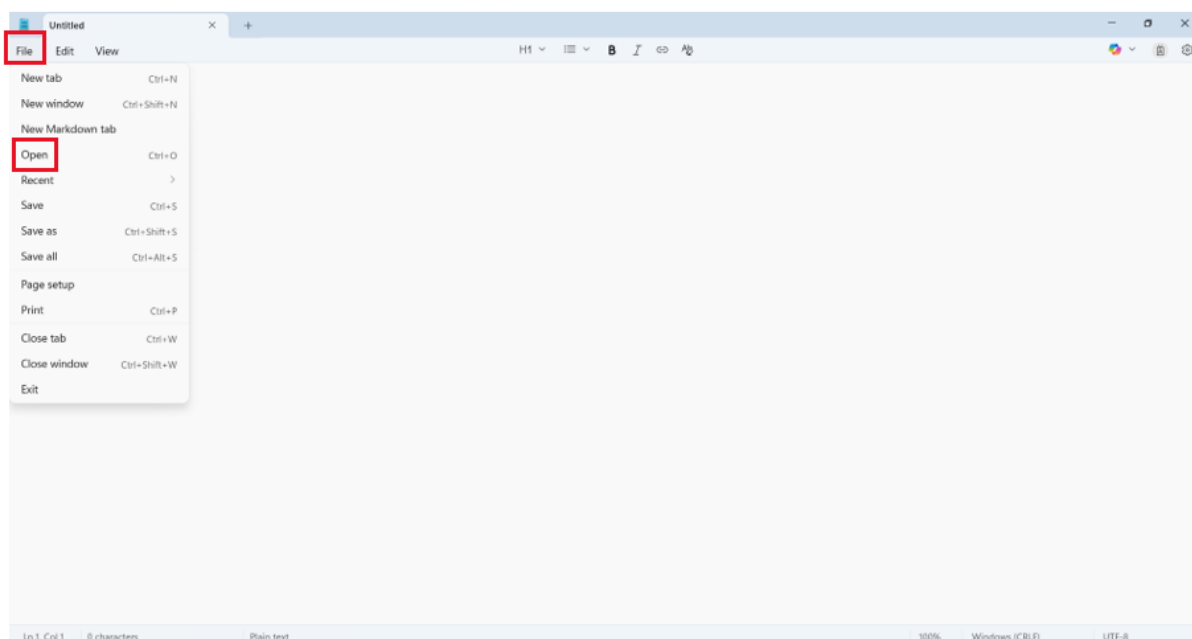
- k) The operator can now save the file. It will be saved as a CSV file, with pipe characters as delimiters instead of commas.

Effective Date: 30 September 2025

- l) 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.



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



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

Effective Date: 30 September 2025

Name	Status	Date modified	Type
No items match your search.			

name:

Text documents (*.txt)

Text documents (*.txt)

Markdown file (*.md)

All files

Encoding: Auto-Detect

- 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.

```

ManifestConv.csv
File Edit View
Header Record|||||
ID Type |INFO-TYPE|Test Indicator|APT Reference Number|Period|Flight|Date|Departure Airport code|Arrival Airport code|Departure Date and Time|Arrival Date and Time||
"Must be ""r""|"Must be ""Manifest""|[Y/N|Numeric|Numeric CCYYMM|Alphanumeric e.g. AF995|Numeric CCYYWDD|Alphanumeric |Alphanumeric|Numeric CCYYWDD, 00:00|Numeric CCYYWDD, 00:00||
|||||
Detail Record|||||
ID Type |TTL Boarded PAX|Infants|ITL Transit PAX|STCR EXST|Duty Travelers|Crew Members|TTL Chargeable PAX|Tax Amount|TTL to Pay|||
"Must be ""p""|[Numeric|Numeric|Numeric|Numeric|Numeric|Numeric|Numeric|Currency|Currency|||
|||||
Full PAX List|||||
ID Type |Customer |From |To |Bkg |Cabin |Class |Sec.Nbr |Seat |Accept |Codeshare |Incarriage |Incarriage From |Arrival Time
"Must be ""p""|[Name and Surname |Airport Code e.g. JNB|Airport Code e.g. HRE|Weight of baggage, numeric|Alpha|Alpha|Numeric|Alphanumeric|Y/N|DL8513 |Alphanumeric|Alphanumeric|Numeric
|||||
Trailer Record|||||
ID Type |Total-Pax|
"Must be ""t""|[Count of all records in the file excluding the header and trailer records|||||
Ln 6, Col 29 1173 characters Plain text 100% Windows (CRLF) UTF-8

```

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: 30 September 2025

The screenshot shows the SARS eFiling interface. On the left is a sidebar with the user's profile (TESTER AUTOMATION) and various menu items. The main area displays a list of taxpayers. The 'View Taxpayer' button for the first entry, 'ACME Automation-381128', is highlighted with a red box.

