CUSTOMS

EXTERNAL

USER MANUAL

eACCOUNT ON eFILING



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1 SCOPE

- a) This manual will explain account management functionality and show the user how to perform the various functions on eAccount, which is used for the self-management of a client's financial account.
- b) The manual, at this stage, does not cater for Air Passenger Tax (APT) clients.
- c) This manual is not meant to delve into the precise technical and legal detail that is associated with Customs. It must, therefore, not be used as a legal reference.
- d) Should you require additional information regarding Customs payments, visit a Customs or Excise Branch Office (B/O), call the SARS Contact Centre on 0800 00 SARS (7277), visit SARS online at www.sars.gov.za or contact your own advisors.

2 eACCOUNT

2.1 Introduction

- a) The Customs eAccount will provide users with access to their accounts administered at Customs or Excise Offices. Clients will be able to register their Customs client numbers in order to gain access to this management tool. The eFiling eAccount allows full account management functionality per account for the client and reduces the necessity to interact over the counter at the Customs or Excise B/O.
- b) Clients must be assigned to their own unique financial account before being able to use and benefit from the eAccount.
- c) Clients that only process non-deferment (cash) declarations will only receive their own unique financial account once they have authenticated their registration and banking details at a Customs or Excise B/O. This financial account is treated as a national (non-deferment or cash) account and may be used for all declarations processed at the various Customs or Excise B/O.
- d) In contrast, deferment account holders (Customs only) will automatically receive accounts for each deferment facility that is registered at a particular Customs Office. These deferment accounts are Customs Office specific and all deferment and non-deferment declarations processed at that Customs Office will be processed against such account.
- e) Deferment registrants (Customs only) may also receive their own national (cash) account, which will be used at Offices where they do not hold a deferment facility. This national account will be assigned once they have authenticated their registration and banking details at a Customs Office.
- f) In instances where clients make use of agents with their own accounts and respective Electronic Data Interchange (EDI) profiles, declarations processed in such a manner by the agents will not reflect on the clients' accounts. Declarations will only display on the declarant's account based on the EDI profile used.
- g) The eAccount does not cater for declaration processing but only deals with aspects relating to managing accounts with SARS.

2.2 Overview

- a) The following functionality is available on eFiling for the client:
 - Administration Register the clients Customs client number(s) and set up access rights for other users. For example, the eFiling administrator at the clients head office can give access to each of the clients own branch managers to only use the eAccount functions for the branch's specific deferment account (Customs only), thereby limiting access.

ii) View my account balance:

A) This provides clients with an overview of their financial account(s) as processed in the current or previous accounting periods; and.

B) Unallocated payments and credits are also visible.

iii) Statement of Account:

- A) Clients will be able to view previously issued progressive Statements of Account (SOA) as well as to request a SOA from the current month, including all transactions up until the date of request.
- B) The information displayed on the SOA is summarised and does not reflect detailed information. For more information on the SOA, please refer to the guide on the SARS website.
- iv) **Payments** Will allow the client to request specific non-deferment declarations or a grouping of deferred or non-deferred declarations and make payment against these items.

v) Account Maintenance:

- A) The Customs account applies auto-allocation rules to prevent manual account maintenance actions. Manual intervention is, however, required where an incorrect Payment Reference Number (PRN) has been used or an overpayment has been made.
- B) The Account Maintenance function will allow the client to request specific non-deferment declarations or a grouping of deferred or non-deferred declarations to be allocated to an available credit.

vi) Request for Refund Payment (Customs only)

- A) This functionality will allow the client to request to refund an unallocated payment or credit. The unallocated credit will only be refunded via Electronic Funds Transfer (EFT) and therefore banking details have to be authenticated prior to the request, as per the prescribed process.
- B) The credit requested for a refund payment will remain available for Account Maintenance until the item is paid back and if it is allocated prior to actual payment, the refund payment request will be deemed as cancelled. Credits will be available on the account only upon the final acceptance of the amendment.
- b) Any reference made to deferment in this document applies to Customs clients only.

2.3 Getting started

- a) A number of things need to be in place before a client can access their Customs eAccount. For ease of reference, these have been set out below in the form of a number of steps. Detailed screen shots and accompanying explanations are included below:
 - STEP 1: Register as an eFiler. The first thing is that the client must be a registered eFiling user to access the Customs eAccount. This would not be necessary if you are already registered on eFiling for other taxes, such as VAT, PAYE, and/or Income Tax, in which event you can proceed directly to STEP 2.
 - ii) **STEP 2**: Update your eFiling Profile to an "Organisation". This would only be necessary if you are currently registered as an Individual. Changing your profile to "Organisation" allows certain added features, including access to the Customs eAccount. If you are already registered as an Organisation, proceed directly to STEP 3.
 - iii) **STEP 3**: Activate your Customs client number on eFiling. This allows the SARS to activate your Customs profile on the SARS eFiling using your Customs client number.
 - iv) **STEP 4**: Assign/Create an Admin User. This is the person within your organisation that will have overall responsibility to assign users and amend user access rights for the Customs eAccount, what is referred to as the role "Manage Deferment Account". You also have the ability to restrict this, depending on your requirements. This will determine which user can perform STEP 5. If you are already an existing eFiler with an Admin User, you have the ability to also assign this person as the Customs Admin User. Alternatively, you have the ability to assign a completely different person to manage these Customs functions.
 - v) STEP 5: Create users for each Financial Account. This is the most important step in the process as it allows one (1) to set up user profiles aligned to your organisational structure. An organisation that operates deferments across different branch offices will have been assigned a separate financial account for each deferment. In this step, one (1) is able to create a single user to manage all accounts (to suit a centralised structure) or create separate users for each account (to suit a decentralised or branch structure). One (1) also has the ability to set up multiple user groups in order to allow different users access to the Customs eAccount functionality:

- A) The group access will determine what actions each user linked to the group will be able to perform e.g. view only, maintain user groups, make payments, and refund requests.
- B) A listing of all accounts will be available for selection. The group will only have access to the specific selected accounts, for example, the client's Durban Branch Office will only have access to the Durban deferment account.
- b) The full set-up process for "Organisations" is not covered in this manual as it is an existing function on eFiling (General guides are available on the eFiling site). However, this manual is aimed at providing Customs users with an understanding of the additional functionality necessary to effectively use the Customs eAccount.

2.3.1 Step 1 – Register as an eFiler

a) Go to the SARS eFiling website (www.sarsefiling.co.za). If you are already registered on eFiling, type your Login and Password and click on the Login button otherwise, click the Register button and follow the registration steps.

	NG	REGISTER LOO	2 11N
		Please provide your login details	
		This is your generated login name (ie. johnd9876)	
	Login	malan3269	
	Password	d •••••••••	
	ee For	COON REGISTER CONTRACTION OF A REMINDER OF A REMINDER OF YOUR USERNAME OF reset your password click here	
Your Password is	now Case Sens	sitive	
If you do not use and you will autor to be away from y	the system for a natically be logge our desk, please	sons this system has been implemented with a timed session expiry. a prolonged period of time, you will receive a "Session Expired" notice ged out. This time period has been set for 20 minutes. If you expect se ensure that you save your current work. You should, however, once a system unattended.	

2.3.2 Step 2 – Update your eFiling profile to an 'Organisation'

 a) In order to allow a Customs client number to be activated, you need to set up eFiling as an 'Organisation'. If you are a registered individual on eFiling, go to the Home page on your profile (refer to screenshot below) in order to change your eFiling profile.

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New Control Were Cogin Name Non Finitia value der Verweig Destage Destain Executed Finitial del Verweig Destage Destain Executed Finitial del Verweig Destage Destain Executed Finitial del Verweig Destage Network Finitial del Verweig Finitial del Verweig Destage Network Finitial del Verweig Finitial del Verweig Destage Network Finitial del Verweig Finitial del Verweig Destage Network Finitial verweig Finitial verweig Person Finitial verweig Finitial verweig Finitial verweig Destage Network Finitial verweig Finitial verweig Finitial verweig Person Finitial verweig Finitial verweig Finitial verweig Finitial verweig Person Finitial verweig Finitial verweige Finitial verweige Finitial verweige Finitial verweige Person Finitial verweige Finitial verweige Finitial verweige Finitial verweige Finitial verweige Person Finitial verweige Finitial verweige Finitial verweige F	
returns for each of these. This way also actuate or least have sink of this of these law years to activities a law type, and the checkbook of the sequence law pay, inset if the law intervers partners a fac office and then cate on Register. To deactuate a law type, de-sensel the checkbook, cardina the request of all these cate on Register.	

V SARS	FILING		
NOWE RETURNS SERV	cost contect Locour User Lat. Piran der Menve	•	8
Change Delate	Change Use	Personality	
Banking Defails Tax Types	Logil Nene	Felic III/2152	
Transfer Requests Summary	First Name	Feica	
Chunge Website Profile	Samane	van der blenve	
Change Own Fasanced Pending Registration	Disarber	8200048038084	
Special Links	Current Personality	Individual	
	New Personality	Organisator •	
		Tax Practitioner	

- c) Expand the drop down list for the New Personality option and select Organisation. Click on the **Submit** button. The new profile will immediately change the background colours and additional options will be available.
- d) If you need to change your profile back from an **Organisation** to an **Individual**, the 'Change Website Profile' can be found under the 'User' tab.

V SARS	EFILING				RGANISATIONS
USER ORGANISATI	CHE RETURNS CURTONS	OUTES & LÉVER SERVICES CO	ninet Locout Taxpayer List	TE ST PARTNERSHIP	2
Returns Issued	USER DETAILS		COMPANY DETAILS		
Roturns History	User Name	Zinhle, Z	Trading As Name:	TEST PARTNERSHIP	
Returns Search	Login Name:	Transfer3682	Registration Number:	8788	
Levies and Dutien	Date Registered	2011/11/08	Date Registered	2011/11/08	
Third Party Data	INCOME TAX QUICK SEA	RCH /			
Paymentin	Please enter your income T			SEARCH	
Additional Paymente					
SAR5 Correspondence				CABC South African	
Disputes			- Y	SARS South African Revenue Service	
Bulk Paymente					
Voluntary Disclusure					
PAYE Maintenance	ISSUING OF 2013 IRPS	IT3(a) UNTIL FURTHER NOTIC	CE		
Successful links					

- e) Once you are set up as an **Organisation**, the top right hand side of the screen will indicate that you are now an Organisation.
- 2.3.3 Step 3 Activate your Customs client number on eFiling

V SARS	
USER ORGANISAT	IONS RETURNS CUSTOMS DUTIES & LEVIES SERVICES CONTACT LOGOUT Taxpayer List Hellmann Worldwide 🛞 Case
Organisation Register New Change Details	Company HPL Sea Freight (SA) (Pty) Ltd Description Company/CC/Organisation
Banking Details	Instructions on how to use this section
Organisation Tax Types	How do I register a new organisation
Request Tax Types ISV Activation Summary	Click on Register New. Complete the required details.
VAT Vendor Search	Who receives the notification that the returns have been issued?
Delete Taxpayer Pending Registration	Within REGISTER NEW and CHANGE DETAILS there is an OPTIONAL DETAILS area. The CONTACT

Effective 12 October 2015

a) Select the **Organisations** tab and click on **Organisation Tax Types** in order to register your Customs client number.

V SARS	FILING	
USER ORGANISATI	ONS RETURNS CUSTOMS DUTIES & LEVIES SERVICES CONTACT	LODOUT Taxpayer List Hellmann Worldwide Solar
Organisation	Reference Number	
Register New	Tax Office ALEERTON	
Change Details	Please note that you will automatically be activated to receive SARS notices for	or this too
Banking Details	type online.	n mis tax
Organisation Tax	- yes summer	
Types	IT Admin Penalty	
Request Tax Types ISV Activation	Reference Number	
Summary		
VAT Vendor Search	Tax Office ALBERTON	
Delete Taxpayer Pending Registration	Please note that you will automatically be activated to receive SARS notices to type online.	ar this tax
Admin Reports	☑ Customs Agent	
Rights Groups	Reference Number 00458122	
Special Links		Status: Successfully
	Tax Office ALBERTON	Activated
	Excise Agent	
	Reference Number	
	Tax Office ALBERTON	

- b) Tick the **Customs Agent** tick box for all Customs clients, type in the Customs client number in the **Reference Number** box, scroll down, and click on the **Register** button.
- c) The system will check if you are an active user. If you are not registered, an error message will be displayed. You must then register on eFiling or contact the SARS Contact Centre on 0800 007277. The status will be updated once the Customs client number is verified and activated. This process may take 24 hours.

2.3.4 Step 4 – Assign/Create an Admin User

- a) Once the Customs client number has been successfully activated, you need to give a user the required administrator rights.
- b) An overall administrator (the person who initially registered the Customs client number), will be able to add users and give specific access rights to each user or group of users. This user profile is normally owned by a company's financial department. Other SARS tax types such as Value-Added Tax (VAT) and Pay-As-You-Earn (PAYE) are already administered on eFiling and Customs will be an additional tax type on the organisation's overall profile. The users who can be set up to access the Customs accounts may include operational staff that are responsible for submission of declarations and/or making payments to SARS Customs for declarations. The main Organisation's administrator needs to set up users, who will be given access to the Customs accounts, within the current eFiling Organisation's Add User function.

V SARS	FILING		FOR ORGANISATIONS
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Chercip Charge Devials Regulates New Charge Devials Charge Dun Passe Profile Distric Uner Ny Adolphistration Distric Uner Ny Adolphistration Reset Passeered	Main Miss Text 20xMin Instructions on how to use this section Instructions on how to use this section How do I use the User memo? The User memory offers a variable of options is memory a personal of ling profile as well as to memory and other hole outset where applicable. Depending on the authorization lives a period to a user, some or at of the memory options will be analyzer be to do I new are some to the point of the memory options will be analyzer to both a memory be ableded to a particular live of this section allows a user to the option of the application of the provided. This user will be prompted to change the planetour of nist light to efficing 2 The 'Change Doteshor parced and optimistic in lives', buildword is change the prevented on the appropriate sights may also upplate on the solution are user profile as the prevented on the previous. This user will be prompted to change the planetout of nist light to efficing		

c) If you are an existing eFiler and you would like to extend your current Administrator's rights to Customs, select the **User** tab and select **Change Details** to extend the current administrator's role to

also include the required administrator Customs functionalities. If a new person is to be assigned, select register **New**.

V SARS	FILING			ORGANISATIONS
usen ondeligee	TICHE EXTLINE GUITOM	OUTIES & LEVES SERVICES CONSINCT LOCOURT User List Z Zinhle	-	ء 🕲
Iber	Change Details			
Register New				
Change Details Change Own Password	Required Details			
Change Website Profile Delete User		First Name Sumame Zinhie		
My Administrators	Identification Type	Passport		
Unlock Account / Reset Password	IO Number	TEST454454		
Special Links	Do you wish to receive SM After activation as an eff After any payment	S notifications for the following events: ${}^{\rm SP}$. Yes ${}^{\rm C}$. No liter		
	Cell Number	0824509454		
	E-mail Address	zinhiam@shbs.co.za		
	Telephone Number	([011) [2020121		
	This user is a	C Tax Consultant / Tax Practitioner Crganisation Representative		
	As part of our proving affor	to to know your the television information sensitivity realistic		

d) Review the captured details of the administrator.

USER DISAUGA	nona estution custon	en Durres & Léves services connect Locourt User List Z Zinhle	-	a \$
Register New	Do you wish to raceive SM • After activation as an el • After any payment	IS notifications for the following events: IF Yes C No Filer		
Change Details Change Own	Cell Number	0624509454		
Password Change Website	E-mail Address	zinhiem@shbs.co.ze		
Profile Delete User	Telephone Number	(211) 2020121		
My Administrators Unlock Account / Reset Password	This user is a:	C Tax Consultant / Tax Practitioner © Organisation Representative		
	communications either via	rts to keep you, the taxpayer, informed we send out periodic email or SMS. su would like to be included in these communications. ♥ Yes ♡ No		
	1	Update Details Reset		
	Optional Details Fax Number			

e) Select the **Update Details** button to move to the next screen.

V SARS	BFILING			RGANIBATIONS
Regenter New Charge Details Charge Details Charge Details Charge Widshits Profile Delate User My Adeministrators Useds Account / Recent Passeort Recent Passeort	Other bit in the state in the stat	efiling.		(

f) Then select Manage Deferment Account in order to allow the administrator access to the Customs accounts, and click on the Continue button. The User Role Manage Deferment Account must only be given to the administrator, who will manage the roles relating to the Customs accounts.

