

Digital Channels Webinar

South African Revenue Service



Date

eFiling for Organisations



The purpose and SARS Vision 2024

Purpose:

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

SARS Vision

To build a smart modern SARS with unquestionable integrity, trusted and admired by Government, the public, as well as our international peers. We focus on the following strategic intents:

**MAKE IT EASY &
SIMPLE TO
COMPLY**

**MODERNIZE
SYSTEMS TO
PROVIDE SEAMLESS
ONLINE DIGITAL
SERVICES**

**CREATE
AWARENESS,
CLARITY &
CERTAINTY**

**MAKE IT HARD TO
NOT COMPLY**



Introduction

Introduction

From 1 July 2019 SARS has modernised the eFiling platform to a single user sign on.

- If you have been migrated to the new eFiling platform and have multiple login profiles linked to your identity/passport number, a list of your profiles will display (after you have been authenticated).
- You will be required to choose a primary login from the list. All your profiles will still be accessible once you logged in with your primary credentials.
- You can link your other logins as “**Portfolios**” to your profile.
- The Tax Type Transfer process for **Company Tax**, **Personal Income Tax** and **Provisional Tax** has been enhanced to enable ease of transfer of tax types between taxpayers, tax practitioners and registered representatives on eFiling.
 - With this enhancement the approval lies directly with the **Taxpayer (owner of the PIT)** or the **Registered Representative** of the PIT, to transfer the tax type to the requestor.

Agenda / Points of Discussion

How to Register on eFiling

How to Manage your Profile on eFiling

Portfolio Management

Registered Representative

Register/Adding a Taxpayer on eFiling

Manage Tax Types

Manage Groups

Activation of a Registered Representative

Invite User and Delegate Rights

SARS Online Query System

How to Register on SARS eFiling

YouTube Video

How to Register on SARS eFiling

How to Manage your Profile on SARS eFiling

YouTube Video

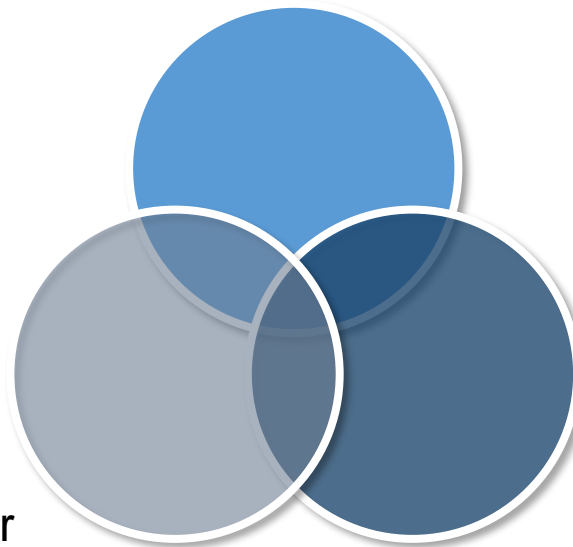
[How to manage your profile on SARS eFiling](#)

Portfolio Management

Portfolio Management

This function is used to link, unlink and add various portfolios (roles) on your eFiling profile

Your individual portfolio to manage your own personal taxes;



Multiple company portfolios where you are the registered representative (e.g. public officer) or employee and you manage the taxes of those companies

Multiple tax practitioner portfolios where you manage the taxes of multiple individuals/entities as a tax practitioner

You can also opt to have all your roles merged into one company or tax practitioner profile if you so wish.

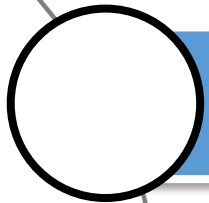
YouTube Video

[How to add a new portfolio on SARS eFiling](#)

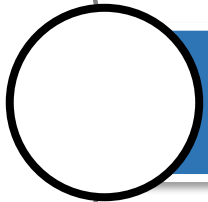
Portfolio Management

Portfolios

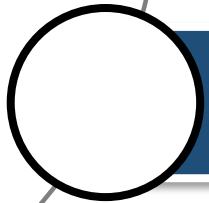
A registered eFiler can act in different “roles” on eFiling. These “roles” are referred to as Portfolio Types. For example:



Individual – a person acting as himself/herself to administer his/her own individual taxes



Tax Practitioner – a person registered with SARS and a Recognised Controlling Body (RCB) and has a signed power of attorney to act on behalf of another taxpayer



Organisation – a representative of a tax paying entity acting either as the representative taxpayer (e.g., Public Officer, Executor of an estate, etc.) or an appointed representative with a signed Power of Attorney in place.

Note: Single login (Primary Username) one username and one password

Portfolio Management

Login to eFiling

The diagram illustrates the login process for SARS eFiling. It consists of two side-by-side panels connected by a red arrow pointing from left to right.

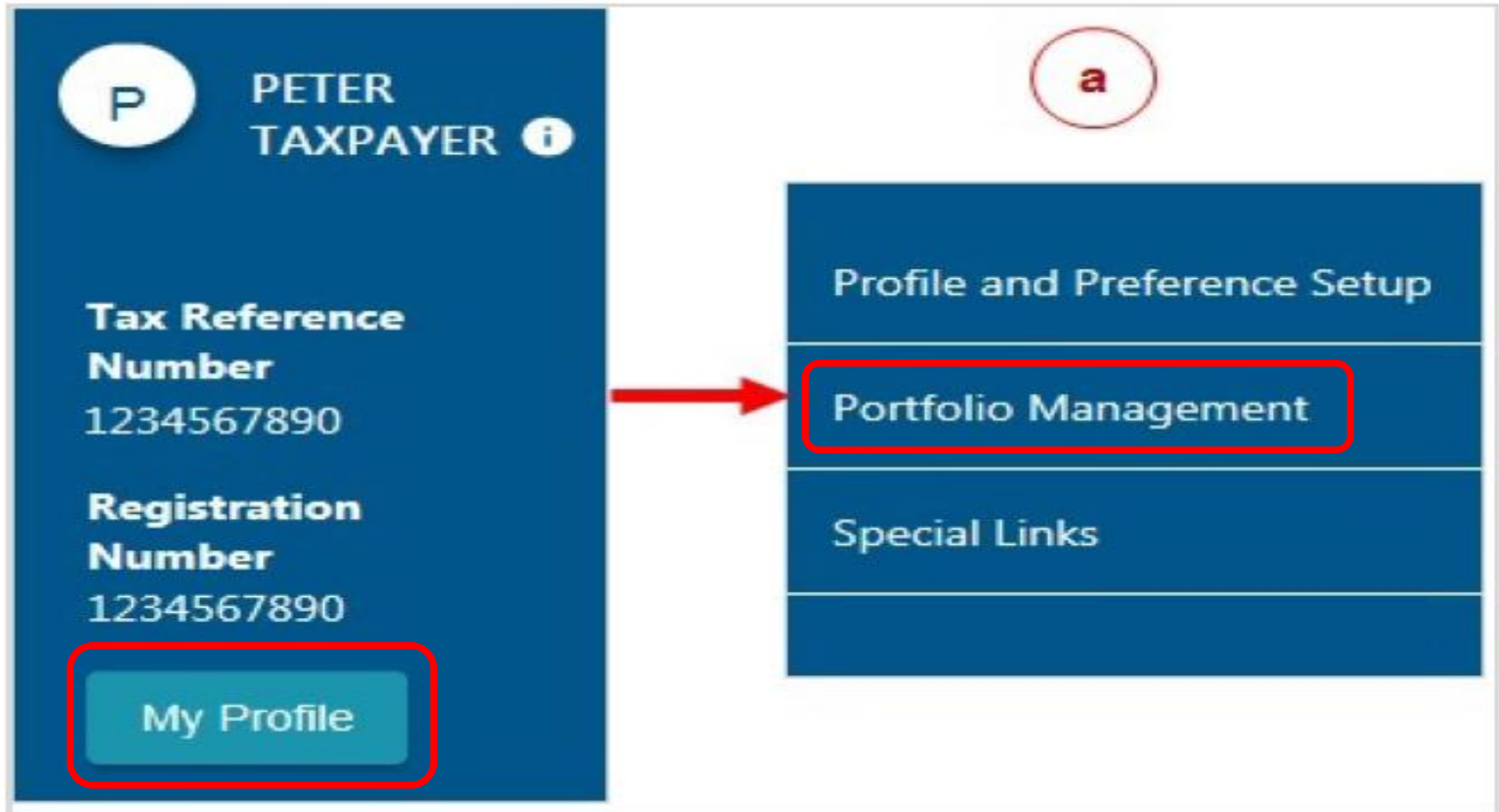
Left Panel (Step 1):

- Header: "Welcome, please login to SARS eFiling" (with a red circle 'a' next to it).
- Username field: Labeled "Username", containing the text "EFILING TEST3".
- Links: "[Forgot Your Username?](#)" and "[Forgot Your Password?](#)".
- Icon: A "HELP YOU EFILE" icon.
- Button: A blue "Next" button.
- Footer: "Don't have an account? [Register](#)".

Right Panel (Step 2):

- Header: "Welcome, please login to SARS eFiling".
- Password field: Labeled "Password", represented by a series of dots.
- Links: "[Forgot Your Username?](#)" and "[Forgot Your Password?](#)".
- Button: A blue "Login" button.

Portfolio Management



Portfolio Management

The Portfolio Management Screen will be displayed for you to add portfolios.

Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	Easy File Login
My Personal Tax	1	1	Individual	Default	<div>⋮</div> <div>Go to Portfolio</div>

Portfolio Management

To add a new portfolio to your profile, select “Add Portfolio”

The image shows a screenshot of the SARS Filing web application. The main header is dark blue with the SARS Filing logo on the left and 'Contact' and 'Log Out' links on the right. Below the header, the page title 'Portfolio Management' is centered. A red arrow points from the 'Add Portfolio' button in the main content area to a detailed view of the form on the right.