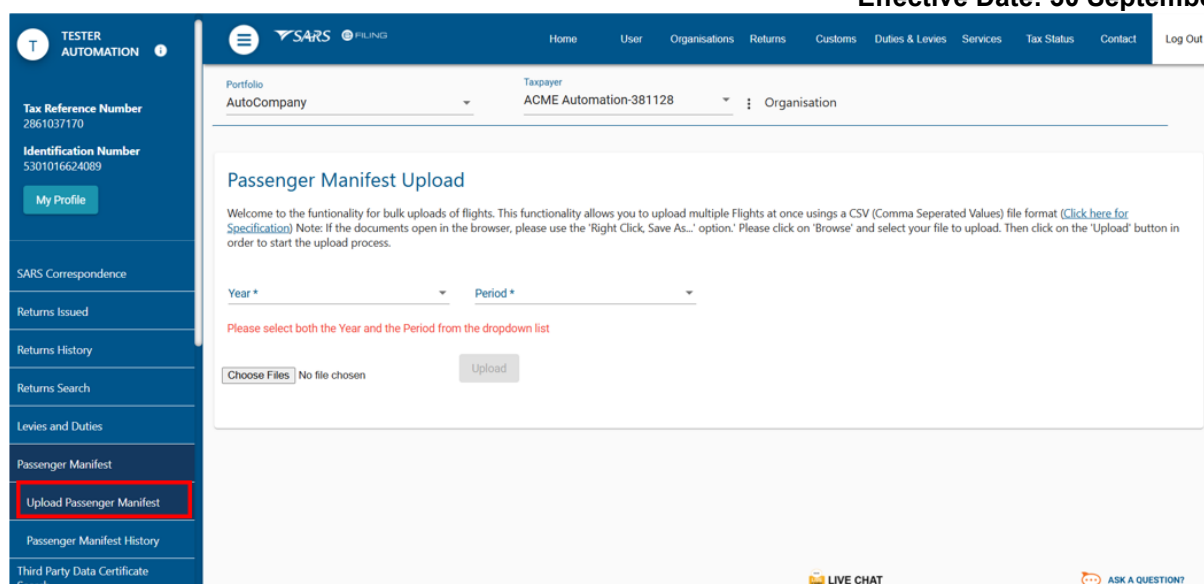
Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
ACME Automation-381128	2024/727864/07	9234248236	2025-05-09 14:00	2025-05-09 14:00	View Taxpayer
T AUTOMATION	5301016624089	-	-	-	View Taxpayer

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

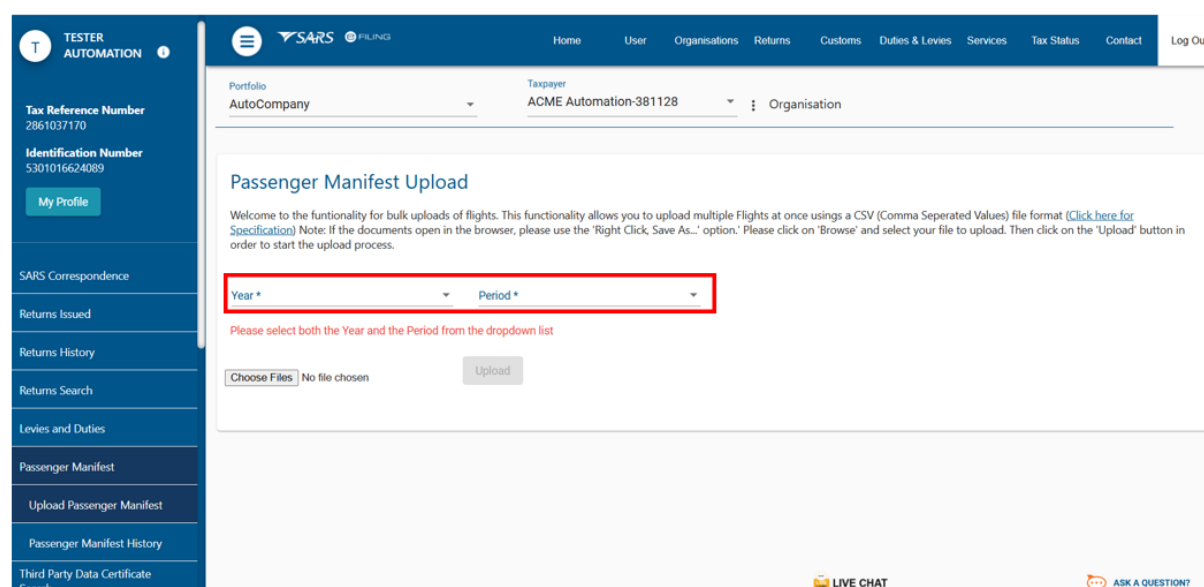
The screenshot shows the same SARS eFiling interface, but the 'Passenger Manifest' option in the left sidebar is highlighted with a red box. The main area still shows the 'Taxpayers' list.