			Effective 12 October 2015
V SARS	FILING		
USER DISANS	пона натилна довтона ра	Inna Louis Scinnes Coldact Local User List Z Zinhie	
Register New	USER SUMMARY		
Change Details	BASIC DETAILS	and another fille	
Change Own Pessword	Login Name:	Transfer3682	
Change Website	Name	Niss Test Zinhie	
Profile Delete User	Email	zinhiem@shbs.co.za	
My Administrators Unlock Account /	Telephone Number	(011) 2020121	
Resot Password			
Special Links	GROUPS SELECTED System Default		
	ROLES SELECTED		
	Can register taxpayers with SARS Can create and change users and Can create and change taxpayers Can create and change groups an	f assign them to groups	
		admin rights to perform bulk and additional payments name and give it only to the user for whom it is intended	
		ntinue Back Print Summary	

g) Review the **User Summary** information and click on the **Continue** button.

2.3.5 Step 5 – Create users for each financial account

- a) The client is provided with administrative tools to allow users different levels of access. For example, the eFiling administrator at the client's head office can give access to each of the trader's branch managers to use the eAccount functions for that branch's specific deferment account, therefore only allowing access to the eAccount per deferment account. The users will each receive a specific logon username and first time password, which needs to be changed on initial login. Once the user is created, he / she can be linked to a Customs group.
- b) This process must be achieved in two (2) steps:
 - i) Firstly, create all the users by following steps (c) to (g); and
 - ii) Secondly, assign these users (or user) to a group and a financial account, steps (h) to (w).

USER DIRAMIN	tions HETURNS CURTON	en pures a texes		ACT LOSSOF D	ser List Z Zinhle			ł
					en en je samt		۵	l
	Mr 🔹 🕖	User	CustomsUser					
Register New	Identification Type	Passport	*					
Change Details Change Own	undefined	NJK12345						
Password Change Website Profile Datate User	Do you wish to receive SM • After activation as an el • After any payment	AS notifications for the H Filer	allowing events: C Y	es ⊂ No				
My Administrators	Cell Number	0833333333						
Unlock Account / Reset Password	E-mail Address	S@S.com						
Special Links	Telephone Number	(012)	333333					
	Login Account Information							
	Login	Customsuser						
	Password		1					
	Confirm Password							
	The user you a	re adding will be require	ed to change this pass	rword on first login				
	This user is a:	C. Tay Count	ant / Tax Practitioner					

c) Select **Register New** and complete the required details. Please remember that the user name and first time password needs to be given to the user to gain access to eFiling. The number of users will depend on the business requirements of the eFiler and this process. The process described in paragraphs (c) to (g) can be repeated to create a number of users.

			Effective 12 October 2015
VSARS	FILING		
USER ORDANISA	TICHS HETURNS CUETON	DUTIES & LEVES SERVICES CONTACT LOGOUT User List Z Zinhle	
User		31	
Register New	Login Account Information		
Change Details Change Own	Login	Customsuser	
Password	Password	********* i	
Change Website Profile	Confirm Password		
Delete User My Administrators Unlock Account / Reset Password	The user you are	adding will be required to change this password on first login.	
Special Links	This user is a:	C Tax Consultant / Tax Practitioner	
	communications either via e Please indicate whether you	is to keep you, the taxpayer, informed we send out periodic mail or SMS. Is would like to be included in these communications. If Yes C No e before the provide sector and white sectors now Reset	

d) Select the **Organisation Representative** option to identify the user's role and clicks on **Register**.

VSARS	FILING	FOR ORGANISATION
USER ORGANISA	TIONS RETURNS OUSTOMS DUTIES & LEVES SERVICES CONTROL LOQUUT User List U CustomsUser	
User Register New Change Details Change Own	USER GROUPS To System Default Groups	
Password Change Website Profile	Select User SARS Registration Roles Can register taxpayers with SARS to get tax reference number	
Delete User My Administrators Unlock Account / Reset Password Special Links	Manage Users Can create & change users and assign them to groups Manage Taxpayers Can create & change taxpayers and assign them to groups Can create & change taxpayers and assign them to groups	

e) Select the **User Groups and User Roles** tick boxes. A normal user may be created without a user role and no role can be selected for this purpose. As mentioned in **STEP 4**, only the administrator must have the role 'Manage Deferment Account' selected.

usen ongkinde	none estudive outros outros outros outros contracto contracto upoput User List U CustomsUser	-	۽ چ
Register New Change Details Change Own Password Change Webste Profile Delete User My Adeinistrators Unlock Account / Reset Password	USER ROLLS Select User SARS Registration Roles Can register toppayers with SARS to get tax reference numbers Manage Users Can create & change users and assign them to groups Manage Taxpayers Can create & change taxpayers and assign them to groups Manage Groups Can create & change proups and assign users and payers to groups Manage Deferment Account		
	☐ ISV Activation This role allows users access to the ISV activation screen ☐ Perform Bulk and Additional Payments This role allows a user without full admin rights to perform bulk and additional payments.		

f) Once completed, click on **Continue**.

			Ef	fective 12 Oct	ober 2015
VSARS	FILING			FOR	ORGANISATIONS
USER ORGANICA	TICHS RETURNS CUSTOMS OU	TIER & LEVIED REAVICES CONTACT LODOUT User List U Custo	omsUser	3	
late	USER SUMMARY				
Register New					
Change Details	BASIC DETAILS				
Change Own Password	Login Name:	Customs2132			
Change Website	Name:	Mr User CustomsUser			
Profile	Enal	S@S com			
Delete User Wy Administrators Unlock Account / Reset Password	Telephone Number:	(012) 3333333			
	GROUPS SELECTED				
pocial Links	System Default				
	ROLES SELECTED				
	Can register taxpayers with SARS	to get tax reference numbers			
	Please make a note of the login	name and give it only to the user for whom it is intended			
	1000				
	Co	ntinue Back Print Summary			

g) Review the User summary and document the Login Name. The login name and password have to be provided to the user for access to eFiling as part of the Organisation.

count	USER DETAILS		COMPANY DETA	ILS	
agement ount Selection	User Name: Login Name:	Saaiman, PM malan3269	Trading As Name	HPL Sea Freight (SA) (Pty) Ltd	1
nage Groups cini Links	Date Registered	2010/08/13	Registration Number:	2004/026008/07	
			Date Registered	2010/08/13	
	INCOME TAX QUICK	SEARCH			
	Please enter your Inco	ome Tax Reference Number:		SEARCH	
	UPDATED VERSION 5.0	0.9 OF e@syFile [™] EMPLOYE	R NOW AVAILABLE		

h) To set up Groups and link these to financial accounts, click on Manage Groups under the eAccount Management tab. This will allow the administrator to set up groups, select the accounts linked to a group and link the users. Users can only be set up by the administrator of the Organizations' eFiling profile and needs to be done prior to managing groups.

USER ORGANISA	TIONS RETURNS CUSTOMS DUT	ED & LEVIES BE	RVICES CONTACT	LOGOUT Taxpayer	List: F	ellmann Worldv	ride 🛞 ics
Account anagement Account Selection Manage Groups pecial Links	Setup New Group						
	Group Name	Access to View	Access to Maintain	Access to Payments	Open	Accounts	Users
	Admin Group	Yes	Yes	Yes	Open	Manage Payers	Manage Users
	Access to View	Yes	No	No	Open	Manage Payers	Manage Users
	Access to view multiple acc	Yes	No	No	Open	Manage Payers	Manage Users
	Access to Maintain	Yes	Yes	No	Open	Manage Payers	Manage Users
	Access to Payments	Yes	Yes	Yes	Open	Manage Payers	Manage Users
	Access to Playments						
	Access to Maintain multiple acc	Yes	Yes	No	Open	Manage Payers	Manage Users

i) Select **Setup New Group** and name the group to easily identify the specific use, branches, staff members or access rights.

		ffective 12 Oc	
V SARS	EFILING		RGANISATION
USER ORDANIA	ICHE RETURNA CUSTOME OUTLES & COURS SERVICES CONTACT LOCOUT Texpayer List [Hellmann Worldwide Logistics (Pty) Lis		
eAccount Management	CREATE NEW GROUP		
Account Selection Manage Groups	Group Name		
Special Links	Access To View 🗆 Access To Maintain 🥅 Access To Payments 🖂		

j) Capture the required Group Name.

VSARS				RGANISATIO	N
VER DEDANISA	NONE REFURMS CUST	OME OUTINE ALEVER SERVICES CONTACT LOODUT	Taxpayer List Hellmann Worldwide Logistics (Pty) Ltd		0.0
eAccount Managemeter	CREATE NEW GROUP				
Account Selection Manage Groups	Group Name	Johannesburg Branch Admin			
Spacial Links	Access To View 🖓 Acce	ua To Maintain 🖓 Access To Payments 🗍			
		Add Delete Group Back			

k) Select the access rights for the group and click on Add.

			INVICES CONTACT	COODUT Taxpayer	List	lellmann Worldv	ride (m) ics g
Account Innogement Account Selection Manage Groups	Customs Accounts Rights Gro Setup New Group	ups					
special Linka	Group Name	Access to View	Access to Maintain	Access to Payments	Ωpen	Accounts	Users
	Admin Group	Yes	Yes	Yes	Open	Manage Payers	Manage Users
	Access to View	Yes	No	No	Open	Manage Payers	Manage Users
	Access to view multiple acc	Yes	No	No	Open	Manage Payers	Manage Users
	Access to Maintain	Yes	Yes	No	Open	Manage Payers	Manage Users
	Access to Payments	Yes	Yes	Yes	Open	Manage Payers	Manage Users
	Access to Maintain multiple acc	Yes	Yes	No	Open	Manage Payers	Manage Users

I) Select the group that needs to be set up.

Account Management	Customs Accounts Rights Gro	ups					
Account Selection Manage Groups	Setup New Group						
special Links	Group Name	Access to View	Access to Maintain	Access to Payments	Open	Accounts	Users
	Admin Group	Yes	Yes	Yes	Deed	Manage Payers	Manage Users
	Access to View	Yes	No	No	Opto	pen anage Payers	Manage User
	Access to view multiple acc	Yes	No	No	Open	Manage Payers	Manage User
	Access to Maintain	Yes	Yes	No	Open	Manage Payers	Manage User
	Access to Payments	Yes	Yes	Yes	Open	Manage Payers	Manage User
	Access to Maintain multiple acc	Yes	Yes	No	Open	Manage Payers	Manage User
	Access to Pay Multiple Accounts	Yes	Yes	Yes	Open	Manage Payers	Manage User

m) Click on **Open** to set up the group's access rights.

			Eff	ective 12 October 2015
V SARS		3)		FOR ORGANISATIONS
UBER ORGANIEA	NETURNS	SUSTOMS DUTIES & LEVIES	Taxpayer List	tellmann Worldwide 🛞 ics 🙊
eAccount Monagement	UPDATE GROUP	DETAILS		
Account Selection Manage Groups	Group Name	Admin Group		
Sposeint Links	Access To View	Access To Maintain V Access		

n) Select the specific access that the group will need to perform specific functions. Click **Update** to save the changes.

UBER ORGANISAT	TIONS. RETURNS CUSTOMS DUT	ES & LEVIES SE	RVICES CONTACT	LOGOUT Taxpayer	List H	lelimann Worldw	ride 🛞 ics 🔊
Account lanagement Account Selection Manage Groups	Customs Accounts Rights Gro Setup New Group	ups					
pecial Links	Group Name	Access to View	Access to Maintain	Access to Payments	Open	Accounts	Users
	Admin Group	Yes	Yes	Yes	Oper	Manage Payer	Manage Users
	Access to View	Yes	No	No	Open	Manage Accounts	Manage Users
	Access to view multiple acc	Yes	No	No	Open	Manage Payers	Manage Users
	Access to Maintain	Yes	Yes	No	Open	Manage Payers	Manage Users
	Access to Payments	Yes	Yes	Yes	Open	Manage Payers	Manage Users
	Access to Maintain multiple acc	Yes	Yes	No	Open	Manage Payers	Manage Users
					_		

o) Click on Manage Payers to display all the accounts linked to the Customs client number. It is important to understand at which Customs branches the accounts are being used, in order to give the correct access to the specific group.

USER ORDANISA	NORS RETURNS CUSTOMS DUTIES &	LEVIER REAVICES CONTACT LODOUT	Taxpayer List Parker Craft	۵ 🛞
Account Selection Manage Groups	Link Taxpayer Accounts to Group Taxpayer Name: Account Number:	Customs Code:		
	Name	Account Number	SAR5 Branch	
			be account of a second	
	Fun & Leisure Holdings Limited	8128226518	RAMATLABAMA	
	Fun & Leisure Holdings Limited Fun & Leisure Holdings Limited	8120026518 6120967338	GROBLERSBRUG	2 2
				N (0)
	Fun & Leisure Holdings Limited	6120067338	GROBLERSBRUG	
	Fun & Leisure Holdings Limited Fun & Leisure Holdings Limited	6120067338 8120067353	GROBLERSBRUG	

- Save Back Check All Uncheck All
- p) Select the specific financial accounts, which need to be linked to the group. The Financial Account Selection screen will be displayed, representing all the deferment accounts or single non-deferment account, which may be created for a client. The account number will be a SARS-generated account number and the account number will be the first ten (10) digits of your Payment Reference Number (PRN). If you are uncertain as to the branch office to which the account belongs, refer to your most recent Statement of Account (PRN appearing on the payment advice) or contact your nearest Customs office.
- q) A user will only be able to view/access financial accounts linked to their group. The user will therefore not be able to see all the accounts if they were not selected. The administrator will need to re-perform this function for any new deferment accounts that are registered or made available.

VSARS	FILING		Effective 12 O	ANISATIONS
CARAMIER	Link Taxpaver Accounts to G	LEVIER REINVICES CONTACT LOGOU	Taxpayer List Parker Craft	()
pocial Links	Name Fun & Leisure Holdings Limited	Are you sure you want to continue? OK. Cancel	SARS Branch RAMATLABAMA	2
	Fun & Leisure Holdings Limited		GROBLERSBRUG	12
	Fun & Leisure Holdings Limited	8120967353	CAPE TOWN	10
	Fun & Leisure Holdinge Limited	8120067544		10
	Fun & Leisure Holdings Limited	6120067577	JOHANNESBURG	17
				1921

r) Click on **Save** and then **OK** if the selected accounts are correctly linked to the users.

USER ORGANISA	TIGNE RETURNS CUSTOMS DUTIES A	LEVIES BERVICES CONTACT LOGOU	Taxpayer List Parker Craft	(
Account Iacogement	Link Taxpayer Accounts to Group	Customs Code:		
Account Selection Manage Groups	Access Management			
pecial Links	Group successfully updated			
		Search		
	Name	Account Number	SARS Branch	
	Name Pun & Leisure Holdings Limited		SARS Branch RAMATLABAMA	
		Account Number	And the second s	
	Fun & Leisure Holdings Limited	Account Number 6128020518	RAMATLABAMA	
	Pun & Leisure Holdings Limited Fun & Leisure Holdings Limited	Account Number 8128928518 8128967338	RAMATLABAMA GROBLERSBRUG	
	Fun & Leisure Holdings Limited Fun & Leisure Holdings Limited Fun & Leisure Holdings Limited	Account Number 612020516 8120067338 8120067355	RAMATLABAMA GROBLERSBRUG	6

Save Back Check All Uncheck All

s) The message **Group successfully updated** will indicate that the changes were saved.

USER ORDANISA	Customs Accounts Rights Grou		RAICES CONTACT	LOOOUT Taxpayer	List	fellmann Worldw	inge fill ical
Account Selection Manage Groups	Setup New Group	ups					
Special Links	Group Name	Access to View	Access to Maintain	Access to Payments	Open	Accounts	Users
	Admin Group	Yes	Yes	Yes	Open	Manage Payers	Manage.Users
	Access to View	Yes	No	No	Open	Manage Payers	Man Users pars
	Access to view multiple acc	Yes	No	No	Open	Manage Payers	Manage Users
		Yes	Yes	No	Open	Manage Payers	Manage Users
	Access to Maintain						
	Access to Maintain Access to Payments	Yes	Yes	Yes	Open	Manage Payers	Manage Users
			Yes Yes	Yes No	Open Open	Manage Payers Manage Payers	

t) Click on **Manage Users** to select the users who need to perform the specified actions on the selected accounts.

						Eff	ective 12 Octo	ober 2	2015
7 J/4KJ	GHILING					/	FOR ORGAN	ISATIC	INS
USER ORGANISAT	TIONS RETURNS CUSTOMS	DUTIES	A LEVIES SERV	CEB CONTA		Taxpayer List	AbsaAbsa Bank Ltd		-
Account	Add Users to Group								
Annagement	GROUP INFORMATION								
Account Selection Manage Groups	Group Name	View	Maintain	Pay	Created				
pecial Links	Test	Yes	Yes	Yes	2013/02/12				
pecan cinks	USERS	1992	0.126	and a second	SCALE REPORTS				
	Name	ID Numbe	Contract that the track	Login Nan		In Group			
	D Kok	7508105	5015080	User144	14	12			
	OR Grobbelaar	6809195	5138084	AbsaVA	T8905	1			
	R Seethal	7708265	5179086	Rakesh1	7353	1			
	C Prins	6008175	5049086	Clive331	8	12/1			
	E Bhagowat	8409185	5074080	Ershrin0	788	2			
	Save Back Check A	II Unch	eck All						

u) Select each user who needs to perform specific tasks relating to the group by clicking the tick box under **In Group**.

