



GUIDE FOR THE SUBMISSION OF THIRD-PARTY DATA USING THE HTTPS CHANNEL



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1 SUMMARY

- a) The Secure Web: HTTPS third-party data platform is one of the digital platforms that enables taxpayers and entities to submit third-party data to SARS. The submission of third-party data files by third-party entities forms part of the SARS third-party data reporting process. SARS third-party data systems receive and process information as per appropriate legislation, the government gazette, and external BRS documents aligned to international best tax practices.
- b) This guide describes the process to submit third-party data files to SARS via the Secure Web: HTTPS channel. This includes the various steps required for submission such as the data preparation, enablement of eFiling users, submission of the data/file and finally the declaration of the data file submitted to SARS.

2 INTRODUCTION

- a) The HTTPS third-party data platform is one of the digital platforms that enables taxpayers and entities to submit 3rd party data to SARS. The use of this digital platform forms part of SARS modernisation process to simplify the tax process aligning them with best international practices. The 3rd party data digital channels are:
 - i) Direct Data Flow (by using the Connect: Direct technology)
 - ii) Direct Data Flow (by using the Secure Web: HTTPS)
 - iii) eFiling electronic capturing of limited volume submissions
- b) Direct Data Flow (Secure Web: HTTPS) is another channel which can be used to submit a maximum of 50k lines or 10MB volumes of data. This channel reduces the overall administrative burden of large volume data transfer, shorten data processing cycle times, and provide for faster feedback. Taxpayers who want to use the Direct Data Flow channel must have eFiling profiles to enrol for this channel and activate it on eFiling.
- c) Taxpayers choosing to use the Direct Data Flow channel (by using the Secure Web: HTTPS) should be in possession of a certificate to ensure secure file submission. Taxpayers will also be required to declare the accuracy of the data submitted to SARS by authorising the data submission.
- d) Taxpayers will only be able to submit the following listed data types.
 - i) IT3 (b), (c), (d), (e), (s) and (t),
 - ií) INS, MED,
 - iii) TRN (Tax Reference Number Request),
 - iv) Foreign Tax Information (FTI) and CRS.

3 THIRD-PARTY DATA FILE SUBMISSION PROCESS

a) Third-Party data submission process pertains to the following operational segments; registration, activation, enrolment, submission, and the declaration of submitted data. Registration, activation, and enrolment are vital for the use of eFiling, however once successfully completed, submission and declaration are the two operational segments that should be followed during the required periodic third-party data submissions.

Important to note:

To reset the password for Secure Web: https, kindly send your query to the following email address: bus_sys_cdsupport@sars.gov.za.



3.1 Secure Web: HTTPS third-party data file submission process

a) The third-party data submission process using the Secure Web: HTTPS channel pertains to the following phases, as described in the figure below.

Figure 1: Secure Web: HTTPS Channel Submission Steps



b) Enable eFiling users.

- i) Enrol the organisation and eFiling users for third-party data submission on SARS eFiling.
- ii) For more information on eFiling registration, activation, and enrolment, refer to the following guide.
 A) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide

c) Request SARS certificate

i) Request the SARS certificate on eFiling

d) Prepare third-party data file.

i) Prepare a data file as per specified BRS.

e) Submit prepared third-party data file.

i) Submit the prepared data file on SARS Production environment using the Secure Web: HTTPS platform.

f) Declare submitted third-party data file.

i) Declare your submitted third-party data file by submitting the specified declaration return via eFiling to SARS.

4 ENABLE EFILING THIRD-PARTY USERS

- a) To ensure that data is received and processed by SARS, third-party data submitting entities are required to validate the activation of the third-party data type on eFiling. Additionally, entities are to review the submitted data on the pre-populated return and once reviewed and in agreement with the summary data, they are to declare by submitting the return to SARS via eFiling.
- b) This section will describe the eFiling users that are required for the necessary administration and submission of third-party data to SARS.
- c) This section is also detailed on the following external guide:
 - i) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide



4.1 eFiling users required for the submission of third-party data

- a) Non-eFilers wishing to use the Secure Web: https channel should register for eFiling at <u>www.sars.gov.za</u> and follow the guidelines as provided on the page.
- b) To manage third-party data submission, the taxpayer must have the following three types of users allocated in the enrolment and submission of third-party data to SARS:
 - i) **Business Administrator** This user is the same as the current eFiling full administrator. The role of this user is to enrol the legal entity/organisation that will be submitting data to SARS and the Technical Administrator. The taxpayer is not required to allocate new eFiling administrators for the purposes of third-party data submissions if one already exists.
 - ii) **Technical Administrator** The role of this user is to request the security certificate and to enrol technical users. If the taxpayer decides to change the Technical Administrator, a new Technical Administrator must be added before the existing one can be removed. There must always be at least one Technical Administrator for each enrolled organisation.
 - iii) Technical User The role of this user is to submit the data files to SARS via the Direct Data Flow channel. An organisation can have multiple Technical Administrators and Technical Users to allocate work according to the organisation's requirements. The Technical User must be a different person from the Technical Administrator.

4.2 Third-Party data user roles on eFiling

- a) To access the third-party data platform on eFiling, proceed as follows:
 - i) Login on eFiling
 - ii) Once logged into eFiling, on your **Organisation's work page**, click on **Services** in the top menu bar.





- b) Under the Enrol 3rd Party Data option the following sub-menus are available:
 - i) Do note the menu options and which user role can access the service.



Enrol 3rd Party Data
Enrol Organisation
Enrol Technical Admin
Request Certificate
Enrol Technical User
Submission Dashboard
Secure File Submission

Sub-Menu	Accessed by role
Enrol Organisation	Business Administrator (eFiling Administrator)
Enrol Technical Admin	Business Administrator (eFiling Administrator)
Request Certificate	Technical Administrator
Enrol Technical User	Technical Administrator
Submission Dashboard	Technical Administrator/Technical User
Secure File Submission	Technical User

ii) Also note that the Technical User is responsible for submitting the third-party data file via the Connect: Direct channel to SARS.