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

Effective Date: 30 September 2025

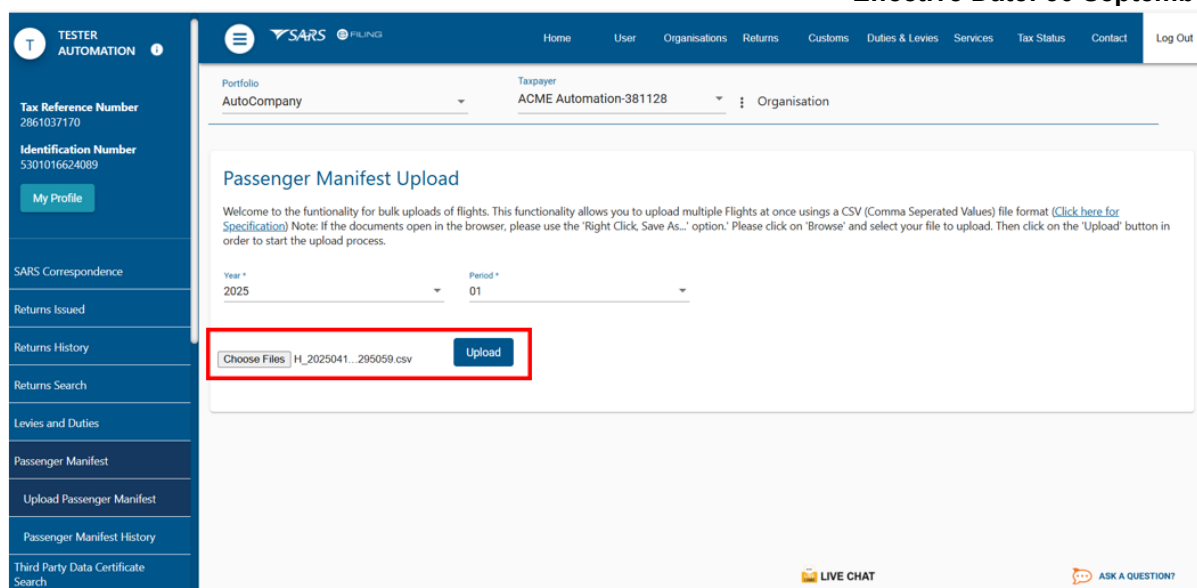


e) Select 'Year' and 'Period' of the passenger manifest being uploaded.

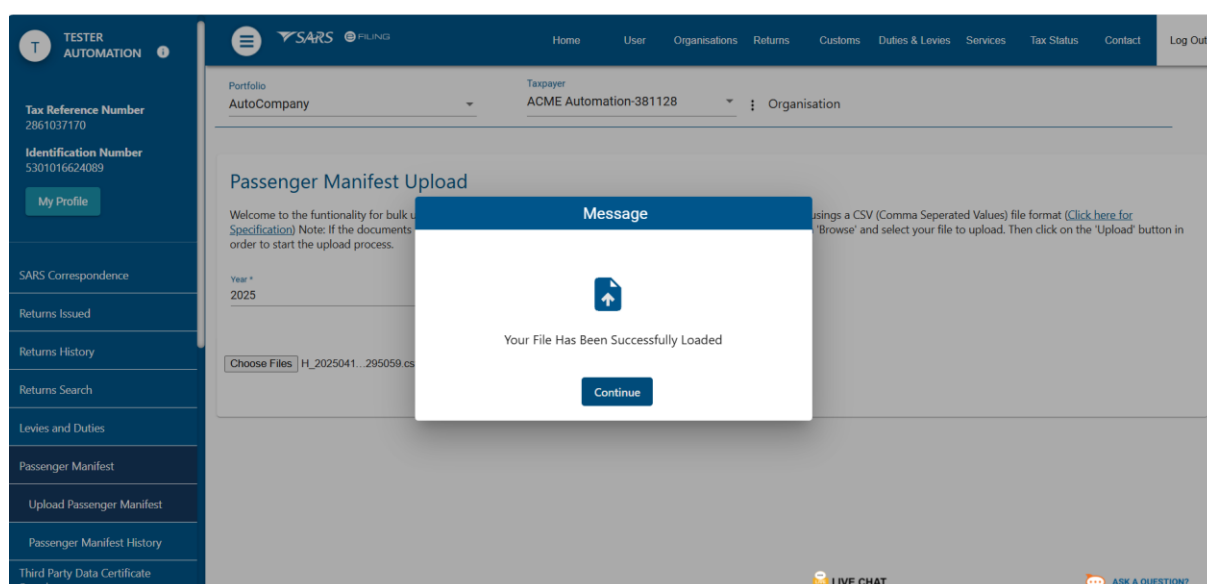


f) Choose the CSV file to upload and select 'Upload'.