Account Management	Add Users to Group	1		10000000	00000000	_		
Account Selection Manage Groups	Group Name	View	Maintairi	Pay	Created			
Spetchel Linkis	Test	Yes	Yes	Yes	2013/02/12			
and the second	USERS	ID Numb	ed.	Login Nar		In Group		
	D Kok		5015080	User144		191		
	OR Grobbelaar	680919	5138084	AbsaVA	T8905	191		
	R Seethal		5179086	Rakeshi		190		
	C Prins		5049086	Clive331		191		
	E Bhagowat		5074080	Ershrin0		1921		
			eck All					
		0.04	mage from webpage		(MAXING)			
					the second second			

v) Click **Save** and then on **OK** if the selection is correct.

USER ORGANISA	TIONE RETURNS CUSTOMS	OUTIER	A LEVIES SERVICES	CONTA	CT LOGOUT	Taxpayer List	AbsaAbsa Bank Ltd	۲	2
Account	Group successfully update	d							
Account Selection Manage Groups	GROUP INFORMATION Group Name	View	Maintain	Pay	Created				
	Test	Yes	Yes	Yes	2013/02/12				
	USERS	00000	4.5 M.	000110	sterior and the se				
	Name	ID Numbe	pr -	Login Nan	ne	In Group			
	D Kok	7508105	5015080	User144	14	9			
	OR Grobbelaar	6809198	5138084	AbsaVA'	18905	1			
	R Seethal	7708265	5179086	Rakesh1	7353	1			
	C Prins	6008178	5049086	Clive331	8	1			
	E Bhagowat	8409185	5074080	Ershrin0	768	(12)			
	Save Back Check A	Linch	eck All						

- w) The message **Group successfully updated** will indicate that the changes or selection was saved.
- x) The administrator may now inform each of the newly created users of their username and initial password. The individual users may then log on to eFiling using the username and password provided. eFiling will immediately require a new password and the user will thereafter have access according to the group, access rights and accounts to which they were linked.
- y) The administrator can at any time remove users from groups, edit access rights and add or remove accounts.
- z) The client is responsible to maintain all access rights, groups and roles at all times.

2.4 Account overview and Statements

2.4.1 How to view the eAccount Management Dashboard

- a) The dashboard is an overview for a specific account, which gives you all the information necessary to manage the account effectively. The dashboard also acts as the central point from which all account management functions can be selected.
- b) Basic registration details and deferment account status information will be reflected which will assist in highlighting any issues with a deferment account or the fact that no deferment facility exists.
- c) The 'Account Balance Summary' highlights the total account balance and any unallocated payments.
- d) The total balance on account may consist of both unpaid declarations and also unallocated payments. These unallocated payments arise due to an incorrect PRN being specified which prevents the system from automatically allocating the payment. These unallocated payments need to be allocated by you. Payment allocation serves to receipt the payment against deferment declarations, thus marking them off as paid/settled. Therefore, even where the total balance on account is in credit due to unallocated payments exceeding unpaid declarations, the unpaid declarations will still result in interest, penalties and suspension of deferment facilities.
- e) Monthly Statement of Accounts will be made available on the statement date for all deferment accounts and on the calendar month end for any non-deferment accounts. The latest issued statement of account will be displayed on the dashboard for ease of use.
- f) Lastly, you may select to make a payment or request an unallocated payment to be refunded. The VOC process to request a refund based on a reduced declaration still needs to be submitted via EDI and will only reflect on the eAccount following authorisation and acceptance by SARS.

2.4.2 How to access the dashboard

		TOME OUTIER LEVIER		Taxpayer List	FOR ORGANISATIONS
Account Management Account Selection Manage Groups Special Links	USER DETAILS User Name Login Name Date Registered	Saaiman, PM malan3269 2010/08/13	COMPANY DETA Trading As Name: Registration Number Date Registered	HPL Sea Freight (SA) (Pty) Ltd 2004/026006/07 2010/08/13	
		SEARCH ome Tax Reference Number 0.9 OF e@syFile EMPLOYE	R NOW AVAILABLE	SEARCH.	
	The latest version S the SARS eFiling we Employer. Please no available at a later e@syFile ^{ne} Employer	0.9 of e@syFile** Employ- bsite <u>www.sarefiling.co.za</u> ste: The updated e@syFile date. Any information so , will not be accepted.	er is now available and downloading v ™ Employer version ubmitted to SARS u	can be accessed by visiting version 5.0.9 of e@syFile** 5.0.9 for Macintosh will be sing a previous version of version of version of	

a) Click on **Customs** and on **eAccount Management**. Select the **Account Selection** option.

			Effective 12 October 2015
		THE & LEVIER BERVICES CONTA	FOR ORGANISATIONS
eAccount			
Monagement Account Selection			
Manage Groups	eAccount – Financial Acco	unt Selection	
Special Links	Client Name	Service and the service of the servi	
	Trading As	Worldwide Logistics (Pty) Ltd	
	Helimanz	Worldwide Logistics (Pty) Ltd	
	Registration Number	1972/013767/07	
	Reference Number		
		00458122	
	SELECT AC	COUNT NUMBER	STATUS
		0030609	ACTIVE
	0 812	7000118	ACTIVE
	Allows you to perform account man- related tasks for the selected account		ACTIVE
	View Dashboard	Refresh Account List	

b) The eAccount – Financial Account Selection screen will be displayed. A list of all your financial accounts will be displayed on this screen. In the event that you have limited access to selected user groups as explained in paragraph 2.3.5 (STEP 5), only those financial accounts linked to the user group will be displayed. Only one (1) account can be selected at any time to work on.

		S & LEVIES SERVICES CONTACT LODO	FOR ORGANISATIONS
eAccount Management Account Selection Manage Groups Special Links	Trading As	Vorldwide Logistics (Pty) Ltd Vorldwide Logistics (Pty) Ltd 1972/013767/07 00458122	
		UNT NUMBER	STATUS
	 81200 81270 	30609	ACTIVE
	Allows you to perform account manage	00045	ACTIVE
	related tasks for the selected account		
	View Dashboard	Refresh Account List	

c) Select the applicable account number and click **View Dashboard**. Multiple accounts may exist, but only a few are available for the specific user to work on, according to access rights granted by the administrator.

		Effective 12 October 20
VSARS	CONS RETURNS CUSTOMS DUTIES & LEVIES SERVICES CONTACT LO	FOR ORGANISATIONS
account Selection		atus Information Section as at 2013/02/18
Manage Groups Special Links	Client Name Hellmann Worldwide Logistics (Pty) Ltd Trading As: Hellmann Worldwide Logistics (Pty) Ltd Registration Number: 1972/013767/07 Client Reference: 00458122 Account Number: 8120030609 Deferment Account Status Active	tus: Account Balances Updated
	eFiling Account Balance Summary	as at 2013/02/18
	Unallocated Payments R 0.00 Total Unpaid Balance R 0.00 VAT Deferment Credit Available Duties Deferment Credit Available	Current Month Total Balances R -9,999,999,00 R -9,999,999,00 R -9,997,667,00 R -9,997,667,00 R 99,998,667,00 R 99,998,667,00 R 99,999,000,00 R 99,999,000,00
	Refresh Balances View Detailed Balances	
	Statement of Account Issue Date Month	Amount Payable/Due
		View All
	Request Historic Request Interim	

d) The 'eAccount Management Dashboard' screen for the selected financial account will now be displayed. The 'Dashboard' screen displays the client details, status-related information, and a summary of the account balances. To select a Statement of Account view transactions and make or view payments history.

				CONTACT LOG	Taxpayer List He	ellmann Worldwide
count						
agement	eACCOUNT MANAGE	EMENT DASHBOA	RD			
ount Selection	Client Details	1010 - VANDA - RAM	anne staande		tus Information Section	as at 2013/02/18
ipecial Links		Hellmann Worldwide Lo Hellmann Worldwide Lo				count Balances Updated
	Registration Number		1972/013767/07	SARS NOTING	cations	Number of letters: 0
	Client Reference: Account Number		00458122 8120030609			
	Deferment Account State	18	Active			
	eFiling Account Balan	ce Summary		Prior Periods	Current Month	as at 2013/02/18
	Unallocated Payments			R 0.00	R -9 999 999 00	Total Balances R -9 999 999 00
	Total Unpaid Balance			R 0.00	R -9,997,667.00	R -9,997,667.00
	VAT Deferment Credit Av					R 999,998,667.00
		Available				R 99,999,000.00
	Duties Deferment Credit	Transfer				
		iew Detailed Balances)			

e) If you want to check your most recent account balances, click **Refresh Balances** under the 'eFiling Account Balance Summary' section. The 'Refresh Balances' button will allow you to refresh the screen to see the most recent balances from SARS which will be displayed immediately. If real time information is not available, an error message will be displayed.

2.4.3 Detailed account balances

- a) The detailed account balances section provides a summary of transactions per processing date groupings, as well as a total balance. Transactions processed before the current month will display under 'Previous Periods', while transactions processed in the current month will display under 'Current Month'. The unpaid balances are split between each different declaration and transaction type grouping. This allows complete transparency on the make-up of all unpaid or unallocated transactions on the account.
- b) You will be able to identify possible overdue declarations and payments requiring allocation at a glance.
- c) In addition, the approved credit limit for duties/levies or VAT as well as the available credit limit for each will be displayed in order to help with decision-making around the utilisation of the deferment facilities and whether payments need to be considered to free up available credit limits.
- d) The account balances will highlight the following:
 - i) Unpaid balances which are required to be paid by the respective due dates. Duties/levies deferred, VAT deferred and cash/non-deferred declarations are displayed separately.
 - ii) Unallocated payments or credits, which need to be allocated in order to utilise the payment against declarations.

	TIDNS RETURNS CUST	OWS OUTIES & LEVIES	BERVICES	CONTACT LOG	Taxpayer List: He	llmann Worldwide 🏾
count ragement count Selection	eACCOUNT MANA	GEMENT DASHBO	ARD			
Account Selection Manage Groups pecial Links	Client Details Client Name: Trading As: Registration Number: Client Reference:	Hellmann Worldwide Lo Hellmann Worldwide Lo		eFiling State eFiling State SARS Notific		as at 2013/02/18 ount Balances Updated Number of letters: 0
	Account Number Deferment Account St	atus	8120030609 Active			
	eFiling Account Bal	ance Summary				as at 2013/02/18
	The second second second second	<i>#</i>	P	rior Periods	Current Month	Total Balances
	Unallocated Payments			R 0.00	R -9,999,999 00	R -9,999,999.00
	Total Unpaid Balance			R 0 00	R -9,997,667.00	R -9,997,667 00
	VAT Deferment Credit					R 999,998,667.00
	Duties Deferment Crec	it Available	_			R 99,999,000.00
	Refresh Balances	View Detailed Balances	244			
	Metresh Balances					
			1000			
	Statement of Acco		Issue Date	Month	Amount Payable/Due	

- e) On the 'eAccount Management Dashboard' screen, select the **View Detailed Balances** button from the 'eFiling Account Balance Summary' section.
- f) This function will allow you to view all detailed balance information from SARS.
- g) The 'Customs Account Balance Details' screen will be displayed.

			Effecti	ve 12 October 201
	EFILING			FOR ORGANISATIO
URER ORGANISAT	IONE: RETURNE. CUSTOMS DUTIES & LEVIES SERVICES C	INTACT LOODUT	Taxpayer List He	ellmann Worldwide 🏼 🛞 ice
Account	CUSTOMS ACCOUNT BALANCE DETAILS			
onagement Account Selection Manage Groups pedial Links	Client Details Client Name Hellmann Worldwide Logistics (Pty) Ltd Trading As Hellmann Worldwide Logistics (Pty) Ltd Registration Number 1972/013767/07 Client Reference 00458122 Account Number 8120030609 Deferment Account Status Active			
	eFiling Account Balance Summary Section	Dis Distant		as at 2013/02/18 13H43
	Unpaid Duties Deferred Balance Unpaid VAT Deferred Balance Unpaid Cash Balance Unallocated Payments Unallocated Credits	Prior Periods R 0.00 R 0.00 R 0.00 R 0.00 R 0.00 R 0.00	Current Month R 1,000 00 R 1,332 00 R 0,00 R -9,999,999 00 R 0,00	Total Balances R 1.000.00 R 1.332.00 R 0.00 R -9.999.999.00 R 0.00
	Total Unpaid Balance	R 0.00	R -9,997,667.00	R -9,997,667.00
	VAT Deferment Credit Available VAT Deferment Credit Limit Approved			R 999.998.667.00 R 999.999.999.00
	Duties Deferment Credit Available Duties Deferment Credit Limit Approved			R 99,999,000.00 R 100,000,000.00
	Defreit Boloncar			

h) You can use this view to see a summary of accounts.

USER ORGANIEA	TIONE RETURNS CUSTOMS DUTIES & LEVIES SERVICE	S CONTACT LOGOU	Taxpayer List: Pa	rker Craft	8
Account Aenegement	CUSTOMS ACCOUNT BALANCE DETAILS				
Account Selection	Client Dotails				
Manage Groups	Client Name: Fun & Leisure Holdings Lim				
pecial Links	Trading As. Parker (Registration Number: 1998/02243)				
	Client Reference 00032				
	Account Number: 8120067				
		tive			
	eFiling Account Balance Summary Section	22 I I I I I I I I I I I I I I I I I I		at 2013/05/03 11H44	
		Prior Periods	Current Month	Total Balances	
	Unpaid Duties Deferred Balance	R 0.00 R 0.00	R 131,374.39	R 131,374.39	
	Unpaid VAT Deferred Balance		R 122,626.00 R 0.00	R 122,626.00 R 0.00	
	Unpaid Cash Balance Unallocated Payments	R 0.00 R -3 415 56	R-9214.81	R -12 630 37	
	Unallocated Credits	R 0.00	R 0.00	R 0.00	
		R -3.415.56	R 244,785.58	R 241.370.02	
	Total Unpaid Balance	R -3,413.30	K 244,185.38	R 241,370.02	
	VAT Deferment Credit Available VAT Deferment Credit Limit Approved			R 999,877,373.00 R 999,999,999.00	
	Duties Deferment Credit Available Duties Deferment Credit Limit Approved			R 19,118,625.61 R 19,250,000.00	

i) Select the **Back to Dashboard** button to go back to the 'eAccount Management Dashboard' screen.

2.4.4 Customs Statement of Account (CSA)

- a) This will allow you to view statements issued and request specific statements.
- b) There are two (2) types of statements:
 - i) The historic statement is a monthly SOA issued by SARS at the end of the deferment statement period. Each financial account will have its own statement. Because this is a request for payment/settlement, this statement includes a PRN specific to the payable statement balance. The user may select the monthly statement and make payment. All unallocated payments have to be allocated for full payment of the SOA to ensure that the full account is settled and all declarations paid.
 - ii) The interim SOA, which includes all transactions subsequent to the last monthly statement, is generated only on request by the client. This statement does not have a PRN and cannot be selected for payment. Payment against transactions included in this statement must be made using the payment process in paragraph 2.5.
- c) SARS makes use of the Statement of Account (STATAC) message to send daily and detailed transaction listings to clients with deferment accounts that are registered, and have a Financial Account number (FAN) linked to an Electronic Data Interchange (EDI) profile. The STATAC message provides clients:
 - i) The ability to reconcile the declarations against the transactions. The data is categorised by Agent/Branch and Bureau code.
 - ii) Daily listings of transactions broken down by deferment, cash and unallocated transactions; and
 - iii) A payment advice from the Bureau systems. Payments must be made on eFiling.
- d) In order to understand the detail contained in the Statement of Account, please refer to the Customs Statement of Account (CSA) Guide on the SARS website.

VSARS	FILING			
USER ORGANISATIC	NS RETURNS CUSTOMS	DUTIES & LEVIES SERVICES TAX STATUS CC	NTACT LOGOUT Taxpayer List: RED CAR	
eAccount Management	eAccount – Financial A	count Selection		
Account Selection Manage Groups	Client Name			
Special Links		RED CAR		
	Trading As	RED CAR		
	Registration Number	2015/748494/07		
	Reference Number	21385499		
		21303433		
	SELECT ACCOUNT	NUMBER SARS BRANCH	STATUS	
	O 812140253		ACTIVE	
	0 812140255	9 PRETORIA	ACTIVE	
	0 812140256		ACTIVE	
	0 81214025			
	812140262 812 81 812 81 812 81		ACTIVE	
	Allows you to perform account related tasks for the selected a	ccount		
	View Dashboard	Refresh Account List		
	L			

- e) On the 'eAccount Financial Account Section' screen, select the **Account Number**. The account number is linked to a Branch Office. If the O.R.Tambo account number is selected it will allow you to perform account management related tasks for that account only.
- f) Click on the **View Dashboard** button.