Add Portfolio

Please add Portfolio Information

portfolioName
My Companies

Portfolio Type
Organisation

Add Portfolio

Portfolio Management

- You can **rename portfolios** for your ease of reference,
- You can **change the portfolio type AND**
- You can set a **Default Portfolio** so that the system automatically displays this portfolio when you login.

Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Tax Payer Count	Portfolio Type	Default		
Test345 - SARS Pty Ltd	2	1	Organisation		⋮	Go to Portfolio
Test123 - Mr Taxpayer	1	1	Individual	Default	⋮	Go to Portfolio

Rename

Change Portfolio Type

Set As Default

Please note: Portfolio cannot be deleted

Registered Representative (RR)

Registered Representative

Who is the Registered Representative?

The list below is the capacity of the Registered Representative:

<input type="checkbox"/>	Treasurer – If you are treasurer for the entity;	<input type="text"/>
<input type="checkbox"/>	Curator – If you have been appointed as the Curator for the taxpayer;	<input type="text"/>
<input type="checkbox"/>	Liquidator/ Executor/ Administrator (Estates)	<input type="text"/>
<input type="checkbox"/>	Main Partner – If you are the Main Partner in a partnership	<input type="text"/>
<input type="checkbox"/>	Main Trustee – If you are the Main Trustee of the trust	<input type="text"/>
<input type="checkbox"/>	Public Officer – If you a Public Officer of the company	<input type="text"/>
<input type="checkbox"/>	Main Member – If you are the Main Member of the Close Corporation;	<input type="text"/>
<input type="checkbox"/>	Parent/Guardian – If you are a Parent / Guardian of a child; or	<input type="text"/>
<input type="checkbox"/>	Accounting Officer – If you are an Accounting Officer of the entity.	<input type="text"/>

Registered Representative

SARS only allows the activation of a Tax Practitioner as a Registered Representative for Individuals in the following circumstances:

**Who is the
Registered
Representative?**

Executor acting on behalf of a deceased estate or insolvent estate

Parent acting on behalf of a minor,

Appointed Administrator acting on behalf of a legal incapacitated individual

Appointed Administrator acting on behalf of an individual in extended absence (Imprisoned or Overseas)

Registered Representative

Registering a Registered Representative (RR)

By completing our SARS
Online Query System on
the SARS website

**The Taxpayer needs to book an
appointment with SARS via:**

- E-Booking system to register as a Registered Representative
- eFiling



Online Booking

Documents to be submitted when appointing a Registered Representative.

<https://www.sars.gov.za/client-segments/registered-representatives/>

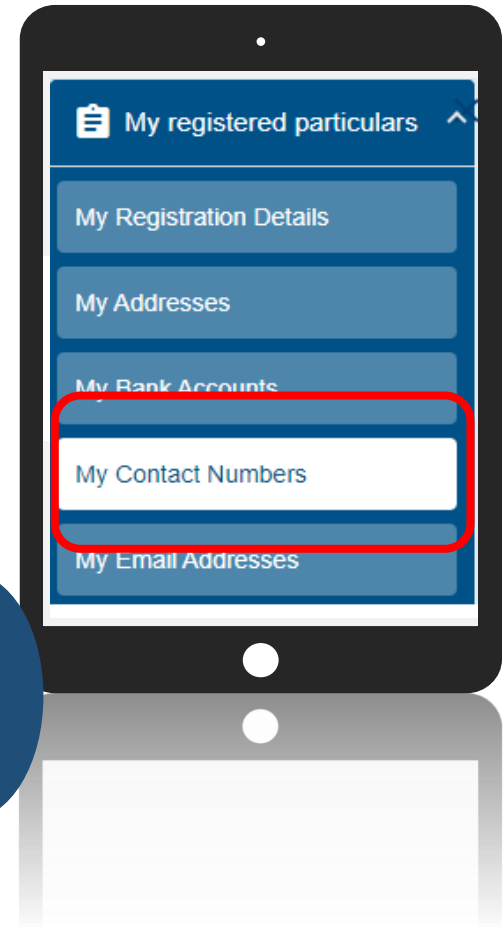
Registered Representative

The Registered Representative must ensure that the represented entity and the representative profiles are merged at SARS

The Registered Representative must also ensure that their **personal contact details (cell phone and email address)** are updated on SARS records.

This is to ensure that the **One Time Pin (OTP)** can be sent to the **Registered Representative** to approve any tax type request or activation.

If the Registered Representative is the registered **eFiler**, contact details can be updated via their **personal** eFiling profiles via the **Registration Amendments and Verification form (RAV01)** or **their SARS Mobi-App**



Registered Representative

"After registering the Registered Representative it will be indicated on the **"Registration and verification from (RAV01)"** and ticked under **"Representative Taxpayer"**"

Parties Representing Me						
Surname / Registered Name	First Name	Initials	Appointed Date	Capacity	Representative Taxpayer	Delete
Surname	Name		2015-09-10	PUBLIC OFFICER	<input checked="" type="checkbox"/>	Delete

This will then allow the Representative to be able to "Activate" the required "Tax Type" of their client.

Registered Representative

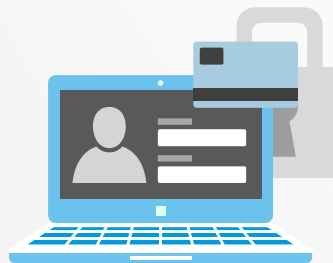
What to consider for eFiling to work effectively:



Register yourself as a Registered Representative at SARS.
The entity must be merged (One profile on SARS record).
The Registered Representative must be merged (One profile on SARS record)
The Registered Representative must have updated or registered a cell phone number and email address on their personal profile at SARS.
Activate Registered Representative on eFiling.



HOW TO REMOVE YOURSELF AS THE REGISTERED REPRESENTATIVE



Remove a Registered Representative

To remove yourself as a Registered Representative:

- Select “**Organisations**” from the top menu

The screenshot displays the SARS Registered Representative interface. On the left is a vertical sidebar menu with the following items: Organisation, SARS Registered Details, Notice of Registration, Registration Maintenance, Activate Registered Representative, Maintain Registered Users, Maintain SARS Registered Details, Saved Details, and Maintain Registered Details History. On the right is a horizontal top navigation bar with the following items: User, Organisations, Returns, and Customs. Red rectangular boxes highlight the 'Organisations' item in the top bar and the 'SARS Registered Details' and 'Maintain SARS Registered Details' items in the sidebar. A light blue arrow points from the 'Organisations' top bar item to the 'SARS Registered Details' sidebar item, with the text 'Click on SARS Registered Details' below it. Another light blue arrow points from the 'Maintain SARS Registered Details' sidebar item to the right, with the text 'Click on Maintain SARS Registered Details' below it.

Remove a Registered Representative

Tick “I Agree” to the terms and conditions and click “Continue”

MAINTAIN SARS REGISTERED DETAILS

Maintain SARS Registered Details

This functionality allows you to view and maintain registered details of the entity selected from the 'Taxpayer List' above.

Click on 'Continue' below to obtain the existing detail from SARS. You may then view or update this information as necessary.

I hereby confirm that I am duly authorised to perform Maintenance of SARS Registered Details on behalf of the company or individual.

☒ I agree

☐ I do not agree

Continue

Remove a Registered Representative

Then click “**Proceed**” to the Tax Subscription screen

Tax Subscriptions

Tax Subscriptions

Based on your identity information your current profile does not include all your tax subscriptions. Please confirm your Tax Subscriptions via the efilng Merge application or at a SARS branch before your new Tax subscription will be allowed. Amendments to your existing tax subscriptions will however be allowed. Would you like to proceed with any amendments?

Proceed

Cancel

Remove a Registered Representative

The RAV01 Form will appear, click on “My Representative”

Back Save Submit form

- 100 +


My Menu

My registered particulars

My Tax Products

My Representatives

My Registration Details

**Registration Amendments And Verification form**

Reference No. 9. RAV01

Applicant Details - Company / Trust / Partnership and Other Entities

Nature of Entity *
PRIVATE COMPANY (PTY)

Company / CC / Trust Reg No. *
2015/

Main Industry Classification Code *
96090

ASK A QUESTION?

Remove a Registered Representative

Untick the “Representative Taxpayer” option and then click “Ok”

Back Save Submit form

100

My Menu

- My registered particulars
- My Tax Products
- My Representatives

Parties Representing Me

Surname / Registered Name	First Name	Initials	Appointed Date	Capacity	Representative Taxpayer	Delete
M'	P		2015-09-10	PUBLIC OFFICER	<input type="checkbox"/>	Delete

1 - 1 of 1 |< < > >|

Remove Representative Taxpayer

Are you removing M' as your representative taxpayer.

Are you sure ?

Cancel Ok

ASK A QUESTION?