Effective Date: 30 September 2025



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



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

Effective Date: 30 September 2025

Returns History
Returns Search
Levies and Duties
Passenger Manifest
Upload Passenger Manifest
Passenger Manifest History
Third Party Data Certificate Search
Third Party Data
Non-Core Taxes
Payments
Third Party Appointments
Request For Reason
Request for Reduced Assessment
Disputes/Suspension Of Payment
Voluntary Disclosure
Mandatory Disclosure Policy

Home
User
Organisations
Returns
Customs
Duties & Levies
Services
Tax Status
Contact
Log Out

Portfolio
AutoCompany
Taxpayer
ACME Automation-381128
Organisation

Passenger Manifest History

ID Type

Flight Number

Arrival Airport Code

Departure Airport Code

Codeshare

TTL Boarded PAX

From *

To *

2025/05/01

2025/05/15

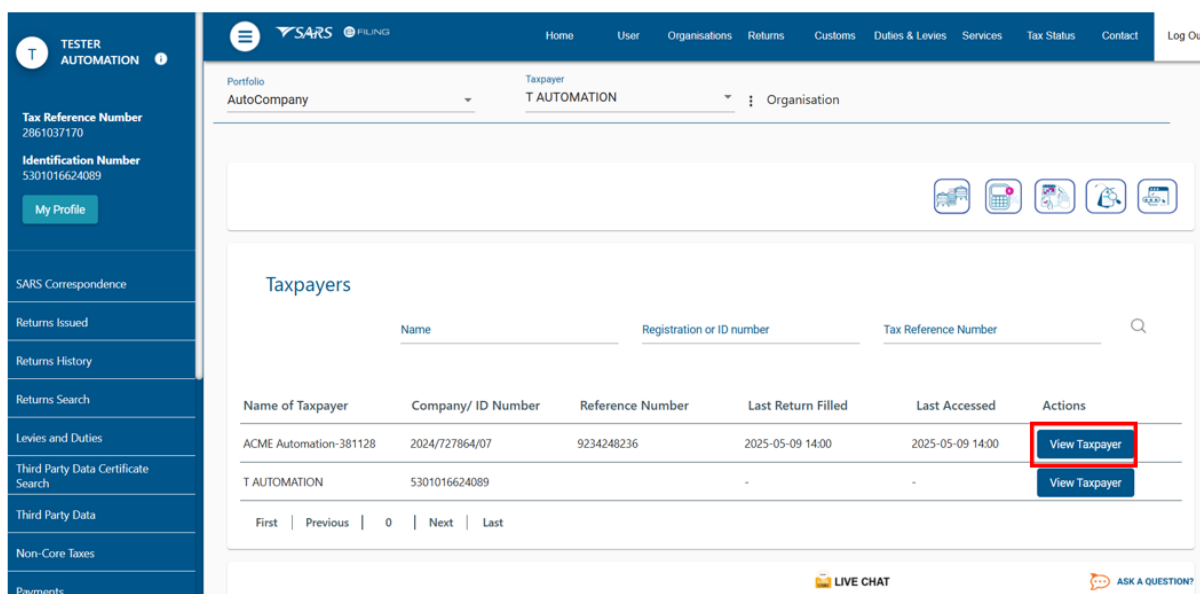
Reset
Apply Search

LIVE CHAT
 ASK A QUESTION?