VSARS	FILING						FOR ORGANISATIONS
	IONS RETURNS CUSTOMS DUTIES &	LEVIES BERVICES T	OC STATUS CON	Taxpaye	r List: RED CAR		
Management Account Selection Manage Groups Special Links	eACCOUNT MANAGEMENT DA: Client Name: Trading As: Registration Number: Client Reference: Account Number: SARS Branch: Deferment Account Status:	RED CAR RED CAR 2015/748494/07 21385407 8121402625 O.R. TAMBO Active	eFiling Status eFiling Status: SARS Notificat	Information Section Accountions:	as at 2015/10/02 t Balances Updated Number of letters: 0		
	eFiling Account Balance Summary Unallocated Payments Total Unpaid Balance VAT Deforment Credit Available Duties Deforment Credit Available Refresh Balances View Detailed E		Prior Periods R 0 00 R 3,921.39	Current Month R 0.00 R 3,921.39	as at 2015/10/02 Total Balances R 0.00 R 7,842.78 R 69,777.32 R 736,379.90		
	Statement of Account CSA-Monthly	15500 Date 2015/10/02 2015/00/20	Month October September	Amount Payable/Due	R 7,842.78		
	CSA-Monthly	2015/09/30	September		R 3,921.39 View All		
	Request Interim Recent Payments Payr Make a Payment Refunds	nent Reference Number		Amount Payment	Status View All	1	

- g) The latest SOA issued to you will be displayed on the dashboard. Click on the Customs Statement of Account (CSA) on the dashboard in order to view the statement. In order to view all previously issued Statements of Account, click on View All. The 'View All' hyperlink will take you to the CSA Home Page, where you will be able to view all CSA's sent to eFiling, request previous monthly CSA's not appearing on your eFiling profile or request interim CSA's for the current month.
- h) The SOA request screen will be displayed. An interim SOA can be **requested or viewed** on this screen and monthly SOA can be **viewed or paid**.
- You have the option to request monthly statements for the period prior to eFiling registration. After registration, all monthly statements will be available on eFiling. If the SOA requested relates to a period before you were registered for eFiling, the previously issued SOA will only be displayed if requested by you.

j) Click on the required **CSA-Monthly** and the next screen will be displayed.

	(*)	2 9 133% •			Tools Sign	Co
	SA	RS	CUSTOMS		CSA	
	9		Statement Of Account			
			Enquiries should be addressed to SARS:			
			Contact Centre			
RED CAR 1 TEST			Branch: O.R. TAMBO			
1 TE	ST		Financial Account Number: 8121402625			
1 TE ARC PRE	EST ADIA TORIA		Financial Account Number: 8121402825 Tet: 0800 00 7277 Website:	www.sars.gov.za	а	
1 TE ARC	EST ADIA TORIA			www.sars.gov.za	a -	
1 TE ARC PRE	EST ADIA TORIA		Tel: 0800 00 7277 Website: Details 21385499		2	
1 TE ARC PRE	EST ADIA TORIA		Tel: 0800 00 7277 Website: Details		e this reference number contacting SARS	
1 TE ARC PRE	EST ADIA TORIA		Tet: 0800 00 7277 Website: Details Reference number: 21385499 Date: 2015/10/02	Always quote when to 2015/1	e this reference number contacting SARS	
1 TE ARC PRE	EST ADIA TORIA		Tet: 0800 00 7277 Website: Details Reference number: 21385499 Date: 2015/10/02 Statement period: 2015/09/30 Summary Information: Custor Opening Balance:	Always quote when to 2015/1	e this reference number contacting SARS	
1 TE ARC PRE	EST ADIA TORIA		Tet: 0800 00 7277 Website: Details Reference number: 21385499 Date: 2015/10/02 Statement period: 2015/09/30 Summary Information: Custor Opening Balance: DeterredDeclarations	Always quote when to 2015/1	e this reference number contacting SARS 0/02 3,921,39 3,921,39	
1 TE ARC PRE	EST ADIA TORIA		Tet: 0800 00 7277 Website: Details Reference number: 21385499 Date: 2015/10/02 Statement period: 2015/09/30 Summary Information: Custor Opening Balance:	Always quote when to 2015/1	e this reference number contacting SARS 0/02 1, 3,921,39	
1 TE ARC PRE	EST ADIA TORIA 4		Tet: 0800 00 7277 Website: Details Reference number: 21385499 Date: 2015/10/02 Statement period: 2015/09/30 Summary Information: Custor Opening Balance: DeterredDeclarations	Always quote when to 2015/1	e this reference number contacting SARS 0/02 3,921,39 3,921,39	
1 TE ARC PRE 0084	EST ADIA TORIA 4	Transaction reforence	Tet: 0800 00 7277 Website: Details Reference number: 21385499 Date: 2015/10/02 Statement period: 2015/09/30 Summary Information: Custor Opening Balance: DefereedDeclarations Closing Balance:	Always quote when to 2015/1	e this reference number contacting SARS 0/02 3,921,39 3,921,39	

- k) The statement can be:
 - i) Printed click on the printer button; and/or
 - ii) Payment can be made click on the **Make Payment** button on top of the SOA.

CSA

128.000.00

0.00

1,821.64



NEW CUSTOMS AND EXCISE 1 TEST HATFIELD PTA 0084

CUSTOMS		

Statement Of Account

Enquiries should be addressed to SAR5:

Contact Centre

Branch: PRETORIA

Refunds

Closing Balance

Other

Financial Account Number: 8121302254

Tel: 0800 00 7277 Website: www.sars.gov.za

Details				
Reference number: Date:	21414427 2015/09/28		Always quote this refe when contacting	rence number p SARS
Statement period:	2015/09/22	to	2015/09/28	
Summary Info	rmation: Custo	ms /	Account	
Opening Balance:				(36,022.42)
DeterredDeclarations				544.05
CashDeclarations				315,300.00

Account D	Due Due Due		Transaction referen					Transactio		Account Balance
Document Date	Due Da	ate	I ransaction referen			ransaction Description		Trans action	n value	
				Opening Balar	ice .					(36,022.42)
2015/09/22		-	07500000053	REFUND					80,000.00	43,977.58
2015/08/22		0	07500000054	REFUND					48,000.00	91,977.58
2015/08/22		8	121302254CF0001290	PAYMENT					(18,000.00)	73,977.58
2015/08/22		8	121302254CF0001303	PAYMENT					(30,000.00)	43,977.58
2015/09/22	2015/07	29 2	1414427PTA15092212263							
2015/08/22	2015/09	29 2	1414427PTA15092212253							
2015/09/22	2015/09	29 2	1414427PTA15092212330	14427PTA150822123307 LIGUIDATED PROMBIONAL PAYMENT (30,000.00) 95,977.58						
2015/08/21	0045300		121302254CF0001226	PAYMENT	PAVMENT (171.06)					643 0TT 0
2015/00/25		8	121302254CF0001719	PAYMENT	PAYMENT (80,000.00)					
2015/09/25		8	121302254CF0001771	PAYMENT					(30,000.00)	
Ageing • Tra	ansacti	ons ar	re aged accor	ding to your	stateme	ent period.				
Current	t		30 Days	60 Day	s	90 Days	90	+ Days		Total
(142,155,94) 100,000.00 (171.08) 576,754.67 (532,606.01) 1,821.8										
Deferment Information Deferment Status Adve										
					544.05	Deferment Status		Active		70.000.000.000
Deferment du payable	ity and \	/at			544.05	VAT Deferment cree available	dit			79,999,999,269.
Duties deferm	nent cre	dit		19,935	,999,072.00					
available The amount reflected as Deferment Duty and Vat Payable must be settled by the Deferment Due Date. Should you not agree with this amount you are required to immediately make a detailed submission setting out fully the grounds for disagreement to your nearest branch office. The provisions of the deferment agreement and the policy of deferment sets out your rights and obligations. Failure to settle this amount in full by the Deferment Due Date, will result in the immediate suppension of your deferment facility. A lesser amount will only be accepted if approved in writing by SARS on or prior to the Deferment Due Date.										
										CS
V SA	RS					avment advice				03
Name:		N	EW CUSTOMS AND E	XCISE		ajinon aarioo				
Reference nu	mber:		1414427							
Note					Name	f banking institution		ABSA/First Natio	nal Bank/S	andard Bank/Nedbar
Payment may be	mede using	the paym	ent facilities of banking	institutions, as		count name				SARS-CU
defined, or via eFi	iling. The pe		erence number must be			t reference number				
when making a pa	syment.				Julymon	creterence number	-			

Amount payable

I) The following updates have been added to enhance the Statement of Account:

- Summary Information: Customs Account The declarations have been split between i) Deferred and Cash declarations. The deferred declarations represent the value of duties and VAT that was deferred during this period.
- Deferment duty and VAT payable The value of duties and VAT that was deferred during the ii) statement period and which is unpaid at the statement issue date. This amount must be paid by the due date of this statement.

- iii) **Full Payment deadline** This will appear on the interim and monthly Deferment Statement as a reminder of full payment by the deferment due date.
- iv) The general information was also updated on the reverse side (as indicated below) of the Statement of Account. Paragraphs 1.1, 1.2, 1.4, 1.5, 1.6, 4 and 5 were updated.



CUSTOMS Statement Of Account CSA

Statement of Account - General Information

- 1. Please take the following into account when interpreting this statement of account:
- 1.1 This statement of account includes all transactions processed within the statement period. Processing delays may cause transactions near the end of statement period to only display in the following statement. Receipts issued to you after the issue date of this statement of account have not been taken into account.
- 1.2 Deferred Declarations in the Summary Information section represents the value of duties and VAT that was deferred during this statement period. All deferment declarations, including any amendments and cancellations relating to such entires, that were processed in this statement period will be summaried per processing date in the Account Details section. Amended deferred declarations that relate to an original declaration that was deferred in a previous statement period, will be listed separetely.
- 1.3 All unallocated payments at the issue date of this statement are reflected under "Unallocated Payments Included in the Closing Balance". Unallocated payments have not been assigned to a specific declaration/s, such declaration/s remain unpaid and release will not be allowed until the allocation is performed. Additionally, this may have resulted from using an incorrect payment reference number (PRN). Please visit your SARS branch to allocate payments or via eFiling.
- 1.4 Payment allocation and payment reference numbers (PRN) -The full settlement of the monthly statement of account will not automatically allocate any unallocated payments included in the closing balance of the statement, please ensure allocations are performed prior to statement date. Payment allocations are based on specific allocation rules which are linked to the payment reference number used. These rules may be viewed on www.sars.gov.za or on www.sarsefiling.co.za.
- 1.5 Any amount representing a credit balance is displayed in brackets.
- 1.6 Determent information. Indicates information necessary to understand, track and utilise your determent facility with SARS. All determent rules (as agreed upon) need to be complied with in order to remain on the determent facility scheme.
- 1.6.1 Determent due date: indicates the latest date by which payment must be received by SARS in order to continue an active determent facility.
- 1.6.2 Duties Deferment credit available: indicates the value of qualifying duties of deferred goods which reduced the total facility available. Early payments can be made in instances where the full facility has been exhausted.
- 1.6.3 VAT Deferment credit available: Indicates the value of qualifying VAT of deferred goods which reduced the total facility available. Early payments can be made in instances where the full facility has been exhausted.
- 1.6.4 Determent duty and VAT payable: Indicates held as security: Indicates the the value of duties and VAT that was deferred during the statement period and which remains unpaid at statement issue date. This amount must be paid by the due date of this statement. This value consequently does not include any unpaid deferred duties and VAT relating to prior statement periods, which if overdue, must be immediately settled.
- 2. All declarations may be subject to audit, inspections and post clearance inspections which could result in a revised declaration.
- 3. An amount reflected as temporarily written off does not affect your liability to pay the amount, and SARS may institute proceedings to recover the amount.
- Interest is calculated at the rate determined by the Minister of Finance in terms of the Public Finance Management Act, 1999. Declarations and related transactions are payable by the 'Due date' (date payment is required) failing which interest is calculated from the earliest of the 'Due date' or 'Document date' (date the transaction was processed).
- 5. When you make a payment, please use the payment reference number (PRN) reflected on the relevant document or CUSRES in order to ensure allocation to the specified transaction/s. Persons required to declare goods electronically in terms of rule 101A.012A(2)(a)(v) must, whether or not registered for determent of duty, use the SARS eFiling service when making payment to SARS. Persons to whom such rule does not apply may utilise the alternative payment channels of internet banking, at a branch of an approved bank, or at a SARS branch office. When making a cheque payment please note:
 - Cheque payment may not exceed the total amount of R50 000
 - Please use the full name "South African Revenue Service" and not the abbreviation "SARS" when making cheque payments.

SARS payment policy and rules may be viewed on www.sars.gov.za or on www.sarsefiling.co.za

- 6. Refunds are made electronically into cheque, transmission or savings accounts held, in the name of the agent or importer, at a South African registered bank. This process requires a rigorous bank account verification process in order to ensure the validity of the account. Banking details can be updated by visiting your nearest SARS branch and providing proof of identification and a cancelled cheque or original bank account statement. Cheques are only issued in exceptional circumstances and require you to visit your nearest branch and motivate the request.
- 7. Change of registered particulars. Notify the SAR5 branch nearest to you within 21 business days of any such change.
- Payable amounts or a refund amounting to R100 or less need not be settled but will remain on your account. However, the interest which accrues from the amount will be calculated as described in point 4 above.

Reference number:	21414427	EMPSA_RO	2015.04.00	03/03

m) The next screen will be displayed if the payment button was clicked.

~	SARS	FILING					
USER	ORGANISATIONS	RETURNS CUSTOMS	DUTIES & LEVIES SERVICES	AX STATUS CONTACT	LOGOUT Taxpayer Lis	t: RED CAR	
eAccount Manageme Account S Manage G Special Lin	ent P/ Selection iroups nks	AYMENT SUMMARY Client Datails Client Name: Trading As: Registration Number: Client Reference: Account Number: Deferment Account Status:	RED CAR RED CAR 2015/748494/07 21385499 8121402625 Active				
		Monthly Statement of Acco CSA-Monthly Pay Now Save Paymen	201	re Date Month 5/10/02 Octobe To		8	

n) If the amount is changed to less than what is due, a warning pop up message will be displayed.

V SARS	FILING			FOR ORGANISATIONS
USER ORGANISATIO	NS RETURNS CUSTOMS DUTIES	& LEVIES SERVICES TAX STATUS	CONTACT LOGOUT Taxpayer List: RED CAR	
eAccount Management Account Selection	PAYMENT SUMMARY			
Manage Groups	Client Details			
Special Links	Client Name:	RED CAR		
	Trading As:	RED CAR		
	Registration Number: Client Reference:	2015/748494/07 21385499		
	Account Number:	8121402625		
	Deferment Account Status:	Active		
		, totile		
	Monthly Statement of Account CSA-Monthly	Issue Date 2015/10/02	Month Amount October R 7,842.78	
	<u>oor (Montiny</u>	2013/10/02	0000001 1(1,042.10	
	Pay Now Save Payment Back	c l	Total 100	
	Message from web			
	Wessage from we	spage		
	Xour p	ayment is less than the Deferment duty &	VAT payable reflected	
	on you	r statement. This may result in an underp	ayment and therefore	
	suspen	sion of your facility. Click OK to proceed	with your payment.	
			OK Cancel	

- o) If the amount entered is less than the total amount due a message will inform the client that the payment is less and this can result in an underpayment.
- p) Click on the **Cancel** button if the amount tendered is incorrect.
- q) If the payment process must continue, click on the **OK** button

			Effective 12 October 2015
UBER ORGANISA	TIONS RETURNS CUSTOMS DUTIES	LEVIES SERVICES TAX BTATUS CONTACT LOGOUT Taxpayer L	ust: RED CAR
nAccount Management	PAYMENT SUMMARY		
Account Selection Manage Groups	Client Details		
Special Links	Client Name:	RED CAR	
College Dind Plantan P	Trading As:	RED CAR	
	Registration Number:	2015/748494/07	
	Client Reference:	21385499	
	Account Number:	8121402625	
	Deferment Account Status:	Active	
	Monthly Statement of Account CSA-Monthly	Message from webpage	
	Pay Now Save Payment Bacl	Proceed to make this payment now? OK Cancel	100

r) A **Proceed to make payment now** message will be displayed, click on **OK** to proceed.

USER ORGANISATIC	NS RETURNS CUSTOMS DUTIES &	LEVIES SERVICES TAX STATUS CONTACT LOGOUT Taxpayer List: RED CAR	
			9 2
eAccount Management	Payment Details		
Account Selection Manage Groups Special Links	effective date.	ith an effective date of the payment due date. The payment will only be processed on the made and authorised on the same day. Please be aware that if you don't authorise your ABSA Direct system by tomorrow.	
	Payment Details		
	Account Name:	Select bank account 🗸	
	Payment Request Date:	2015/10/02 E2 Oct 2015 Please use the format: yygyimm/dd	
	Payment Amount:	R 100	
	Comments:	Ŷ	
	Please make sure that you complete the p	payment process and receive a payment reference number as proof of payment initiation.	
	Pay Now Cancel		
		Payment Summary	
	Name Tax Reference Number RED CAR 21385499	er Due Date Tax Amount Penalty Amount Interest Amount Amount Due 100.00 0.00 0.00 R 100.00 Total R 100.00	

s) Select the bank Account Name.