Remove a Registered Representative

Click the “Delete” button

Parties Representing Me						
Surname / Registered Name	First Name	Initials	Appointed Date	Capacity	Representative Taxpayer	Delete
M			2015-09-10	PUBLIC OFFICER	<input type="checkbox"/>	<div>Delete</div>


Items per page: 10 1 - 1 of 1 |< < > >|

Remove a Registered Representative

Click on the “Done” and then “Submit”

Parties Representing Me

Cancel | Done

**Registration Amendments And Verification form**

Reference No.
9

RAV01

Applicant Details - Company / Trust / Partnership and Other Entities

Back

Save

Submit form

- 100 +

My Menu

My registered particulars

My Tax Products

My Representatives

Parties Representing Me

Surname / Registered Name	First Name	Initials	Appointed Date	Capacity	Representative Taxpayer	Delete
J			2015-09-10	PUBLIC OFFICER	<input type="checkbox"/>	Undo Delete

Items per page: 10 1 - 1 of 1 |< < > >|

Remove a Registered Representative

The confirmation page on the **Registration Work Page** will appear

REGISTRATION WORK PAGE

Legal Entity Details

Taxpayer Type:	COREG
Trading Name:	M
Registration Number:	2
Tax Reference Number:	9

Legal Entity Name	ID / Registration Number	Status	Status
M	2	Submitted To SARS	

ADD A COMPANY TO YOUR EXISTING EFILING PROFILE AND MANAGE TAX TYPES



YouTube Video

How to add a company to your existing eFiling profile and request the transfer of your tax types



Manage Groups

Manage Groups

Chose the portfolio by clicking on “Go to Portfolio”

Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	Easy File Login
My Personal Tax	1	1	Individual	Default	Go to Portfolio
My Companies	1	1	Organisation		Go to Portfolio

OR

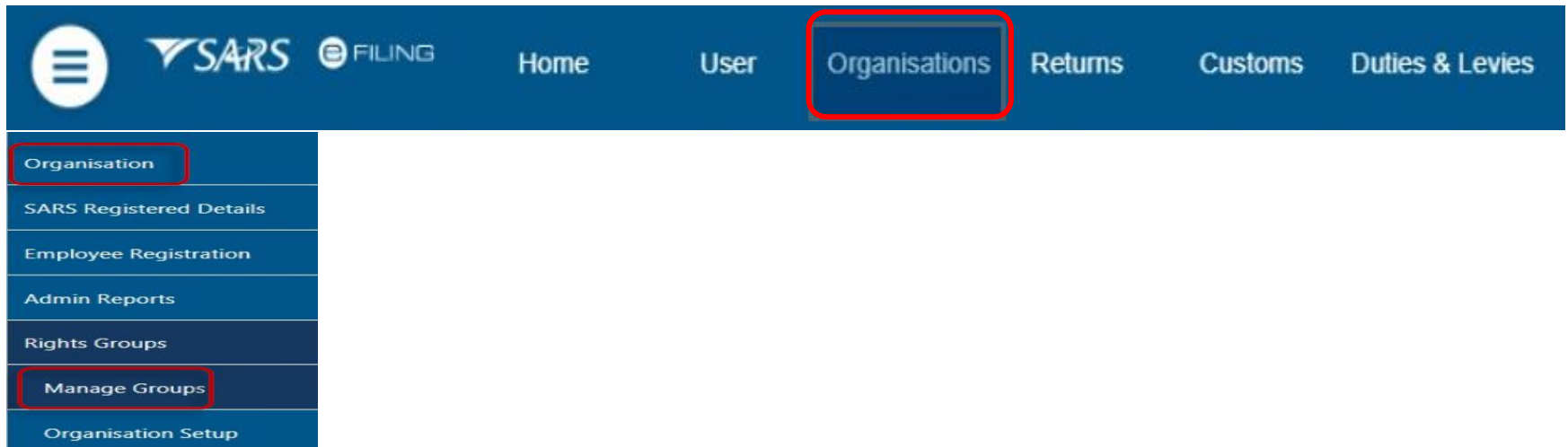
The screenshot shows the SARS Filing interface. On the left is a dark blue sidebar with a user profile for 'Mr C T', a 'Tax Reference Number 0', an 'Identification Number 74', and a 'My Profile' button. The main content area has a top header with the SARS logo and 'FILING' text. Below this, there's a 'Portfolio' section with a dropdown menu currently showing 'My Personal Tax'. A red box highlights the dropdown arrow, and another red box highlights the dropdown menu itself, which is open and shows two options: 'My Personal Tax' and 'Companies Portfolio'. To the right of the portfolio dropdown is a 'Taxpayer' field with 'Mr' selected.

Manage Groups

In order to activate the tax type functions and services on eFiling (e.g. Tax Directives, Tax Compliance Status, etc) you must ensure that the correct rights and authorisation levels have been allocated to users on your organisation's portfolio.

To activate the tax type functions and services:

- Select “**Organisations**” from the menu on the top
- Select “**Organisation**” again from menu on the left
- Click on “**Rights Group**”
- Click on “**Manage Groups**”



Manage Groups

The “**Group Details**” screen will display.

- Click on the “Setup New Group” button to create a new group (e.g. Return Submissions)

Group Details

Setup New Group

Group Name	Authorisation Level	Access to Payments	Open	Taxpayers	Users
System Default	Submissions	Yes	Open	Manage Payers	Manage Users
1					

Create or Edit the “**Group Name**” where applicable and select the applicable “**Authorisation Level**”

- View Only
- Completions
- Submissions

UPDATE GROUP DETAILS

Group Name

Authorisation Level

Access To Payments

Tax Types

SARS Group

Submissions ▼

☒

☒ Provisional Tax (IRP6)

☒ VAT201

☒ Organisation Income Tax (ITR14/IT12EI/ITR12T)

☒ Individual Income Tax (ITR12)

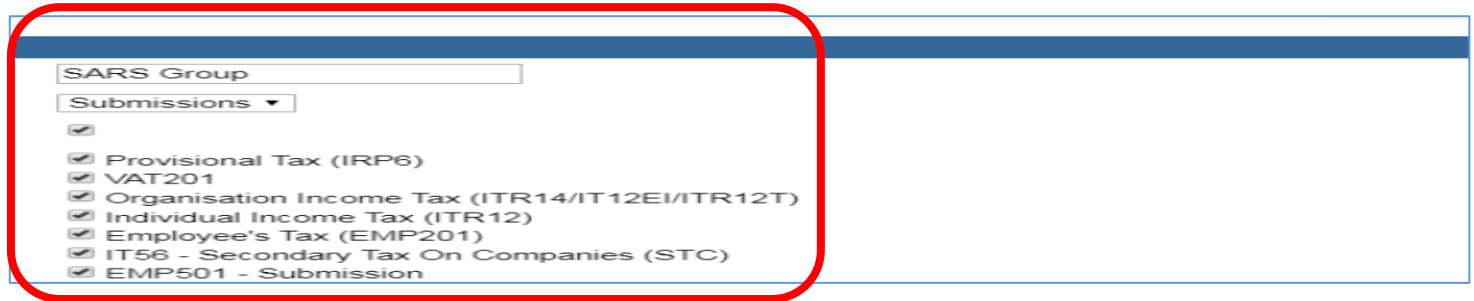
☒ Employee's Tax (EMP201)

☒ IT56 - Secondary Tax On Companies (STC)

☒ EMP501 - Submission

Manage Groups

Select the applicable tax types to be activated (e.g., Directives, Tax Reference Number, Tax Compliance Status, etc.)



SARS Group

Submissions ▼

- ☒
- ☒ Provisional Tax (IRP6)
- ☒ VAT201
- ☒ Organisation Income Tax (ITR14/IT12EI/ITR12T)
- ☒ Individual Income Tax (ITR12)
- ☒ Employee's Tax (EMP201)
- ☒ IT56 - Secondary Tax On Companies (STC)
- ☒ EMP501 - Submission

- Click on the **“Manage Payers”** hyperlink to add Taxpayers (activated on your organisation’s portfolio) to a specific group.

Group Name	Authorisation Level	Access to Payments	Open	Taxpayers	Users
Q Group	Completions	Yes	Open	Manage Payers	Manage Users
Estelle	Completions	Yes	Open	Manage Payers	Manage Users

Add Taxpayers to Group

GROUP INFORMATION			
Group Name	Authorisation Level	Payments	Created
Companies	Submissions	Yes	2012/02/24

TAXPAYERS			
Name	Registration Number	In Group	
CAL. ELLERS	/08	<input checked="" type="checkbox"/>	
ENTERPRISE	6/07	<input checked="" type="checkbox"/>	
CC	/23	<input checked="" type="checkbox"/>	


[Save](#)
[Back](#)
[Check All](#)
[Uncheck All](#)


Manage Groups


Click on the “Manage Users” hyperlink to add users on your organisation’s portfolio to a specific group (for more information refer to the section on manage users).

Group Name	Authorisation Level	Access to Payments	Open	Taxpayers	Users
Q Group	Completions	Yes	Open	Manage Payers	Manage Users
Estelle	Completions	Yes	Open	Manage Payers	Manage Users

Unallocated Users [Switch to Grid View](#) [Back to Group List](#)



**Group: Companies**
Authorisation Level: Submissions
Payments: Yes

Name of User
35
(Username 0)

Drag the user into the grey box to give access to the group and then click on the **“Save”** Icon.

Manage Groups

Alternatively, click on “Switch to Grid View”

Unallocated Users [Switch to Grid View](#) [Back to Group List](#)



Group: Companies
Authorisation Level: Submissions
Payments: Yes



Name of User

35
(Username 0)

Select the user to give access to a group under “**In Group**” and then click on “**Save**”

Add Users to Group

[Switch to Drag and Drop View](#)

GROUP INFORMATION

Group Name	Authorisation Level	Payments	Created
Companies	Submissions	Yes	2012/02/24

USERS

Name	ID Number	Login Name	In Group
Initials and Surname	ID Number	Username	<input checked="" type="checkbox"/>

Save

Back

Check All

Uncheck All

Manage Groups

To amend the details of an existing group click on the “**Open**” hyperlink:

Group Name	Authorisation Level	Access to Payments	Open	Taxpayers	Users
Q Group	Completions	Yes	Open	Manage Payers	Manage Users
Estelle	Completions	Yes	Open	Manage Payers	Manage Users

Edit the “**Group Name**” where applicable
Select the applicable “**Authorisation Level**”

- **View Only**
- **Completions**
- **Submissions**

UPDATE GROUP DETAILS

Group Name

Authorisation Level

Access To Payments

Tax Types

SARS Group

Submissions ▾

☒

☒ Provisional Tax (IRP6)

☒ VAT201

☒ Organisation Income Tax (ITR14/IT12EI/ITR12T)

☒ Individual Income Tax (ITR12)

☒ Employee's Tax (EMP201)

☒ IT56 - Secondary Tax On Companies (STC)

☒ EMP501 - Submission

Select the applicable tax types to be activated (e.g. Directives, Tax Reference Number, Tax Compliance Status, etc.)