5 VERIFICATIONS FOR A SUCCESSFUL THIRD-PARTY DATA SUBMISSION

- a) eFiling has prerequisites for a successful third-party data submission. This section details these and describes how the user can navigate on eFiling to make these verifications.
- b) Where the user has verified that these has not been done for their organisation, kindly refer to the following external guide:
 - i) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide
- c) However, where the user is continuously experiencing problems, kindly notify SARS via the following email address: Bus_Sys_CDSupport@sars.gov.za

5.1 The Business Administrator has been enrolled

- a) The Business Administrator is the Registered Representative of the organisation.
- b) To activate a Registered Representative, proceed as follows:
 - i) Select **Organisation** on the main menu.
 - ii) Select SARS Registered Details
 - iii) Select Activate Registered Representative
 - iv) The Activate Registered Representative page will be displayed.

	_ 📄 YSARS @rung			Home	User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact	Log Ou
rganisation	Portfolio		Taxpayer					0				
ulk Registration		-						(B)				
dmin Reports	Activate Registered Representat	tive										
ights Groups	Activate Registered Representative											
	Confirmation of Registered User											
ARS Registered Details	There are two ways to be activated as	a Registered User. Ti	his 'Activate Register	red Representativ	e' function							
Notice of Registration	is intended only for the activation of Re Practitioners.	egistered Represent	atives and is <u>not</u> inb	ended for use by	ax							
Registration Maintenance	A Registered Representative is a pers (e.g. Companies, Trusts, etc.). They are	on who is appointed vice offen Public Officer	ith full rights to act o s, Accounting Officer	on behalf of the Le is. Trustees or	gal Entity							
Activate Registered	Registered Representative.	veltare Organisations	etc. A Legal Entity	can only have or								
Representative	Are you a Registered Representativ	e acting on behalf of	an Individual?									
Maintain Registered Users	SARS only allows Registered Represe circumstances:	intative activations in	respect of Individual	s in the following								
Maintain SARS Registered Details	Executor acting on behalf of a d Parent acting on behalf of a min Anneinted Administrator action	leceased or insolvent	estate;	a mat-								
Saved Details	Appointed Administrator acting overseas)	on behalf of an individ	lual in extended abs	ence (e.g. Imprise	nment or							
Maintain Registered Details	Are you a Registered Tax Practition	<u>er?</u>										
History	You are a Registered Tax Practitioner	f you are a person with	o, for a fee, provider	s advice to any of	ter person							
Merge Entities	and you are registered with a Recogni Select the appropriate button below	sed Controlling Body to activate yourself	(RCB) as well as will as the associated	h SARS. Registered User.	- Claim,							
Entity Merge History	Activate Registered Representative	Activate Tax Pract	tioner									
Latters								CHAT			ASK A QU	ESTION?



- c) Click on Activate Registered Representative
 - i) The **Registered Representative** page will be displayed.
- d) Click on **Open** to view more details of the registered representative.
- e) Where the organisation has not activated the registered representative, kindly refer to the following guide.
 - i) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide

5.2 The organisation has been enrolled for the submission of third-party data via Secure Web: HTTPS

- a) To submit the data file, the third-party entity (organisation) should be enrolled to submit third-party data via the Secure Web: HTTPS.
- b) To validate whether this has been done, proceed as follows:
 - i) Select **Services**
 - ii) Select Enrol 3rd Party Data
 - iii) Select Enrol Organisation
- c) The following screen should be displayed.

Other Services		Home	User Organisati	ons Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio		Taxpayer			6				
ax Directives - prior 2017					: Organi	sation	ä'			
dditional Services										
ax Clearance Certificates	Enrol Organisation for 3rd Party Da	ta Submissi	on							
nrol 3rd Party Data	Organisation Name:		The organisation re	flected on the left i	s the organisatio	n that				
Enrol Organisation	Trading As: Physical Address:		you have selected	o enror for the sub	mission of 3rd Pr	arty Clata				
Enrol Technical Admin										
Request Certificate										
Enrol Technical User	Total Number of Tech Admins's: 1 Total Number of Tech users's: 1									
Submission Dashboard	Reference Number:									
Secure File Submission	Channels enroling for: S Cons Secur	e Web (https)	Legal entity enrolled Legal entity enrolled							
ly TP Configuration									-	
omolainte									ASK A QU	ESTION?

- d) Note that the enrolled channel will be checked. Additionally, where the organization has been successfully enrolled, the status will read as Legal Entity Enrolled.
- e) Where the status reads as Legal Enrolment Requested. This implies that SARS is still validating the enrolment.

Do note that the organisation can only enrol a Technical Administrator if their status reads Legal Entity Enrolled.



- f) Where the organisation has not been enrolled successfully (Secure Web: HTTPS channel is not checked on the Enrol Organisation for 3rd Party Data Submission page), enrol the organisation as per external guide:
 - i) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide

5.3 The Technical Administrator has been enrolled

- a) The Business Administrator is responsible for enrolling the Technical Administrator.
- b) To validate whether the Technical Administrators have been enrolled successfully, proceed as follows:
 - i) Select **Service** from the top menu option.
 - ii) Select Enrol 3rd Party Data, from the left menu option.
 - iii) Select Enrol Technical Admin
- c) The screen below will be displayed. The Enrol Technical Administrator for 3rd Party Data Submission page will display all the Technical Administrators. Additionally, the associated status of the Technical Administrators regarding their enrolment and activation will be displayed.
 - i) Take note of the status of the applicable Technical Administrator. The status should read as "Link Enrolled".