USER ORGANISATI	ONS RETURNS CUSTOMS	DUTIES & LEVIES SERVICES TAX STATUS CONTACT LOGOUT Taxpayer List: RED CAR	
eAccount Management	Payment Details		
Account Selection	Tin: You can submit navments ar	ny time with an effective date of the payment due date. The payment will only be processed on the	
Manage Groups	effective date.		
Special Links		n only be made and authorised on the same day. Please be aware that if you don't authorise your I from the ABSA Direct system by tomorrow.	
	Payment Details		
	Account Name:	RED CAR	
		Bank FNB - CAMS, Online Banking, Internet Banking	
		Account Number 62001642356	
	Payment Request Date:	2015/10/02 Ct 2015	
	Payment Request Date.	2015/10/02 Edit 2 Oct 2015 Please use the format: yyyy/mm/dd	
	Payment Amount:	R 100	
	· · · · · · · · · · · · · · · · · · ·		
	Comments:	^	
		\sim	
	Please make sure that you comp	plete the payment process and receive a payment reference number as proof of payment initiation.	
	Pay Now Cincel		
-	Name Tax Reference	Payment Summary e Number Due Date Tax Amount Penalty Amount Interest Amount Amount Due	
	RED CAR 213854	99 100.00 0.00 R 100.00	
		Total R 100.00	

t) The banking details will be populated. Click on **Pay Now** if all the information is correct.

Effective 12 October 2015

USER ORGANISATIO	_	TOMS DUTIES & LEVIES SERVICES TAX STATUS CONTACT LOGOUT Taxpayer List: RED CAR	
eAccount	Confirm Payment I	Initiation	
Management Account Selection	Summary of payment	nt transaction details	
Manage Groups	Payment for:	1 item	
Special Links	Amount:	R 100.00	
	Payment Request Dat	te: 2015/10/02	
	Account Name:	RED CAR Bank Name: FNB - CAMS, Online Banking, Internet Banking	
		clicking on the "Confirm" button below, a payment instruction will be created and sent to your bank, orisation in order for the payment to be finalised.	
	Confirm Cancel	r banking product to authorise this payment in order to release the required funds to SARS.	
	Please be aware that o	nce a payment is submitted this instruction cannot be reversed	

u) Click on the **Confirm** button.

USER ORGANISA	TIONG RETURNS CUSTOMS DUTIES & LE	VIES SERVICES TAX STATUS CONTACT LOCOUT	Taxpayer List: RED CAR	
Account Ianagement	Confirm Payment Initiation			
Account Selection Manage Groups Special Links	Summary of payment frameaction dotail Payment for: 1 item Amount: R 100.00 Payment Request Date: 2015/10/02 Account Name: RED CAR Bank Name:			
	Please note that by clicking on the "Q which requires authorisation in order" Kindly logon to your banking product Confirm Cancel Please be aware that once a payment is su	Message from webpage You will pay SARS: R100.00 From account: RED CAR On: 2015/10/02 Please be aware that once a payment is submitted this in cannot be reversed. OK	struction	

- v) A message will prompt you that once the payment was submitted it cannot be reversed. Click on the **OK** button.
- w) The standard eFiling payment process needs to be completed. The bank account selected has to be set up as a 'Credit Push account' for any Customs payments to be effected and that only final approval on the banking solution constitutes the actual payment.

VSARS		FOR ORGANISATIONS
USER ORGANISATIO	NNS RETURNS CUSTOMS DUTIES & LEVIES SERVICES TAX STATUS CONTACT LOGOUT Taxpayer List: RED CAR Payment Initiation Result Summary of payment transaction details This payment was not completed successfully! We have experienced some difficulties, please contact our call centre. 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: RED CAR Payment Amount: R 100.00	
	Payment Reference: SARSEFLNG 0024527872 Continue Print Confirmation	

x) If the payment was not completed successfully, you will receive a message. Click on **Print Confirmation** to print the 'Payment Initiation Result'.

				Effective 12 O	ctoper 2015
	SARS Payment 1	fransacti	on Details		^
Confirmation of a payment request made on 02 O	oct 2015				
Payment Information Initiated By: Mr H KEMP (HUGO)	Payment 6 0024527872	Reference: 2			
Bank: FNB - CAMS, Online Banking, Internet Banking	Request D 02 Oct 201	ate: 5			
Payment Instruction status: FNB Electronic Banking Communication Failed	Total Amo R 100.00	unt:			
Name Tax Reference Number RED CAR 8121402625	Type of Payment eAccount Payments	Period N/A	Amount R 100.00		
This payment was made using SARS eFiling. If t eFiling in general please contact our help desk o Tel: 0800 00 7277	here are any questions regard n: Print	ing this pay	ment or		

y) Click on the Print button to print the **Payment Information** advice.

Account Aonogement Account Selection	eACCOUNTMAN	AGEMENT DASH	BOARD				
Manage Groups Special Links	Client Details Client Name: Trading As: Registration Numbe Client Reference: Account Number: SARS Branch: Deferment Account		RED CAR RED CAR 2015/748494/07 21385499 8121402625 O.R. TAMBO Active	eFiling Status eFiling Status SARS Notificati		as at 2015/10/02 Balances Updated Number of letters: 0	
	eFiling Account B	alance Summary				as at 2015/10/02	
	Unallocated Paymer Total Unpaid Balanc VAT Deferment Crec Duties Deferment Cr	e lit Available		Prior Periods R 0.00 R 3,921.39	Current Month R 0.00 R 3,921.39	Total Balances R 0.00 R 7.842.78 R 69,777.32 R 736.379.90	
	Refresh Balances	View Detailed Balar	ICes				
	Statement of Acc CSA-Monthly	ount	2015/10/02	Month October	Amount Payable/Due	R 7,842.78	
	CSA-Monthly		2015/09/30	September		R 3,921.39	
	CSA-Monthly		2015/09/30	September		R 3,921.39	
						View All	
	Request Interim	1					
		Paymen	Reference Number		Amount Payment S	Status View All	
	Make a Payment	Refunds					

- z) If you want to request an 'Interim Statement of Account', click on the **Request Interim** button.
 - i) This option will only include transactions processed in the current month, up to the date of the request.
 - ii) The interim SOA must be available immediately, if not you will be prompted with a message.
 - iii) Once issued, the statement will be displayed under the Interim Statement of Account section.
 - iv) The Interim/Ad-Hoc Statement of Account will be displayed.
 - v) The CSA will only display transactions up until the date of request. No payments can be made on interim statements.

2.5 Payments

2.5.1 How to pay my account

- a) There are a number of different options to make payment. Once payment is made, it will result in automated allocation of payments, followed by a 'Proceed to Port/Release' CUSRES for non-deferred declarations or increasing the deferment facility's available credit.
- b) If you have any unallocated payments or credits, this section will also give you access to the 'Account Maintenance' option where the allocation of unallocated payments can be made. An Account Maintenance allocation will also result in a 'Proceed to Port/Release' CUSRES for non-deferred declarations or increasing the deferment facility's available credit.
- c) Customs payments can only be made if the selected bank account linked to eFiling is set up for a 'Credit Push' payment. This means you need to approve every payment made on eFiling on your bank's online service. Any payment made via eFiling is only finalised at the point of approval by the bank and allocation to the declarations paid will follow thereafter.
- d) The selection options for payment and account maintenance are the same in order to identify the declarations and grouping of declarations, but a monthly SOA can only be paid in full and any unallocated payment must be allocated in order for related declarations to be paid.
- e) The selection options are as follows:
 - i) Individual non-deferment declarations under 'I would like to make a payment by':
 - A) **Declaration reference**: Request a specific non-deferment declaration reference (LRN) and only pay or perform account maintenance on this declaration. Only the specific non-deferment LRN will be displayed if unpaid or a part thereof that is unpaid.
 - B) Due Date: Request a list of non-deferment declarations by due date. This option will return a list of all non-deferment declarations and the trader may select specific declarations from the list for payment or to perform account maintenance. As above, only the non-deferment LRN's will be displayed if unpaid or a part thereof that is unpaid.
 - C) In the instance where the declaration(s) is deferred, no transactions will be displayed as payable. Deferment transactions need not be paid individually and the 'Top-Up' selection options must be used.
 - ii) Transaction grouping selection options:
 - A) 'I would like to make a Duties Deferment Top-Up payment': This option will use the 'Unpaid Duties Deferred Balance' as an indication of the total value which can be paid or against which account maintenance will be performed. Only declarations with duties/levies deferred will be affected; i.e. where a single declaration has both duties/levies and VAT deferred, only the duties/levies component will be paid.
 - B) 'I would like to make a Cash Top-Up payment': This option will use the 'Unpaid Cash Balance' (non-deferred declarations only) as an indication of the total value which can be paid or against which account maintenance will be performed. Only declarations with non-deferred amounts will be affected; i.e. where a single declaration has both duties/levies as non-deferred and VAT as deferred; only the non-deferred duties/levies component will be paid.
 - C) The allocation of the payment or unallocated payment for this option will be allocated to any unpaid non-deferment declaration on account and must only be used if you do not specify which non-deferment declaration needs to be paid. Where specific declarations require a 'Proceed to Port/Release' CUSRES, please use the 'I would like to make a payment by' declaration reference or due date option above.
 - D) 'I would like to make a VAT Deferment Top up payment': This option will use the 'Unpaid VAT Deferred Balance' as an indication of the total value which can be paid or against which account maintenance will be performed. Only declarations with VAT deferred will be affected i.e. where a single declaration has both duties and VAT deferred, only the VAT component will be paid.
 - E) If any Top-Up grouping option is selected, the amount displayed as the payable value can be edited on the next screen if payment needs to be made. However, in the event of account maintenance, the allocation will be done against the full value. It will be done from the oldest unpaid declaration to the most recent and no editing is available.

- iii) When making payment, or allocating a credit, please note the following rules:
 - A) Each PRN is linked to a specific declaration or grouping of declarations. The first ten (10) digits of the PRN represent your financial account number.
 - B) Any excess payment that remains after clearing all declarations that relate to the PRN will remain on the account as an unallocated credit.
 - C) Where there is an underpayment, the payment will first allocate to all cash declarations that are linked to the PRN, if any, and thereafter, to deferment transactions. The payment will allocate to the oldest unpaid declaration first. Remaining declarations will remain on the account as unpaid.
 - D) If a 'Top-Up' payment is selected, payment will be allocated to the oldest transaction in the group, i.e. if payments are made for 'Duties Deferment Top-up', the payment will allocate to the oldest unpaid declaration with deferred duties.
 - E) When paying a 'Top-up', the client may edit the payment value. No partial statements need to be requested in the future if payments need to be made prior to the end of the statement period, as a top-up payment will have the same effect and reduce complexities around the selection of specific LRN's.
- f) The standard eFiling payment process is used after selecting the transaction or grouping for payment; therefore multiple declarations can be selected as single payments. These payments are all saved to the list of items, which will be paid, and a final single payment instruction for all items can be made. The final payment is only effected after approval on the bank's online solution.

SER OROAMEA	TIONS RETURNS CUSTOMS DUTIES & LEVIES BER	VICES CONTACT LO	OOUT Taxpayer List Abs	aAbsa Bank Ltd
count	Deferment Account Status:	Active		
ount Selection	eFiling Account Balance Summary			as at 2013/02/19
Manage Groups Special Links	Unallocated Payments Total Unpaid Balance VAT Deferment Credit Available Duties Deferment Credit Available Refresh Balances View Detailed Balances	Prior Periods R -74,440,581.50 R -73,966,087.38	R -31,393.78	Total Balances R -74,471,975,28 R -73,997,481,16 R 999,807,199,00 R 9,718,818,00
	Statement of Account Issue	Date Month	Amount Payable/Due	View All
	Request Historic Request Interim			
	Transaction Listing	Date St.	tus of Request	and the second s
	Search by Declaration Reference	C Search	h by Posting Date 2013/02/19	View All
	Search			
		Number	Amount Payment S R 829 24 Payment S	
	Recent Payments Payment Reference	2.3		
	Account Payments 8127001975CF00005 eAccount Payments 8127001975CF00005		R 829.24 Payment Si R 253.16 Payment Si	
	eAccount Payments 8127001975CF00005	69 23		uccessful uccessful

g) All recent payments and their applicable status will reflect on the dashboard.

- h) Click on the **Make a Payment** button on the 'eAccount Management Dashboard' screen under 'Recent Payments'.
- i) You can also make payment on the monthly SOA or Transaction listing sections, by clicking on the "Pay Selected Item" button on the respective functionality screens.

			FORORG	ANISATION
INS RETURNS CUSTOMS DUTIES & LE		Lodout Taxpa	ayer List AbsaAbsa Bank L	td 🛞
Client Details	Second and a second			
Registration Number: 19	86/004794/06			
Account Number:	8127001975			
Deferment Account Status	Active			
eFiling Account Balance Summary See	tion .	a5 4	rt 2013/02/19 10H26	
Heavid Parise Datased Palases	Prior Periods	Current Month	Total Balances	
Unpaid VAT Deferred Balance	R 192,600.00	R 0.00	R 192,800.00	
Unpaid Cash Balance	R 54,523.12	R 0.00	R 54,523.12	
Unallocated Payments Unallocated Credits	R -/4,440,581.50 R 0.00	R -31,393.78 R 0.00	R -74,471,975.28 R 0.00	
Total Unpaid Balance	R -73,966,087.38	R -31,393.78	R -73,997,481.16	
VAT Deferment Credit Available VAT Deferment Credit Limit Approved			R 999,807,199.00 R 999,999,999.00	
Duties Deferment Credit Available Duties Deferment Credit Limit Approved			R 9.718.818.00 R 9.945.989.00	
Refresh Balances				
	Declaration Reference		Due Date	
I would like to make a payment by	ALS.			
	Client Details Client Name A Trading As: AbsaA Registration Number. 19 Client Reference: Account Number: Deferment Account Status: oFiling Account Balance Summary Set Unpaid Duties Deferred Balance Unpaid Cash Balance Unpaid Cash Balance Unallocated Payments Unallocated Credits Total Unpaid Balance VAT Deferment Credit Available VAT Deferment Credit Available UAT Deferment Credit Limit Approved Duties Deferment Credit Limit Approved Duties Deferment Credit Limit Approved Refresh Balances	Client Details Client Name Absa Bank Ltd Trading As Absa/Absa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975 Deferment Account Status: Active effiling Account Status: Account Number: 8127001975 Deferment Account Status: Active effiling Account Balance Summary Section Unpaid Outies Deferred Balance R 227, 171.00 Napaid VAT Deferred Balance R 192.800.00 Unpaid Cash Balance R 54, 523.12 Unallocated Payments R -74, 440, 581.50 Unallocated Credits R 0.00 Total Unpaid Balance R -73,966,087.33 VAT Deferment Credit Available VAT Deferment Credit Available VAT Deferment Credit Available Duties Deferment Credit Available Duties Deferment Credit Limit Approved Deferment Credit Limit Approved Refresh Balances Perement Credit Limit Approved	Client Details Absa Bank Ltd Client Name Absa/Absa Bank Ltd Trading As: Absa/Absa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975 Deferment Account Status: Active Perfiling Account Balance Prior Periods Current Month Unpaid Duties Deferred Balance R 227, 171.00 R 100 Unpaid Cash Balance R 54,523.12 R 0.00 Unpaid Cash Balance R 54,523.12 R 0.00 Unallocated Payments R -74,440,581.50 R -31,393.78 VAT Deferment Credit Available VAT Deferment Credit Available VAT Deferment Credit Available VAT Deferment Credit Available Duties Deferment Credit Available Duties Deferment Credit Available VAT Deferment Credit Available Duties Deferment Credit Available Refresh Balances Refresh Balances Performent Credit Available Duties Deferment Credit Available	Client Name Absa Bank Ltd Trading As: Absa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975 Deferment Account Status: Active effling Account Status: Active upaid Duties Deferred Balance R 227,171.00 R 192,800.00 R 192,800.00 Unpaid VAT Deferred Balance R 192,800.00 Unallocated Payments R -74,440,581.50 R 31,393.78 Unallocated Credits R -73,966,087.38 R -31,393.78 R -73,997,481.16 VAT Deferment Credit Available R 999,909,999,909 R 999,999,999,000 R 999,999,999,000 VAT Deferment Credit Available R 9718,818.00 R 99,959,999,999,000 VAT Deferment Credit Available R 99,971,99,00 R 9,945,989,000

- j) The 'Customs Payment Options' screen is now displayed.
- k) You have the option to choose different types of payments and then select the 'Proceed to Account Maintenance' or 'Proceed to Make Payment or 'Back to Dashboard' button at the bottom of the page.

2.5.2 Payment by declaration reference

USER ORGANISATI	ONE RETURNS CUSTOMS DUTIES & LEV	RE SERVICES CON	TACT LO	Taxpa	ayer List AbsaAbsa Ba	nk Ltd	۲	~
Account	eFiling Account Balance Summary Secti	on			at 2013/02/19 10H29			
Account Selection Manage Groups Special Links	Unpaid Duties Deferred Balance Unpaid VAT Deferred Balance Unpaid Cash Balance Unallocated Payments Unallocated Credits	Prior Pe R 227, 1 R 192,8 R 54,5 R -74,440,5 R	71.00 00.00 23.12	R 0.00 R 0.00 R 0.00 R 0.00 R -31,393.78 R 0.00	Total Balances R 227, 171.00 R 192,800.00 R 54,523.12 R -74,471,975.28 R 0.00			
	Total Unpaid Balance	R -73,966,0	87.38	R -31,393.78	R -73,997,481.16			ſ
	VAT Deferment Credit Available VAT Deferment Credit Limit Approved				R 999,807,199.00 R 999,999,999.00			
	Duties Deferment Credit Available Duties Deferment Credit Limit Approved				R 9,718,818.00 R 9,945,989.00			
	Refresh Balances							
	I would like to make a payment by	Oeclaration Refer	rence 05000	14RAM2012101	Due Date			
	I would like to make a Duties Deferement Top Up Payment	Amount R227,171	00					
	I would like to make a Cash top up payme	nt Amount R54,523	12					
	I would like to make a VAT Deferement To Up Payment	P. Amount R192,800	00					
	Proceed to Account Maintenance Proceed	ed to make Payment	Back to Da	ashboard				ł

a) If you make a payment for a single LRN by Declaration Reference, type in the LRN number and select **Proceed to make Payment**.

			E	Effective 12 O	ctober 201
EFILING					ANISATIONS
PAYMENT SUMMARY	ES SERVICES CO	NTACT LOGOUT	Taxpayer Li	st. AbsaAbsa Bank I	.td 🛞 💈
Client Details					
Client Name:		Absa Bank Ltd			
Trading As:	Ab	saAbsa Bank Ltd			
Registration Number:		1986/004794/06			
Client Reference:		00030004			
Account Number:		8127001975			
Salart Reference	Posting Date	Doc No.	Due Date	Amount	
00030004RAM20121019600002	2012/10/19	006100003041	2012/10/26	R 8,135.54	
Pay Now Save Payment Back			Total	8135.54	
	PAYMENT SUMMARY Client Details Client Name: Trading As: Registration Number: Client Reference: Account Number:	RETURNE CUSTOME DUTIES & LEVIES SERVICES CO PAYMENT SUMMARY Client Details Client Name: Ab Trading As: Ab Registration Number: Client Reference: Account Number: Posting Date	RETURNE CUSTOMS DUTIES & LEVIES SERVICES CONTACT LOBOUT PAYMENT SUMMARY Client Details Client Name Absa Bank Ltd Trading As: AbsaAbsa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975	METURNE CUSTOME DUTIES & LEVIES SERVICES CONTACT LOGOUT Taxpayer Li PAYMENT SUMMARY Client Details Client Name Absa Bank Ltd Trading As: AbsaAbsa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975	METURNE CUSTOME DUTIES & LEVIES SEMUCES CONTACT LOGOUT Taxpayer List AbsaAbsa Bank Li PAYMENT SUMMARY Client Details Client Name Absa Bank Lid Trading As AbsaAbsa Bank Lid Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975

- b) If a payment is made by declaration reference, the LRN number can be obtained from the nondeferment declaration.
- c) Select an amount and click on the **Pay Now** button.
- d) You cannot edit the value for non-deferment declarations, since full payment is required in order to result in a 'Proceed to Port/Release' CUSRES. If you want to do the payment later the payment information can be saved. Click on the **Save Payment** button.

USER ORGANISA	TIONS RETURNS CUSTOMS DU	TIES & LEVIES BERVICES	CONTACT LOGOUT	Taxpayer Li	st AbsaAbsa Bank Lto	2
eAccount Management Account Selection	PAYMENT SUMMARY					
Manage Groups	Client Details		and the second second			
Special Links	Client Name:		Absa Bank Ltd			
	Trading As:		AbsaAbsa Bank Ltd			
	Registration Number:	Message from webpage	and the second second			
	Client Reference:					
	Account Number:	Proceed to make the second	his payment now?			
	Select Reference			Due Date	Amount	
	2 00030004RAM201210	OK	Cancel	2012/10/26	R 8,135.54	
	Pay Now Save Payment	and and a second s		Total	8135.64	

- e) A message will be displayed to show that the payment has been saved.
- f) Click on the **OK** button to proceed with the payment.

USER ORGANISA	TIONE RETURNE CUSTOMS DUT		GOUT Taxpaver List AbsaAbsa Bank Ltd
		EE & LEVIER SERVICES CONTACT LC	Taxpayer List: AbsaAbsa Bank Ltd
ccount	Payment Details		
ccount Selection lanage Groups	effective date. Note: ABSA Direct payments can or		e date. The payment will only be processed on the Please be aware that if you don't authorise your
	Please note that only credit push	payment facilities will be available for this	type of payment.
	Please note that only credit push	payment facilities will be available for this	type of payment.
	_	sevent facilities will be available for this Select bank account	type of payment.
	Payment Details		
	Payment Details Account Name:	Select bank account	
	Payment Details Account Name: Payment Request Date:	Select bank account 2013/02/19 Please use the format: yyyyimmidd	

- g) The **Payment Details** screen will be displayed and the standard eFiling payment process can then be followed.
- h) The bank details must be set up when registering on eFiling. Remember that only the credit push payments option will be allowed for payment of Customs declarations and a reminder message will be displayed.

USER ORGANISA	TIONE RETURNS CUSTOWS	DUTIES & LEVIES SERVICES CONTACT LOGOUT Taxpayer List AbsaAbsa Bank Ltd
Account	Payment Details	
Account Selection Manage Groups pecial Links	effective date. Note: ABSA Direct payments c payment today, it will be remov	any time with an effective date of the payment due date. The payment will only be processed on the can only be made and authorised on the same day. Please be aware that if you don't authorise your ed from the ABSA Direct system by tomorrow.
	Account Name:	eAccount - FNB - 62001642356
	Payment Request Date: Payment Amount: Comments:	Bank FNB - CAMS, Online Banking, Internet Banking Account Number 62001642356

i) In the 'Payment Details' section, select the **Account Name** (bank account) that was set up as a credit push payment type.

	100 C 100 C	12 ***************			Can.
ount	payment today, it will be remov				
ount Selection	Please note that only credit p	ush payment facilities will	be available for this type	e of payment.	
hage Groups	Payment Details				
CHAIL LINKS	Account Name:	eAccount - FNB - 6200	1642356		
		Bank Account Number	FNB - CAMS, Online E 62001642356	3anking, Internet Banking	
	Payment Request Date:	2013/02/19	Feb 2013		
	Payment Amount:	R 8135.54			
	Comments:				
				*	
	Please make sure that you con	polete the payment process	and receive a navment ret	erence number as proof of a	avment initiation
	Pay Now Cancel				-,

j) Click on the **Pay Now** button.

USER ORGANISAT	IONS RETURNS	CUSTOMS	DUTIES & LEVIES	SERVICES	CONTACT	LOGOUT	Taxpayer List:	AbsaAbsa Bank Ltd	8
eAccount Management	Confirm Pay	ment Init	iation						
Account Selection	Summary of p	ayment trans	action details						
Manage Groups	Payment for:	1 it	em						
Special Links	Amount:	R	135.54						
	Payment Requ	est Date: 201	3/02/19						
	Account Name		count - FNB - 62 hk Name: FNB		ine Banking,	Internet Ba	nking		
								to your bank. You wil unt to the relevant SAF	
	Confirm	Cancel							
	Please be aware t	hat once a payn	ent is submitted this	instruction can	not be reversed				

k) 'Confirm payment initiation' by clicking on the **Confirm** button.



I) Click on the **OK** button.

						Effective	e 12 October	2015
USER ORGANISATIO	NS RETURNS CUSTON	5 DUTIES & LEVIES	SERVICES	CONTACT	LOGOUT	Mr W H Crichton		
eAccount Management	Payment Initiation Re	sult						
Account Selection Manage Groups	Summary of payment t	ansaction details						
Special Links			mitted to FNB -	CAMS, Online I	Banking, Inter	net Banking. Please login an	d authorise the	
	payment. The following message wa BY FNB	s returned: Payment re	quest was suc	cessfully subn	nitted to FNB.	Message from bank: SUCCE	SSFULLY RECEIVED	
	Account Name:	e-Account - FNB 6200164	42356					
	Payment Amount:	R 41241.20						
	Payment Reference:	SARSEFLNG 000	0000011					
	Continue Print C	onfirmation						

- m) Payment transactions that are initiated on the eFiling site are sent electronically to the bank as a payment request. Only after the user has logged into the banking product and authorised the payment request, is the payment actually made to SARS. Credit Push transactions are irrevocable.
- n) The Payment Initiation Result screen will inform the client that the payment was successful or not. The screen on top informs the client that the payment was successful and the screen below informs the client that the payment was not successful.

Account	Payment Initiation Result	
Account Selection	Summary of payment transaction details	
Manage Groups Special Links	This payment was not completed successfully!	
	We have experienced some omicany communicating one pranticition to your bank. Please wait 30 minutes and try again. If you continue to experience difficulties, please <u>contact</u> our call centre. The following message was returned: Getting payment information failed	
	Account Name: eAccount - FNB - 62001642356	
	Payment Amount: R 8135.54	
	Payment Reference: SARSEFLNG 0008850894	

o) On the 'Payment Initiation Results' screen, click on the **Continue** button.

▼ S/		SARS Payment T	ransacti	on Details	~
Confirmation of	a payment request made on 02 Oo	ct 2015			
Payment Int Initiated By: Mr H KEMP (H Bank: FNB - CAMS, (Payment R 0024527872 Request Da 02 Oct 2015	e ate:		
Payment instr FNB Electronic	uction status: Banking Communication Failed	Total Amo R 100.00	unt:		
	down (1 Return):				
Name	Tax Reference Number	Type of Payment	Period	Amount	
RED CAR	8121402625	eAccount Payments	N/A	R 100.00	
			ng this pay	ment or	

p) The client wants to print the 'Payment Information', clicks on the Print button.

	nt ment Taxpayer: RED CAR t Selection Payment History Groups		Effective 12	October 2015						
			TOMS DUTIES &	LEVIES SE	RVICES TAX STATUS	CONTACT	LOGOUT	Taxpayer List: RED CAR	FO	
eAccount Management Account Selection Manage Groups Special Links	Paymer This pag Note: On	nt History ne allows you ally the top 10 p	ayments per tax ty			w each sect	on to			
			Add	itional Tax I	Payments					
	Name		Return Type	Tax Period	Status					
		8121402625		F0000032	Payment Reversed/Cancelled	R 100.00	<u>Open</u>			
	RED CAR	8121402625		F0000032		R 100.00	<u>Open</u>			
							-			
1										I

q) The Payment History screen will display the payments that were made by the client. If the client wants to view more than 10 (ten) payments, clicks on the **More** button.

USER ORGANISA	TIONS RETURNS CUSTOMS DUTIES	& LEVIES GERVICES	CONTACT LOGOL	Taxpayer List: Al	osaAbsa Bank Ltd	
.ccount magement	Deferment Account Status:	Active				
count Selection	eFiling Account Balance Summary		1000000000000	22220303.0227.0238	as at 2013/02/	
anage Groups noial Links	Unallocated Payments Total Unpaid Balance VAT Deferment Credit Available Duties Deferment Credit Available		Prior Periods -74,440,581,50 -73,966,087,38	Current Month R -31,393.78 R -31,393.78	Total Balar R -74,471,97 R -73,997,48 R 999,807,19 R 9,718,81	5.28 1.16 9.00
	Refresh Balances View Detailed	Balances				
	Statement of Account	Issue Date	Month	Amount Payable/Due	View	All
	Request Historic Request Interim]				
	Transaction Listing	Dat	e Status	of Request		
	Search by Declaration Reference	d	Search by	Posting Date 2013/02/	19 Vien	LAI
	Search					
	eAccount Payments 8127	sent Reference Number 001975CF0000573		9.24 Payment	Successful Successful	
		001975CF0000559 001975CF0000523			Successful	
	eAccount Payments 8127	001975CF0000458			Successful Successful	
		001975CF0000422	R 1.			

- r) On the 'eAccount Dashboard' screen under the 'Recent Payments' section, click on **eAccount Payments**.
- s) On the eAccount Management Dashboard screen under the Recent Payments section, the payments made will be displayed.
2.5.3 Payment by due date

Account		ES SERVICES CONTACT	Taxp	ayer List AbsaAbsa Bank Ltd	(B)	2
inagement iccount Selection fanage Groups recial Links	eFiling Account Balance Summary Section Unpaid Duties Deferred Balance Unpaid VAT Deferred Balance Unpaid Cash Balance Unallocated Payments	Prior Periods R 227,171.00 R 192,800.00 R 54,523 12 R -74,440,581.50	Current Month R 0 00 R 0 00 R 0 00 R -31,393,78	t 2013/02/19 10H38 Total Balances R 227.171.00 R 192.800.00 R 54.523.12 R -74.471.975.28		
	Unallocated Credits Total Unpaid Balance	R 0.00 R -73,966,087.38	R 0.00 R -31,393.78	R 0.00 R -73.997.481.16		
	VAT Deferment Credit Available VAT Deferment Credit Limit Approved	ti i oleveleer ive		R 999,807,199.00 R 999,999,999.00		
	Duties Deferment Credit Available Duties Deferment Credit Limit Approved			R 9,718,818.00 R 9,945,989.00		
	Refresh Balances					
	I would like to make a payment by	Declaration Reference 2012/10/26		Due Date		
	I would like to make a Duties Deferement Top Up Payment	Amount R227,171.00				
	I would like to make a Cash top up payment	Amount R54,523.12				

a) If you want to make a payment for non-deferment declarations by a due date, select and enter the 'Due Date' and click on **Proceed to Make Payment**.

USER ORGANIS	NIONE RETURNE CUSTOMS DUTIES & LEVIER	E SERVICES CO	NTACT LOGOUT	Taxpayer Li	st AbsaAbsa Bar	ik Ltd	"e
Aanagement	PAYMENT SUMMARY						
Account Selection Manage Groups	Client Details						
Special Links	Client Name:		Absa Bank Ltd				
	Trading As:	Ab	saAbsa Bank Ltd				
	Registration Number:		1986/004794/06				
	Client Reference:		00030004				
	Account Number:		8127001975				
	Select Reference	Posting Date	Doc No.	Due Date	Amount		
			AND ADDRESS OF A DECK	and a service of the	And the second se		
	00030004RAM20121019300004	2012/10/19	006100003031	2012/10/26	R 7,104.02		

b) The 'Payment Summary' screen will be displayed with all unpaid non-deferment declarations due on the requested date.

V SARS	FILING				ISATION
Account	IONS RETURNS CUSTOMS OUTIES & LE	WES SERVICES CONTACT LOGOUT	Taxpayer Li	st AbsaAbsa Bank Ltd	()
Account Selection	PAYMENT SUMMARY				
Manage Groups	Client Details				
special Links	Client Name:	Absa Bank Ltd			
	Trading As	AbsaAbsa Bank Ltd			
	Registration Number:	1986/004794/06			
	Client Reference:	00030004			
	Account Number:	8127001975			
	Select Reference	Posting Date Doc No.	Due Date	Amount	
	00030004RAM20121019300004	2012/10/19 006100003031	2012/10/26	R 7,104.02	
	00030004RAM20121019600002	2012/10/19 006100003041	2012/10/26	R 8,135.54	
	Pay Now Save Payment Back		Total	15239.56	

c) To view the details of a specific non-deferment declaration, click on the **Doc No**.

CONE RETURNE CUSTOMS DUTIER&LEVIER REPRICES CONTACT LOC	Taxpayer List AbsaAbsa Bank Ltd	۲
PAYMENT NUMMARY		
Client Name	Absa Bank Ltd	
Customs Client Code	00030004	
	8127001975 Active	
Deferment Account Status:	Active	
	ACIVE	
Detail	Active	
	CUSTOMS TRANSACTION LISTING DETAIL	CUSTOMS TRANSACTION LISTING DETAIL Client Details Client Name Client Name Registration Number: Registration Number: Sustoms Client Code 1986/004794/06 1986/004794/06 1986/004794/06 1986/004794/06 1986/004794/06 1986/004794/06

d) The 'Customs Transaction Listing Detail' screen displays the details of any non-deferment declaration selected.