Activation of a Registered Representative

Registered Representative Activation

eFiling for Organisation

If you are the Registered Representative for an entity and you have been registered at SARS, you must activate the status on eFiling in order to transact on behalf of your client

- Select “**Organisations**” from the menu on the top
- Select “**SARS Registered Details**” from the menu on the left
- Select “**Activate Registered Representative**”
- Select the applicable option (**i.e. Tax Practitioner or Registered Representative**)
- Agree to the declaration confirming that you are the authorised representative for the taxpayer and click on “**Continue**”.
- Complete the applicable fields and select the representative capacity (e.g. accounting officer, curator, public officer, parent guardian, etc.)
- Click on the activate button at the bottom of the screen

Registered Representative Activation

eFiling for Organisation

If the Registered Representative status is **“Unconfirmed”**.

- The Registered Representatives are encouraged to Activate themselves on eFiling.

If the Registered Representative status is **“Awaiting Verification”**.

- The Registered Representative details on eFiling did not match those on the SARS records, supporting documents maybe required (To be uploaded via eFiling)

If the Registered Representative status is **“Active”**.

- This means that SARS was able to match the records of eFiling with those registered on the SARS system.

Please Note: Registered Representative will have limited access to the RAV01 for their entities if the status is not indicated as **“Active”**

Registered Representative Activation

eFiling for Organisation

The screenshot displays the SARS eFiling user interface. On the left, a dark blue sidebar contains the user's name 'John Taxpayer' with a profile icon, their 'Tax Reference Number' (0308918267), 'Identification Number' (JT213456789), and a 'My Profile' button. Below this, a list of menu items includes 'Organisation', 'SARS Registered Details', 'Notice of Registration', and 'Activate Registered Representative', which is highlighted with a red box. The main header at the top is dark blue with navigation links: 'Home', 'User', 'Organisations' (highlighted with a red box), 'Returns', 'Customs', and 'Duties &'. Below the header, there are dropdown menus for 'Portfolio' (selected: 'My Company Portfolio') and 'Taxpayer' (selected: 'JT Taxpayer'), followed by a vertical ellipsis and the word 'Organisation'. A 'HELP YOU EFILE' icon is on the right. The main content area is titled 'Activate Registered Representative' and contains a sub-header 'Activate Registered Representative' in a blue bar. Below this, the text reads: 'Confirmation of Registered User. There are two ways to be activated as a Registered User. This 'Activate Registered Representative' function is intended only for the activation of **Registered Representatives** and is not intended for use by **Tax Practitioners**.' This is followed by the question 'Are you a Registered Representative?' and a paragraph explaining that a Registered Representative is a person appointed with full rights to act on behalf of a Legal Entity (e.g., Companies, Trusts, etc.), and that a Legal Entity can only have one Registered Representative. The next question is 'Are you a Registered Representative acting on behalf of an Individual?' followed by the text: 'SARS only allows Registered Representative activations in respect of Individuals in the following circumstances:'.

Registered Representative Activation

eFiling for Organisation

Identification Number
JT213456789

My Profile

Organisation

SARS Registered Details

Notice of Registration

Activate Registered Representative

Maintain Registered Users

Maintain SARS Registered Details

Maintain SARS Registered Details - HTML5

Saved Details

Maintain Registered Details History

Merge Entities

Activate Registered Representative

Activate Registered Representative

Confirmation of Registered User

There are two ways to be activated as a Registered User. This 'Activate Registered Representative' function is intended only for the activation of **Registered Representatives** and is not intended for use by **Tax Practitioners**.

Are you a Registered Representative?

A Registered Representative is a person who is appointed with full rights to act on behalf of the Legal Entity (e.g. Companies, Trusts, etc.). They are often Public Officers, Accounting Officers, Trustees or Administrators of companies, Trusts, Welfare Organisations, etc. A Legal Entity can only have one Registered Representative.

Are you a Registered Representative acting on behalf of an Individual?

SARS only allows Registered Representative activations in respect of Individuals in the following circumstances:

- Executor acting on behalf of a deceased or insolvent estate;
- Parent acting on behalf of a minor;
- Appointed Administrator acting on behalf of a legally incapacitated Individual;
- Appointed Administrator acting on behalf of an Individual in extended absence (e.g. Imprisonment or overseas).

Are you a Registered Tax Practitioner?

You are a Registered Tax Practitioner if you are a person who, for a fee, provides advice to any other person with respect to the application of a tax Act or who completes or assists with the completion of a tax return, and you are registered with a Recognised Controlling Body (RCB) as well as with SARS.

Select the appropriate button below to activate yourself as the associated Registered User.

Activate Registered Representative

Activate Tax Practitioner

Registered Representative Activation

eFiling for Organisation

The “**Representative Declaration**” screen will display

If you select “**I agree**” the “**Continue**” button will be available to select.
If you select “**I do not agree**”, you will not be able to continue.

Activate Registered Representative

Activate Registered Representative

I, KIM A, ID/Passport number 7 registration number 50, being the authorised Representative Taxpayer of ER, do hereby confirm that I have been duly appointed by the taxpayer in this capacity, and that my obligations as defined in the relevant legislation include, but are not limited to, the following:

- Maintenance of registered particulars at SARS
- Submission of tax returns
- Payment of amounts due
- Other related obligations

I am fully aware of my personal accountability in this regard and the consequences of any false declaration.

☒ I agree
☐ I do not agree

Continue

Registered Representative Activation

eFiling for Organisation

The “Activate Registered Representative” screen will display

Activate Registered Representative

As the designated Representative of the entity you may obtain a Registered user role and use eFiling to view and maintain all registered details of the entity. Once you have confirmed your details below, you may activate your Registered user status by clicking on the 'Activate Registered Representative' button. To first make changes to your eFiling User details, please click [here](#).

Once activated, you will be assigned with a Registered Representative role on eFiling. This will also allow you to assign this role to other users to perform certain duties on your behalf, such as to submit new registration requests. You may assign the role to other users, revoke their access, as well as revoke your own access via the 'Maintain Registered Users' menu on the left. The right to perform merging of entities cannot be assigned to other users.

Legal Entity Details			
TaxPayer Type:	Individual		
Registration Number:	51		
Registered Name:	Mr		
Trading Name:	G		

eFiling User Details				
Title:	Mr	Initials:	A	
First Name:	Anything	Surname:	Something	
Identification Type:	South African ID	ID/Passport Number:	88	
Cell Number:	0	Telephone Number:	012	
Email Address:	i@sars.gov.za		Tax Reference Number:	
Activation status on eFiling:	Active	Request Reference Number:	47858624	
Capacity:	Please select			

Ensure that the “Representative’s tax number” is completed and the correct “Capacity” as per the SARS record is selected and click the “Activate Registered Representative” button.

Registered Representative Activation

eFiling for Organisation

Upon successful activation of the registered representative on eFiling, the status field will be indicated as **“Active”**. On completion of the activation step, the **“Activate Registered Representative”** button will be **inactive/Greyed out**.

Legal Entity Details			
TaxPayer Type:	Company		
Registration Number:	2005.		
Registered Name:	Stef.		
Trading Name:	Stef.		

eFiling User Details			
Title:	Mrs	Initials:	Y
First Name:	Y	Surname:	di
Identification Type:	South African ID	ID/Passport Number:	72
Cell Number:	082	Telephone Number:	0110000000000
Email Address:		Tax Reference Number:	0
Activation status on eFiling:	Active	Request Reference Number:	36512092

[Activate Registered Representative](#)



Invite Users and Delegate User Rights

Invite User

Who can be invited as a user on a Portfolio?

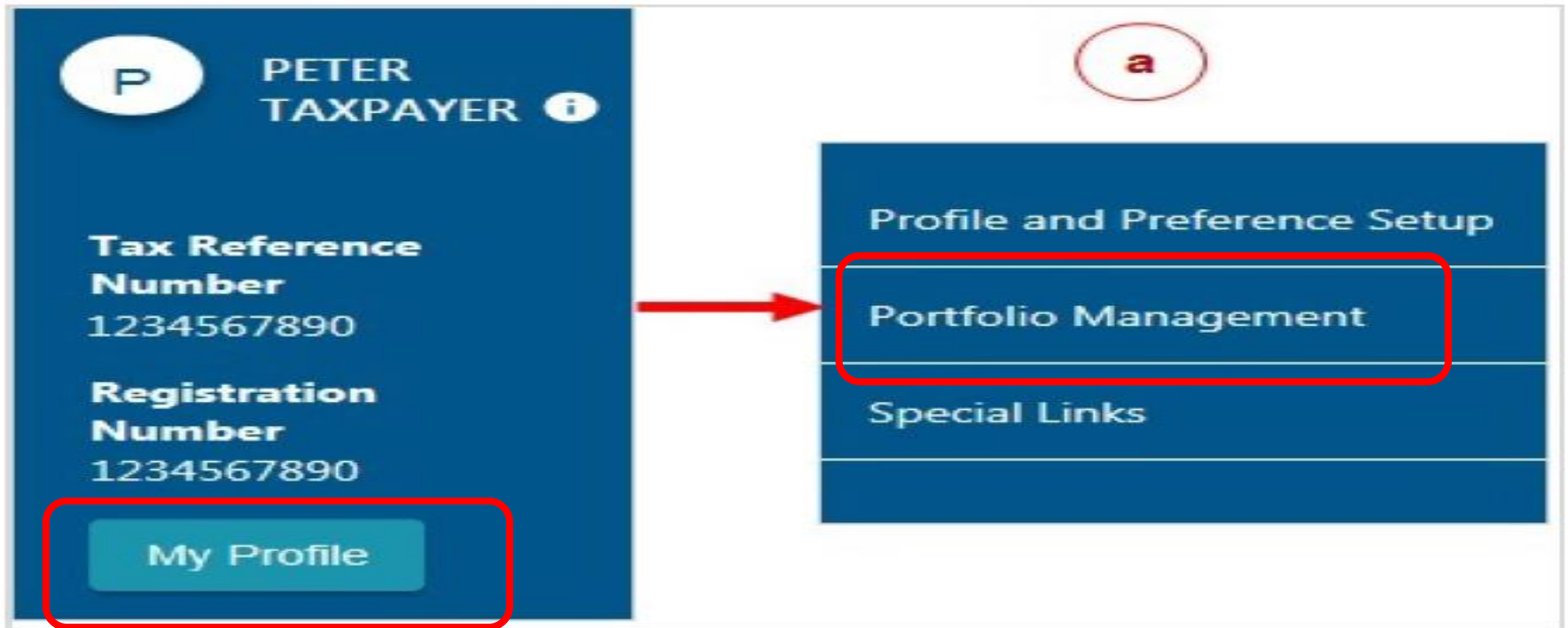
A requestor can only be allowed to invite a user if all of the following conditions apply:

- The user who has completed his/her eFiling registration.
- SARS can find a match for the user details entered (ID number /Passport number and Surname).
- The user registered for eFiling prior to 1 July 2019 and must have logged in to set up his/her profile on the new eFiling website.
- The user who does not exists on the portfolio he/she is being invited to.

Invite User

In order to Invite a new user to a **portfolio** select the **correct portfolio**.

- Click on “**My Profile**” on the left screen.
- Then select “**Portfolio Management**”



Invite User

Chose the portfolio by clicking on “Go to Portfolio”

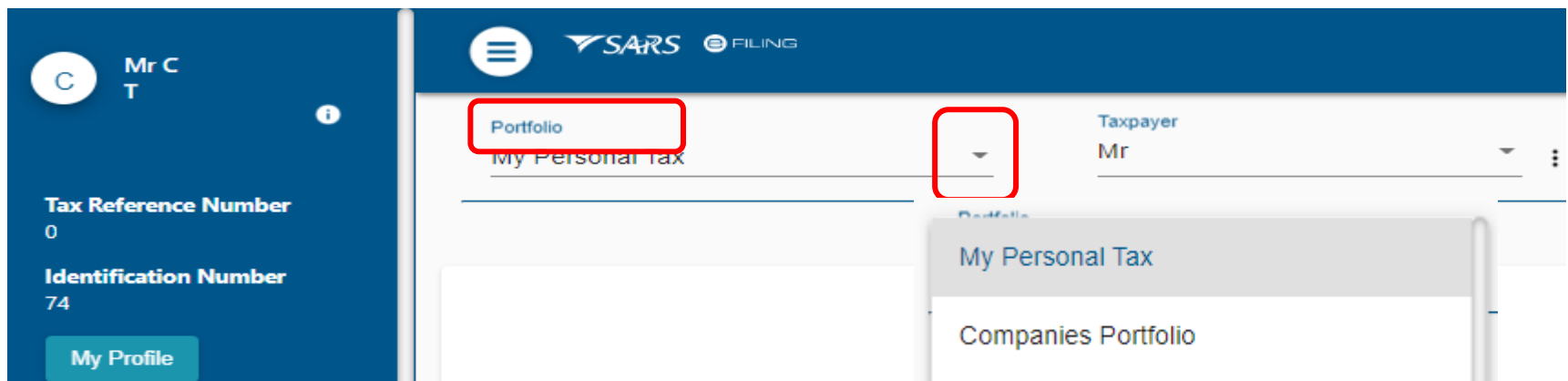
Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	Easy File Login
My Personal Tax	1	1	Individual	Default	Go to Portfolio
My Companies	1	1	Organisation		Go to Portfolio

OR



Invite User

Click on **“User”** from the top menu, then click on **“User”** on the left menu.

The screenshot displays the SARS eFiling user interface. The top navigation bar is dark blue with white text for 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', and 'Contact'. The 'User' menu item is highlighted with a red rectangle. The left sidebar is also dark blue and contains a user profile section with a circular icon containing the letter 'P' and the name 'Mrs'. Below this, it shows the 'Tax Reference Number' as '3' and the 'Identification Number' as '8. 5'. A 'My Profile' button is present. The 'User' link in the sidebar is highlighted with a red rectangle. The main content area has a light gray background. At the top, it shows 'Portfolio' with a dropdown menu set to 'Main Portfolio', 'Tax User' with a dropdown menu, and an 'Organisation' dropdown. A 'HELP YOU FILE' icon is also visible. Below this, there are four icons: a calculator, a document, a magnifying glass, and a document with a checkmark. The 'Taxpayers' section is visible, with a table header showing 'Name', 'Registration or ID number', and 'Tax Reference Number'. A search icon is located to the right of the table header.

Invite User

Select “Identification Type”, Enter “ID number”, Enter “Surname”, Click on “Invite”

The screenshot shows the SARS eFiling interface. On the left is a dark blue sidebar with a 'Taxpayer' header and a list of options: 'My Profile', 'User', 'Invite User', 'Change Details', 'Change Own Password', 'Change Website Profile', 'Delete User', 'My Administrators', 'Unlock Account / Reset Password', and 'Special Links'. The 'User' and 'Invite User' options are highlighted with red boxes. The top navigation bar includes 'SARS eFILING', 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', and 'Services'. The 'User' option is also highlighted with a red box. Below the navigation bar, the 'Portfolio' dropdown is set to 'My Company Portfolio' and is highlighted with a red box. The 'Tax User' dropdown is set to 'Taxpayer JT'. A red circle with the letter 'b' is next to the 'Organisation' label. The main content area is titled 'Invite a User' and contains a text description: 'Inviting a user means inviting a person that already has an eFiling profile. A notification will be sent to the user being invited via SMS or email, with instructions on how to accept your invite.' Below this are several form fields: 'Identification Type' (set to 'Passport'), 'Passport Number', 'Reference Number', 'Tax Reference Number', 'Surname', and 'Portfolio Name'. The 'Portfolio Name' field is highlighted with a red box and contains the text 'My Company Portfolio'. Below the 'Portfolio Name' field is an 'Invite' button, which is also highlighted with a red box. A note below the 'Portfolio Name' field states: 'The request name filled in will be shown to the requested user. This name will default to their portfolio name upon acceptance of this invitation.'

Invite User

Give the new user “**Access Rights**” on the next screen by selecting the group you want the user to have access to and by selecting the role of the user.

USER RIGHTS



For more information on groups and roles, please click [here](#).

USER GROUPS

Select User Groups

☒ System Default

r, the user will have limited access once logged into

Continue

Back

Invite User

Then select the role of the user under
“User Roles”

USER ROLES

- ☒ **Manage Transfer Duty Financial Account**
This role allows users to maintain all financial detail against the Transfer Duty account
- ☒ **SARS Registration**
Can register taxpayers with SARS to get tax reference numbers
- ☐ **RLA - View Customs Product information**
RLA â€” View Customs Product information
- ☐ **RLA - View Client Type**
RLA - View Client Type
- ☒ **RLA - Manage Customs Product information**
RLA â€” Manage Customs Product information
- ☐ **RLA - Manage Client Type**
With this profile, users can only view and change information relating to their specific client type(s)
- ☒ **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 groups and assign users and payers to groups
- ☒ **Manage Excise Financial Account**
This role allows users to maintain all financial detail against an Excise Account
- ☒ **Manage Deferment Account**
- ☒ **ISV Activation**
This role allows users access to the ISV activation screen
- ☒ **Directives**
- ☒ **Perform Bulk and Additional Payments**
This role allows a user without full admin rights to perform bulk and additional payments.

Note: If no groups or roles are assigned to a user, the user will have limited access once logged into eFiling.

Continue

Back

Accepting the Invitation

The status will show “**Awaiting Confirmation**”.

Invitation can be “**cancelled**” by clicking “**Cancel Invitation**” and the user can send a reminder by clicking the “**Send Reminder**”

The screenshot displays the SARS Filing portal interface. On the left is a dark blue sidebar with a 'Taxpayer' profile (J) and a list of options: 'Tax Reference Number', 'Identification Number', 'My Profile', 'User', 'Invite User', 'Change Details' (highlighted with a red box), 'Change Own Password', 'Change Website Profile', 'Delete User', and 'My Administrators'. The main content area has a top navigation bar with 'SARS FILING', 'Home', 'User', and 'Organisations'. Below this, there are dropdown menus for 'Portfolio' (My Company Portfolio) and 'Tax User' ((Awaiting Confirmation)), followed by a menu icon and 'Organisation'. A red circle with a 'd' is next to 'Organisation'. The main heading is 'Change Details'. Below it, there are input fields for 'Identification Type' (South African ID), 'ID Number', 'Surname', and 'Portfolio Name'. A note states: 'The request name filled in will be shown to the requested user. This name will default to their portfolio name upon acceptance of this invitation.' Below this note is a text input field containing 'My Company Portfolio'. At the bottom, three buttons are highlighted with a red box: 'Send Reminder', 'Cancel Invitation', and 'Update User Rights'.

Accepting the Invitation

SMS and an email notification will be sent to the person who has been invited to be a user on an organisation or tax practitioner's portfolio.

Log on to your eFiling profile.

- Select **“My Profile”**
- Select **“Portfolio Management”**
- The User Invitation will display. Click on **“Accept”**.