rganisation Na	me:			
Registration Nur Tax Reference:	mber:			
AME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
NAME	D NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS Link Enrolled	Open
NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS Link Enrolled	Open

- d) Where the Technical Administrator has not been enrolled or does not appear on the page, refer to the following guide to invite and enrol the Technical Administrator.
 - i) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide

5.4 The tax type for submission has been activated

- a) The Business Administrator is responsible for activating the tax type for submission.
- b) To validate whether the tax type has been activated, proceed as follows:
 - i) Login to your profile
 - ii) On the left menu
 - A) Select Organisation
 - B) Select Tax Types
 - C) Select Manage Tax Type



My Profile	SARS @FLING		Home User	Organisations Returns	Customs Duties & Lev	ies Services	Tax Status	Contact	Log Ou
	Portfolio	Toxpayer		* Organis	tion				
Organisation					Contra -				
Register New	Tax Type Request Summa								
Change Details		12.1							
Tax Types	The following action has been taken again	inst these tax products							
Manage Tax Types	Tax Type Description	Refere	nce Number		Action				
View Request History					Activated				
Legacy: Activation Requests					Activated				
Legacy: Transfer Requests	Medical Scheme Contribution				Activated				
Legacy: Pending Registration	Insurance Payment				Activated				
Banking Details	Foreign Tax Information (FTI)				Activated				
ISV Activation	14								
Summary					Cont	inue			
VAT Vendor Search									
Delete Taxpayer							2	ASK A QUE	STION?

- c) Do note that the screen will display all the activated tax types. Where the desired tax type under for submission is not displayed or under **Action** is not Activated, proceed to activate the tax type, by referring the following external guide:
 - i) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide

5.5 The Technical User has been enrolled

- a) The Technical Administrator is responsible for enrolling the Technical User
- b) To view enrolled Technical Users, proceed as follows:
 - i) Select **Service**, from the main menu.
 - ii) Select Enrol 3rd Party Data, from the left menu option.
 - iii) Select Enrol Technical User
- c) The Enroll Technical User screen will be displayed

Tax Directives	TSARS @	FILING Home	User	Organisations Retu	ims Custo	ms Duties&Le	vies Services	Tax Status	Contact	Log Out
Tax Directives - prior 2017	Portfolio		Taxpayer		* : Or	ganisation				
Additional Services						gumauton	offili			
Tax Clearance Certificates										
Enrol 3rd Party Data	Enroll Technical User fo	or 3rd Party Data Submi	ission							
Enrol Organisation	Organisation Name:									
Enrol Technical Admin	Registration Number: Tax Reference:									
Request Certificate										
Enrol Technical User	NAME	D NUMBER/PASSPORT NUM	IBER	ENROLLMEN	IT DATE	STATUS Role Enrolled	Open			
Submission Dashboard										
Secure File Submission										
My TP Configuration										
Complaints									ASK A OU	STION?

- d) All the Technical Users with the associated status with regard to their enrolment and activation will be displayed on the screen.
 - i) On the **STATUS** column, the status **Role Enrolled** should be displayed. Where the status is displaying **Role Enrolment Requested**, this suggests that SARS is processing the enrolment.



- e) To view the details of a Technical User,
 - i) Click **Open** next to the relevant user.
- d) Where the Technical User does not appear, or has not been enrolled, proceed to enrol him/her referring to the following guide:
 - i) GEN-ENR-01-10 Manage Submission of Third-Party Data External Guide

6 REQUEST A SARS SECURITY CERTIFICATE

a) It is important to note that before a successful submission, third-party data entities should request a security certificate from SARS. The security certificate is only valid for 12 months from the date it was issued.

6.1 How to request a SARS security certificate

- a) The Technical Administrator requests SARS security on behalf of the entity. Additionally, the Technical Administrator should have been enrolled successfully to request the security certificate from SARS. This security certificate is required for the submission of data via the Connect: Direct channel.
- b) To request the security certificate from SARS, the Technical Administrator should proceed as follows:
 - i) Login to eFiling
 - ii) Select Services on the main menu.
 - iii) On the left menu option
 - A) Select Enrol 3rd Party Data
 - B) Select Request Certificate,
- c) The **Request Certificate** screen will list all certificates that were issued for that taxpayer. Initially this list will be empty. Click **Request New Certificate** to start a new certificate request process.

Other Services		Home	User Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio	-	Taxpayer	÷	: Organis	ation	2			
ax Directives - prior 2017										_
Additional Services										
ax Clearance Certificates	Request Certificate for 3rd Part	y Data Subm	ission							
nrol 3rd Party Data	ORGANISATION DETAILS									
Enrol Organisation	Organisation Name: Registration Number:									
Enrol Technical Admin	Tax Reference:									
Request Certificate	Node Name IP Ad	dress	Request Date		Status	Expiry	ate			
Enrol Technical User	No Records availiable for your selection	1	request bute		Juitas	Copie y c				
Submission Dashboard	Request New Certificate									
Secure File Submission										
Ay TP Configuration									D ASK A QU	ESTION?

d) You will be requested to accept the Terms and Conditions (T&C) that govern the use of this service by ticking the box next to I have read and accept the above conditions. Once the terms and conditions have been accepted, click **Continue and Request**. Please note that unless the terms and conditions are accepted, you will not be able to proceed to the next step.