Effective Date: 30 September 2025

7 INITIATE PAYMENT FROM CONTRAVENTION LETTERS

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



TESTER AUTOMATION

Tax Reference Number: 2861037170
Identification Number: 5301016624089
[My Profile](#)

SARS Correspondence
Returns Issued
Returns History
Returns Search
Levies and Duties
Third Party Data Certificate Search
Third Party Data
Non-Core Taxes
Payments

Portfolio: AutoCompany Taxpayer: T AUTOMATION Organisation

Taxpayers

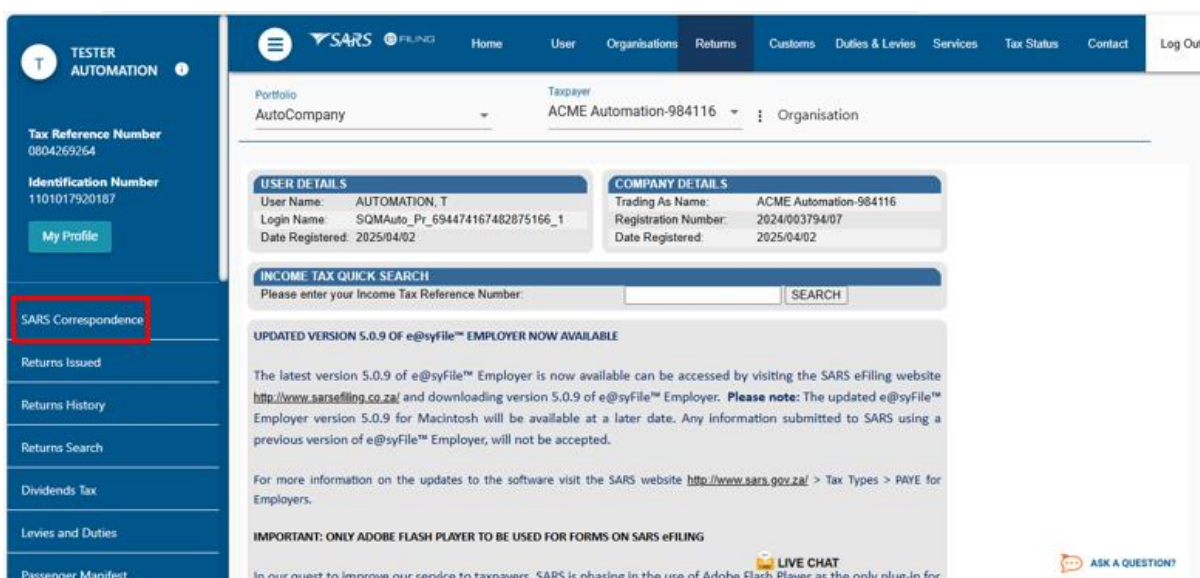
Name	Registration or ID number	Tax Reference Number	
ACME Automation-381128	2024/727864/07	9234248236	2025-05-09 14:00
T AUTOMATION	5301016624089	-	-

First | Previous | 0 | Next | Last

[View Taxpayer](#) [View Taxpayer](#)

[LIVE CHAT](#) [ASK A QUESTION?](#)

- The operator must then click the 'SARS Correspondence' option.



TESTER AUTOMATION

Tax Reference Number: 0804269264
Identification Number: 1101017920187
[My Profile](#)

SARS Correspondence
Returns Issued
Returns History
Returns Search
Dividends Tax
Levies and Duties
Passenger Manifest

Portfolio: AutoCompany Taxpayer: ACME Automation-984116 Organisation

USER DETAILS
User Name: AUTOMATION, T
Login Name: SQMAuto_Pr_694474167482875166_1
Date Registered: 2025/04/02

COMPANY DETAILS
Trading As Name: ACME Automation-984116
Registration Number: 2024/003794/07
Date Registered: 2025/04/02

INCOME TAX QUICK SEARCH
Please enter your Income Tax Reference Number: [SEARCH](#)

UPDATED VERSION 5.0.9 OF e@syFile™ EMPLOYER NOW AVAILABLE

The latest version 5.0.9 of e@syFile™ Employer is now available can be accessed by visiting the SARS eFiling website <http://www.sarsesfiling.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 previous version of e@syFile™ Employer, will not be accepted.

For more information on the updates to the software visit the SARS website <http://www.sars.gov.za/> > Tax Types > PAYE for Employers.

IMPORTANT: ONLY ADOBE FLASH PLAYER TO BE USED FOR FORMS ON SARS eFILING

[LIVE CHAT](#) [ASK A QUESTION?](#)

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

Effective Date: 30 September 2025

TESTER AUTOMATION

Tax Reference Number: 0804269264
Identification Number: 1101017920187
My Profile

SARS Correspondence
Search Correspondence
Request PAYE Notices
Request Admin Penalty SOA
Request Historic IT Notices
Returns Issued
Returns History

Portfolio: AutoCompany
Taxpayer: ACME Automation-984116
Organisation

Search Correspondence

ALL READ UNREAD

Tax Types: All
Letter Type: All
Tax Year: All
Notice Types: All
Received Date From: 2024/12/15
Received Date To: 2025/06/13
Message Type: All
Reference Number