USER ORGANISA	TIONE RETURNE CUSTOMS DUTIES & LEVIES	SERVICES CO	NTAGT LOGOUT	Taxpayer Lis	t AbsaAbsa Bank Ltd	۲	8
Account Innagement	PAYMENT SUMMARY						
Account Selection	65						
Manage Groups	Client Details						
pecial Links	Client Name:		Absa Bank Ltd				
	Trading As:	Ab	saAbsa Bank Ltd				
	Registration Number.		1986/004794/06				
	Client Reference:		00030004				
	Account Number:		8127001975				
	Provide the subscription	Posting Date	Doc No.	Due Date	Amount		
	Select Reference	n coming care					
	C 00030004RAM20121019300004	2012/10/19	006100003031	2012/10/26	R 7,104.02		

e) Select the specific non-deferment declarations for payment and click on the **Pay Now** button.

				E	ffective 12 O	ctober 201
V SARS	FILING					ANISATIONS
USER ORGANISAT	TIONE RETURNS CUSTOMS D		CONTACT LOBOUT	Taxpayer Lis	t AbsaAbsa Bank I	Ltd 🛞 💈
Account						
Anagement Account Selection	PAYMENT SUMMARY					
Aanage Groups	Client Details					
pecial Links	Client Name:		Absa Bank Ltd			
	Trading As:		AbsaAbsa Bank Ltd			
	Registration Number:	Message from webpage	and the			
	Client Reference:					
	Account Number	Proceed to make this	ayment now?			
	Select Reference			Due Date	Amount	
	Ø0030004RAM201210			2012/10/26	R 7,104.02	
	00030004RAM201210	OK	Cancel	2012/10/26	R 8,135.54	
	Pay Now Save Payment	Back		Total	15239.56	

- f) Click on the **OK** button to proceed with payment.
- g) The standard eFiling payment process can then be followed.

2.5.4 Top-up payment options

a) All the Top-Up payment options work in the same manner. As an example, a 'Duties Deferment' topup option is explained below.

Account Management Prior Periods R 210,260 98 Current Month R 0.00 Total Balances R 210,260 98 Account Selection Manage Groups Unpaid Cash Balance R 210,260 98 R 0.00 R 210,260 98 Unpaid Cash Balance R 192,800.00 R 0.00 R 192,800.00 R 14,644.54 Unallocated Payments R -74,425,671.48 R -16,056.62 R -74,441,728.10 Unallocated Credits R 0.00 R 0.00 R 0.00 R 0.00 Total Unpaid Balance R -73,980,965.96 R -16,056.62 R -73,997,022.58 VAT Deferment Credit Available R 999,999,999.00 Duties Deferment Credit Available R 999,999,999.00 Duties Deferment Credit Available R 9,735,728.02 R 9,345,989.00 Refresh Balances I would like to make a payment by Image Image I would like to make a Duties Deferement Amount R210,260.98 Image Image I would like to make a Cash top up payment Amount R41,644.54 Image Image Image	USER ORGAMISATIONS	RETURNS CUSTOMS DUTIES & LEVIE	6 SERVI	CES CONTACT	LOGOUT Taxp	ayer List AbsaAbsa Bank	Ltd	2
I would like to make a payment by Declaration Reference Date Date Date R210.250.96	Annagement Account Selection Manage Groups	Unpaid VAT Deferred Balance Unpaid Cash Balance Unallocated Payments Unallocated Credits Total Unpaid Balance VAT Deferment Credit Available VAT Deferment Credit Limit Approved Duties Deferment Credit Limit Approved		R 210,260,98 R 192,800,00 R 41,644,54 R -74,425,671,48 R 0,00	R 0.00 R 0.00 R -16,056.62 R 0.00	R 210,260,98 R 192,800,00 R 41,644,54 R -74,441,728,10 R 0.00 R -73,997,022.58 R 999,807,199,00 R 999,999,999,00 R 9,736,728,02		
Top Up Payment Amount H210,280 96						O Due		-
I would like to make a Cash top up payment Amount R41,644.54	1		Amount	R210,250.98				
		I would like to make a Cash top up payment	Amount	R41,644.54				

b) If you would like to make a Top-Up payment in order to free up 'Duties Deferment' credit available, you must make a Duties Deferment top up payment, select the 'I would like to make a Duties Deferment top up payment' option and select the **Proceed to make Payment** button.

USER ORDAMIGATIONS RETURNS CUISTOMS DUTIES & LEVIES DERVICES CONTACT LOODUT Taxpayer List: AbsaAbsa Bank Ltd Image Groups PAYMENT SUMMARY Special Links Client Datails Client Name Absa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975 Select Reference Posting Date Doc No. Due Date Amount Image Count Number: 8127001975 R.210.260.98 R.210.260.98	VSARS	EFILING				FOR OF	GANISATIO	ONS
Account Selection Manage Groups Special Links Client Details Client Name Absa Bank Ltd Trading As: AbsaAbsa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975 Select Reference Posting Date Doc No. Due Date Amount	eAccount		A LEVIER SERVICES CO	NTACT LOOK	Тахрау	er List. AbsaAbsa Ban	k Ltd	e
Client Name Absa Bank Ltd Trading As: AbsaAbsa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number 8127001975 Select Reference Posting Date Doc No. Due Date Amount	Account Selection							
Trading As: AbsaAbsa Bank Ltd Registration Number: 1986/004794/06 Client Reference: 00030004 Account Number: 8127001975 Select Reference Doc No. Due Date Amount	Concession of the second s	Enclosed with the second of the	Abea Bank Ltd					
Registration Number: 1986/004794/96 Client Reference: 00030004 Account Number: 8127001975 Select Reference Doc No. Due Date	pecial Links							
Client Reference: 00030004 Account Number: 8127001975 Select Reference Posting Date Doc No. Due Date Amount								
Select Reference Posting Date Doc No. Due Date Amount								
		Account Number:	8127001975					
1. Desiries top op rayment		Select Reference	Posting Date	Doc No.	Due Date	Amount		

- c) The amount is pre-populated with the total unpaid balance for the specific selection. This total value is only to help you to understand the maximum value that can be paid. If no amount is unpaid, no Top-Up payment can be performed for the selection.
- SARS FILING FOR ORGANISATIONS CUSTOMS DUTIES & LEVIES Taxpayer List: AbsaAbsa Bank Ltd PAYMENT SUMMARY Account Selection Manage Groups **Client Details** Absa Bank Ltd Client Name Trading As: AbsaAbsa Bank Ltd Registration Number 1986/004794/06 00030004 Client Reference Account Number 8127001975 Reference Posting Date Deferment Top Up Payment R 210,260.98 Save Payment Back Pay Now 10000.00 Total
- d) The 'Payment Summary' screen will now be displayed.

- e) The full 'Unpaid Duties Deferred' will display as the 'Top-Up Amount'. The total amount that will actually be paid can be changed to the value that you want to pay towards the Top-Up option. Continue to the next screen or click on the **Pay Now** button.
- f) Change the amount if applicable and click on the **Pay Now** button.
- g) The standard eFiling payment process will then be followed as explained above.

2.6 Account maintenance

- a) Clients will use this functionality to resolve unallocated payments or credits that are highlighted in the 'Balance Summary' section of the dashboard.
- b) As part of the payment function from the dashboard, the client can allocate unallocated payments and credits to specific non-deferment declarations or against Duties/Levies Deferment, VAT Deferment or Cash declaration Top-Up options.
- c) The selection options to identify non-deferment declarations or top-up options are the same as for when payments are made. Refer to the explanation of the options under the 'Payments' section.
- d) Allocations requested are final and the 'Proceed to Port/Release' CUSRES will be issued for the selected declarations or those included in the Cash Top-Up option. The client cannot undo allocations and therefore needs to make sure that selections and allocations are done accurately. Similarly, the selected unallocated payment has to be carefully selected in order to ensure that the payment date precedes the due date of the declarations selected to reduce any possible penalties or interest.
- e) The 'Account Maintenance' screen will display the requested non-deferment declaration/s or Top-Up option under the 'Uncleared Bills' section and the available unallocated payments and credits will display under the 'Unallocated Payments' section.
- f) An allocation can only be performed by selecting a single unallocated payment at a time, but multiple unpaid declarations may be selected under the Uncleared Bills. If the trader decides that no allocation should be made and the Uncleared Bills must rather be paid, select "NONE SELECTED" under the 'Unallocated Payments' and the 'Make Payment' option will appear.
- g) On selection, the items will move to the 'Assigned' section. Thereafter, an allocation or payment can be made.

ISER ORGANISA	NONE RETURNS CUSTOMS DUTIES & LEVIES	SERVICES CONTACT LOC	Taxpayer List: Abse	Absa Bank Ltd
count nagement	Deferment Account Status:	Active		
count Selection	eFiling Account Balance Summary	States in the	1.000.007728-008	es at 2013/02/19
fanage Groups	Unallocated Payments	Prior Periods R -74.440.581.50	Current Month R -31,393,78	Total Balances R -74 471 975 28
ecial Links	Total Unpaid Balance	R -73,966,087.38	R -31,393.78	R -73,997,481.16
	VAT Deferment Credit Available Duties Deferment Credit Available			R 999,807,199.00 R 9,718,818.00
				14 5,110,010.00
	Refresh Balances View Detailed Balances			
	Statement of Account Is	isue Date Month	Amount Payable/Due	
				View All
	Request Historic Request Interim			
	Transaction Listing	Date Sta	us of Request	and the second of the second o
	Search by Declaration Reference	C Search	by Posting Date 2013/02/19	View All
	Search			
	Recent Payments Payment Referen		mount Payment S	
	eAccount Payments 8127001975CF00		829 24 Payment St 253 16 Payment St	
	eAccount Payments 8127001975CF00 eAccount Payments 8127001975CF00		253.16 Payment St 356.14 Payment St	
	eAccount Payments 8127001975CF00		15,400.00 Payment St	

h) Select the **Make a Payment** button in order to gain access to the 'Account Maintenance' option.

	FILING				Pont	RGANISATIC	14.9
	tions netonis customs puties a levels semaces o	087ACT L000	Taxpayer List Absai	Absa Bank Ltd		۲	8
uni Selection	CUSTOMS PAYMENT OPTIONS						
ge Groups II Links		Absa Benk Ltd aAbsa Benk Ltd sedio04794/00 00030004 8127001975 Active					
	Filing Account Balance Summary Section				as at 2013/02/19 10H58		
	Unpaid Duties Deferred Balance Unpaid VAT Deferred Balance Unpaid Cash Balance Unallocated Phyroants Unallocated Checits		Prior Periods R 227, 171.00 R 102,600.00 R 47,004.04 R -74,440,501.50 R 0.00	Current Month R 0.00 R 0.00 R 0.00 R -23,835.20 R 0.00	Total Balances R 227,171.00 R 192,800.00 R 47,054,54 R -74,464,518.70 R 0.00		
	Total Unpaid Balance		R -73,973,545.98	R -23,935.20	R -73,997,481.16		
	VAT Deferment Credit Available VAT Deferment Credit Limit Approved				R 999,607,199,00 R 999,099,099,00		
	Duties Deferment Credit Available Duties Deferment Credit Limit Approved				R 9,718,818.00 R 9,945,999.00		
	Refresh Balances						
	I would like to make a payment by	- Declaratio	n Reference 230004RAM2	0121019300004 O Due De	e		
	© I would like to make a Duties Deferement Top Up Payment	Amount R	27,479.00				
	This bullan will take you to the Account	Amount	47,064.54				
	Maintenance screen for the selected payment	Amount R	02.000.00				
	perform clearing instructions, Proceed to Account Maintenance Proceed to make Payment	Back to Dashi	board				

i) If you want to allocate a payment to specific non-deferment declaration/s, capture the LRN or the due date and click on the **Proceed to Account Maintenance** button (Only the selection for an LRN is explained here as selection by due date will be similar).

unt									-
nt Selection	CUSTOMS ACCOUNT MAINTEN	NANCE							
pe Groups	Client Details								
	Client Name:		Absa Bank Ltd						
	Trading As		AbsaAbsa Bank Ltd						
	Registration Number: Customs Client Code:		1995/004794/06 00030004						
	Account Number		8127001975						
	Deferment Account Status		Active						
	Please select a Bit and/or Payment and	cress "Assign selected	values" to postinue						
	· · · · · · · · · · · · · · · · · · ·	burner a standard and and	LINESS IN COLUMN						
	Uncleared Bills		0	Unallos	ated Payments				
			U Ios No. mount	-	aled Payments Reference	Date	Dos No.	Amount	
	Uncleared Bills	Date	<u>u</u>	Select		Date	Dos No.	Amount	
	Unoleared Bills Select Reference	Date	los No. mount	Select	Reference		Dos No.		
	Unoleared Bills Select Reference	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	Select O O	Reference	2012/10/19	002003021360	R -546,744.68	
	Unoleared Bills Select Reference	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	Select O O	Reference	2012/10/19 2012/11/08	002003021360	R -545,744,88 R -8,945,58	
	Unoleared Bills Select Reference	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	Select O O C	Reference	2012/10/19 2012/11/08 2012/11/13	002003021380 003701832639 005401425290	R -546,744,68 R -8,645,58 R -14,910,02	
	Unoleared Bills Select Reference	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	5elect 0 0 0 0 0	Reference	2012/10/19 2012/11/08 2012/11/13 2012/11/13	002003021380 003701832639 005401425280 002601667663	R -546,744.68 R -8.945.58 R -14,910.02 R -97,340.98	
	Unoleared Bills Select Reference	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	Select O O C	Reference	2012/10/19 2012/11/08 2012/11/13 2012/11/13	002003021380 003701832639 005401425280 002601667663	R -546,744,68 R -8,645,58 R -14,910,02	
	Unoleared Bills Select Reference O00030004RAM201210193000	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	5elect 0 0 0 0 0	Reference	2012/10/19 2012/11/09 2012/11/13 2012/11/13 2012/11/13	002003021380 003701832639 005401425280 002601667663	R -546,744,88 R -8,045,58 R -14,910,02 R -67,340,98 R -73,782,940,24	
	Unoleared Bills Select Reference	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	Select 0 0 0 0 0 0 0	Reference SELECT NONE	2012/10/19 2012/11/09 2012/11/13 2012/11/13 2012/11/13	002003021380 003701832439 005401428290 002601657683 002401805118	R -546,744,88 R -8,045,58 R -14,910,02 R -67,340,98 R -73,782,940,24	•
	Unoleared Bills Select Reference O00030004RAM201210193000	Date	Ul kic No. 2 mount Offerencia 1 17,104.02	5elect 0 0 0 0 0 0 0 0	Reference SELECT NONE	2012/10/19 2012/11/09 2012/11/13 2012/11/13 2012/11/13	002003021380 003701832439 005401428290 002601657683 002401805118	R -546,744,88 R -8,045,58 R -14,910,02 R -67,340,98 R -73,782,940,24	•

j) The requested LRN's will display under 'Uncleared Bills' and one (1) or more declarations can be selected. In order to identify the declaration(s) due date and details, click on the **Doc No** of the declaration.

	INCOME RETURNS CUSTOMS		IN CONTROL LOCOUT Taxpay	er List: AbsaAbsa Ba	nk Ltd		6
ount Selection rage Groups	entron account						
cial Links	Annual State						
		Client Details	ACTION LISTING DETAIL		100-001000-000		
		Client Name Trading As:			Absa Bank I AbsaAbsa Bank I	Ltd	
		Registration Number: Customs Client Code: Account Number:			1665/004794/ 000300 81270019	04	
		Deferment Account St	stus		Acti		
		Detail Posting DateLRN	Description	Due Date Tra	nsaction ValueExpand / Colta		
		2012/10/10 0003000	RAM20121019300004CASH DECLA	and the second second second	R 7.104.02		
				4014-10160	n 1,199.04		

k) The details of the selected declaration and due date will assist the user to select the correct declarations and the specific unallocated payment, which must be allocated against the declaration.

Selection	CUSTOMS ACCOUNT MAINTENAN	CE.			
Groups	Client Details				
and to	Client Name:	Absa Bank Ltd			
	Trading As	AbsaAbsa Bank Ltd			
	Registration Number:	1995/004794/06			
	Customs Client Code: Account Number	00030004 8127001975			
	Deferment Account Status	Active			
	[7] 0003000+RAM20121016300004	2012/10/19 200120202011 R 7.104.02 Total:R 7.104.02	C C S S127001475CF0000270 S127001475CF0000270 C S127001475CF0000270	2012/11/13 0024014252 2012/11/13 0024016576 2012/11/13 0024016051 2013/02/13 0051012219 2013/02/13 0052010573 2013/02/13 0047014460	<u>62</u> R -87,340.98 18 R -73,782,940.24 94 R -7,458.58 76 R -420.00
	Assign selected values		Assigned Payments		Tetal:R -74,464,516.70
	1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 /	ee No. Amount	Reference Date	Doc No.	Amount

I) Once the correct declaration(s) and unallocated payment are selected, click on Assign selected values.