Other Services	€ ¥SARS @Filing	Home User Organisations Returns Customs Duties & Levies Services Ta:	x Status Contact Log Ou
Tax Directives	Portfolio	Taxpayer	
Tax Directives - prior 2017			
Additional Services			
Tax Clearance Certificates	Request Certificate for 3rd Parts	1	
Enrol 3rd Party Data	Corgonisation Norman Dama kestara Marina are		
Enrol Organisation	Tax Reference;	PLEASE READ THESE SUBSCRIPTION TERNS CAREFULLY BEFORE INSTALLING, UTGRAZING OR USING THE DATA ENTITY CERTIFICATE TROM THE SOUTH ATRICAN REVENUE SERVICE ("SARS").INSTALLATION AND	
Enrol Technical Admin	Noda Martin (17.8.)	JSE OF SUCH DATA ENTITY CERTIFICATE BY THE USER IMPLIES ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN.	
Request Certificate	Research and April an	I. PREAMBLE	
Enrol Technical User		1.1 SARS has set up the e-Flina System for revenue collection and/or payment purposes and SARS ensures security of its systems including the information transmission channels utilised by toppoyers for tox purposes. In order to aphieve security for the aforementioned	
Submission Dashboard		channels, SARS has sourced the Data Entity Certificate which the Subscriber is required to have in order to access and use the e-Filing System.	
Secure File Submission		1.2 Although SARS provide: the Data Entity Certificate to the Subscriber, the Subscriber acknowledges and agrees that the Date Entity Certificate is not a product or service rendered by SARS, but that it is a product or service of LAW trust. By downloading and/or installing the Date Drift Certificate the Authorised RecreaseInstity.	
My TP Configuration		1.2.1 warrants that he/ge has been mandated to submit the Certificate Application	ASK A QUESTION?





her Services		Home User	organisacions' Returns	Customs Duties & Levie	s services Tax Sta	Lus Contact Log Ou
Directives	Portfolio	Taxpayer	· · Organica	tion		
Directives - prior 7		en envenen en el ser el ser en el ser el	: Organisa	aon the second		
itional Services						
Clearance ificates	Request Certificate for 3rd Party Data Submission					
ol 3rd Party Data	Organisation Name:					
rol Organisation	Registration Number: Tax Reference:					
irol Technical Imin	Diana andros da fallován dahil at the Channel dahili	to expective to CADC				
quest Certificate	Channel: Secure Web (https/Connect Direct)	be connecting to SARS				
rol Technical User	To generate your certificate, please enter the Interface Name	and select Manually below.				
bmission Ishboard	Manually - Once you have completed the Interface Name Continue	and clicked the Manually radio buttor	n, please click continue.			
cure File bmission						
TP Configuration			ß			
plaints				THE CHAT		

e) Capture the Interface Name

i) Do note the Interface Name for future reference.

f) Select Manually

g) Click on **Continue**

h) The following screen will be displayed.

Other Services	E YSARS @FILING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact	Log Out
Tax Directives	Portfolio Tappayer	
Tax Directives - prior 2017	: Organization	-
Additional Services		
Tax Clearance Certificates	Request Certificate for 3rd Party Data Submission ORGANISATION DETAILS	
Enrol 3rd Party Data	Organisation Name:	
Enrol Organisation	Registration Number: Tax Reference:	
Enrol Technical Admin		
Request Certificate	Please capture the following detail of the Channel that will be connecting to SARS Channel: Secure Web (https://connect.Direct)	
Enrol Technical User	Interface Name: GGN2024 Instruction: Please note that you will receive two emails in your inbox. Follow the link to download the certificate and manually install it on	
Submission Dashboard	the appropriate server. The emails will include: 1 Reference Code	
Secure File Submission	2. Authorization Code and Registration Link	
My TP Configuration	SARSINCOME_TAX_GGN2024 Request Certificate	
Complaints	. 🔂 LIVE CHAT 💭 ASK A Q	UESTION?

- i) Do note the **message** displayed on the page.
 - i) The user will receive two emails from SARS. The emails will contain the following:
 Reference Code



- Authorization Code and Registration Link
- j) Click on **Request Certificate**
- k) The following pop-up screen will be displayed.



- I) Take note of the message and click on **Ok**.
- m) Do note that if there is an error in your request, the following message will be displayed.

There has been an error. Please try again or contact us if the problem persists

- n) To resolve, please try again.
- o) Where the certificate was issued successfully, the following screen will be displayed.

GANISATION DE	TAILS		
Organisation Nam	ie:		
Registration Num	ber:		
x Reference:			
ease capture th hannel:	stollowing detail of the Channel that will be c Secure Web (https/Connect: Direct)	onnecting to SARS	
nterface Name:	GGN2024		
our certificate ha	s been successfully issued		
status:	Certificate Issued		
Revoke Initiation	Renew Certificate		

- p) Note the two buttons:
 - i) **Revoke Certificate** You have the option to revoke a security certificate. If Revoke Initiation button is clicked, a pop-up message will be displayed informing you to contact the Third-Party Data Support team. There will also be a hyperlink to kick off the email sending (Bus_Sys_CDSupport@sars.gov.za) process on the pop-up.





- ii) **Renew Certificate** Security certificates are only valid for 12 months from date of issue. The **Renew Certificate** button will only be available 30 days prior to the expiry date.
- q) Proceed to your email to access the Authorisation code and Registration link.
- r) The emails sent through by SARS will be displayed as follows:



i) Do note the Authorisation Code and the Certificate Link on the email.



ii) Do note the **Reference Code** on the email.



- s) Proceed to retrieve the certificate as follows:
 - i) Click on Link to retrieve Certificate from the email sent by SARS.



ii) The SARS Third Party Data page will be displayed.

	y		
Welcome to SARS Certificate Portal			
Generate My Digital ID			
	- i - id-ation	information. If you have received activation ondes from your	
A digital ID (also known as an electron administrator you can generate your o	digital ID by using the activation codes received	d from your registration request.	

iii) Click on Next

SARS Third Party		
Generate Digital ID		
Generate Entrust PKCS12 Security	Store	
Reference Number and Authorization	Code are required	
* Reference Number		
* Authorization Code		
Generate PKCS12 Cancel		



iv) Complete the Reference Number and Authorization Code sent through via email.