The screenshot displays the SARS eFiling 'Portfolio Management' interface. On the left, a blue sidebar contains navigation links: 'My Profile' and 'Portfolio Management' are highlighted with red boxes. The main content area is titled 'Portfolio Management' and includes an 'Add Portfolio' button. Below this is a table of 'Linked Portfolio(s)' with columns for Portfolio Name, Tax User Count, Taxpayer Count, Portfolio Type, and Default. A single portfolio is listed: 'J5day7079 - Mr.' with a Tax User Count of 1, Taxpayer Count of 1, and Portfolio Type of 'Individual'. The 'Default' status is 'Default'. To the right of the table is a 'Go to Portfolio' button. Below the table, a 'User Invitation(s)' section states: 'Your invitation will expire automatically if not accepted within 5 working days.' It lists the 'Portfolio Name' as 'My Company Portfolio'. An 'Accept' button is highlighted with a red box in the bottom right corner of the invitation section.

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default
J5day7079 - Mr.	1	1	Individual	Default

User Invitation(s) Your invitation will expire automatically if not accepted within 5 working days.

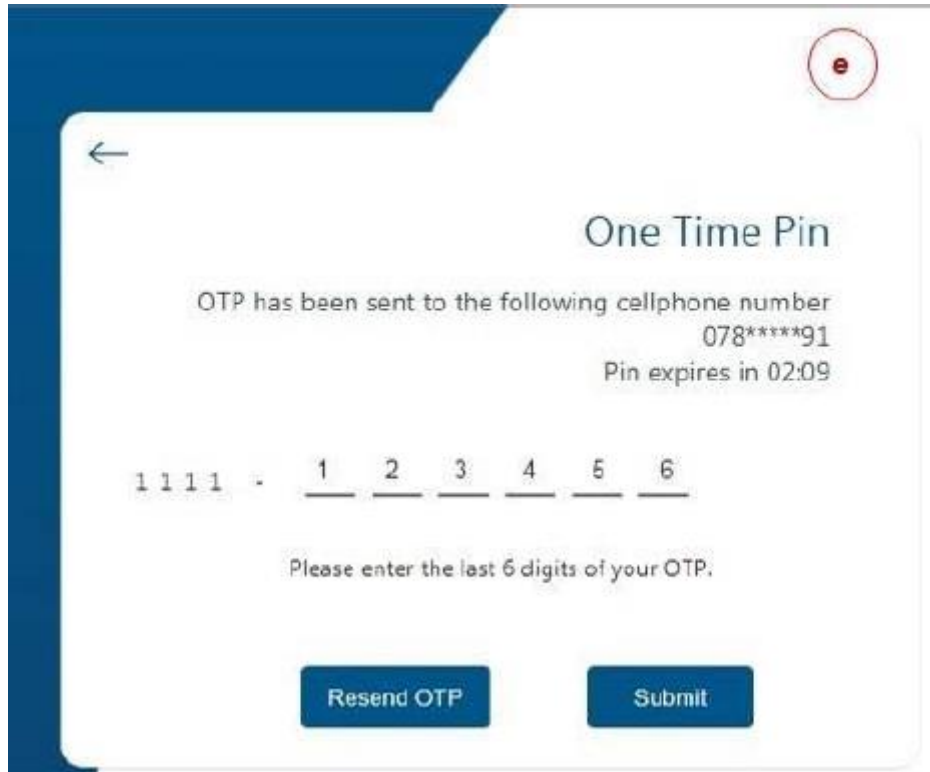
Portfolio Name: My Company Portfolio

Accept

Accepting the Invitation

Accepting the Invitation

The new user will be sent an **OTP** (One Time Pin) via the preferred means of contact (cell phone or email)



The screenshot shows a mobile application interface for verifying a One Time Pin (OTP). At the top right, there is a red circular icon with a white 'e' inside. Below this, a back arrow is visible on the left. The title 'One Time Pin' is centered. The text 'OTP has been sent to the following cellphone number' is followed by '078****91' and 'Pin expires in 02:09'. Below this, there are six input fields for the OTP digits, with the first four containing '1', '1', '1', and '1'. Below the input fields, the text 'Please enter the last 6 digits of your OTP.' is displayed. At the bottom, there are two buttons: 'Resend OTP' and 'Submit'.

Accepting the Invitation

Accepting the Invitation

The message will come up confirming that the Portfolio has been linked. The linked portfolio will move to “**Linked Portfolio**”

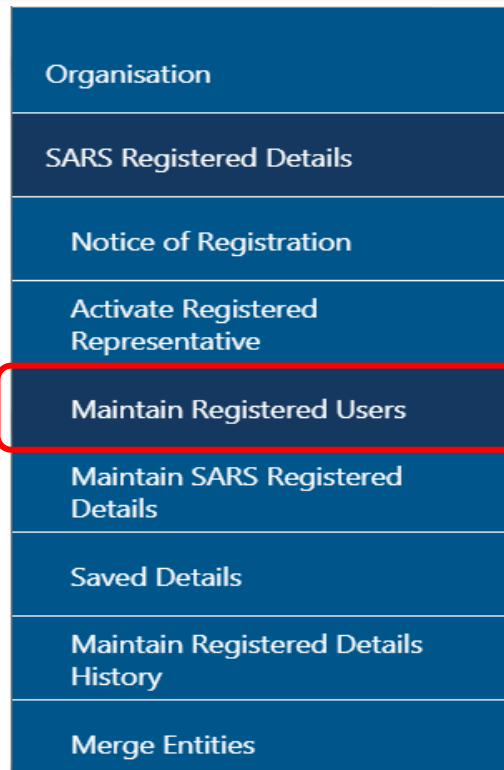
The screenshot displays the 'Portfolio Management' interface. A modal message box is open, stating 'Portfolio My Company Portfolio linked.' with an 'OK' button. A red arrow points from the 'OK' button to the 'My Company Portfolio' row in the 'Linked Portfolio(s)' table. The table has columns: Portfolio Name, Tax User Count, Taxpayer Count, Portfolio Type, and Default. It lists two portfolios: 'Mr DAY' (Individual, Default) and 'My Company Portfolio' (Organisation). Both rows have a 'Go to Portfolio' button. An 'Add Portfolio' button is located in the top right corner of the interface.

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
Mr DAY	1	1	Individual	Default	Go to Portfolio
My Company Portfolio	5	1	Organisation		Go to Portfolio

Delegate Rights

eFiling for Organisation

An appointed registered representative for an entity; has the ability to delegate this function to additional eFiling administrators/users by clicking “**SARS Registered Details**” and then “**Maintain Registered Users**”



Delegate Rights

eFiling for Organisation

An appointed registered representative will tick under “**Registered User Maintenance Role**” and click “**Apply and Save**” at the bottom.

Legal Entity Details
TaxPayer Type: Company
Trading Name: ENTERPRISE
Registration Number:

eFiling Registered User Details
Registered User Name: Mrs
Identity/Passport Number:
Telephone Number:
Registered User Status on eFiling: Active

Deactivate Registered User

eFiling Users

To locate a user who may not appear in the list below, please capture the user's login name and then click on the search button.

User Login Name: User ID / Passport Number:
User Surname:

Search

User Name	ID Number	Login Name	Registered User Maintenance Role
(Mr)			<input checked="" type="checkbox"/>

Apply and SaveCheck AllUncheck AllRefresh User List

SARS ONLINE QUERY SYSTEM

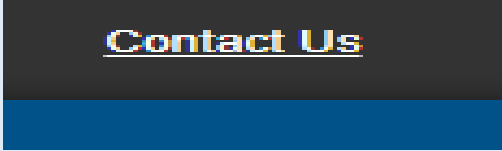


Introduction

- The **SOQS** is an easy-to-use online platform that is accessible via the SARS Website (www.sars.gov.za).
- The **SOQS** enables taxpayers who wish to raise queries with SARS without the need to go to a SARS branch.
- To initiate a query, taxpayers simply need to complete the online form by selecting a Query Type; complete a set of required information fields; attach supporting documentation where necessary and submit the data to SARS for processing and review.

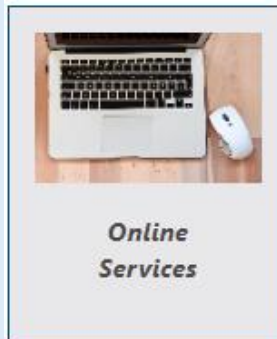
Accessing SOQS

To access the SOQS taxpayers can visit the SARS website www.sars.gov.za then click on **“Contact Us”**, then select the applicable query under **“Send Us a Query”**.



Alternatively

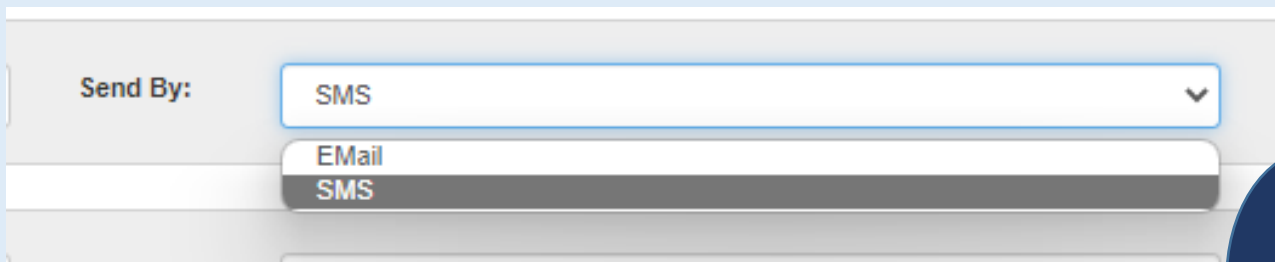
Access the SOQS on the SARS Home page (www.sars.gov.za) by clicking **“Online Services”**



SOQS Query Types

Request Your Tax Number:

- Taxpayers who are registered for Income Tax and do not know what their tax reference number is, can request it via the SOQS system using the "What's My Tax Number" query type.
- Supporting documents and tax reference details are not required for this query type.
- Select the channel to receive the tax number from the "Send By" dropdown list:

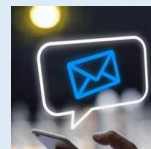


Send By: SMS

Email

SMS

Email – if the taxpayer wants to receive the tax reference number via email.