Clear Search

LIVE CHAT

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

Received Date To: 2025/06/23
Reference Number

Clear Search

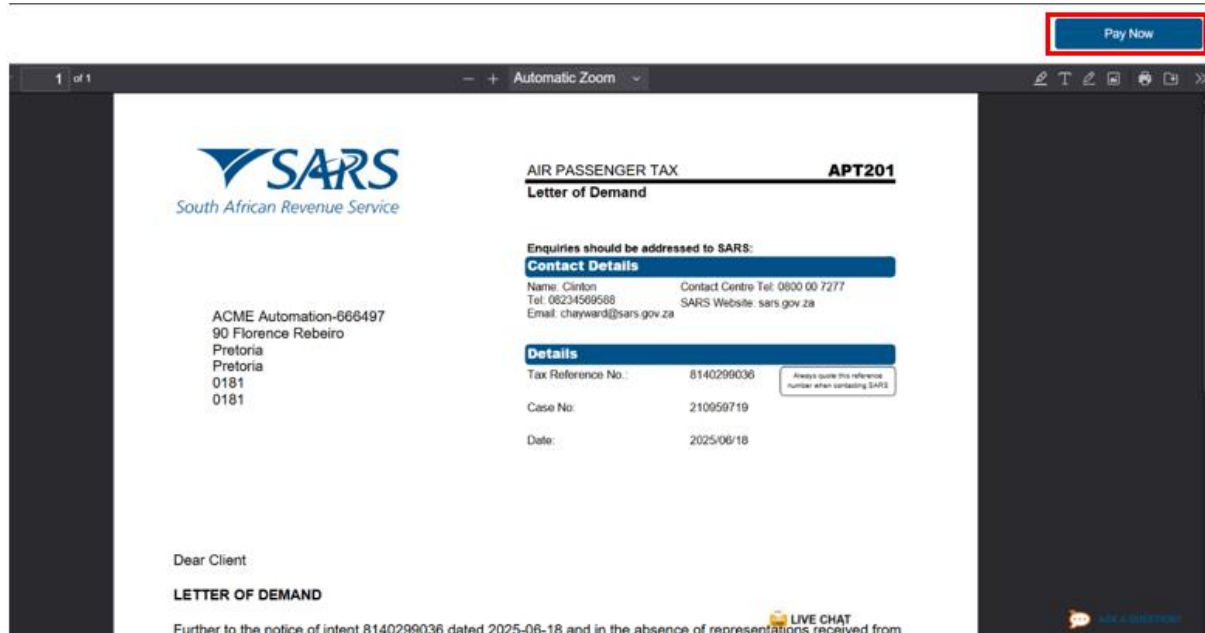
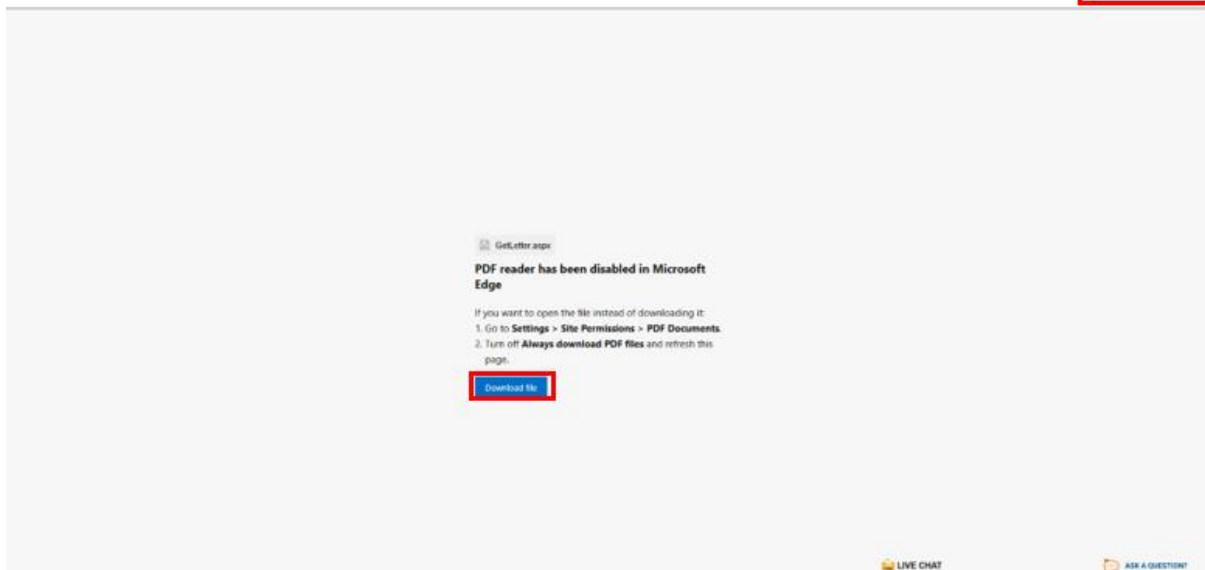
Name	Tax Reference Number	Tax Type	Year/Period	Date	Description	View	Document
ACME Automation-666497	8140299036	Air Passenger Tax	2025	18/06/2025 10:49:07	Letter of Demand	View	
ACME Automation-666497	8140299036	Air Passenger Tax	2025	18/06/2025 09:56:02	Letter of Demand	View	
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 15:05:24	Letter of Demand	View	
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 10:04:17	Request for Additional Information	View	Upload
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 10:04:14	Request for Additional Information	View	Upload
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 10:04:11	Request for Additional Information	View	Upload
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 10:04:04	Request for Additional Information	View	Upload
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 09:59:35	Request for Supporting Documents	View	Upload
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 09:59:30	Request for Supporting Documents	View	Upload
ACME Automation-666497	8140299036	Air Passenger Tax	2025	17/06/2025 09:18:20	Letter of Demand	View	

LIVE CHAT

ASK A QUESTION?

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

Effective Date: 30 September 2025



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

Effective Date: 30 September 2025

TESTER AUTOMATION

Tax Reference Number: 0804269264
Identification Number: 1101017920187
[My Profile](#)

SARS Correspondence
Returns Issued
Returns History
Returns Search
Dividends Tax
Levies and Duties
Passenger Manifest

Portfolio: AutoCompany
Taxpayer: ACME Automation-984116
Organisation

APT Payment Summary

Tax Reference 8140299101 Period 202506 34720

Make Payment

Amount: 34720

[Back](#) [Make Payment](#)

This page allows you to:

- 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 the effective date.
- Please be aware that there is a R500.000 limit on payments unless you use one of the following banking products: ABSA - Cash Focus, ABSA Corporate

[LIVE CHAT](#) [ASK A QUESTION?](#)

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

TESTER AUTOMATION

Tax Reference Number: 0804269264
Identification Number: 1101017920187
[My Profile](#)

SARS Correspondence
Returns Issued
Returns History
Returns Search
Dividends Tax
Levies and Duties
Passenger Manifest

Portfolio: AutoCompany
Taxpayer: ACME Automation-984116
Organisation

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
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 removed from the ABSA Direct system by tomorrow.

Account Name: Select bank account

Payment Request Date: 2025/06/13 13 Jun 2025
Please use the format: yyyy/mm/dd

Payment Amount: R 34720

Comments:

Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.

[LIVE CHAT](#) [ASK A QUESTION?](#)

- i) The operator then clicks 'Pay Now'.

Effective Date: 30 September 2025

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
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 removed from the ABSA Direct system by tomorrow.

Account Name: ABSA
 Bank: ABSA Direct - Internet Banking
 Account Number: [redacted]
 Access Number: 1
 User Number: 1
 Payment Request Date: 2025/06/25
 Payment Amount: R 6080
 Comments: [text area]

Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.

Pay Now Cancel

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

secure.preprod.sarsfiling.co.za says

Note: To effect the payment, the payer who is the owner of the bank account must authorise the payment. The transaction will only take place when, in accordance with the bank rules, the payer has logged on to their banking product to authorise the payment. Please consult your bank regarding the cut-off times to effect filing payments to SARS timely.

OK

Account Name: ABSA
 Bank: ABSA Direct - Internet Banking
 Account Number: [redacted]
 Access Number: 1
 User Number: 1
 Payment Request Date: 2025/06/25
 Payment Amount: R 6080
 Comments: [text area]

Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.

Payment Summary

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

Effective Date: 30 September 2025

Summary of payment transaction details

Payment for: 1 item
 Amount: R 34720.00
 Payment Request Date: 2025/06/13
 Account Name: FNB
 Bank Name: FNB

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 login to your banking product to authorise this payment in order to release the required funds to SARS.

Confirm Cancel

Please be aware that once a payment is submitted this instruction cannot be reversed

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

Confirm Payment Initiation

Summary of payment transaction details

Payment for: 1 item
 Amount: R 6080.00
 Payment Request Date: 2025/06/25
 Account Name: ABSA
 Bank Name: ABSA Direct - Internet Banking
 Access Number: 1

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 login to your banking product to authorise this payment today in order to release the required funds to SARS. Otherwise the payment will no longer be available through your bank and you will need to do the payment again.

Confirm Cancel

Please be aware that once a payment is submitted this instruction cannot be reversed

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

Effective Date: 30 September 2025

Confirm Payment Initiation

Summary of payment transaction details

Payment for: 1 Item
Amount: R 6080.00
Payment Request Date: 2025/06/25
Account Name: ABSA
Bank Name: ABSA Direct - Internet Banking
Access Number: 1

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 login to your banking product to authorise this payment today in order to release the required funds to SARS. Otherwise the payment will no longer be available through your bank and you will need to do the payment again.

Please be aware that once a payment is submitted this instruction cannot be reversed

Confirm **Cancel**

LIVE CHAT

- 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.

Payment Initiation Result

Summary of payment transaction details

This payment was not completed successfully!

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 contact our call centre.

The following message was returned: **Getting payment information failed**

Account Name: ABSA
Payment Amount: R 6080.00
Payment Reference: SARSEF 0024533012

Continue **Print Confirmation**

LIVE CHAT

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

Payment History

For more accurate results, please supply a Tax number or a Payment reference number.

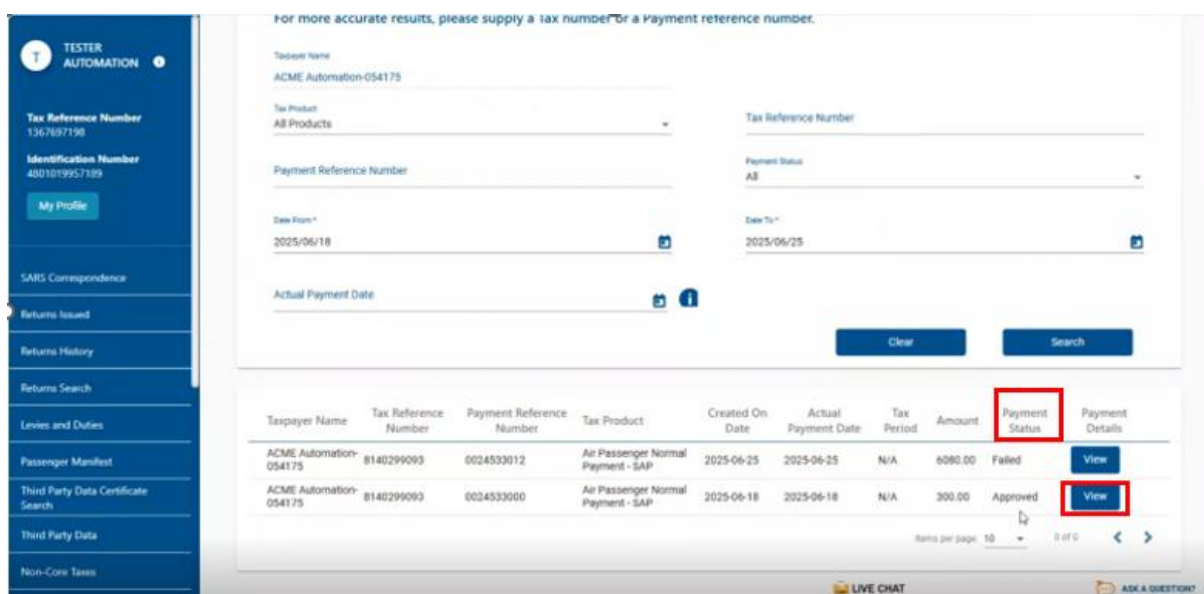
Taxpayer Name: ACME Automation-381128
Tax Product: All Products
Payment Reference Number:
Date From: 2025/06/19
Date To: 2025/06/26
Actual Payment Date:
Clear Search

Taxpayer Name	Tax Reference Number	Payment Reference Number	Tax Product	Created On Date	Actual Payment Date	Tax Period	Amount	Payment Status	Payment Details
AutoCompany	1367697198		ABS	2025/06/19	2025/06/26				

LIVE CHAT

Effective Date: 30 September 2025

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



Taxpayer Name	Tax Reference Number	Payment Reference Number	Tax Product	Created On Date	Actual Payment Date	Tax Period	Amount	Payment Status	Payment Details
ACME Automation-054175	8140299093	0024533012	Air Passenger Normal Payment - SAP	2025-06-25	2025-06-25	N/A	6080.00	Failed	View
ACME Automation-054175	8140299093	0024533000	Air Passenger Normal Payment - SAP	2025-06-18	2025-06-18	N/A	300.00	Approved	View

8 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The definitions, acronyms and abbreviations can be accessed via the following link: [Glossary A-M | South African Revenue Service \(sars.gov.za\)](https://www.sars.gov.za/glossary)

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 qualified individual.
- b) **For more information about the contents of this publication you may:**
- i) Visit the SARS website at www.sars.gov.za;
 - 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).