Δ`	١	Click	on	Generate	PKC12
A)	CIICK	υn	Generale	FNGIZ

SARS Third Party PreProd	
Generate Entrust PKCS12 Security Store	
Reference Number and Authorization Code are required	
04218160	
OCE6-DUZJ-FEAD	
Generate PKCS12 Cancel	

v) Once completed the following screen will be displayed.

rod	
ity Store	
required	
0	
0	
Da	
	rod ty Store required ©

A) B)

Complete the Password as requested. Once completed, click on **Generate PKC12**



vi) The following screen will be displayed.

SARS	Downloads 🗈 Q 🔊
SARS Third Party Generate Digital ID	
Generate Entrust PKCS12 Security Store	
• Your PKCS12 file will be downloaded shortly.	Seemore
Home	
Manage My Account	
	Powered By

vii) Download the file according to your PC settings.

SARS	
SARS Third Party Generate Digital ID	(
Generate Entrust PKCS12 Security Store	
• Your PKCS12 file will be downloaded shortly.	
Home	
Manage My Account	₽ •
Intrust Corporation. All rights reserved.	ALTRON

b) On eFiling the status will display as **Certificate Issued.**



	- Nequest Gertinica	ate for and Par	ty Data Subinis	sion			
ax Directives	ORGANISATION DE	TAILS					
ix Directives - prior 217	Organisation Nam Registration Num	ne: Iber:					
dditional Services	Tax Reference:						
x Clearance. ertificates	Node Name	IP Address	Request Date	Status	Expiry Date		
and Sed Party Data	GGN2024	0		Certificate Request Error clease to again	9	2010	
are and rand base	GGN2024	0	2023/12/02	Certificate Issued	9	2020	
Enrol Organisation							
Enrol Technical Admin							
Request Certificate							
Enrol Technical User							
Submission Dashboard	Request New Certific	cate					
Secure File Submission		G					
ty TP Configuration	_						

6.1.1 How to import a SARS security certificate

a) To access Internet Options, on the Windows Search bar, type Internet options and the screen below will be displayed.

nternet Options
General Security Privacy Content Connections Programs Advanced
Home page To create home page tabs, type each address on its own line. http://sarsportal/
Use <u>current</u> Use <u>default</u> Use <u>blank</u> Browsing history
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete browsing history on exit
<u>D</u> elete <u>S</u> ettings
Change search defaults. Settings
Tabs Change how webpages are displayed in Settings tabs.
Appearance Colors Languages Fonts Accessibility
OK Cancel Apply

i) Click on **Content**



internet Options
General Security Privacy Content Connections Programs Advanced
Content Advisor
viewed on this computer.
Provide the second seco
Certificates
Use certificates for encrypted connections and identification.
Clear <u>SSL</u> state <u>C</u> ertificates Pu <u>b</u> lishers
AutoComplete AutoComplete stores previous entries Settings
for you.
Feeds and Web Slices
Feeds and Web Slices provide updated <u>Settings</u> content from websites that can be read in Internet Explorer and other programs.
OK Cancel Apply

ii) Click **Certificates**

sonal Other Peop	le Intermediate Certification	n Authorities Tru	sted Root Certification
ssued To	Issued By	Expiratio	Friendly Name
SARS 199900464	43 LAWtrust2048 CA	2014/02/18	SARS 19990046
SARS 20060000	78 LAWtrust2048 CA	2014/03/18	SARS 20060000
SARS 201002508	33 LAWtrust2048 CA	2014/04/11	CADC 201002E0
*		20140411	SAKS 20100230
1port	ort		Advance
1port Exp tificate intended pu	ort <u>R</u> emove		Advance
iport <u>Exp</u> tificate intended pu	ort Irposes		<u>A</u> dvance



b) Select the Certificate and click Import

<image/> <image/> <image/> <image/> <text><text><text></text></text></text>	Certificate Import Wizard	
< <u>B</u> ack Cancel		Welcome to the Certificate Import Wizard This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store. A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept. To continue, dick Next.
		< Back Next > Cancel

i) Click Next.

c) Click Browse and search for the path where the certificate is saved.

ertifi	cate Import Wizard
File	e to Import
	Specify the file you want to import.
	Eile name:
	TESTING SARS Browse
	Note: More than one certificate can be stored in a single file in the following formats:
	Personal Information Exchange- PKCS #12 (.PFX,.P12)
	Cryptographic Message Syntax Standard-PKCS #7 Certificates (.P7B)
	Microsoft Serialized Certificate Store (.SST)
Lea	rn more about certificate file formats
	< <u>B</u> ack Next > Cancel

i) Click Next.



- cirre	
Pass	vord
	To maintain security, the private key was protected with a password.
	Type the password for the private key.
	Password:
	•••••
	Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.
	Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
	Include all extended properties.
Learr	n more about protecting private keys
	< Back Next > Cancel

- d) Enter a password and click **Next**.
- e) Select Automatically select the certificate store based on type of certificate.

Certifica Cert	te Store ificate stores are system areas where certificates are kept.
Win	dows can automatically select a certificate store, or you can specify a location for
the	certificate.
	Plag of the second s
0	Gertificate store:
	Personal Browse
Learn mo	re about <u>certificate stores</u>
	< Back Next > Cancel

i) Click Next.



Certificate Import Wizard	E
	Completing the Certificate Import Wizard The certificate will be imported after you click Finish.
	You have specified the following settings:
	Certificate Store Selected Automatically determined by t Content PFX File Name D: \Users\s1012827\Desktop\1
	< Back Finish Cancel

ii) Click finish.

ended p	ourpose:	<ali></ali>		
rsonal	Other People	Intermediate Certification	on Authorities T	rusted Root Certification
Issued	То	Issued By	Expiratio	Friendly Name
SAF	RS 199900464	3 LAWtrust2048 CA	2014/02/18	SARS 19990046
SAF	RS 200600007	8 LAWtrust2048 CA	2014/03/18	SARS 20060000
SAF	RS 201002508	3 LAWtrust2048 CA	2014/04/1	SARS 20100250
nport.		rt <u>R</u> emove		Advance
mport. rtificat	Expo	poses		Advance
mport. rtificat	Expo	rt <u>R</u> emove		<u>A</u> dvance

f) Select the import file and click on **Import**



	An application is creating a Protected item.
	CryptoAPI Private Key
	Security level set to Medium Set Security Level
	OK Cancel Details
_	
i) CI	ick OK

Certificate Import Wizard	×
The import was successful.	
ОК	

6.1.2 How to export a SARS security certificate

a) To access Internet Options, on the Windows Search bar, type Internet options and the screen below will be displayed.

nternet Opti	ions 8	×
General S	ecurity Privacy Content Connections Programs Advanced	d
Content A	Advisor Ratings help you control the Internet content that can be viewed on this computer.	
Certificate	Enable Settings	
	Use certificates for encrypted connections and identification.	
Cle	ear <u>S</u> L state <u>C</u> ertificates Publishers	
AutoComp	plete	
	AutoComplete stores previous entries Settings on webpages and suggests matches for you.	
Feeds and	d Web Slices	
1	Feeds and Web Slices provide updated Settings content from websites that can be read in Internet Explorer and other programs.	
	OK Cancel Apply	



b) Select Content



c) Select Certificate

ntern	et Opti	ons					? 💌
Gene	eral Se	ecurity	Privacy	Content	Connection	s Programs	Advanced
Co	ntent A	dvisor Rating: viewed	s help yo on this	ou control th computer.	e Internet co	ontent that ca	in be
Ce	rtificate	s —					
	<u>e</u>]	Use ce	rtificates	for encryp	ted connection	ons and identi	fication.
	Cle	ear <u>S</u> SL :	state	<u>C</u> ert	ificates	Pu <u>b</u> lish	ners
Aut	toComp	AutoCo on web for you	omplete s pages a ı.	stores previ nd suggest:	ous entries s matches	Settin	ngs
Fee [eds and	Web Sli Feeds conten read in progra	ces — and Web t from w Interne ms.	Slices prov ebsites that t Explorer a	ride updated t can be nd other	Settig	igs
				0	ĸ	Cancel	Apply
	_	_					

d) Select the Certificate you want to export.



rsonal Other Peo	ple Interm	ediate Certificati	on Authorities	Trus	ted Root Certification
Issued To	Issu	ed By	Expiratio		Friendly Name
SARS 1999004	643 LAW	/trust2048 CA	2014/02	/18	SARS 19990046
SARS 2006000	078 LAW	/trust2048 CA	2014/03	/18	SARS 20060000
nport Ex	(port	<u>R</u> emove			Advan
nport Ex tificate intended p	purposes	Remove			<u>A</u> dvan

e) After you selected the certificate, click **Export** and then **Next**.

To continue, dick Next.

f) Click Yes, export the private key and then Next



Export Private Key	
You can choose to export the priv	vate key with the certificate.
Private keys are password protec certificate, you must type a pass	ted. If you want to export the private key with the word on a later page.
Do you want to export the private	e key with the certificate?
Yes, export the private ke	
No, do not export the priv	vate key
earn more about <u>exporting private k</u> e	242

g) Select Personal Information Exchange and click Next

Expo (rt File Format Certificates can be exported in a variety of file formats.
5	Select the format you want to use:
	DER encoded binary X.509 (.CER)
	Base-64 encoded X.509 (.CER)
	O Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
	Include all certificates in the certification path if possible
	<u> <u> Personal Information Exchange</u> - PKCS #12 (.PFX) </u>
	Include all certificates in the certification path if possible
	Delete the private key if the export is successful
	Export all extended properties
	○ Microsoft Serialized Certificate Store (.SST)
.earn	n more about <u>certificate file formats</u>
	< <u>B</u> ack <u>N</u> ext > Cancel

h) Select a password for the private key.





Password	aintain security, yo	umust protect	the private key	by using a password	4
1011	airtain security, yo	a must protect	the private key	by using a password	
Type	and confirm a pass	word.			
<u>P</u> i	assword:				
	•••••				
Т	/pe and <u>c</u> onfirm pa	sword (manda	tory):		
			< <u>B</u> ad	<u>N</u> ext >	Cancel

i) Enter a file name and click on **Next.**

ertificate Export Wizard	
File to Export Specify the name of the file you wa	ant to export
<u>F</u> ile name:	
TESTING SARS	Browse
	< <u>B</u> ack <u>N</u> ext > Cancel

i) Click Finish



Certificate Export Wizard		×
	Completing the Certificate Exp Wizard You have successfully completed the Certificate	Export
	wizard. You have specified the following settings:	
	File Name	D:\Use
	Export Keys	Yes
	Include all certificates in the certification path	Yes
	File Format	Personi
	< <u> </u>	ł
	< <u>B</u> ack Finish	Cancel

j) The export was successful.

Certificate Export Wizard
The export was successful.
ОК

7 PREPARE THIRD-PARTY DATA FILE FOR SUBMISSION

- a) The electronic data file submissions should be structured and uploaded as described on the file specifications detailed in the SARS External Business Requirements Specification (BRS). The SARS External BRS is available on the Third-Party Data Annual Submission Page on the SARS website, www.sars.gov.za. This page details all the external BRS as per data type. Additionally, some submissions on the webpage list the period in which the data type is on the "Trade Testing Go Live" platform and when it is on the "Production Submission Period".
 - i) Note that when the data type is on Trade Testing this implies that during this period, third-party entities may test the submission process, by submitting test files to SARS. This process will allow



entities to query SARS on the submission process thus increasing ease in the use of the SARS platform in submitting data files. Additionally, this is an opportunity for users/entities to test and finalise their completed files on the SARS third-party data platform.

- A) SARS will notify third-party entities when to engage during this process.
- ii) When the data type is on the Production Submission period it implies that third-party entities should submit their completed data files. Do note that for some data types, submission is annual whilst for others it is bi-annual.
 - A) When possible, ensure that the data file to be submitted has been tested during the preprod process of the data type. The dates for these are also available on the SARS website.
- c) When preparing the third-party data file, do note the following:
 - i) Submit the data file as per relevant SARS External BRS.
 - ii) The fields and records required by SARS for the completion of the data file, are as per appropriate legislation, Government Gazette, thus kindly ensure that all the data required such as the tax reference number is completed.
 - A) Where third-party entities do not have the tax reference number of clients, kindly request for bulk tax reference number via the following email address: bus_sys_cdsupport@sars.gov.za. On the subject line note to SARS that you are requesting bulk tax reference numbers.
- d) Lastly when applying changes and resubmitting your third-party data file, do note that, data will be prepopulated in instances where the data file was submitted and declared. Additionally, once the data file is submitted again, the system usually takes 24-48 hours to reflect the updated /changes made on the data.

8 SUBMIT THIRD-PARTY DATA FILE

- a) SARS encourages entities to submit their Third-Party Data as soon as they are ready. Additionally, SARS places great emphasis on receiving complete, correct and quality data submissions the first time around. If an amendment is required regarding a submission, please alert SARS as soon as possible and make the necessary corrections timeously.
- b) SARS also encourages entities to test their completed prepared files in the test environment. This will give the entities an opportunity to engage with SARS and receive feedback regarding file preparations. Once the data files have been prepared and completed as per the SARS External BRS, kindly submit the file to SARS via the Secure Web: HTTPS platform. The data file should be submitted during the specified periods as per applicable Gazette.
- c) Lastly, do note that the Technical User should submit the data on behalf of the entity. Additionally, when having challenges during this period, engage with the SARS Third-Party data support team via the following email address. bus_sys_cdsupport@sars.gov.za.

8.1 How to submit third-party data files to SARS

- a) To access the Secure File Submission, Click on Services on the top menu, and then click Enrol 3rd Party Data on side menu.
- b) Select Secure File Submission from the side menu.
- c) Note that port 60600 (Login page) and 60666 (password resend) should be enabled on the network. The entities' IT department should be able to assist with opening the ports.



Select a	a certificate for authentication X	
G	LAWtrust2048 UAT CA2 4/21/2022	
q	LAWtrust2048 UAT CA2 2/3/2022	
s	LAWbrust UAT AUTH CAD1	
	1/17/2024	

- d) A list of certificates ready for submission will be displayed. Select the imported certificate.
- e) The entity will be routed to the Secure File Gateway site

1000 mar. " 1000" "100 mar.	
Login Required.	
SSP Sign in Portal	
User ID: Password:	
Sign In	

- f) Enter the user ID and password as provided to a Technical User as per sms received from SARS.
 - i) Click on the **Submission** tab.
- g) From the Mailbox Path' drop-down box you should always select "/" only, then select **Browse** to attach file to be submitted to SARS.



SARS Secure File Gateway	W	/elcome		▼ SA			
\sim	Home	Profile	Help	Sign Out			
File Activity Submission Response Files Reports							
Upload a file Specify mailbox file and renaming pattern							
Mailbox Path : 🗸 👻							
File: Choose Files No file chosen							
Rename File As :							
Send							

SARS Secure File Gateway	Welcome			
	Home	Profile	Help	Sign Out
File Activity Submission Response Files Reports				
Upload a file Specify mailbox file and renaming pattern				
Mailbox Path: //				
File: Choose Files I3S_2_90051T070000.txt				
Rename File As :				
Send				

h) Select **Send** button to submit the file to SARS.

ARS Secure File Gateway	٧	▼SAR		
	Home	Profile	Help	Sign Out
ile Activity Submission Response Files Reports				
earch for file activities o search for all activities simply leave all fields blank and select Find				
Search Criteria Arrived File		Times show	n in local time zone 🔇	Change to server time zone
The number of search results found: 1				
Reviewed Arrived Fil Delivery Status Producer	Origina	l File Name		Discovery Time 👻 💌
Routed Complete	I35_2_		20220701T070000	03/05/2024 20:10:17

- i) The status should be displayed as "Routed".
 - i) This indicates that the file was send to SARS successfully.
- j) Click on the **Response Files** tab to view statuses of other files submitted to SARS via this channel. Depending on the size of the file a response file will be send from SARS within few minutes.



			Welcerne				V
				Home	Profile	Itelp	Filgn Out
3		1					
File Name		Hailbox					File S
130_L	20220227155142_R001.txt 20220227155162_R004.txt	/120					247 by 508 by
						1 0 m	C2 Bafra
	The form	Di fara di far	Interaction Holitory 000000000000000000000000000000000000		Image Image Image Image Image Image Image Image Image Image Image Image Image		

- Note: Save the file immediately before opening it because once it has been opened it is going to be k) moved from the list/mailbox. Submitted files can be viewed by using the submission dashboard.
- I) Also do note that users are not able to reset the Secure Web: https password.
 - i) To reset the Secure Web: https password, kindly request to reset from SARS via the following email address: bus sys cdsupport@sars.gov.za.