SMS – if the taxpayer wants to receive the tax reference number via SMS.



Contact details must be the same contact details on SARS Record.

SOQS Query Types

Submit Supporting Documents:

This query type can be accessed, when the taxpayer is requested to upload supporting documents.


This query type is available for all taxpayers including eFilers.

This service is available for the following tax products:

- ✓ Income Tax,
- ✓ PAYE,
- ✓ VAT, or
- ✓ Transfer Duty.

Supporting Documents Upload

In order to submit supporting documents to SARS, the taxpayer is required to upload them, along with a set of mandatory data, using the Supporting Document Upload Query Type.

 **Supporting Document Upload**
South African Revenue Service

Query Type: Supporting Document Upload ▼

Case No: *

Title: * Ms ▼

Initials: *

Name: *

Surname: *

Trading Name:

EMail: *

Mobile: *

Telephone:

Tax Type: Income Tax ▼

Tax No: *

ID Type: South African ID Number ▼

ID No: *

Notes:

Submit

Documents (0)

Reset

Supporting Documents Upload

Capture the case number relating to the supporting documents that must be attached. The system will match the case number, and one of the following outcomes is possible:

Scenario 1.

Where the captured case number cannot be matched to the supplied case number but there are other active case numbers.

The message “**Invalid Case Number.** The following case numbers are active for this tax reference number” will be displayed.

- A list of case numbers will be displayed.
- Review the list and enter the correct case number.

Supporting Documents Upload

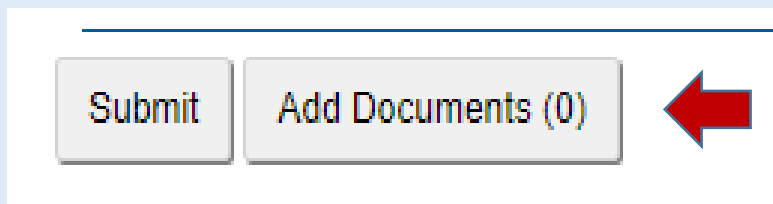
Scenario 2.

Where the captured case number cannot be matched, and no other active case numbers exist.

- The message “**Invalid Case Number**”. There are currently no active cases for this tax reference number” will be displayed.
- Review the letter received, requesting the supporting documents to be uploaded, to ensure that the correct case number is captured.
- Where the captured case number is invalid. The message “**The Case Number captured is invalid**” will be displayed.

Add notes in the “Notes” field to explain the reason for submitting the supporting documents.


- Click on “**Add Documents**” button to add the supporting documents.



Submit a Payment Allocation

This is for queries relating to SARS allocation of payments in respect of Income Tax, PAYE, and VAT.

- Capture the required mandatory information and you will thereafter be able to attach and submit supporting documents.
- Add notes in the “Notes” field to explain how the payments must be allocated. Make sure the notes are clear and understandable .

**Account Query**
South African Revenue Service

Query Type:	Account Query	Category:	Payment Allocation
-------------	---------------	-----------	--------------------

Title: *	Ms	Initials: *	
Name: *		Surname: *	
Trading Name:			
EMail: *			
Mobile: *		Telephone:	

Tax Type:	Income Tax	Tax No: *	
-----------	------------	-----------	--

Report a New Estates Case

Queries relating to reporting a taxpayer as an estate in respect of Income Tax, PAYE and VAT, can be submitted using query type Report New Estate Case.

- Capture the required mandatory information and you will be able to attach the supporting documents required for this query.
- Once the query is submitted, the system will determine if there is an existing estate coding case.
- If there is an existing case SARS will inform the taxpayer of the existing case and the supporting documents submitted will be attached to the existing case.
- If there is no case, a new estate coding case will be created, and the supporting documents submitted will be attached to the case.



Register a Representative

Queries relating to updating of registered representative of a taxpayer in respect of Income Tax, PAYE and VAT can be submitted using this query.

- The requestor captures the required mandatory information and attaches the supporting documents required for this query.
- Once the query is submitted a case will be created for a SARS official to resolve.

The screenshot displays the SARS 'Request to be Updated as the Registered Representative' form. The form is titled 'Request to be Updated as the Registered Representative' and features the SARS logo and 'South African Revenue Service' text. It is divided into several sections: 'Query Type' and 'Capacity' (both dropdown menus), 'Entity Details' (including Name, Type, Tax Type, Tax No., ID Type, and ID No.), 'Representative Contact Details' (including Title, Name, Surname, Initials, EMail, Mobile, and Telephone), and 'Representative Additional Details' (including Tax Type, Tax No., ID Type, and ID No.). At the bottom, there are 'Submit', 'Documents (0)', and 'Reset' buttons.

SARS
South African Revenue Service

Request to be Updated as the Registered Representative

Query Type: Request to be Updated as the Registered Representative Capacity: Treasurer

Entity Details:

Name: Type: Individual

Tax Type: Income Tax Tax No: *

ID Type: South African ID Number ID No: *

Representative Contact Details :

Title: * Ms Initials: *

Name: * Surname: *

EMail: *

Mobile: * Telephone: *

Representative Additional Details :

Tax Type: Income Tax Tax No: *

ID Type: South African ID Number ID No: *

Submit Documents (0) Reset

Tax Compliance Status Request

Taxpayers can use this query to request their TCS. Any of the following TCS types can be requested:

- Good standing
- Tender
- Foreign Investment Allowance (FIA)
- Emigration

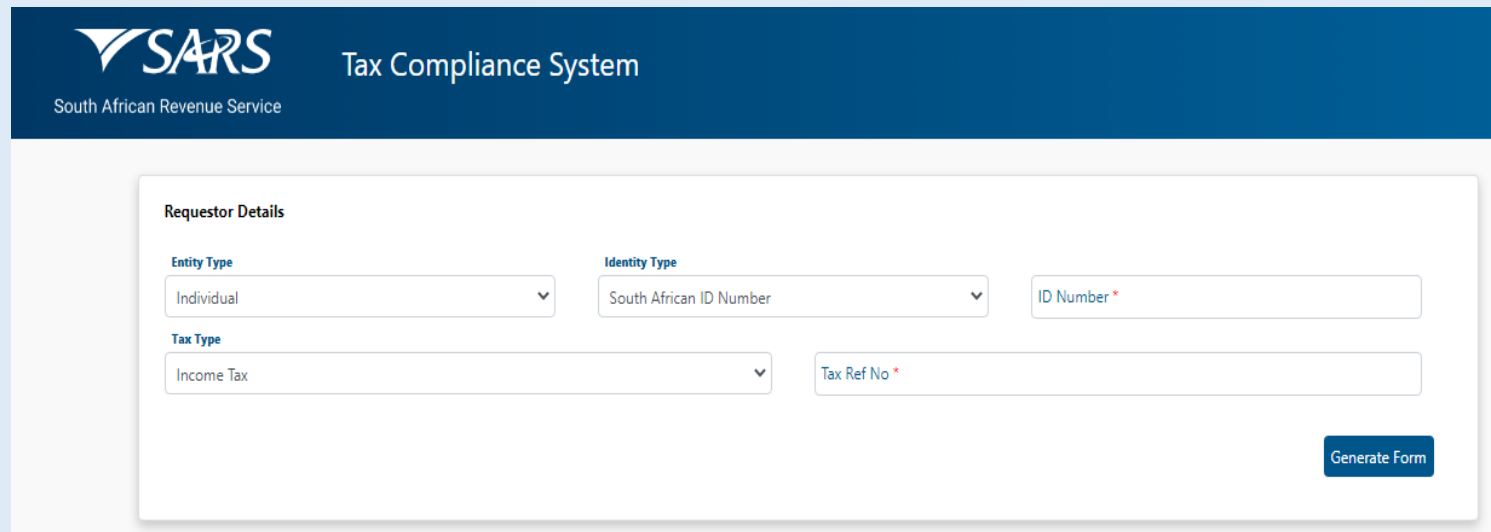
The taxpayer must capture all the mandatory fields to be able to submit the TCS request.

The screenshot shows the SARS Tax Compliance System interface. At the top is a dark blue header with the SARS logo and the text 'South African Revenue Service' and 'Tax Compliance System'. Below this is a white form titled 'Request Details'. The form contains several fields: 'TCS Type' (a dropdown menu with 'Good Standing' selected), 'Active Months' (a text input field with '12'), 'Entity Type' (a dropdown menu with 'Individual' selected), 'Identity Type' (a dropdown menu with 'South African ID Number' selected), 'Tax Type' (a dropdown menu with 'Income Tax' selected), 'ID Number' (a text input field with a red asterisk indicating it is mandatory), and 'Tax Ref No' (a text input field with a red asterisk indicating it is mandatory). At the bottom right of the form are two buttons: 'Generate Form' and 'Reset'.

Tax Compliance Status Verification

This query allows institutions permitted by the taxpayer to verify the taxpayer's TCS. For the third party to be able to verify, he/she must have the taxpayer's reference number and the TCS Pin.

- The third party must capture all the mandatory fields to be able to verify the TCS.




The screenshot displays the SARS Tax Compliance System interface. At the top, the SARS logo and 'South African Revenue Service' are on the left, and 'Tax Compliance System' is on the right. Below this is a 'Requestor Details' form. The form contains four dropdown menus: 'Entity Type' (set to 'Individual'), 'Identity Type' (set to 'South African ID Number'), 'Tax Type' (set to 'Income Tax'), and a 'Tax Ref No' field. A red asterisk indicates that the 'ID Number' and 'Tax Ref No' fields are mandatory. A 'Generate Form' button is located at the bottom right of the form.