Tavopyer List: AbsaAbsa Bank Ltd
Unallocated Payments
Select Reference Date Doc No. Amount
SELECT NONE
 2012/10/19 002002021360 R-646.744.68 2012/11/06 002701832659 R-6.645.58
2012/11/13 005401425293 R-14.910.02
 2012/11/13 002001667683 R-87,340.98
2012/11/13 D02401005118 R -73,782,940
B127001975CF0000270 2013/02/13 005101221904 R-7.456.58
Assigned Payments
nt Reference Date Doo No. Amount
4.02 8127001975CF0000270 2013/02/13 005201087378 R -420.00 4.02 Total R -420.00

m) The selection will then be displayed in the 'Assigned' section. If the allocation is correct, click on the **Submit Allocation button**.

VSARS				RGANISATIONS
Account Navogeneet Account Selection Manage George Special Lanks	ALLOCATION CONFIRMATION Clarat Details Clarat Details Clara	Abse Bank Ltd AbseAbse Benk Ltd 1986/04/194/06 00030004 Active		

n) A success message will display on completion and the respective CUSRES messages will be sent via EDI to the declarant.

2.6.1 Top-Up selection options

- a) The Top-Up options with a positive balance will be available for selection to perform an allocation of unallocated payments towards the payable balance.
- b) Only one (1) Top-Up option is displayed in the example below, but all the top-up options work the same way.

election	CUSTOMS PAYMENT OPTIONS					
Proups	Client Details Client Name Trading As Registration Number Client Reference Account Number Deferment Account Status	Abse Benk Ltd AbseAbse Benk Ltd 1998/004704/04 00030004 8127001975 Active				
	eFiling Account Balance Summary Section		Service All West		as at 2013/02/19 11011	
	Unpaid Duties Deferred Balance Unpaid VAT Deferred Balance Unpaid Cesh Balance Unallocated Payments Unallocated Credits		Prior Periods R 227,171,00 R 192,800,00 R 40,644,54 R -74,440,581,50 R 0,00	Current Month R 0.00 R 0.00 R 0.00 R -23,515.20 R 0.00	Total Balances R 227,171,00 R 192,800,00 R 48,844,54 R -74,464,098,70 R 0,00	
	Total Unpaid Balance		R -73,973,965.96	R -23,515.20	R -73,997,481.16	
	VAT Deferment Credit Available VAT Deferment Credit Limit Approved				R 999,807,199.00 R 999,999,999.00	
	Duties Deferment Credit Available Duties Deferment Credit Limit Approved				R 9.718.818.00 R 9.945.989.00	
	Refresh Balances					
	C 1 would like to make a payment by	Teolaratio	vi Reference	© Due Date		
		Amount RD				

c) Go to the 'Account Maintenance' screen and select the required **Top-Up** option.

			Abus Bank Ltd	CUSTOMS ACCOUNT MAINTENAN	ount Selection
				Client Name	
			And a second		of Longs Ci
			AbsaAbsa Bank Ltd	Trading As	
			1985/004794/06	Registration Number:	
			00030004	Customs Client Code:	
			8127001975	Account Number: Deferment Account Status:	
			Active	Derement Account statue:	
Amount	Date Doc No. /	Reference	Date Doe He. Amount	Select Reference	54
		SELECT NONE	R 227,171.00	2 Deferment Top Up Payment	
100 R-546,744.68	2012/10/19 002003021360 F		Total:R 227,171.00		
29 R-0.040.50	2012/11/06 003701832639 R				
93 R-14.910.02	1012/11/13 005401425293 8				
	2012/11/13 005401425203 F 2012/11/13 002401667663 F				
183 R -87,340.98	2012/11/13 D02001007063 F				
163 R -87,340.08		8127001975CF0000270			
	2012/10/19 002003021360	ganage search	Date Doc No. Amount R 227,171.00	Department in Amountain Soly	Unc

- d) View the Top-Up option selected in the 'Uncleared bills' section, while unallocated payments display under the 'Unallocated Payments' section. The Top-Up option and the relevant unallocated payment need to be selected in order to assign the selection.
- e) Select the relevant 'Uncleared Bill' and 'Unallocated Payment' and click on the Assign selected values button.

Quicknick	ICHE RETURN	CUSTOMS 20	THE & LEWIS	REPARTS	contect Looput	Танрауе	List Abs	aAbsa Bar	vik Ltd			•	1
t Selection	Account Nu Deferment	/mber: Account Stetus			81270	01975 Active							
e Groups		a Bill and/or Paymer	t and press "Ass	sign selected vi	alues" to continue.		verane par	Constant on the					
	Unoleared E	uns.				œ	Unallog	ated Paym	ents				
	Select	Reference	Date	Doe No.	Amount		Select	Reference	1	Date	Dos No.	Amount	1
							0	SELECT N	IONE				
							15			2012/10/19	002003021300	R-640.744.05	
							0			2012/11/08	003701832630	R -8.645.58	
							e			2012/11/13	002001007063	R -87.340.98	
							0			2012/11/13	002401905118	R -73,782,940.	24
							- 4 <u>2</u>		76CF0000270		005101221904		
							0	812700193	75CF0000270	2013/02/13	004701449003	R -16,056.62	
	(-Arsign sele	GEO ANNET											
	Assigned B	als		-		ū	Assigne	nt Payment	6				
	Reference	Date	Doc N	a.	Amount	1	Refere	ande -	Date	Dec No.	5	Amount	
	Deferment	Top Up			B 227,171.00				2012/11/13	0054014	25293	R -14,910.02	
	Payment				m 227.111.00						Total	R -14,910.02	
				1	Total R 227, 171.00								
	Remove Se	ented bene											

- f) Multiple declarations can be selected, but Top-Up options will only display the selected Top-Up option. The selected uncleared bills can be allocated against a single unallocated payment.
- g) Once the 'Assigned Bills' and the 'Assigned Payments' are displayed, click on the **Submit Allocation** button.
- h) Remove the 'Assigned Bills and Payments by clicking on the **Remove Selected Items** button.

Y SMAKS	FILING			FORC	RGANISATION
Account		ERALEVES SERVICES CONTACT.	LOODUT Taxoayer List AbsaAbsa Bank Ltd		e :
Account Selection Manage Groups	ALLOCATION CONFIRMATIO Client Debils Client Name Trading As: Registration Number Customs Client Code Deferment Account Status	Absa Bank Lot AbsaAbse Bank Lot 1986/004794/05 00030004 Active			
	Your clearing instructions above	have been successfull,			

- i) View the message that is displayed on the 'Allocation Confirmation' screen and click on the **Continue** button.
- j) After an open credit or allocation was successfully performed, the result will be processed immediately. The effect for each option is as follows:
 - i) For VAT Deferment or Duties/Levies Deferment top-up options, the Unpaid Duties/Levies or VAT deferred balances will be updated and the available credit will increase accordingly.
 - ii) For cash top-up and individually selected non-deferment declaration allocations, the relevant 'Proceed to Port/Release' CUSRES will be sent via EDI to the declarant for all non-deferred declarations.
- k) The 'Account Balance Summary' can be refreshed to display the effect of the allocations which were performed.

2.7 Requesting refunds

- a) This section will allow you to request a refund of an unallocated payment or credit to be paid back as an EFT to your authenticated bank account.
- b) An unallocated payment can arise due to an overpayment or where a refund VOC was accepted by SARS and the original declaration value was reduced. As a result, a payment or part of the payment which was allocated against it becomes available as an unallocated payment.
- c) This section only deals with requesting a credit that already exists on the account to be paid back. The existing refund VOC process via EDI and refund application process still needs to be followed. Credits will be available on the account only upon final acceptance of the VOC.
- d) If a LRN is unpaid/partially paid, the credit on the account will not be refundable and you will not be able to allocate the credit until such time as the LRN debt has been settled.
- e) The unallocated credit will only be refunded via EFT and therefore valid banking details have to have been provided to a Customs office prior to the request. The credit requested for refund will remain available for Account Maintenance until the item is actually paid back. If it is allocated prior to actual payment, the refund request will be deemed as cancelled.

2.7.1 How to request a refund



a) Click on the **Refunds** button on the 'eAccount Management' screen.

SARS	FILING				FOR ORGAN	ISATIO
and Production	IONS RETURNS CUSTON	S DUTIES & LEVIES	SERVICES	DNTACT LOGOUT	Taxpayer List AbsaAbsa Bank Ltd	
count nagement	Refundable Credits I was	nt to request for refu	nd	L		
count Selection mage Groups	Select Status	Date	Doc No.	Amount		
icial Links	C Open	2012/10/19	002003021360	R -546,744.68		
Contraction Contraction	Open	2012/11/06	003701832639	R -8,645.58		
	C Open	2012/11/13	002601667683	R -87,340.98		
	Open	2012/11/13	002401905118	R -73,782,940.24		
	Open	2013/02/13	005101221904	R -7,458.58		
	Dpen	2013/02/13	004701449003	R -16,056.62		
	Request Refund					
	Retunds I want to Cance	ł			1	
	Select Status	Date	Doc No.	Amount		
	Open	2012/10/19	002003021360	R -546,744.68		
	Open	2012/11/06	003701832639	R -8,645.58		
	Open	2012/11/13	002601667683	R -87,340.98		
	Open	2012/11/13	002401905118	R -73,782,940.24		
	Open	2013/02/13	005101221904	R -7,458.58		
	Open	2013/02/13	004701449003	R -16,056.62		
	Cancel Refund					

b) View the available unallocated payments or credits, which may be requested for refund. Click on **Request Refund** after selecting the **Open** credits.

	TIONS RETURNS CUSTOMS			ONTACT LOGOUT	Taxpayer List AbsaAbsa Bank Ltd	(B)	
Account Annagement	Select Status	Date	Doc No.	Amount			
Account Selection	Open	2012/10/19	002003021360	R -546,744.68			
lanage Groups	🗇 Open	2012/11/13	002601667683	R -87,340.98			
recial Links	🔲 Open	2012/11/13	002401905118	R -73,782,940.24			
	🖂 Open	2013/02/13	004701449003	R -16,056.62			
	Approved	2013/02/13	005101221904	R -7,458.58			
	Approved	2012/11/06	003701832639	R -8,645.58			
	Refunds I want to Cancel			- []	0		
	Refunds I want to Cancel	Date	Doc No.	Li Amount			
		Date 2012/10/19	Doc No. 002003021360				
	Select Status		and statement of the local statements of the	Amount			
	Select Status	2012/10/19	002003021360	Amount R -546,744.68			
	Select Status Open Open	2012/10/19 2012/11/13	002003021360 002601667683	Amount R -546,744.68 R -87,340.98			
	Select Status Open Open Open	2012/10/19 2012/11/13 2012/11/13	002003021360 002601667683 002401905118	Amount R -546,744,68 R -87,340,98 R -73,782,940,24			
	Select Status Open Open Open Open	2012/10/19 2012/11/13 2012/11/13 2013/02/13	002003021360 002601667683 002401905118 004701449003	Amount R -546,744,68 R -87,340,98 R -73,782,940,24 R -16,056,62			

c) The list of available credits will be updated accordingly. Previously requested refunds can be cancelled at any point prior to the refund being paid. In order to cancel refunds, select a previously requested refund and click on **Cancel Refund**.

UBER ORGANISA			services o		AbsaAbsa Bank Ltd	۲
Account	Select Status	its I want to request for refu Date	Doc No.	Amount		
ccount Selection	Open	2012/10/19	002003021360	R -546,744.68		
lanage Groups	Dpen	2012/11/13	002601667683	R -87,340.98		
	🖸 Öpen	2012/11/13	002401905118	R -73,782,940.24		
	Common Contraction of the Contra	2013/02/13	004701449003	R -16.056.62		
	Open		004101443023			
	Approve	d 2013/02/13	005101221904	R -7,458.58		
	Approve	d 2013/02/13 request cancelled2012/11/06				
	Approve Refund Request Refund Refunds I want to	d 2013/02/13 request cancelled2012/11/06	005101221904 003701832639	R -7,458.58 R -8,645.58		
	Approve Refund Request Refund Refunds I want to Select Status	d 2013/02/13 request cancelled2012/11/06 o Cancel Date	005101221904 003701832639 Doc No.	R -7,458.58 R -8,645.58		
	Approve Refund Request Refund Refunds I want to Select Status Open	d 2013/02/13 request cancelled2012/11/06 o Cancel Date 2012/10/19	005101221904 003701832639 Doc No. 002003021360	R -7,458.58 R -8,645.58 I Amount R -546,744.68		
	Approve Refund Request Refund Refunds I want to Select Status Open Open	d 2013/02/13 request cancelled2012/11/06 Cancel Date 2012/10/19 2012/10/19 2012/11/13	005101221904 003701832639 000701832639 0000 No. 002003021360 002601667683	R -7,458.58 R -8,645.58 I -8,645.58 I -8,645.58 I -8,645.744.68 R -87,340.98		
	Approve Refund Request Refund Refunds I want to Select Status Open Open Open	d 2013/02/13 request cancelled2012/11/06 Cancel Date 2012/10/19 2012/10/19 2012/11/13 2012/11/13	005101221904 003701832639 Doc No. 002003021360 002601667683 002401905118	R -7,458.58 R -8,645.58 Amount R -546,744.68 R -87,340.98 R -73,782,940.24		
	Approve Refund Request Refund Refunds I want to Select Status Open Open	d 2013/02/13 request cancelled2012/11/06 Cancel Date 2012/10/19 2012/11/13 2012/11/13 2013/02/13	005101221904 003701832639 000701832639 0000 No. 002003021360 002601667683	R -7,458.58 R -8,645.58 I -8,645.58 I -8,645.58 I -8,645.744.68 R -87,340.98		

- d) Cancelled refund requests will remain on the list and may again be requested for refund.
- e) Refundable credits will remain available for allocation in the 'Account Maintenance' section until the payment is made. Once the payment is utilised for allocation, any existing refund request on the payment is automatically cancelled.

3 MEASURES

- a) None.
- 4 **REFERENCES**

4.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules	Customs and Excise Act No. 91 of 1964: Sections 39, 44, 45, 47, 91, and 105
administered by SARS:	Customs and Excise Rules: Rules 44, 45, 101 and 201.00
	South African Revenue Service Act No. 34 of 1997: Sections 3, 4, 9, 22 and 31
	Value-Added Tax Act No. 89 of 1991: Sections 27 and 28
	Tax Administration Act No. 28 of 2011: Sections 187, 188 and 189
Other Legislation:	Bill of Exchange Act No. 34 of 1964: All
	Generally Accepted Accounting Practice (GAAP): All
	Generally Recognised Accounting Practice (GRAP): All
	Interpretation Act No. 33 of 1957: Sections 2 and 4
	National Payment System Act No. 78 of 1998: All
	Promotion of Administrative Justice Act No. 3 of 2000: Sections 3 and 5
	The Public Finance Management (PFMA) Act No. 1 of 1999: Sections 51 and
	55
	Treasury Regulations issued in terms of PFMA Act No. 1 of 1999 -
	Paragraphs 7.1.1, 7.2.1, 15.4.2; 15.11 and 17.2.3
	South African Reserve Bank Act no.90 of 1989 – Section 17 (2)
International	International Financial Reporting Standards (IFRS): All
Instruments:	Kyoto Convention General Annex: Chapter 3 Clearance and other Customs
	Formalities, Standards 3.8, 3.12, 3.41 and 3.43; Chapter 4 (Duties and Taxes)
	All; Specific Annex J: Chapter 1 (Recommended Practise 15)

4.2 Cross References

DOCUMENT #	DOCUMENT TITLE
BP-02	Payments – External Standard
QMS-01	Quality Management System Manual
SC-CC-24	Internal Administrative Appeal - External Policy
SC-CC-26	Alternative Dispute Resolution – External Policy
SC-CF-04	Manual for the completion of declarations
SC-CF-05	Licensing, Registration and Designation - Internal Policy

4.3 Quality Records

NUMBER	TITLE
N/A	

5 DEFINITIONS AND ACRONYMS

CSA	Customs Statement of Account
eFiling	eFiling is a secure electronic tax return and payment submission service offered free of charge by SARS. The service offers web-based capture of returns as well as convenient,
	reliable and accurate electronic payment facilities
EFT	Electronic Fund Transfer
LRN	Local Reference Number
PAYE	Pay-As You-Earn
PRN	Payment Reference Number
SARS	South African Revenue Service
SOA	Statement of Account
STATAC	Statement of Account
VAT	Value-Added Tax
VOC	Voucher of Correction

6 DOCUMENT MANAGEMENT

Business Owner	Group Executive: Customs Operations; and
	Group Executive: Compliance Centre Operations
Document Owner	Executive: Process Solutions Customs & Support Services
Author	Antonette Marais
Detail of change from	Initial release of CA-01-M01 - The combined Customs or Excise eAccount on
previous revision	eFiling Manual (FIN-AM-03) was spilt into two (2) documents with reference
	numbers CA-01-M01 - eAccount on eFiling (Customs) and EA-01-M01 -
	eAccount on eFiling (Excise);
	Included the EDI Transaction listings process;
	The partial payment of Deferment warning message process was included;
	The changes to the Statement of Account are included; and
	The Legislation references were updated.
Template number and	ECS-TM-17 – Rev 3
revision	