8.2 Submission dashboard

- a) The user must be logged in as a Technical Administrator or Technical User in order to view the Submission Dashboard. The submission dashboard is used to view the submitted data.
- To view the Submission Dashboard, b)
 - i)
 - Go to **Services** on the top menu, Click **Enrol 3rd Party Data** on side menu. ii)
 - Select Submission Dashboard from the side menu. iii)
- The following screen will be displayed: c)

ax Directives		Flome	User	Organisations	Returns	Customs	Dubes & Levi	es Sérvices	Tax Status	Contact	Log Out
ax Directives - prior 2017	Portfolio		Taxpayer		-	: Organ	isation	(HELP)			
dditional Services						· organ		and a			
ax Clearance Certificates	3rd PARTY DATA DASHBOARD										
nrol 3rd Party Data	Client Details Client Name:			Searc	h Criteria From Date	0					
Enrol Organisation	Trading As: Registration Number:				To Date: Certificate	Туре:		Select	Type 🔻		
Enrol Technical Admin								5	Request		
Request Certificate	Data Submitted										
Enrol Technical User											
Submission Dashboard											
Secure File Submission											
y TP Configuration											



d) In the **Search Criteria**, third-party entities will be able to select the desired dates using the **From Date** and **To Date** fields.

ax Directives - prior 2017	Portfolio			Tax	payer		+	: Organi	sation	(HELE)		
dditional Services										end	 	
x Clearance Certificates	3rd PARTY D	ATA DA	азнво	ARD								
nrol 3rd Party Data	Client Details Client Name: Trading As				Search	From Date:			2014/04/2	1		
Enrol Organisation	Registration Nu	mber:				To Date: Certificate Typ	HC:		2014/04/2 DIV	3 •		
Enrol Technical Admin		. False Mar							Liston			
Request Certificate	Created Date	Unique File ID	Channel Identifier	File Response Reason	Total No of Submitted Records	No Of Accepted Records	No Of Rejected Records	No Of Warning Accepted Records	No Of Duplicated Records	Summary Return		
Enrol Technical User	2014-04- 22T08:00:00.00	Testeing	ср	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and	4	4	0	0	0	Mew		
Secure File Submission				duplicate records.								
ly TP Configuration												
omplaints	•										-	CETIONS.

9 DECLARE SUBMITTED THIRD-PARTY DATA FILE

- a) The declaration of submitted data is done by submitting the applicable data type return to SARS via eFiling. This implies that the data type declaration return must be submitted for every third-party data file submitted via the Connect: Direct channel. Do note that the declaration return to be submitted will have a suffix of **02**. (E.g., the FTI-02 return will be the declaration return of the FTI data submission, the IT3-02 return will be the declaration return of the IT3 data submission, etc.)
- b) Below is a demonstration of the declaration for the submission of the IT3 third party data file submission made. Do note that the same principle should be applied when declaring all other third-party tax data types. Also do note the suffix of the return tax type will be **02**.
- c) To declare your submitted IT3 data file, proceed as follows:
 - i) Click on Returns
 - ii) Click on **Third Party Data** button on the left side menu.
 - iii) Click on the **Request Return** button.
 - A) Click on IT3 button, if there are issued or saved returns a list will be displayed on the screen.
 - B) Select the applicable third-party data type (e.g. IT3(b)) from the dropdown list.
 - C) On the date dropdown list you will be presented with tax period. Select the applicable period.

Dividends Tax		▼SARS		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Or
Levies and Duties	Portfol	io			Тахр	iver							
Third Party Data	_							• i Orga	anisation				
Submit New Data													
Submitted Data	Return Sea	arch								Select 1	Fype ▼ 2021-0	2 ¥ Request R	leturn
Submit New Return	Name	Reference	Num	Perio	bd	Return Type		Status	Amount Due		Due Date	Open	
пз	No Record	ls available for y	our selection.										
Submitted Return													
Request Tax Transactions													
Dashboard													
Ion-Core Taxes													
ayments													
Additional Payments													
Third Party Appointments												ASK A QUE	ESTION?



d) Once the period has been selected and the user has clicked on **File Return** button, eFiling will display a prepopulated IT3-02 return.

Arturns Issued	IT3 WORK PAGE	🥑 🚺 marrie * 📙 "arrent"	
eturns History	Exspanse Name	ef ding Matus	
eturns Search	Tax Period Tax Reference		
indends Tax	Reduces Type 1738	(
evies and Duties	Entern Proceeding	Eate Version Last Updated By 2019/12/18 1 W/W Jonet	
Ihird Party Data	Refresh Historic Cata Manually Submitted Eack To Search		
Submit New Data			
Submitted Data		R	
Submit New Return			
m			
Medical Aid			
Insurance Payment			
And the second second			

- e) Where no data was submitted eFiling will display the message: "**No data found for Data Type IT3B, Tax Reference Number** *xxxxxxxx* **and Tax Year** *xxxx*".
- f) On the IT3 work page, click on the **IT3B** hyperlink to open the IT3-02 declaration form.
- g) The IT3-02 Declaration form will be displayed for verification and submission.
- h) The **Declaration Details** container will be pre-populated with the type of return selection made.

uth African Revenue Service	IT3 Declaration (IT3-02)	
eclaration Details		
ax Practitioner Details		
3(b) Summary Details		
claration		
Index frac. • The internation lowinded in the declaration is true and connect in early • The international in bit if a smooth of all income during the specious • There international international and a strength of the declarations on the low • Income the true model whether a scatter in the data provided in the or- we downtopic	respect, and even by the declaration which it all enters for and purposes toreacon	NANANANANANANANANANANANANANANANANANANA
2021 / 08 / 10 💌 🔒		

Note: Validate whether the pre-populated information is accurate and corresponds to your submitted data.



i) To declare that the summary information captured on the IT3-02 return contains correct figures, submit the return by clicking on **Submit Return**.

Note: You can save the return and work on it later.

9.1 How to correct or update the submitted third-party data file

a) The user may perform a request for correction (RFC) on previously submitted and declared data. This is done by resubmitting the updated data file via Secure Web: HTTPS.

10 DEFINITIONS AND ACRONYMS

Link for centralised definitions, acronyms, and abbreviations: <u>Glossary A-M | South African Revenue Service</u> (sars.gov.za)

DISCLAIMER

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

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

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