Requestor Details	
Entity Type	Identity Type
Individual	South African ID Number
	ID Number *
Tax Type	Tax Ref No *
Income Tax	
<button>Generate Form</button>	

VAT Vendor Search

To verify if a VAT vendor is registered, this functionality can be used by clicking “ Search for a VAT Vendor”





VAT Vendor Search

VAT Vendor Search
To use the VAT Vendor Search facility you must have 128 bit encryption installed on your browser.

Terms and Conditions
The VAT Vendor Search is subject to the general Terms and Conditions of SARS e-Filing. Users must please note that the database is updated weekly. Consequently, where vendors are newly registered, the number being searched may not yet appear. To view the Terms and Conditions, click [HERE](#). SARS cannot be held responsible for any errors or omissions in the information provided. Please note that by continuing to the next screen and accessing the VAT vendor search, you indicate your awareness of and consent to the terms and conditions of the above statement.

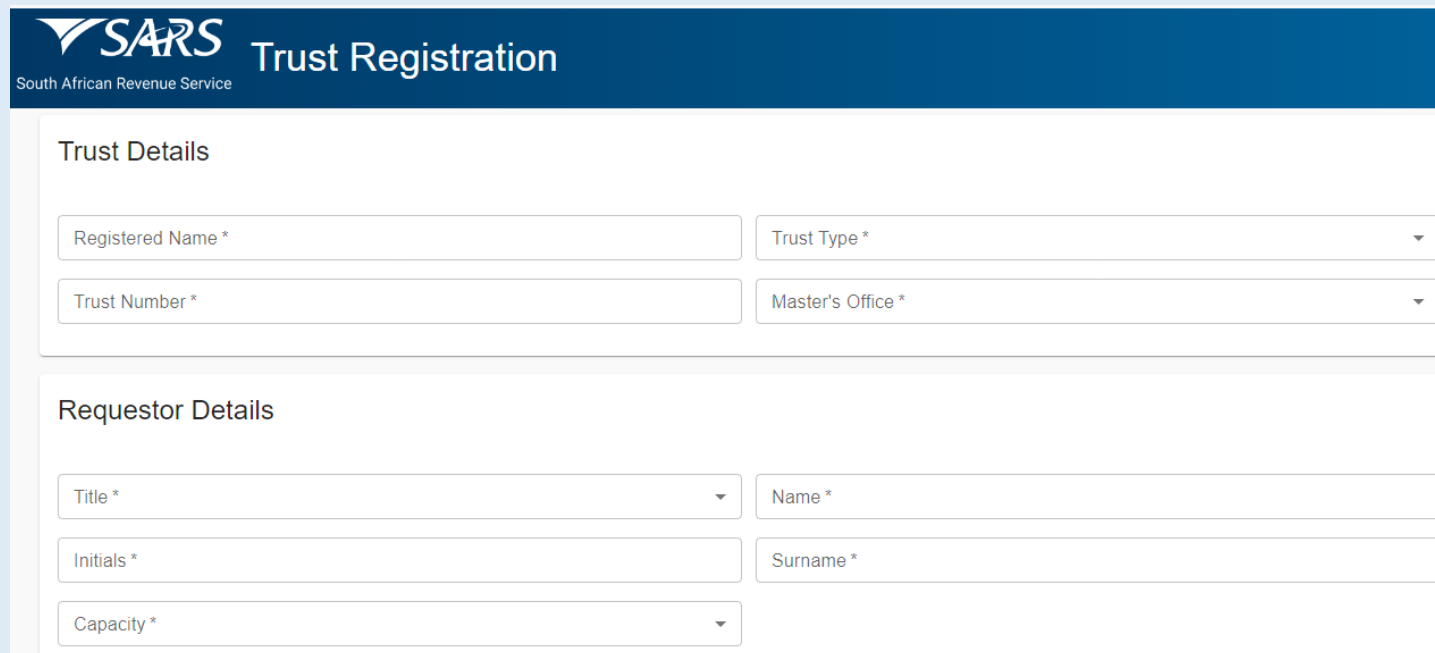
☒ I acknowledge and have read and agree to the terms and conditions

[Continue to VAT Vendor Search](#)

Trust Registration

This query will enable the Trust representative to apply for Income Tax registration via SOQS.

- The requestor captures the required mandatory information on the screen and uploads the supporting documents required for this query.
- Once the query is submitted a case will be created for a SARS official to resolve.



The screenshot displays the SARS Trust Registration form. At the top, the SARS logo and 'South African Revenue Service' are on the left, and 'Trust Registration' is on the right. The form is divided into two main sections: 'Trust Details' and 'Requestor Details'. The 'Trust Details' section contains four fields: 'Registered Name *' (text input), 'Trust Type *' (dropdown menu), 'Trust Number *' (text input), and 'Master's Office *' (dropdown menu). The 'Requestor Details' section contains five fields: 'Title *' (dropdown menu), 'Name *' (text input), 'Initials *' (text input), 'Surname *' (text input), and 'Capacity *' (dropdown menu).

Trust Details	
Registered Name *	Trust Type *
Trust Number *	Master's Office *

Requestor Details	
Title *	Name *
Initials *	Surname *
Capacity *	

SARS Notices

Taxpayers can use this query to request either a:

- I. **Notice of Assessment ITA34** or
- II. **Statement of Account (SOA)** for Income Tax.

The Notice of Assessment is printed per tax year and the SOA can be printed for a period of 6 months or for a date range period.

Capture all the mandatory fields on the screen to be able to submit the request.

The screenshot shows the SARS 'Request Assessments and Statements' web form. The header includes the SARS logo and the text 'South African Revenue Service' and 'Request Assessments and Statements'. The form is divided into three steps: 1. Enter your details, 2. OTP Verification, and 3. View Notice. Step 1 is the active step. It contains several input fields: Title *, Name *, Initials *, Surname *, ID Type * (with a dropdown menu showing 'South African ID Number'), ID Number *, Tax Type * (with a dropdown menu showing 'Income Tax'), and Income Tax Number *. There are three buttons for the type of statement: 'NOTICE OF ASSESSMENT' (highlighted in blue), 'STATEMENT OF ACCOUNT - 6 MONTHS', and 'STATEMENT OF ACCOUNT - DATE RANGE'. A 'Tax Year' field with a calendar icon is also present. At the bottom, there is a 'RESET' button and a 'VERIFY ME' button.

SARS South African Revenue Service

Request Assessments and Statements

1 Enter your details 2 OTP Verification 3 View Notice

Title * Name *

Initials * Surname *

ID Type * South African ID Number ID Number *

Tax Type * Income Tax Income Tax Number *

NOTICE OF ASSESSMENT STATEMENT OF ACCOUNT - 6 MONTHS STATEMENT OF ACCOUNT - DATE RANGE

RESET

Tax Year

VERIFY ME

Accessing the SMME Webpage


Go to the SARS Website

<https://www.sars.gov.za>

Click on “Small Businesses”

[Small Businesses](#)

Accessing the SMME Webpage on the SARS Website



South African Revenue Service

[Individuals](#)[Businesses and Employers](#)[Tax Practitioners](#)[Customs and Excise](#)

[Home](#) » [Businesses and Employers](#) » Small Businesses – Taxpayers

Small Businesses – Taxpayers

[Starting a business and tax](#) ▾[Corporate Income Tax](#)[Pay As You Earn](#)[Value-Added Tax](#)[Turnover Tax](#)[Small business relief](#) ▾[Register for VAT](#)[Cancellation of VAT registration \(Deregistration\)](#)[Employing staff](#)[Employment Tax Incentive \(ETI\)](#)[Small Businesses – Traders and Travellers](#)[Closing a Business or Company](#)[How do I learn about taxes?](#)

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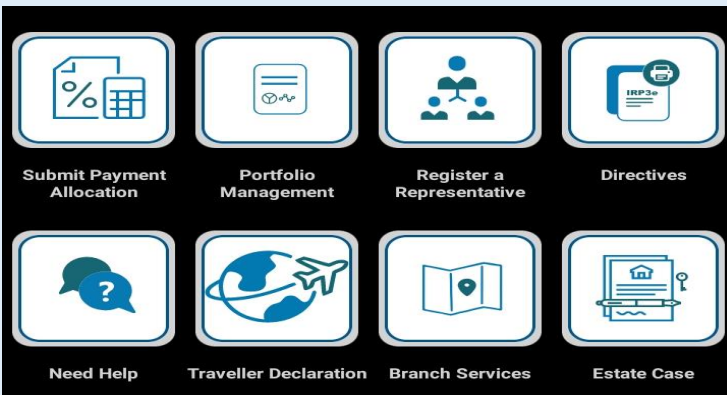
- [What's New?](#)
- [About Us](#)
- [Quick Tools](#)
- [Education](#)
- [Step-by-step videos](#)
- [Useful Links](#)
- [Small Business Tax Incentives & Rates](#)
- [Tax Compliance Status Request](#)

What's New?

- 9 January 2023 – SMME Newsletter

MobiApp Functionalities for SMMEs

Sole Proprietor Functionalities on MobiApp



- IT Statement of Account
- Submit Supporting Documents
- Maintain Registered Details
- Tax Compliance Status
- Submit a Payment Allocation
- Portfolio Management
- Contact Us
- Traveller Declaration

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▪ Visit us on our Social Media platforms and our SARS YouTube Channel

- LinkedIn



- Facebook



- Twitter (X)



SARS YouTube Channel



SARS TV

@sarstax 25.4K subscribers 112 videos

Our easy-to-follow SARS tutorial videos will guide you to complete and sub...

For more information, visit the:

- SARS website <https://www.sars.gov.za/businesses-and-employers/small-businesses-taxpayers/>



Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza