



CUSTOMS TRADER PORTAL FOR REGISTRATION, LICENSING AND ACCREDITATION

Effective Date: 11 May 2026

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1 PURPOSE

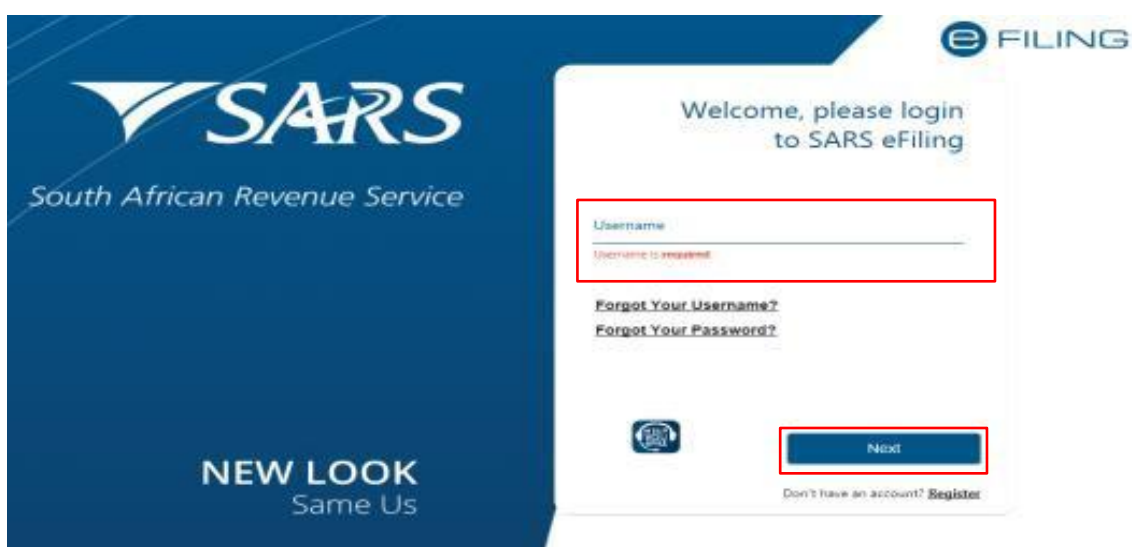
- a) The purpose of the guide is to provide procedures for capturing client information for Customs and Excise registration, licensing and accreditation on RLA.
- b) The guide provides procedures for applicants to follow when applying manually for a Customs client type. This client type is reflected on the Annexure, SC-CF-19-A01 coded with an M in the submission channels columns

2 SCOPE

- a) This guide describes the capturing of information as required and prescribed in the registration, licensing and accreditation external Policy SC-CF-19.
- b) The document also covers the electronic submission where:
 - i) The application types specified in SC-CF-19-A01, that are allocated an E in the submission channels, can be submitted either through:
 - A) eFiling; or
 - B) The Registration Licensing and Accreditation (RLA) capturing functionality on SARS Service Manager System (SSM).
 - ii) The applicant can submit:
 - A) New Customs client type or Authorised Economic Operator (AEO) applications;
 - B) Amend existing information pertaining to his/her:
 - I) Customs product;
 - II) Client type; or
 - III) Accredited client status;
 - C) The cancellation (withdrawal) of a Customs client type or; or
 - D) The renewal of a Customs client's license.

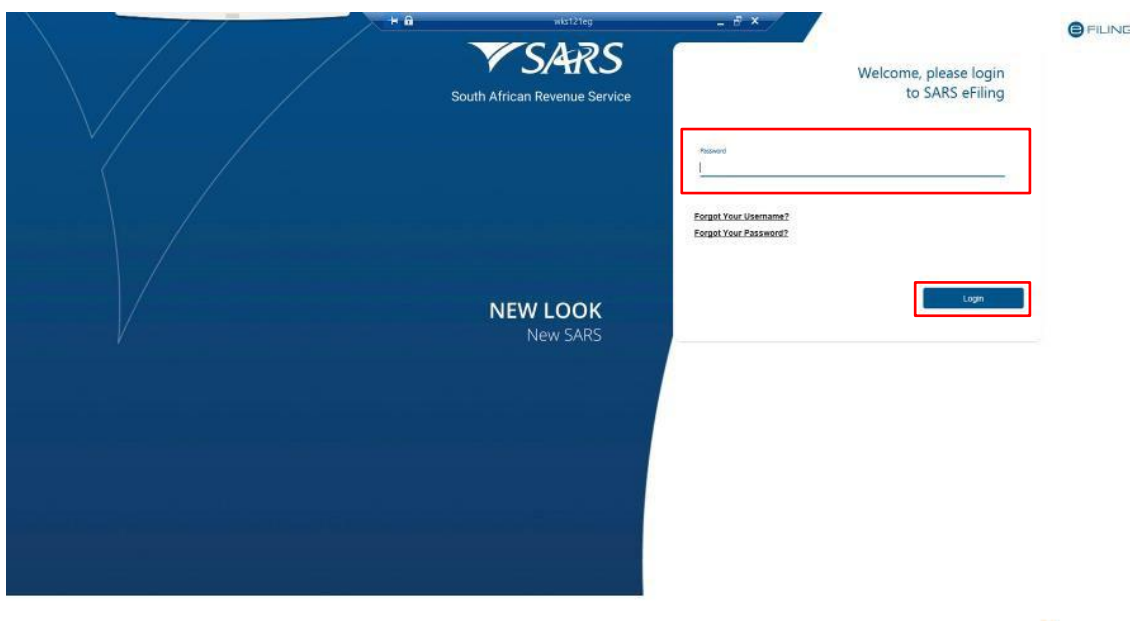
3 LOG IN TO EFILING

- a) In order to access the eFiling platform, the user needs to visit the SARS website, click on the eFiling icon and enter his/her login details.
- b) A user can only use a single username and password (referred to as the primary login) to login to eFiling.
- c) Once the user captures his/her username and clicks on the Next button.



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- d) The user captures his/her password and clicks on the Login button. The password requirements are explained in GEN-ELEC-18-G01.



- e) The system displays the eFiling home page. The following additional fields have been added:
- i) Type of user – this field makes a distinction between the two (2) types of eFiling users:
 - A) A Normal eFiling user who is invited through the invite user functionality on eFiling.
 - B) Share Access eFiling User who is invited through the shared access functionality described in SC-CF-43.
 - ii) Invited or Approved by – this field displays the eFiling user’s name and surname who has been invited or approved to have shared access to an entity’s portfolio.

- iii) Date of Invite – this field displays the date when another eFiling user has been invited to share access.

The screenshot shows the SARS eFiling user profile page for Mr. Johannes Marthinus Andries Steenkamp. The page is divided into a left-hand navigation menu and a main content area. The main content area is titled 'Taxpayers' and contains a table with the following data:

Name	Registration or ID number	Tax Reference Number
Name of Taxpayer	Company / ID Number	Reference Number
RA BUSA	7409046206088	2011-07-05 08:45

Below the 'Taxpayers' table is a 'Users' table with the following data:

Name of User	Type of User	Invited / Approved By	Date of Invite	Last Logged In	Last Return Filed
	Normal User		2010-02-03 10:15	2010-02-16 08:10	2010-08-06 15:02
	Shared Access		2010-10-18 12:35	2010-10-26 10:01	2011-07-05 08:43

4 CHANGE PORTFOLIO TYPE AND TAXPAYER DETAILS ON EFILING

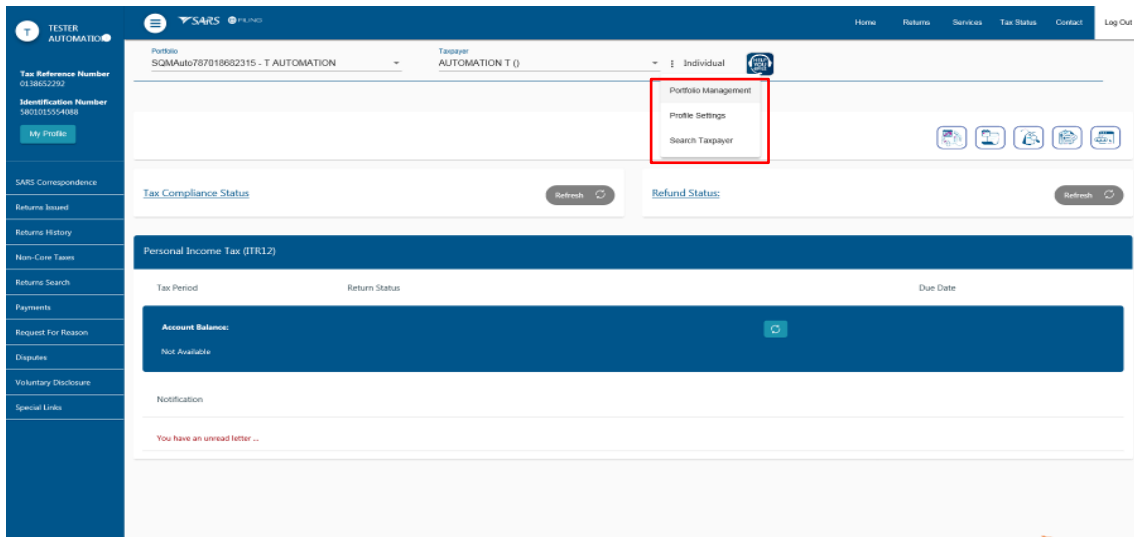
4.1 If the user is an individual

- a) The user must change his/her portfolio type from individual to organisation to submit an application for any Customs client type through eFiling. The user clicks on the three dots next to his/her portfolio type individual.

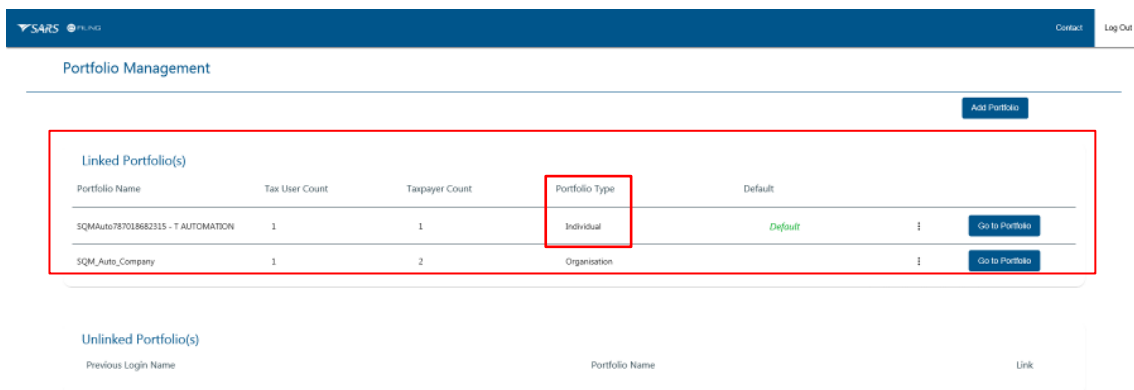
The screenshot shows the SARS eFiling user profile page for 'TESTER AUTOMATIC'. The 'Portfolio' dropdown menu is set to 'Individual', which is highlighted with a red box. The page also displays 'Tax Compliance Status' and 'Refund Status' sections, along with a 'Personal Income Tax (ITR12)' section.

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b) The system displays a dropdown box. The user clicks on Portfolio Management.

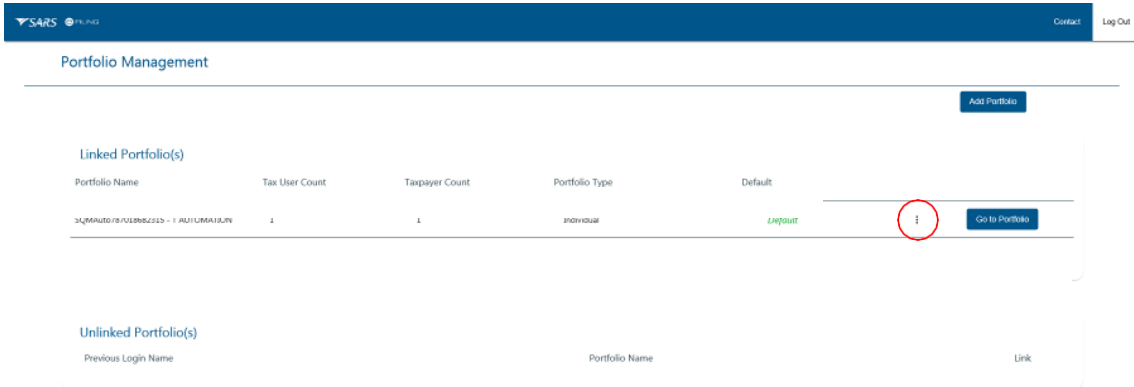


c) The system displays the Portfolio Management page and the details of the user (see GEN-ELEC-18-G01).

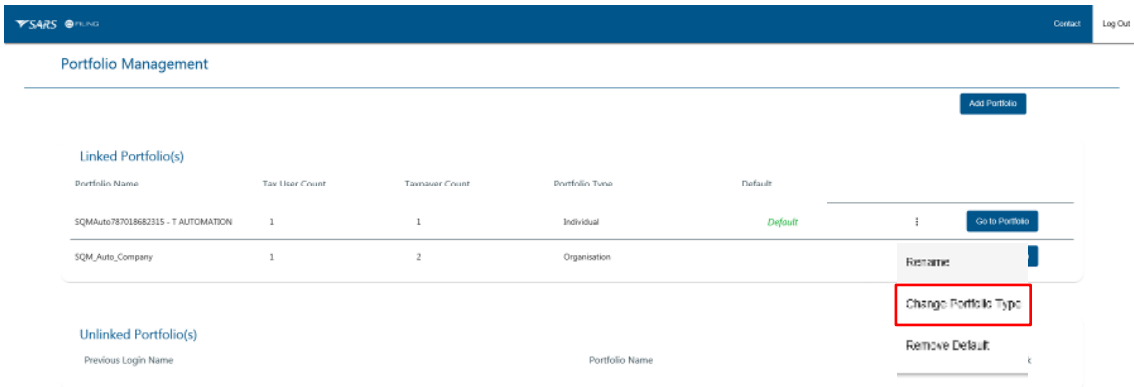


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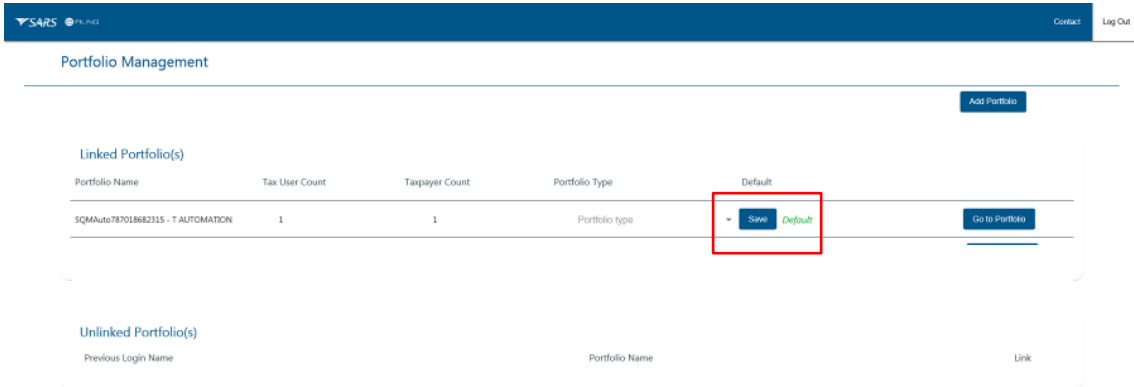
d) The user clicks on the three dots, next to Go to Portfolio.



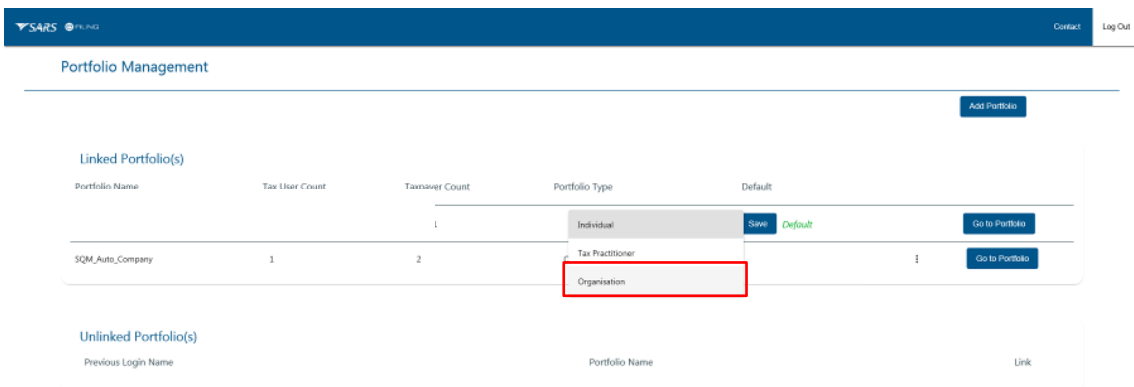
e) The system displays a dropdown list. The user clicks on Change Portfolio type.



f) The user clicks on the Portfolio type dropdown box next to the SAVE button.

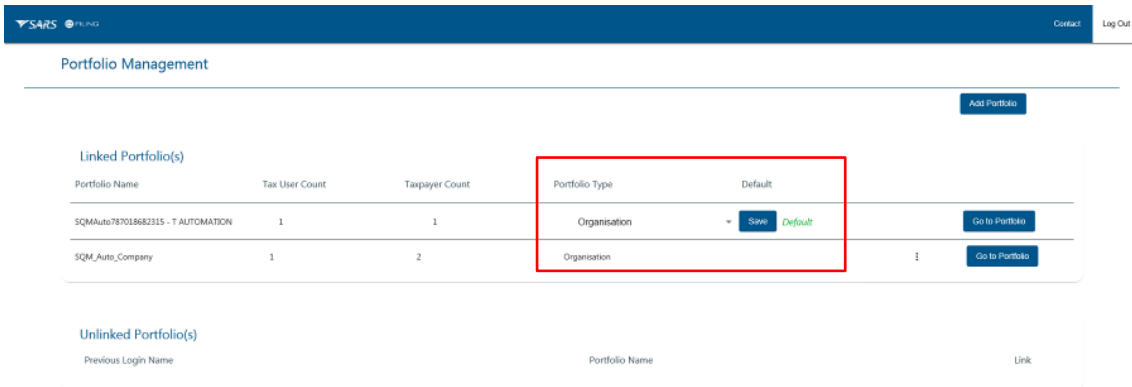


g) The system displays the list of Portfolio Type options. The user selects Organisation.



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- h) The system changes the portfolio type from individual to organisation. To save the changes, the user must click the Save button.



Portfolio Management

Add Portfolio

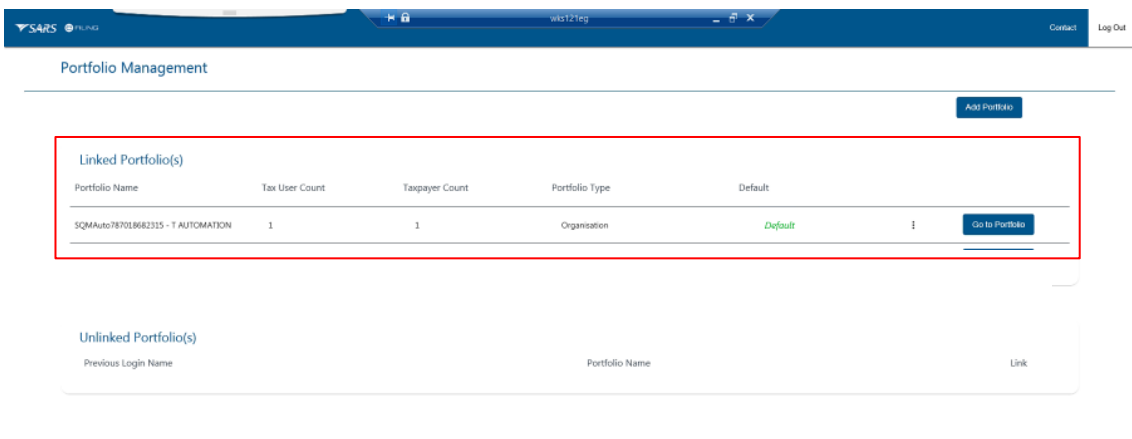
Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
SQMAuto787018682315 - T AUTOMATION	1	1	Organisation	Save Default	Go to Portfolio
SQM_Auto_Company	1	2	Organisation		Go to Portfolio

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
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- i) The system updates the user's portfolio type to organisation. The user clicks on Go to Portfolio button.



Portfolio Management

Add Portfolio

Linked Portfolio(s)

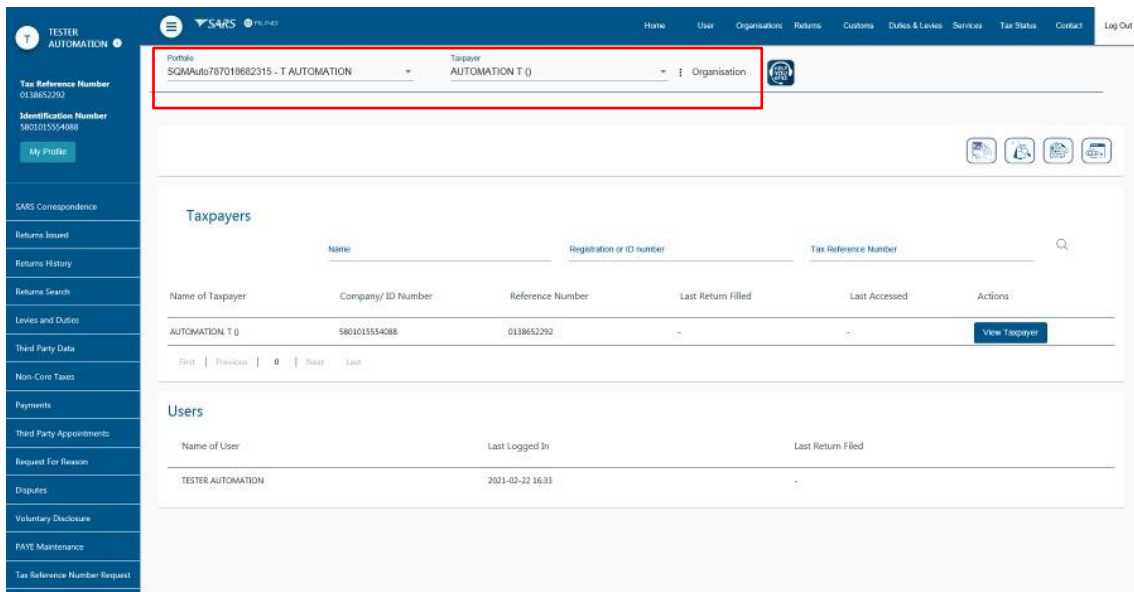
Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
SQMAuto787018682315 - T AUTOMATION	1	1	Organisation	Default	Go to Portfolio

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
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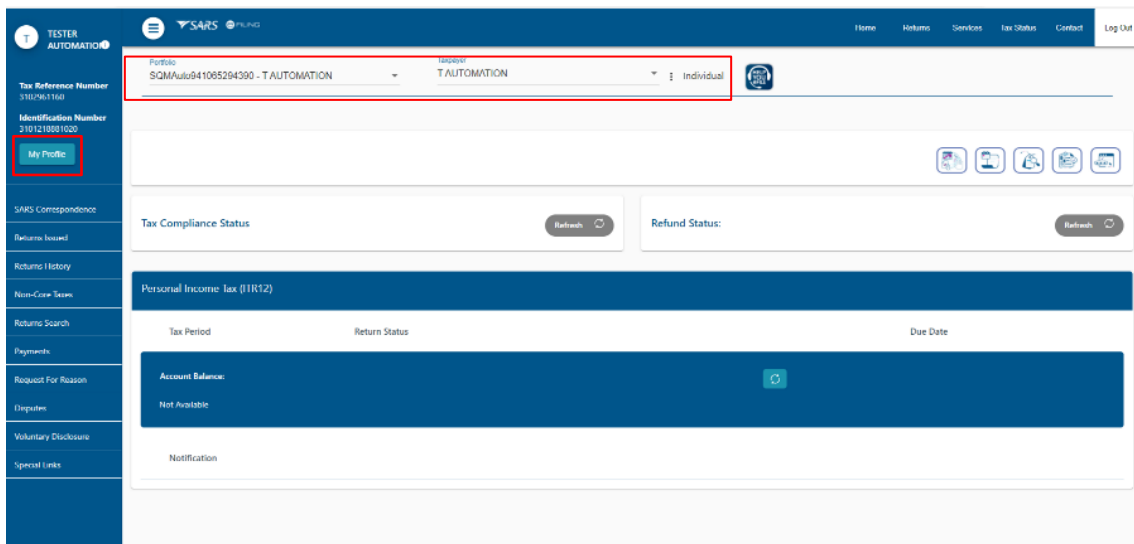
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- j) The system displays the user's changed portfolio details. The user checks if his/her user rights and/or roles is correct see paragraph 4. If correct the user continues with paragraph 3.3 a) below.



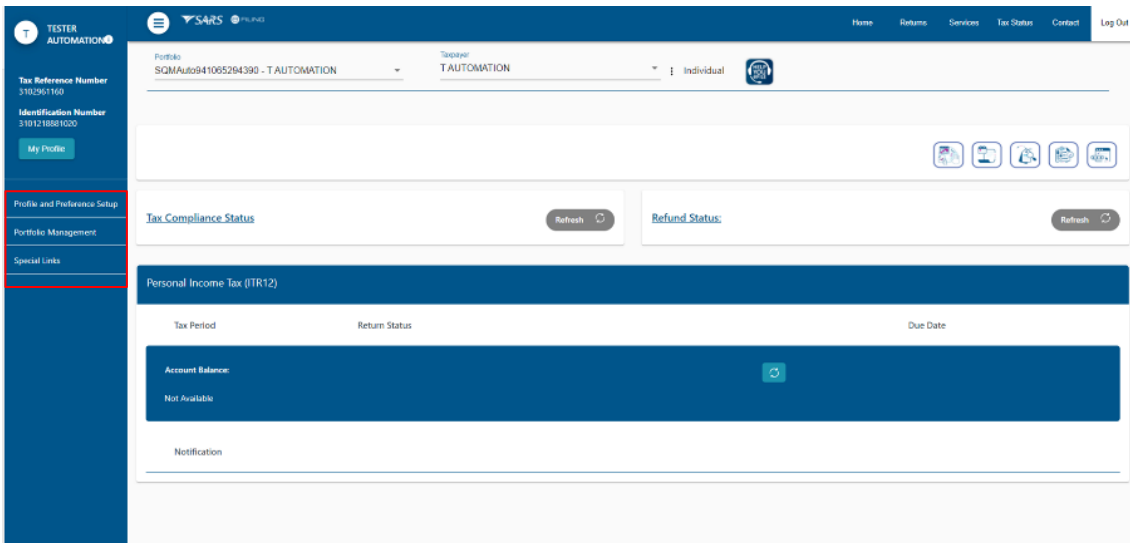
4.2 If the user needs to confirm whether the organisation profile is linked to his/her profile

- a) The user clicks on the My Profile button on the left side of the screen.

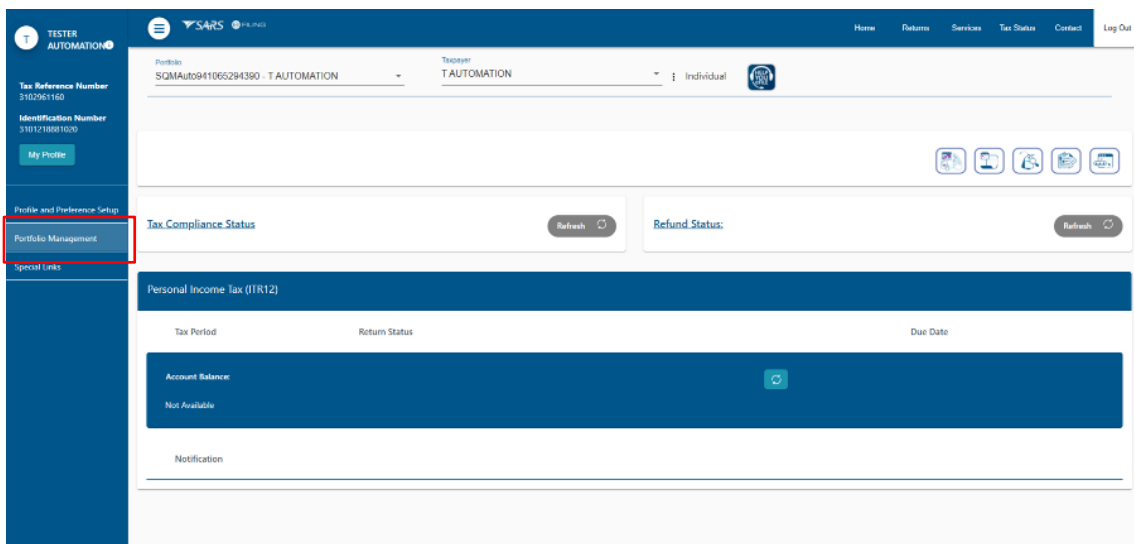


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b) The system displays the My profile options on the left side of the screen.

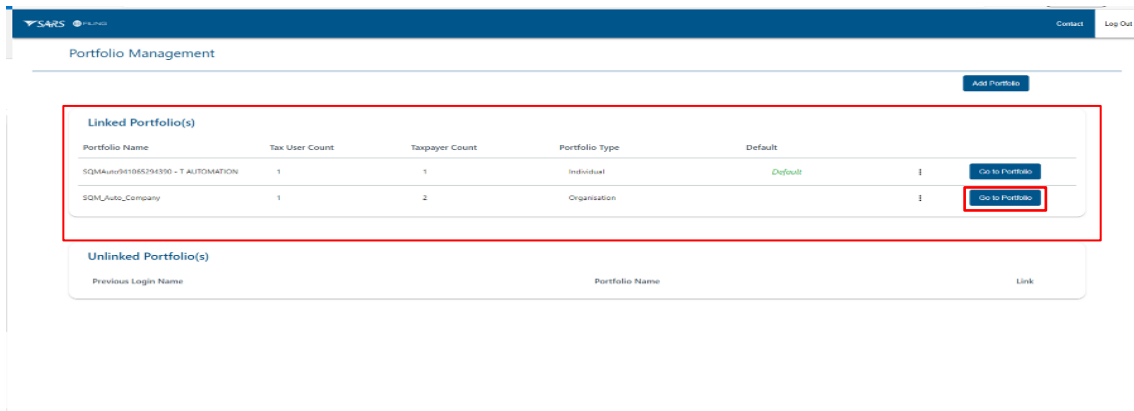


c) The user clicks on Portfolio Management.

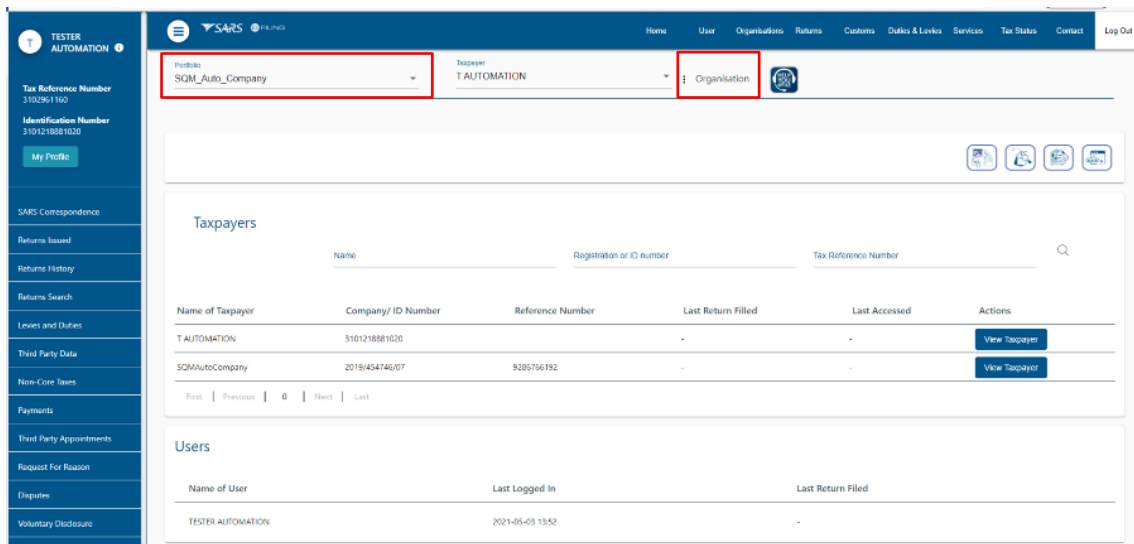


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- d) The system displays the Portfolio Management page indicating the organisation portfolios that are linked to user's portfolio. The user must click on the Go to Profile button of the organisation on whose behalf the user wishes to apply for an RLA client type.

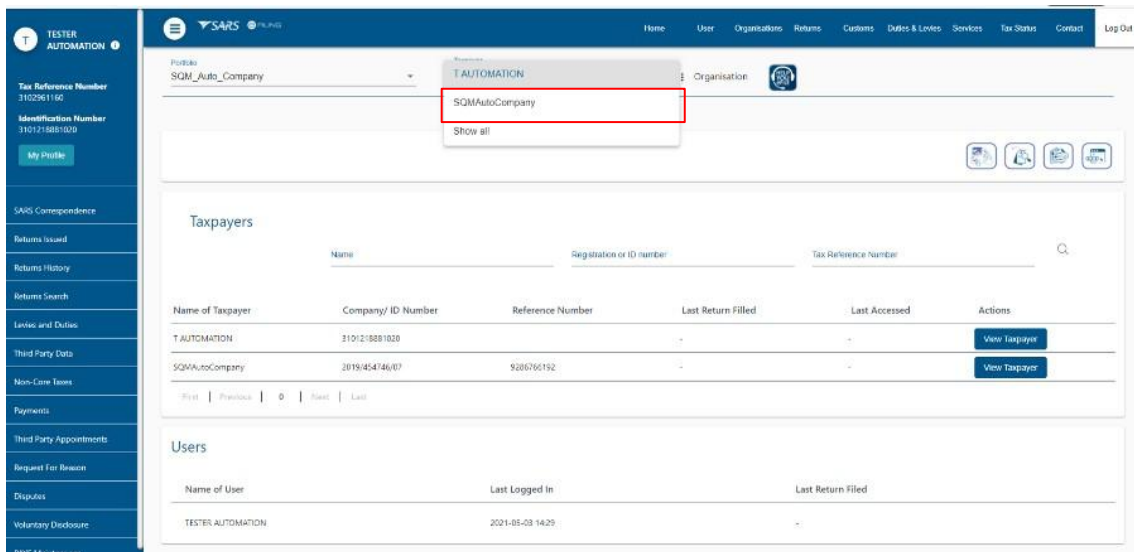


- e) The system changes the individual user's portfolio to that of the linked organisation.



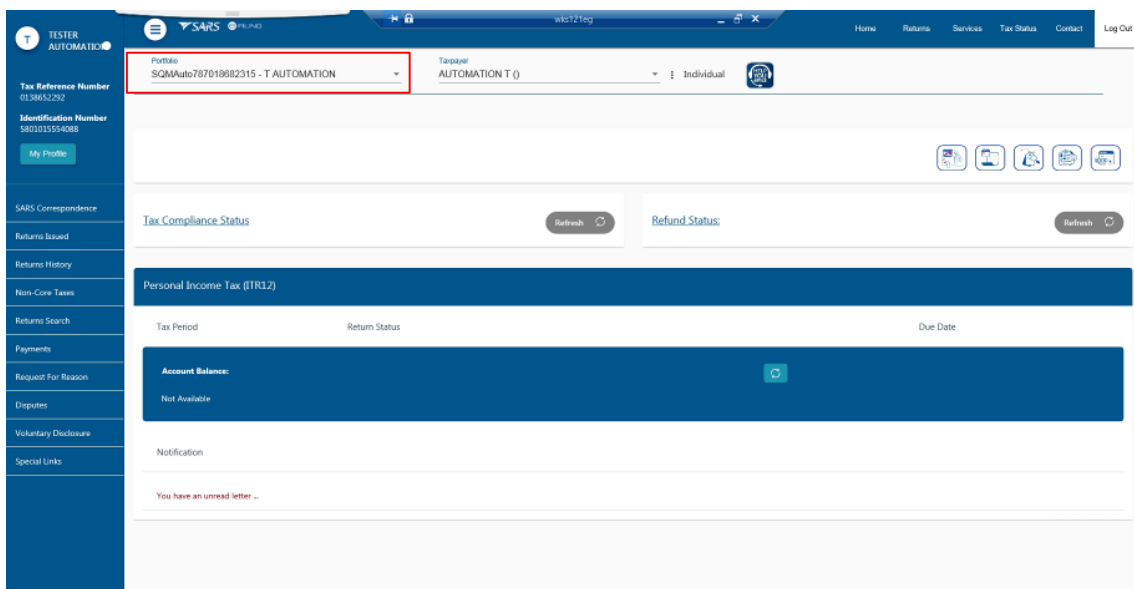
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- f) The user must select the relevant taxpayer from the dropdown box before he/she continues with the process prescribed in paragraph 3.3 a) below.



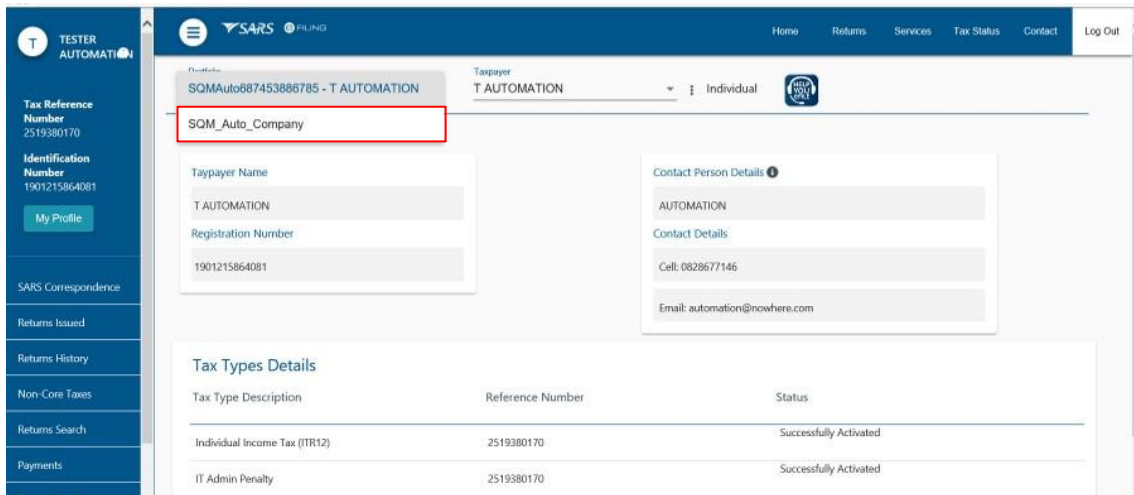
4.3 If the user knows that the portfolio of the organisation on whose behalf the user wishes to apply for an RLA client type is linked to his/her profile

- a) The user must either click on the portfolio dropdown icon to display the details of the organisations who are linked to his/her profile.



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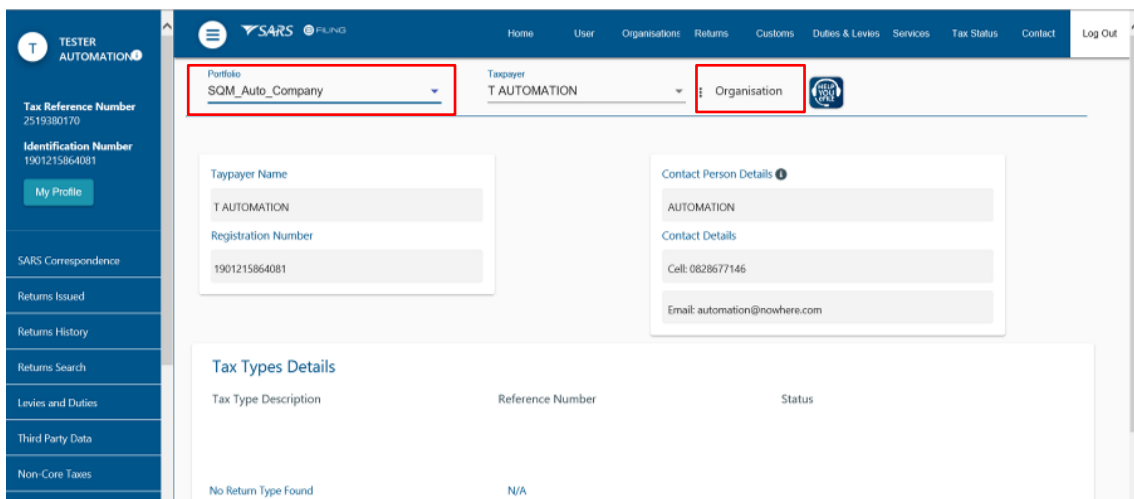
- b) The system displays the dropdown list of the organisations linked to the user's portfolio. The user clicks on the applicable organisations for example SQM Auto Company.



The screenshot shows the SARS FILING portal interface. The 'Portfolio' dropdown menu is set to 'SQMAuto687453886785 - T AUTOMATION'. The 'Taxpayer' dropdown menu is set to 'T AUTOMATION'. The 'SQM_Auto_Company' option in the 'Portfolio' dropdown is highlighted with a red box. The page displays the taxpayer's details, including the name 'T AUTOMATION', registration number '1901215864081', and contact information. The 'Tax Types Details' table shows the following data:

Tax Type Description	Reference Number	Status
Individual Income Tax (ITR12)	2519380170	Successfully Activated
IT Admin Penalty	2519380170	Successfully Activated

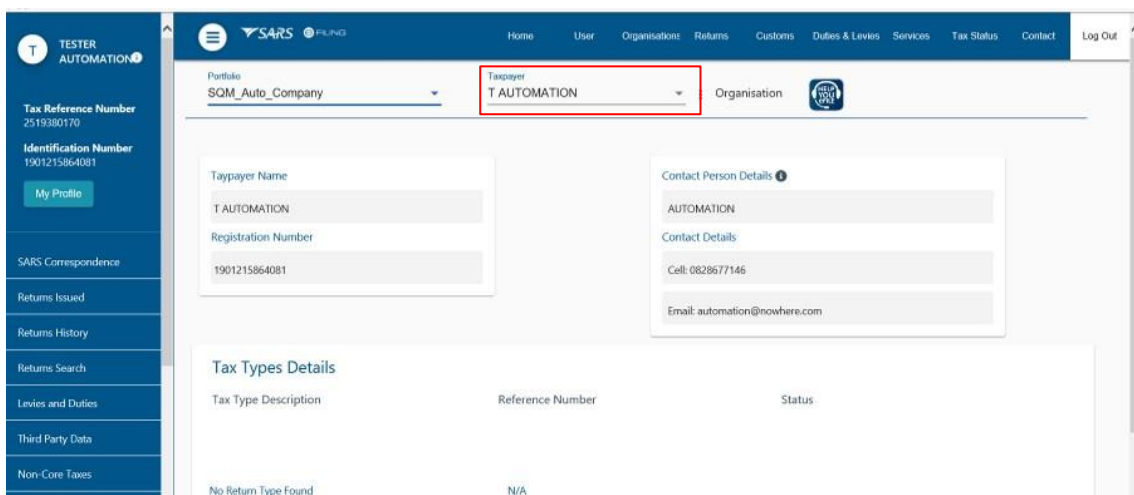
- c) The system displays the organisation's portfolio.



The screenshot shows the SARS FILING portal interface. The 'Portfolio' dropdown menu is set to 'SQM_Auto_Company'. The 'Taxpayer' dropdown menu is set to 'T AUTOMATION'. The 'Organisation' option in the 'Taxpayer' dropdown is highlighted with a red box. The page displays the taxpayer's details, including the name 'T AUTOMATION', registration number '1901215864081', and contact information. The 'Tax Types Details' table shows the following data:

Tax Type Description	Reference Number	Status
No Return Type Found	N/A	

- d) The user clicks on the taxpayer dropdown box to select the applicable taxpayer on whose behalf he/she will be submitting an application for an RLA client type.

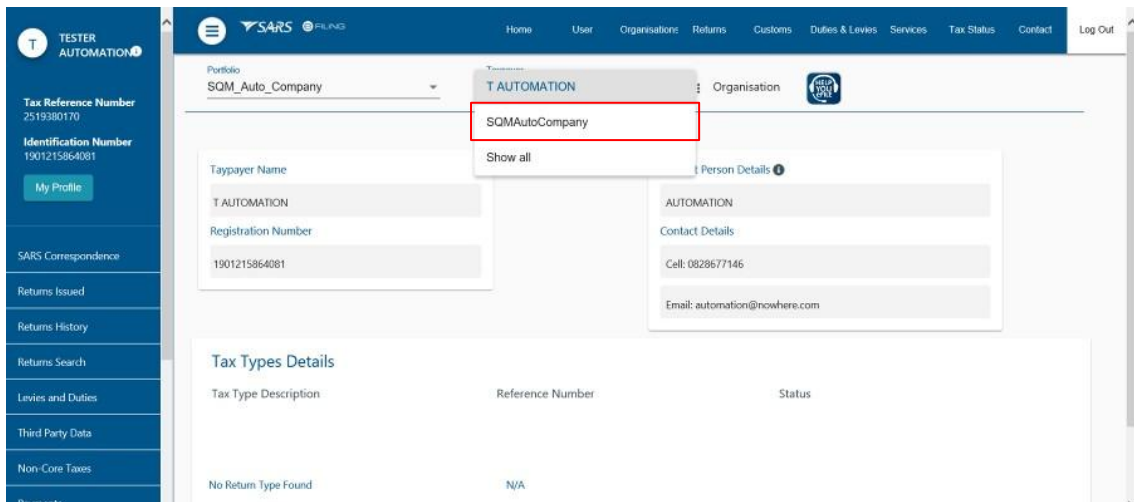


The screenshot shows the SARS FILING portal interface. The 'Portfolio' dropdown menu is set to 'SQM_Auto_Company'. The 'Taxpayer' dropdown menu is set to 'T AUTOMATION'. The 'T AUTOMATION' option in the 'Taxpayer' dropdown is highlighted with a red box. The page displays the taxpayer's details, including the name 'T AUTOMATION', registration number '1901215864081', and contact information. The 'Tax Types Details' table shows the following data:

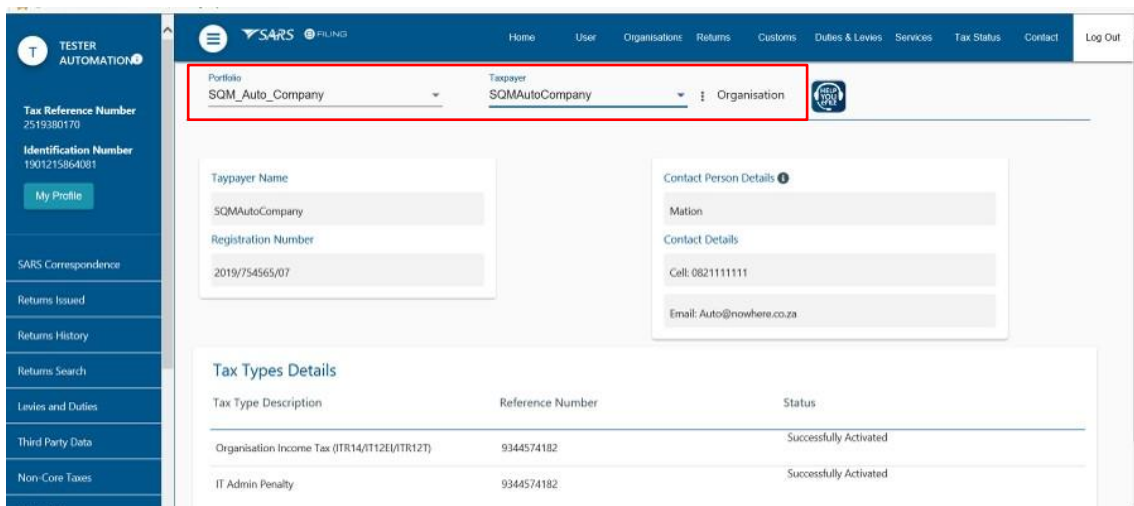
Tax Type Description	Reference Number	Status
No Return Type Found	N/A	

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- e) The system displays the list of all the taxpayer's linked to the user's profile. The user clicks on the taxpayer on whose behalf he/she will be submitting an application for an RLA client type.

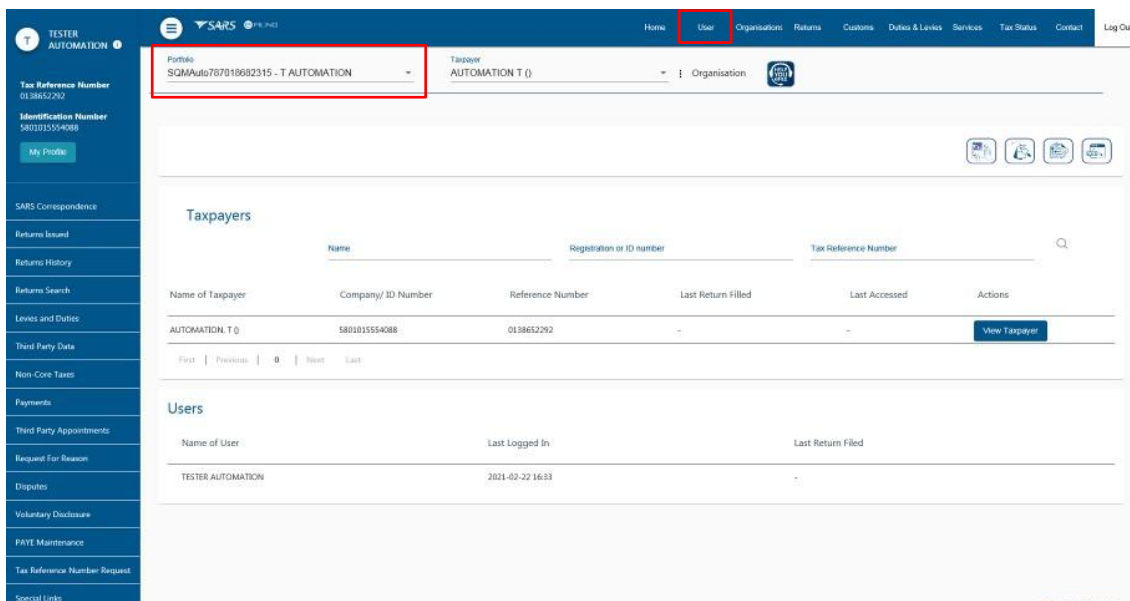


- f) The system displays the selected taxpayer company name.



5 ASSIGN RLA USER RIGHTS OR ROLES ON eFILING

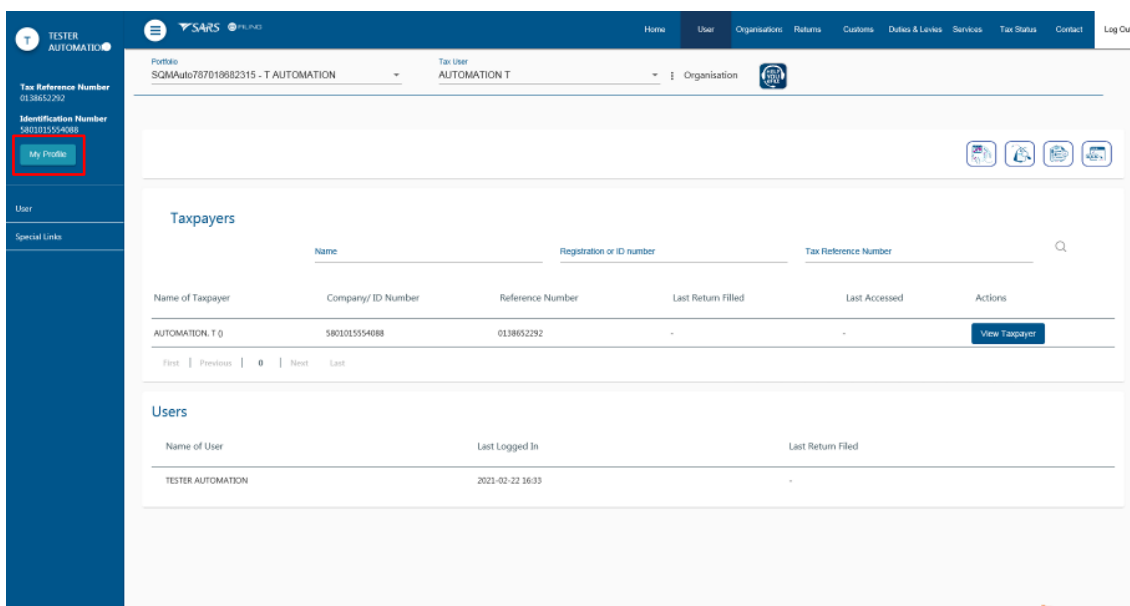
- a) In order to check if the user's rights and / or roles on eFiling is correct, the user selects the User tab in the top ribbon after the user changes his/her portfolio to organisation.



The screenshot shows the SARS eFiling portal interface. The top navigation bar includes 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', and 'Contact'. The 'User' tab is highlighted. Below the navigation bar, the 'Portfolio' dropdown is set to 'SQMAuto787018882315 - T AUTOMATION' and the 'Taxpayer' dropdown is set to 'AUTOMATION T ()'. The main content area displays two tables: 'Taxpayers' and 'Users'. The 'Users' table has the following data:

Name of User	Last Logged In	Last Return Filled
TESTER AUTOMATION	2021-02-22 16:33	-

- b) The system displays the user's taxpayer and user details. The user clicks on the User option displayed on the left side of the screen.

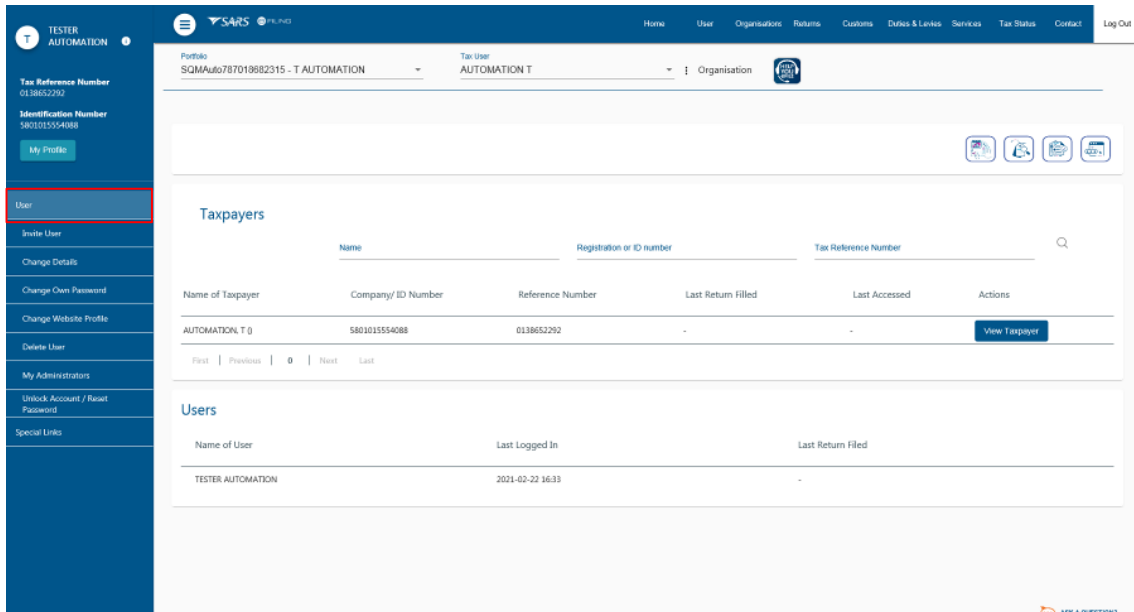


The screenshot shows the SARS eFiling portal interface. The top navigation bar includes 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', and 'Contact'. The 'User' tab is highlighted. Below the navigation bar, the 'Portfolio' dropdown is set to 'SQMAuto787018882315 - T AUTOMATION' and the 'Tax User' dropdown is set to 'AUTOMATION T'. The main content area displays two tables: 'Taxpayers' and 'Users'. The 'Users' table has the following data:

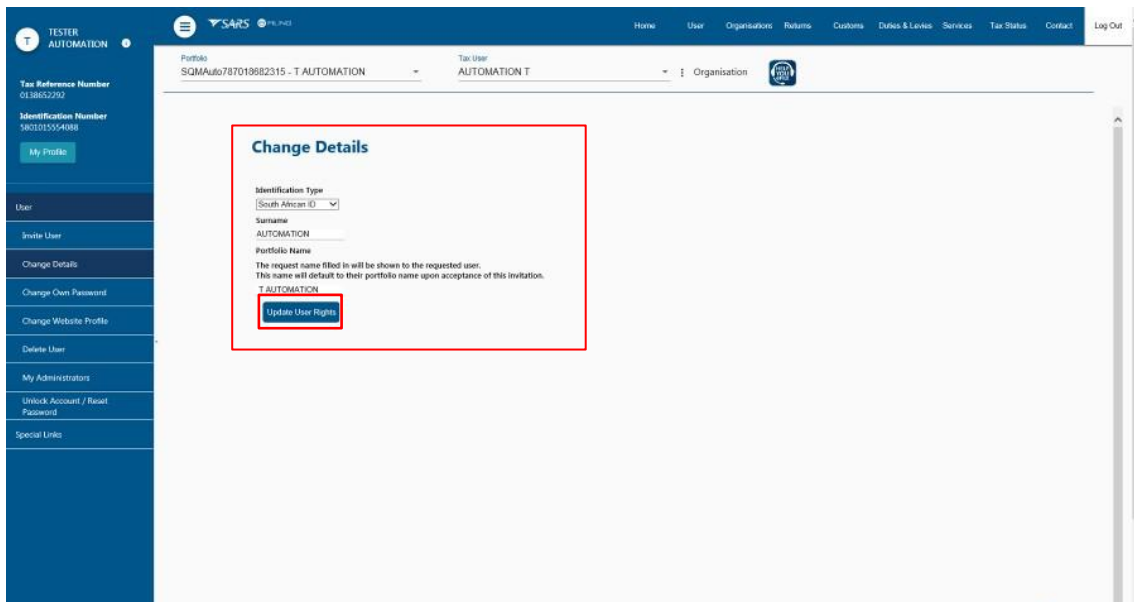
Name of User	Last Logged In	Last Return Filled
TESTER AUTOMATION	2021-02-22 16:33	-

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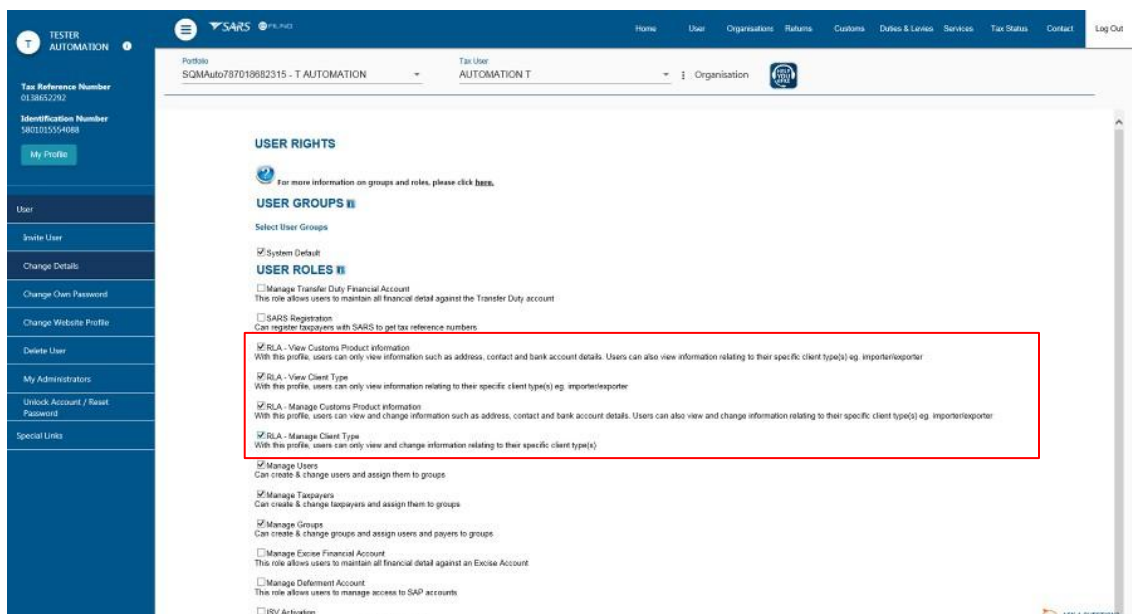
- c) The system displays the User Menu option. The user clicks on the Change Details option under the User Menu.



- d) The system displays the Change Details page. The user:
- Verifies his/her identification type, surname and profile name; and
 - Clicks on Update User Rights.



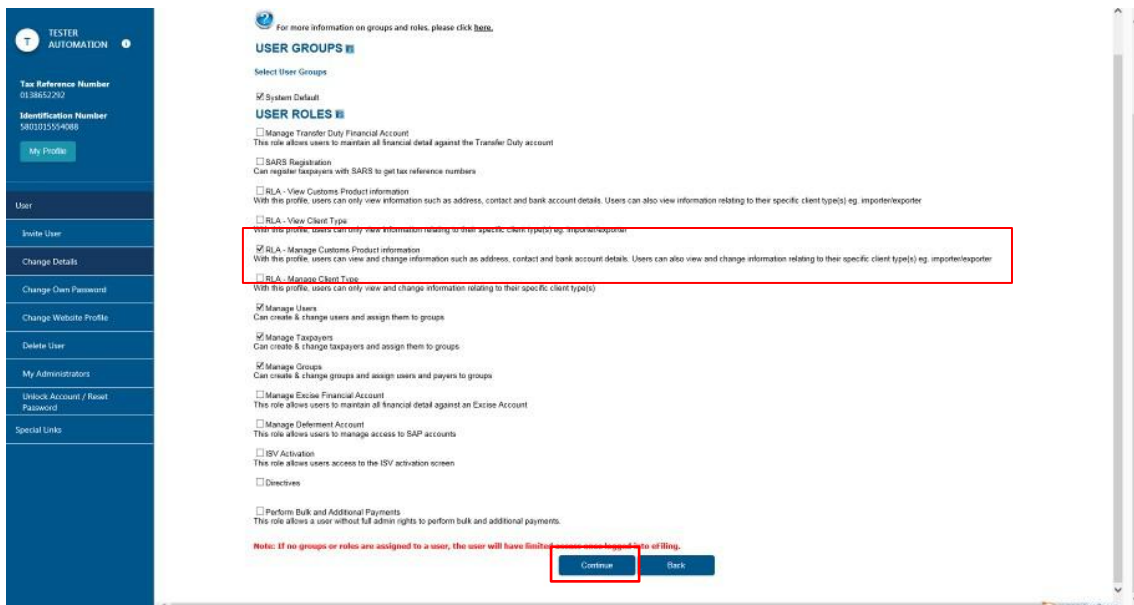
e) The system displays the User Rights and Roles page.



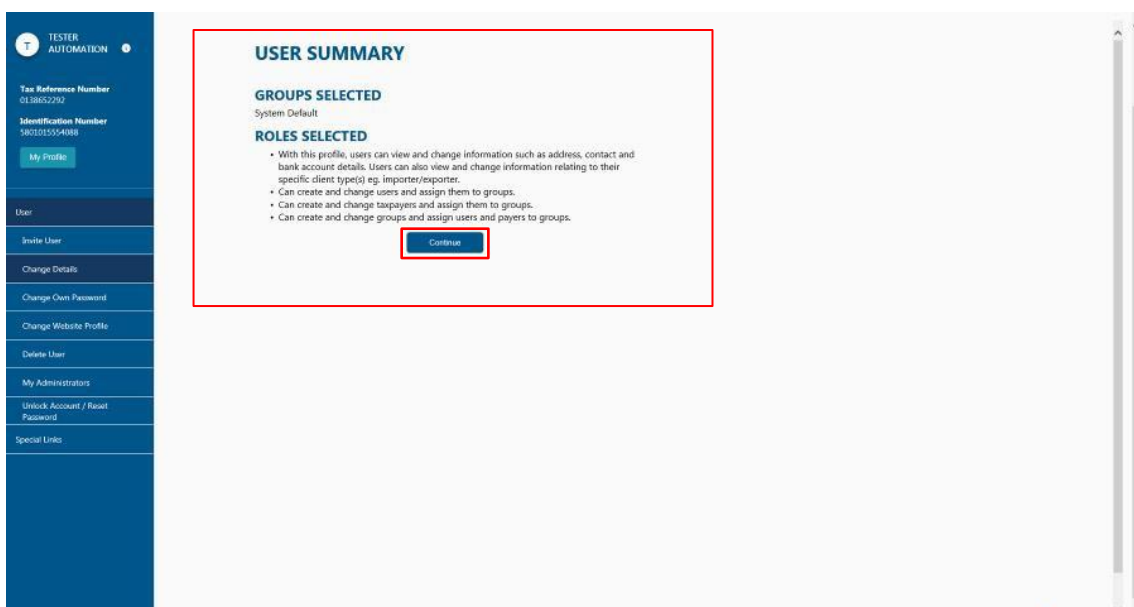
f) The user selects the applicable RLA user role. Only one (1) RLA user role can be selected at a time. Not all RLA user roles allow for the submission of new applications. Below is an explanation of each of the RLA user roles:

- i) **RLA – View Customs Product Information** – With the profile a user can only view information such as address, contact and bank account details, including information that relates to his/her specific client type.
- ii) **RLA – View Client Type** – With this profile a user can only view information that relates to his/her specific client type(s) e.g. importer / exporter.
- iii) **RLA – Manage Customs Product information** – With this profile a user can view and change his/her information such as address, contact and bank account details, including information that relates to a specific or related client type.
- iv) **RLA – Manage Client type** – With this profile a user can only view and change information that relates to his/her client type(s) and not information pertaining to his/her Customs product information.

- g) In order to submit a new Customs client type application, the user:
- i) Selects the RLA user role, RLA – Manage Customs Product Information. If any of the other RLA user roles had been selected previously by the user he/she must click on the block next to the RLA user role to deselect the roles not applicable.
 - ii) Clicks on the continue button if in agreement with his/her selection.



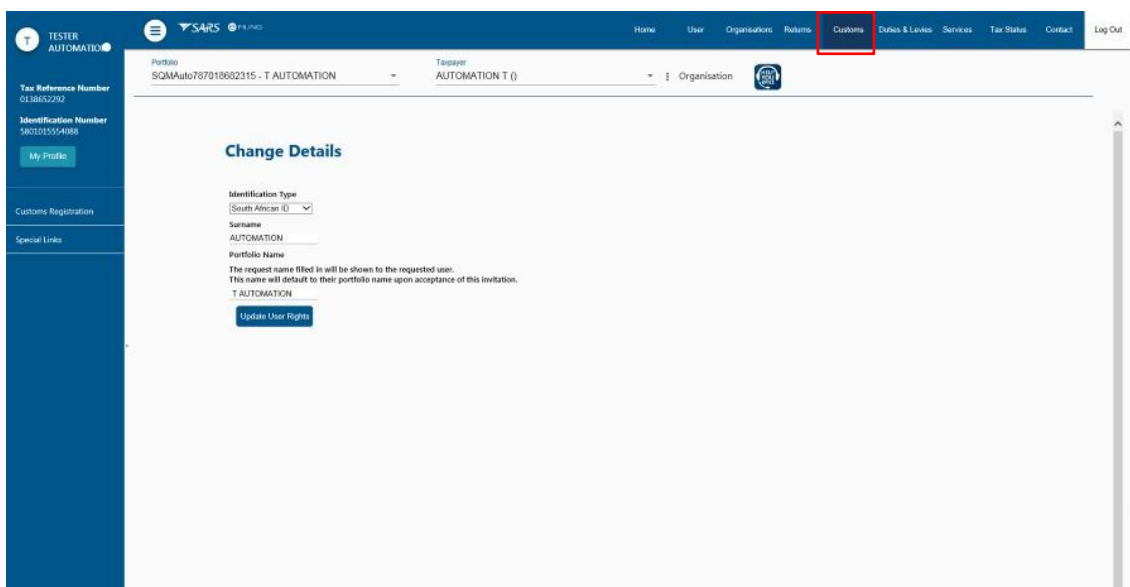
- h) The system displays the User summary page and the selected RLA user role. The user clicks on the Continue button.



6 CAPTURING RLA CLIENT APPLICATION

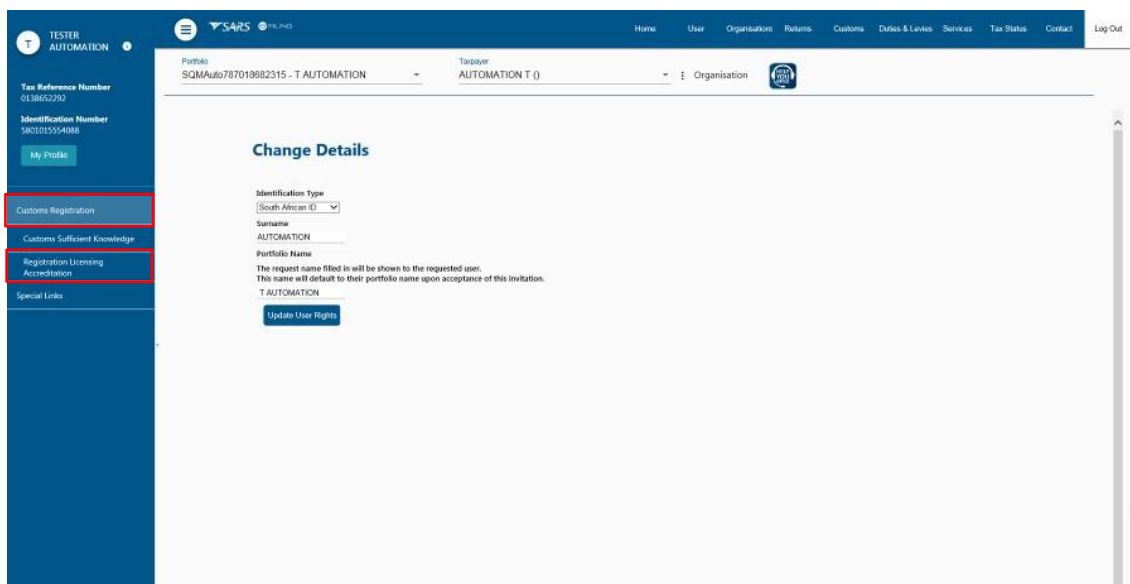
6.1 Access RLA functionality

- a) After the user selected the applicable organisation's portfolio and taxpayer applying for an RLA client type, the user clicks on the Customs tab in the top ribbon.



- b) The system displays the Customs Menu bar and the user clicks on:

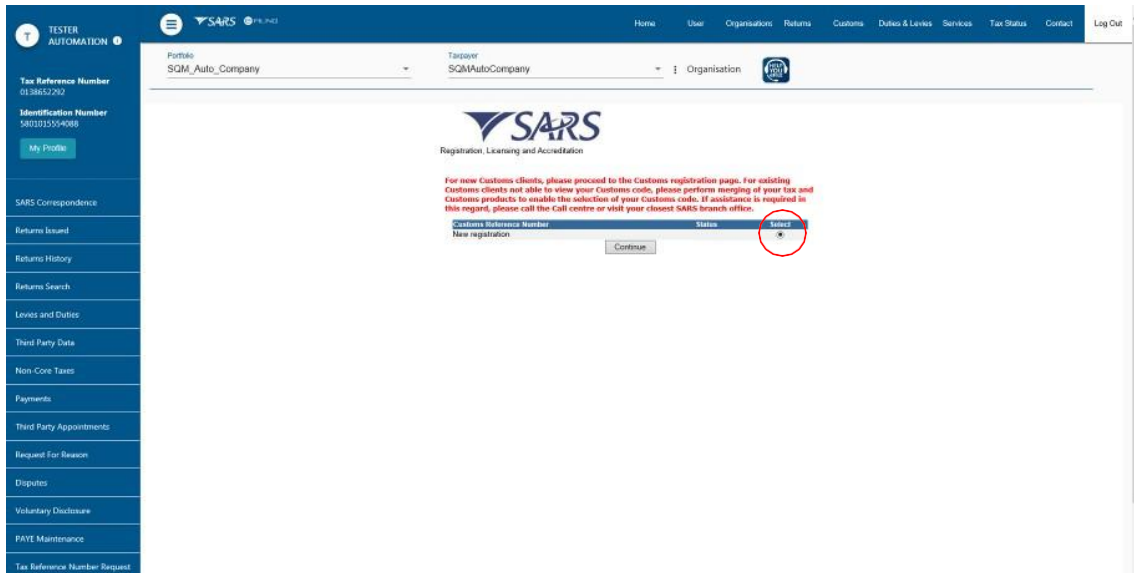
- i) Custom Registration; and
- ii) Registration Licensing Accreditation.



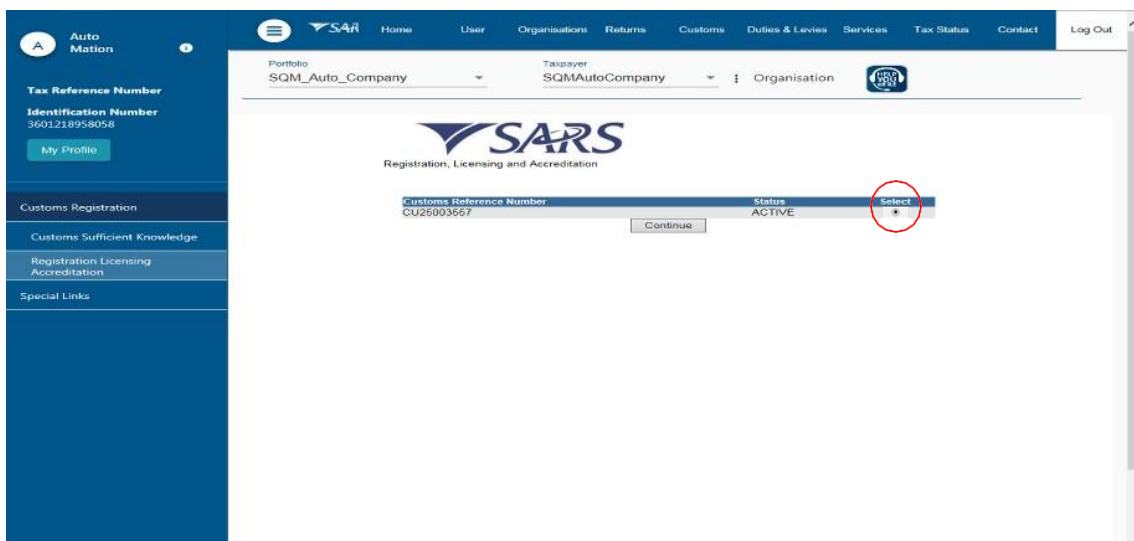
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c) The system displays the Registration Licensing and Accreditation page and if applying for a Customs client type:

i) For the first time the user must select the radio button next to New Application.

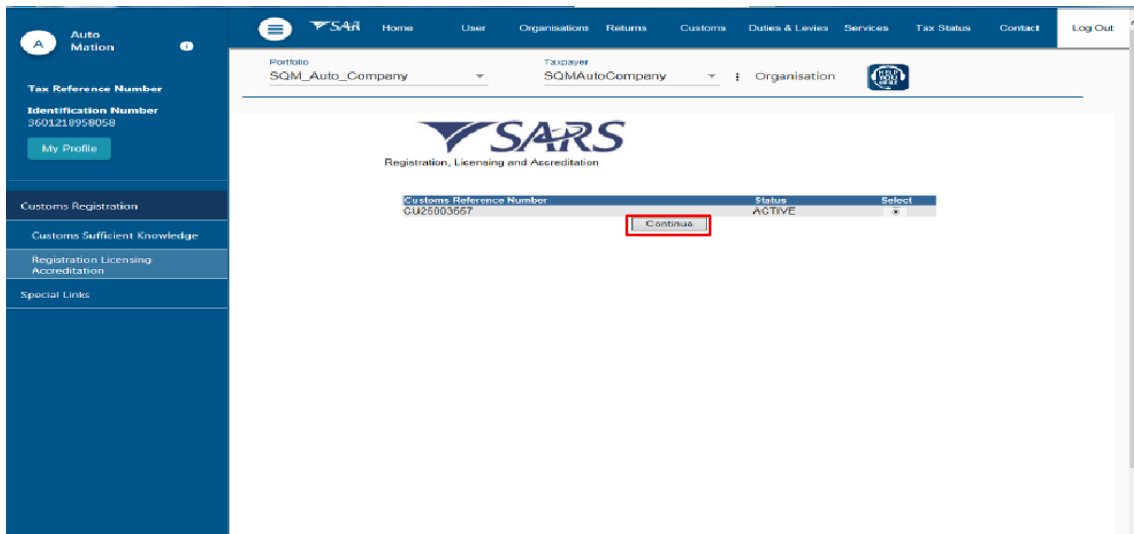


ii) For another RLA client type the user selects the radio button next to the active Customs Reference number.

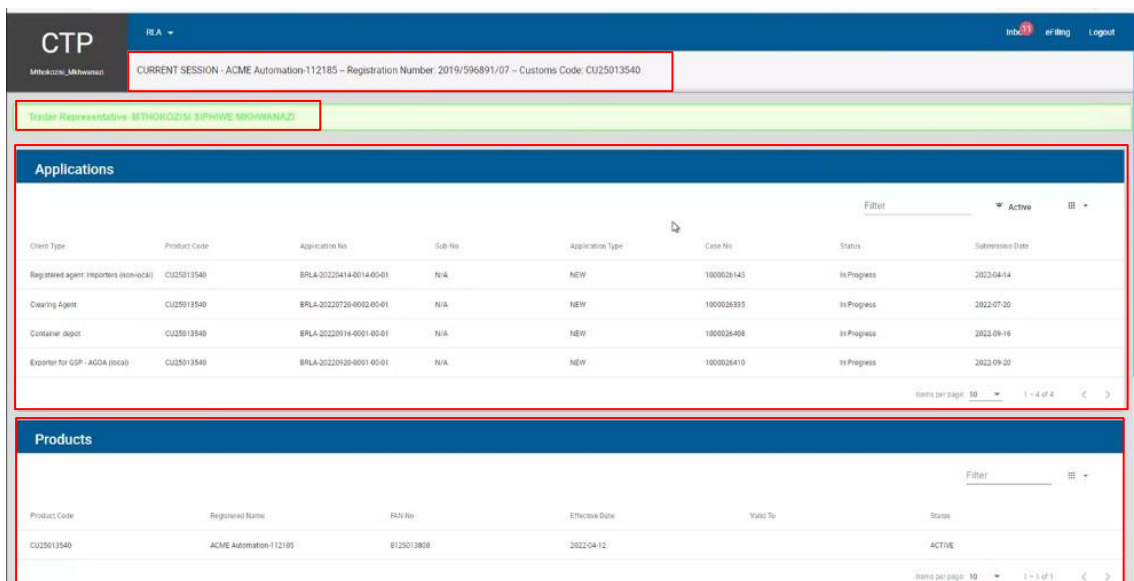


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d) The user clicks on the Continue button.

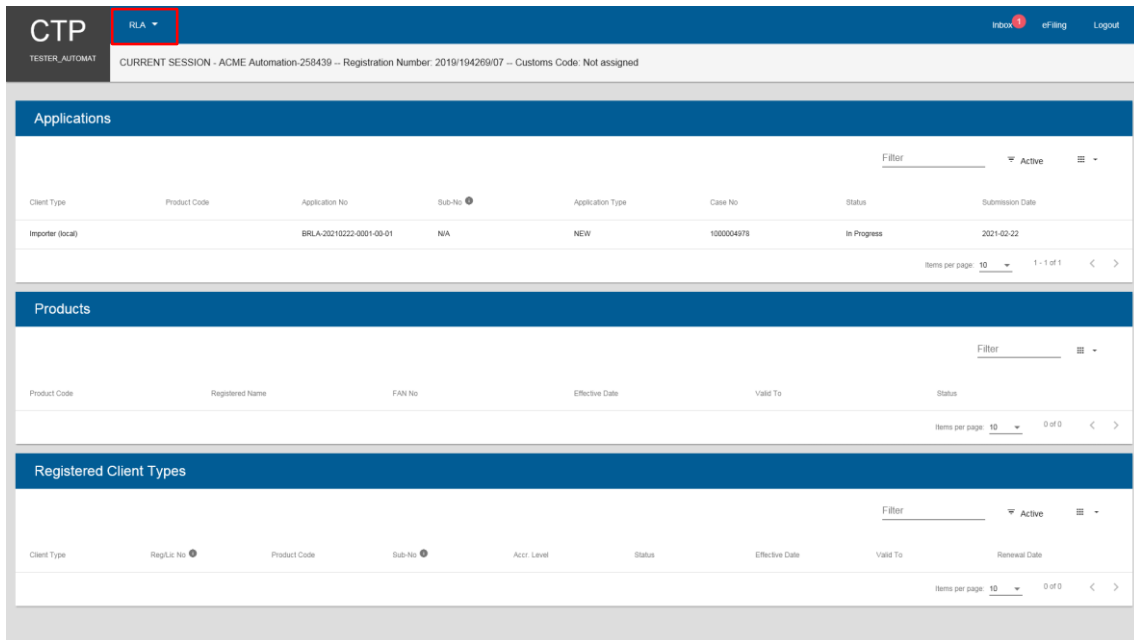


e) The system displays the entity's RLA Dashboard. The green notification ribbon will only display if another eFiler has been granted shared access as prescribed in SC-CF-43.

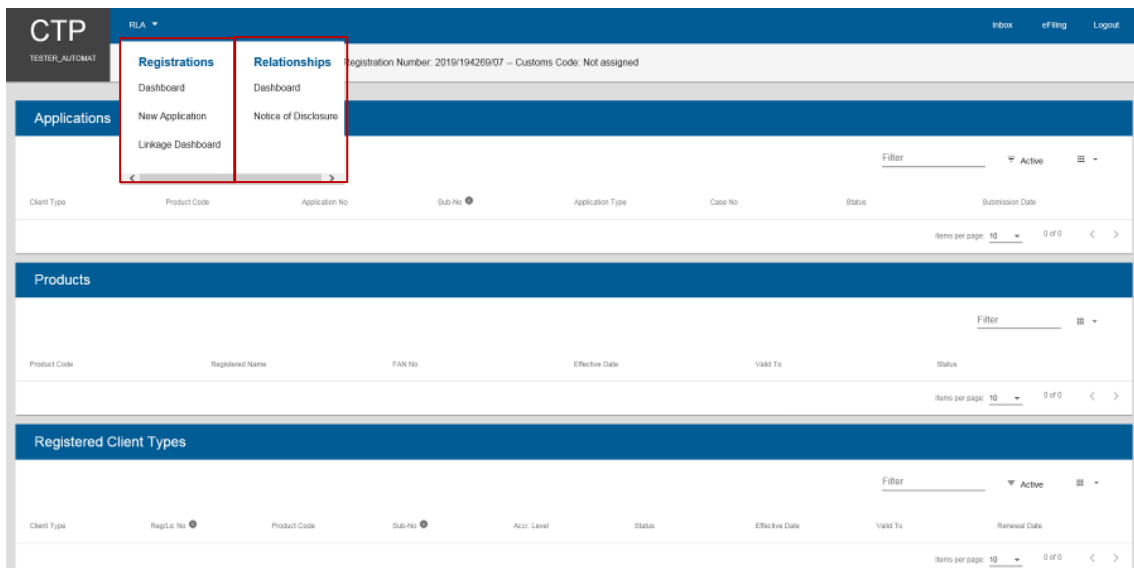


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f) The user clicks on the RLA dropdown arrow to display the RLA Menu.

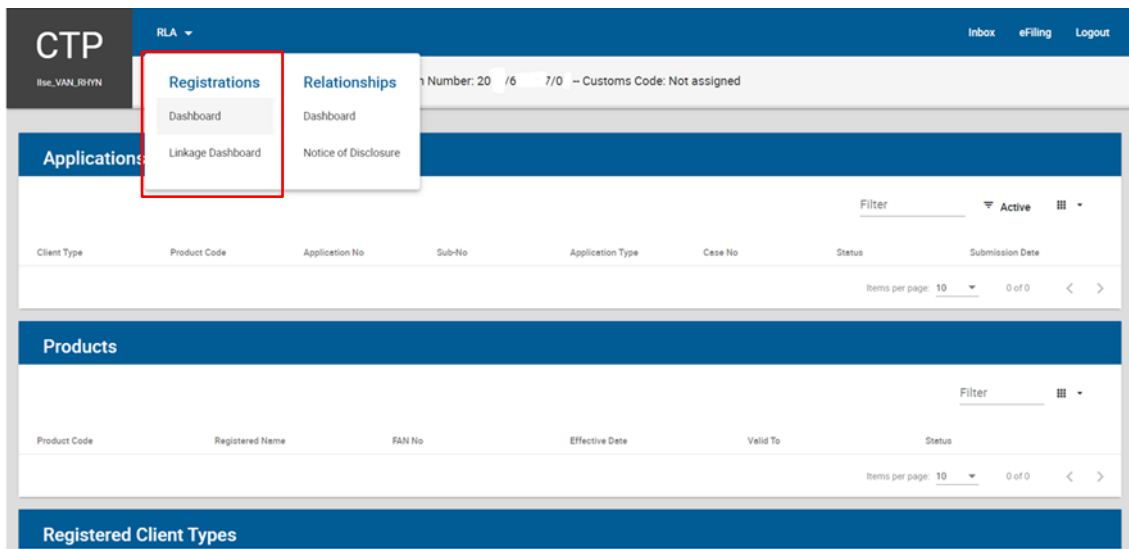


g) The system displays the RLA Menu.



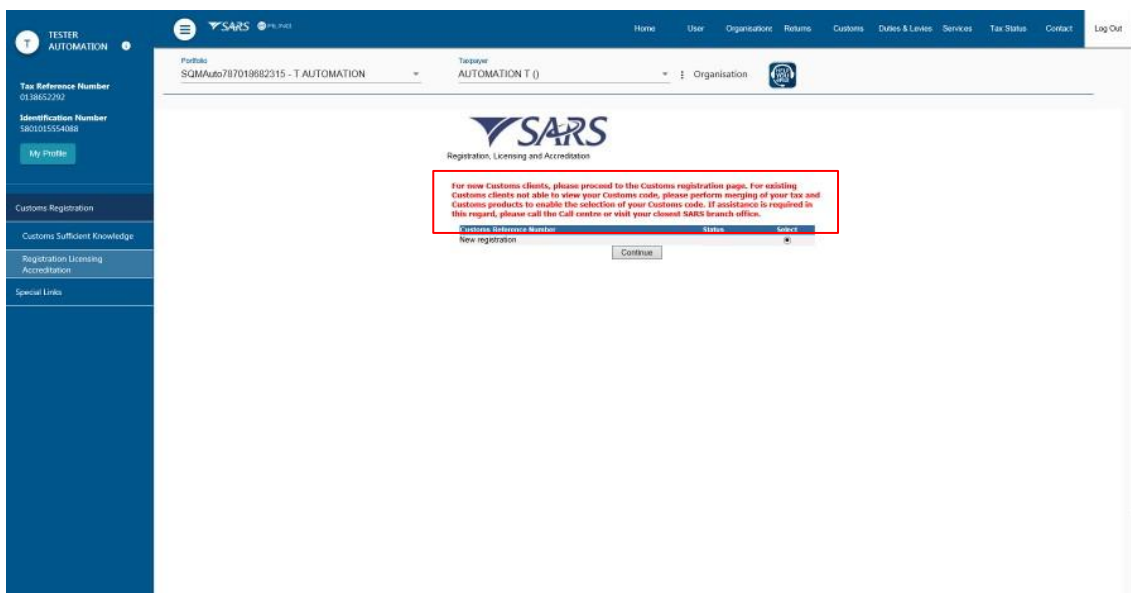
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- h) If the option New Application is not displayed under the RLA Registration menu then this means that not all the mandatory information pertaining to the legal entity has been captured on the RAV01. In order to resolve this follow the process described in GEN-REG-01-G04.



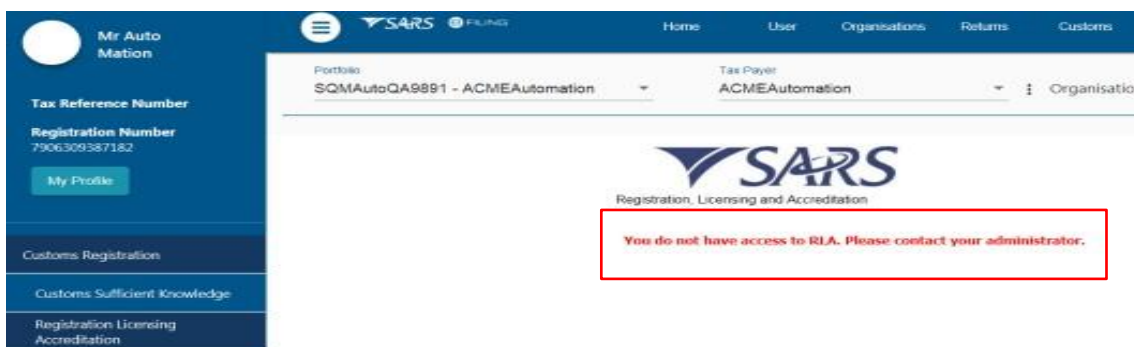
- i) Resolving error messages

- i) If the user is already a registered or licensed RLA client and his/her RLA Customs client number does not display on the RLA page, the user is required to perform merging of tax and Customs products. The process of merging is prescribed in GEN-ELEC-15-G01.

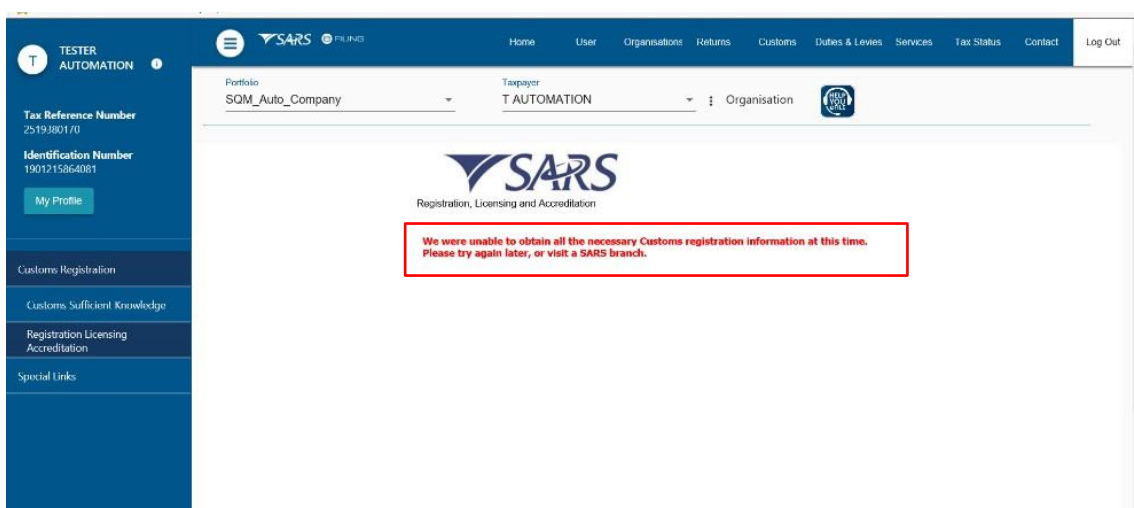


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- ii) If the incorrect eFiling user roles have been assigned to an eFiler user profile, the system displays a message indicating that the eFiler does not have access to RLA. The eFiler must contact his/her eFiling administrator to correct it, see GEN-ELEC-18-G01.

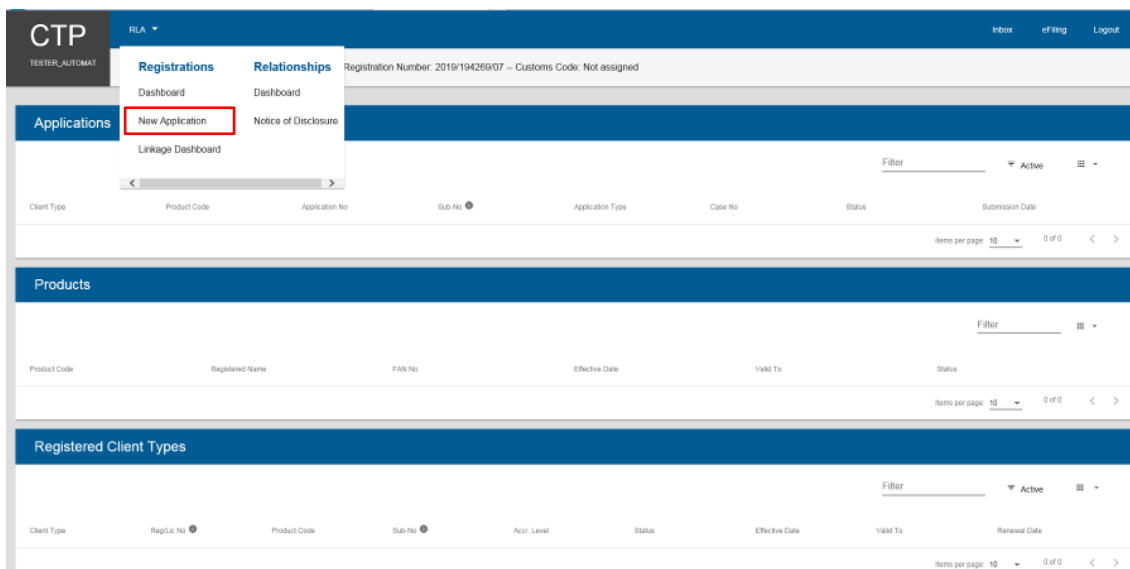


- iii) If the system displays a message that the necessary Customs registration information is not available, the user must check if he/she:
- Selected the correct RLA user role as prescribed in paragraph 4; or
 - Changed his/her portfolio from individual to company as prescribed in paragraph 3.

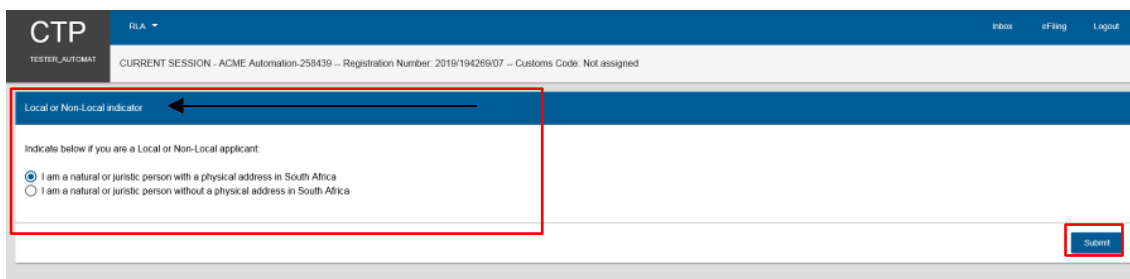


6.2 Identify applicable client type

- a) After the user logged in on eFiling as prescribed in paragraph 2 to 3 and wishes to submit an application for a Customs RLA client type the user clicks on New Application under the RLA Registration menu.

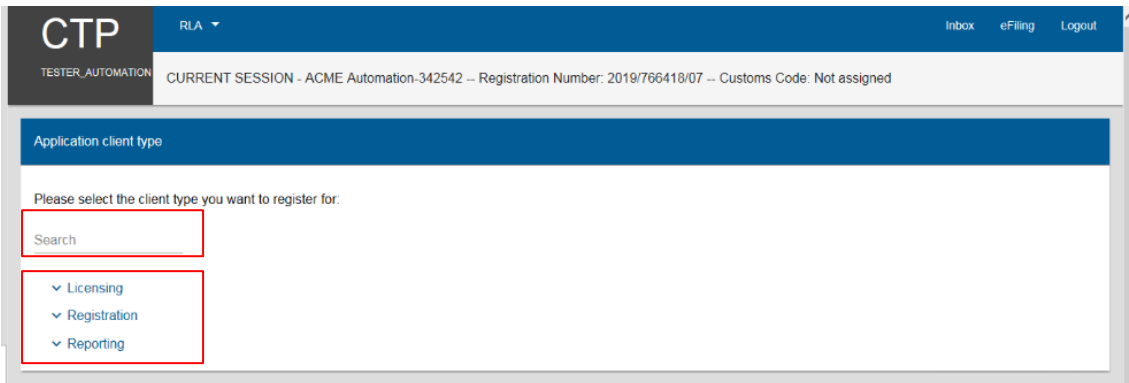


- i) If applying for a Customs client for the first time on RLA the system displays the Local or Non-Local indicator:
- A) The user selects the applicable radio button to indicate if the applicant is a natural or juristic person:
 - I) With a physical address in South Africa: or
 - II) Without a physical address in South Africa.
 - B) The user clicks on the Submit button and proceeds with paragraph ii)A) below.



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- ii) If applying for another Customs client on RLA the user selects the RLA client type applying for under the selected category (e.g. Registration, Licensing or Reporting) by:
- A) Clicking on the dropdown arrow next to the applicable category to select the RLA client type from the dropdown list; or
 - B) Capturing the name of the RLA client type in the search field.



CTP RLA ▾ Inbox eFiling Logout

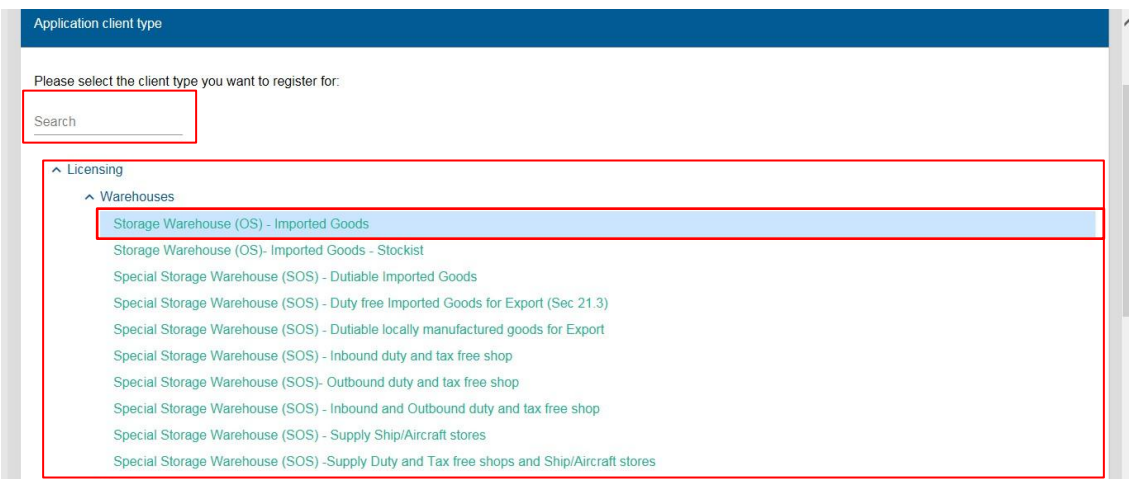
TESTER_AUTOMATION CURRENT SESSION - ACME Automation-342542 -- Registration Number: 2019/766418/07 -- Customs Code: Not assigned

Application client type

Please select the client type you want to register for:

Search

- ▾ Licensing
- ▾ Registration
- ▾ Reporting



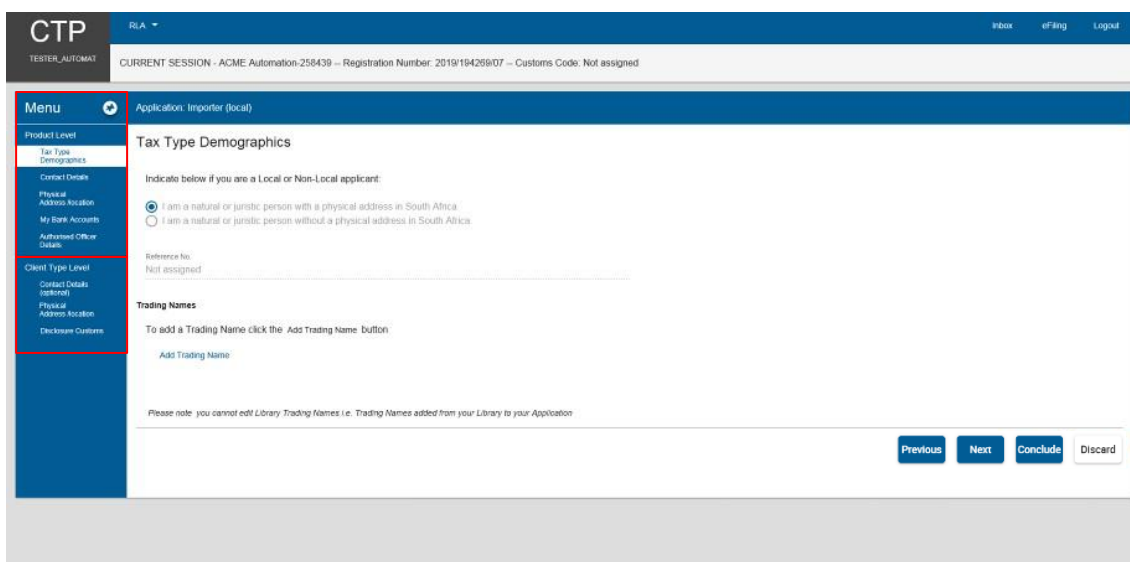
Application client type

Please select the client type you want to register for:

Search

- ▾ Licensing
 - ▾ Warehouses
 - Storage Warehouse (OS) - Imported Goods
 - Storage Warehouse (OS)- Imported Goods - Stockist
 - Special Storage Warehouse (SOS) - Dutiable Imported Goods
 - Special Storage Warehouse (SOS) - Duty free Imported Goods for Export (Sec 21.3)
 - Special Storage Warehouse (SOS) - Dutiable locally manufactured goods for Export
 - Special Storage Warehouse (SOS) - Inbound duty and tax free shop
 - Special Storage Warehouse (SOS)- Outbound duty and tax free shop
 - Special Storage Warehouse (SOS) - Inbound and Outbound duty and tax free shop
 - Special Storage Warehouse (SOS) - Supply Ship/Aircraft stores
 - Special Storage Warehouse (SOS) -Supply Duty and Tax free shops and Ship/Aircraft stores

- b) The system displays the required details to be captured by the user.
 - i) If applying for an RLA client type for the first time, the user must capture the applicant's Product level details (see paragraph 5.3 below) and client Level details (see paragraph 5.4 below).
 - ii) If an existing RLA client is applying for another RLA client type, the user only captures the Client Level details of the applicant (see paragraph 5.4) not previously captured.

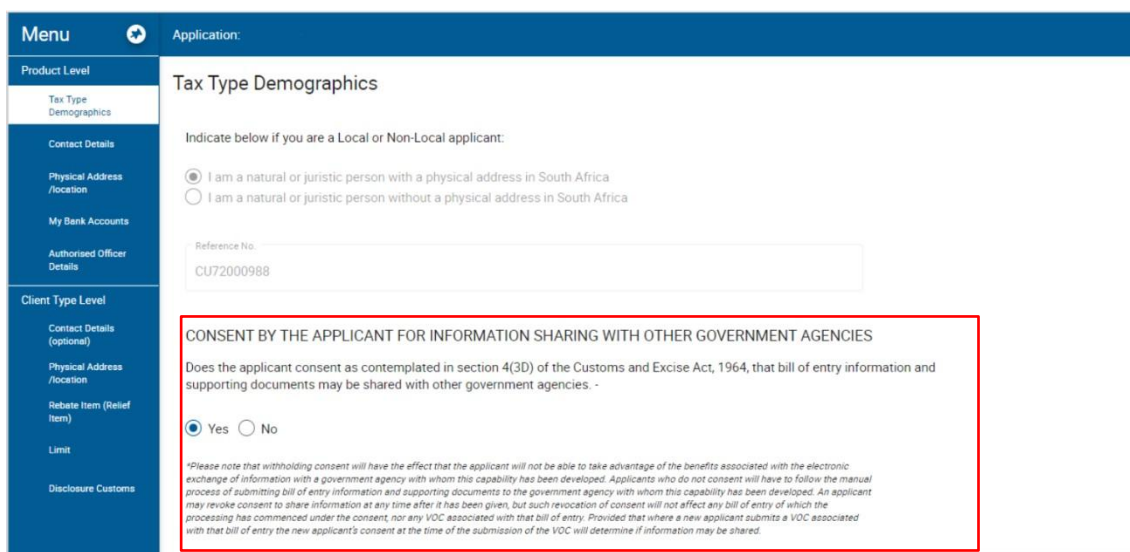


The screenshot shows the SARS CTP application interface. The top navigation bar includes 'CTP', 'R/LA', 'Inbox', 'eFiling', and 'Logout'. Below the navigation bar, the user is logged in as 'TESTER_AUTOMAT'. The main content area is titled 'Application: Importer (local)' and 'Tax Type Demographics'. It contains two radio buttons for local vs. non-local status, a 'Reference No.' field with 'Not assigned', and a 'Trading Names' section with an 'Add Trading Name' button. A note at the bottom states: 'Please note: you cannot edit Library Trading Names i.e. Trading Names added from your Library to your Application'. Navigation buttons 'Previous', 'Next', 'Conclude', and 'Discard' are at the bottom right.

6.3 Product level details

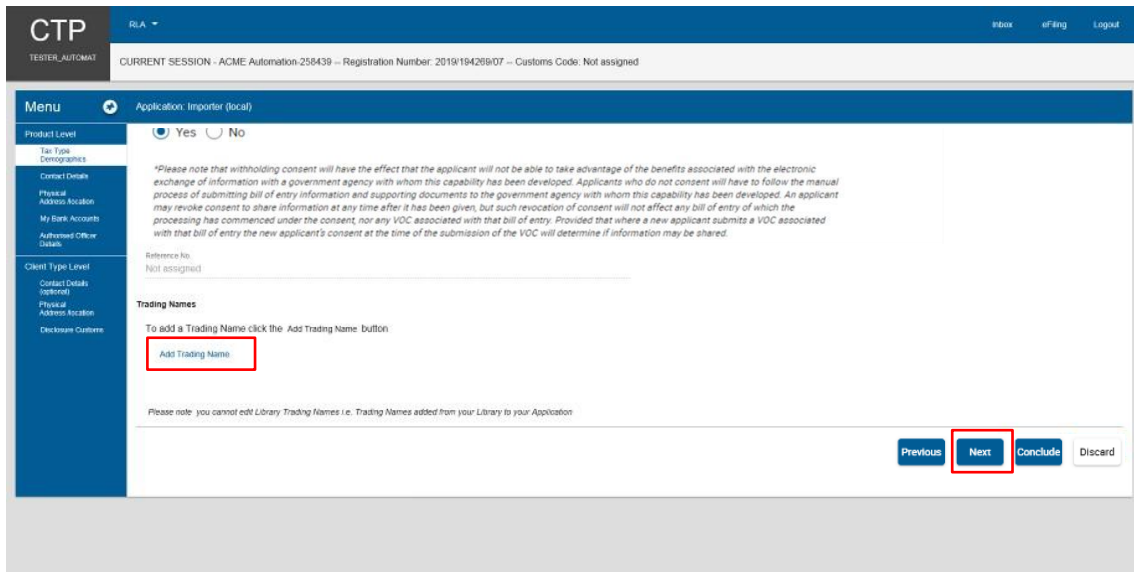
6.3.1 Tax type demographics

- a) SARS would like to exchange your declaration information electronically with other government agencies (OGAs) when your imported or exported goods have been detained for inspection by them.
- b) When applying for an importer or exporter client type you are therefore required to tick the:
 - i) Yes radio button to grant SARS consent; or
 - ii) No radio button to refuse consent.



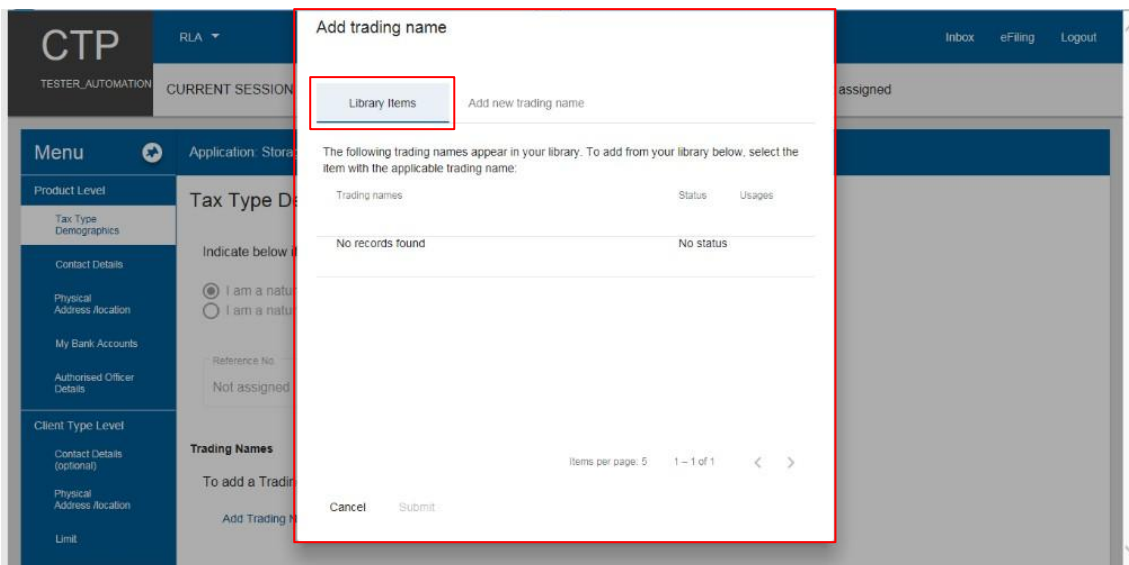
This screenshot shows the 'Tax Type Demographics' form with a red box highlighting the consent section. The section is titled 'CONSENT BY THE APPLICANT FOR INFORMATION SHARING WITH OTHER GOVERNMENT AGENCIES'. It asks: 'Does the applicant consent as contemplated in section 4(3D) of the Customs and Excise Act, 1964, that bill of entry information and supporting documents may be shared with other government agencies.' There are 'Yes' and 'No' radio buttons, with 'Yes' selected. A detailed note below explains the implications of withholding consent, stating that it would prevent the applicant from taking advantage of electronic information exchange benefits and require a manual process for document submission.

- c) The user clicks on Add Trading Name in order to capture the applicant's trading name.



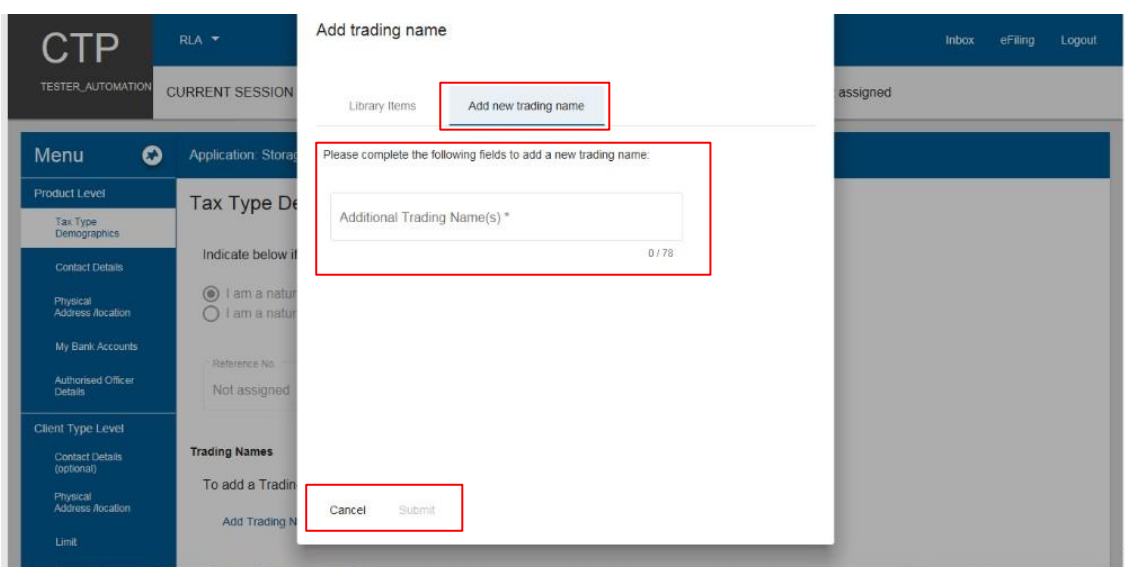
- d) The system displays the Add trading name window:

- i) The Library items contains a list of all previously captured trading names. The Library items enables a user to reuse previously captured data by clicking on that information which is then populated onto his/her electronic application form.

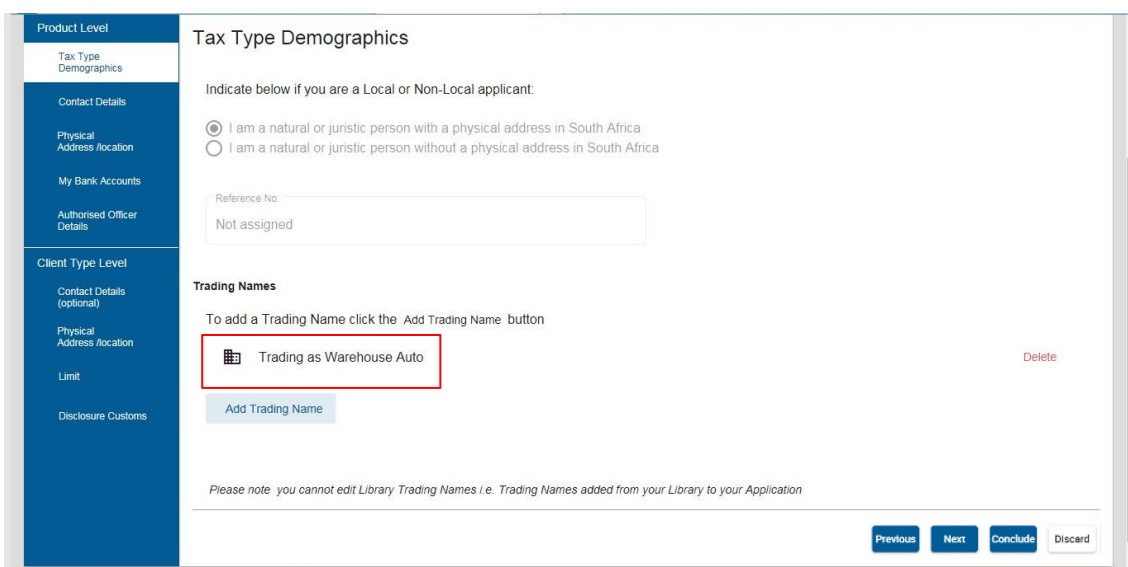


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- ii) If no records are found under Library Items, the user:
 - A) Clicks on the Add new trading name option to display the Add trading name capture window; and
 - B) Captures the trading name.
 - C) Once the trading name has been captured, the system activates the Submit option. If the information is:
 - I) Correct the user clicks Submit; or
 - II) Not correct the user clicks on the Cancel option.

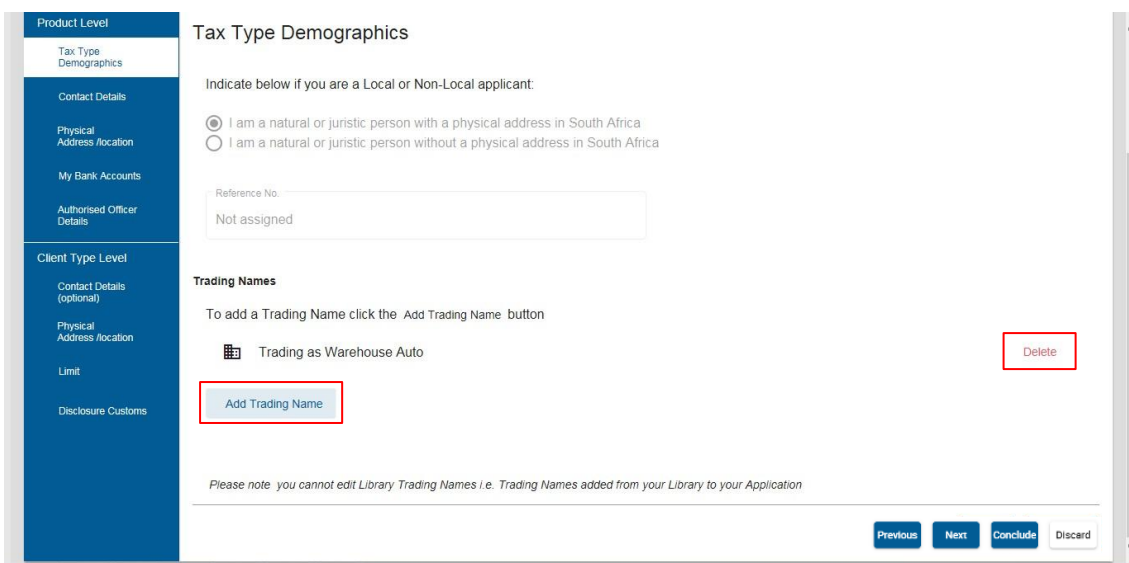


- iii) The system populates the trading name onto the Tax Type Demographics page.



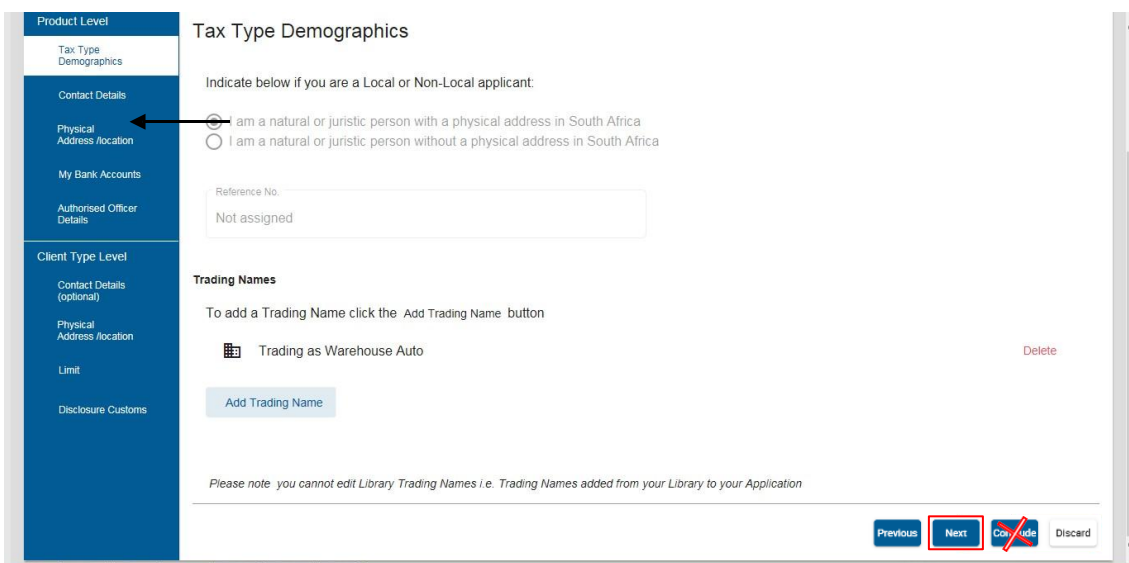
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- iv) If incorrectly captured, the user will be able to delete it by clicking on Delete and then on Add trading name.



The screenshot shows a web interface with a left-hand navigation menu. The 'Product Level' section is active, showing 'Tax Type Demographics' and 'Contact Details'. The 'Trading Names' section is also visible, with an 'Add Trading Name' button highlighted in red. A 'Delete' button is also highlighted in red. The interface includes a 'Reference No.' field with the value 'Not assigned' and a 'Previous' button.

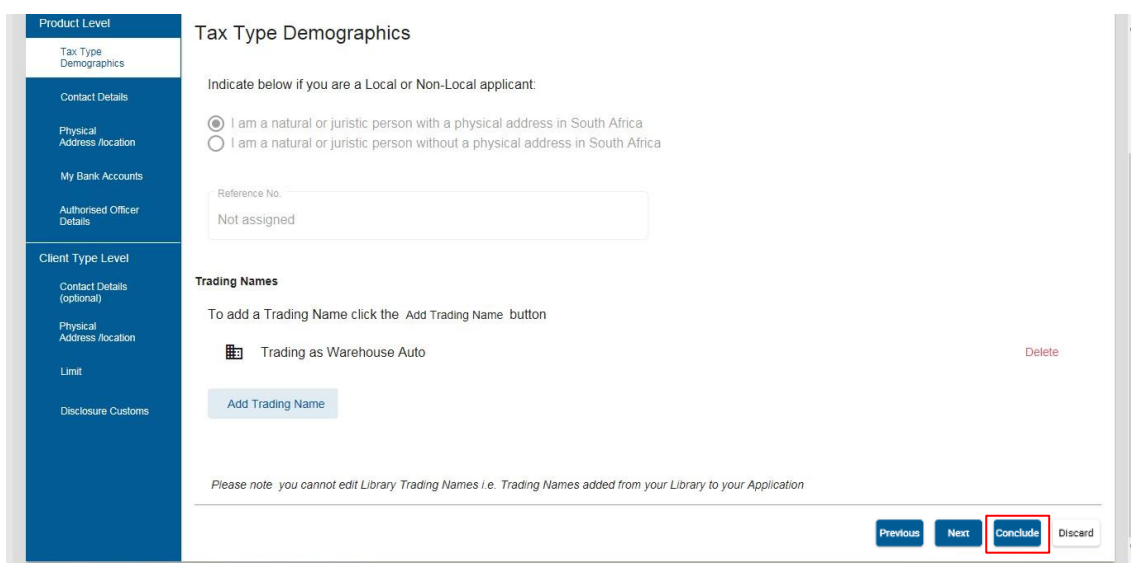
- v) If the trading name is correct:
- The user clicks on the Next button to progress to the next field which is Contact details under Product Level; or
 - The user clicks on the Contact Details link in the Menu; and
 - The trading name captured by the user is automatically saved.



This screenshot is similar to the previous one, but the 'Next' button is highlighted with a red box. A red arrow points to the 'Physical Address /location' link in the navigation menu. The 'Add Trading Name' button is no longer highlighted. The 'Delete' button is also visible.

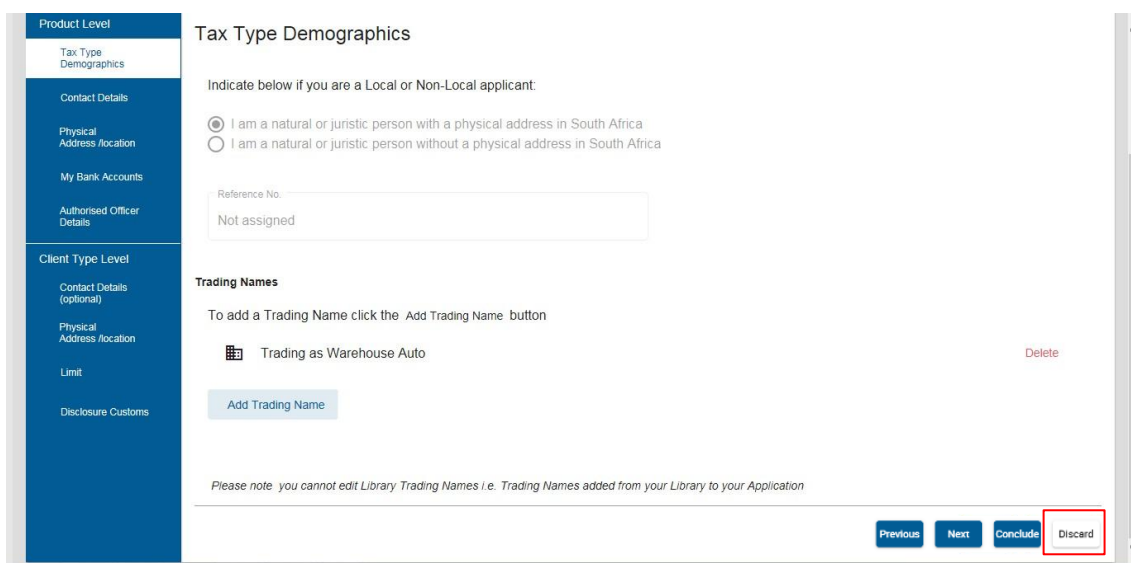
Effective Date: 11 May 2026

- vi) If the user clicks on the Conclude button by mistake, the system displays an error message, see paragraph 9 e) below to resolve the error.



The screenshot shows a web application interface for 'Tax Type Demographics'. On the left is a blue sidebar with navigation options: 'Product Level' (Tax Type Demographics, Contact Details, Physical Address /location, My Bank Accounts, Authorised Officer Details), 'Client Type Level' (Contact Details (optional), Physical Address /location, Limit, Disclosure Customs). The main content area has the title 'Tax Type Demographics' and instructions: 'Indicate below if you are a Local or Non-Local applicant:'. There are two radio buttons: 'I am a natural or juristic person with a physical address in South Africa' (selected) and 'I am a natural or juristic person without a physical address in South Africa'. Below is a 'Reference No.' field with the value 'Not assigned'. The 'Trading Names' section has instructions: 'To add a Trading Name click the Add Trading Name button'. There is one trading name entry: 'Trading as Warehouse Auto' with a 'Delete' link. An 'Add Trading Name' button is at the bottom. A note states: 'Please note you cannot edit Library Trading Names i.e. Trading Names added from your Library to your Application'. At the bottom right are buttons: 'Previous', 'Next', 'Conclude' (highlighted with a red box), and 'Discard'.

- vii) If the user wishes to discontinue his/her application, the user clicks on the Discard button and continues with the process prescribed in paragraph 8 below.



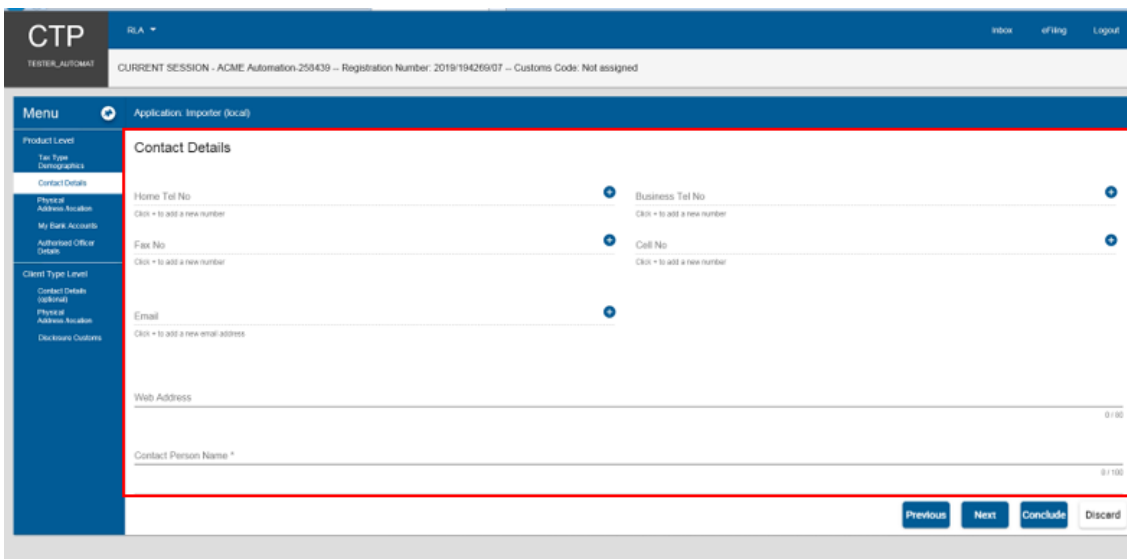
This screenshot is identical to the previous one, showing the 'Tax Type Demographics' form. In this instance, the 'Discard' button at the bottom right is highlighted with a red box, indicating the user's choice to discontinue the application.

6.3.2 Contact details

- a) In order to receive electronic notifications, the user must capture his/her:
- i) Cell phone number;
 - ii) Email address; and
 - iii) Contact person's name.

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- b) The fields home / business telephone number, fax number and / or web address are optional.



CTP RLA * Home eFiling Logout
 TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
 Tax Type Demographics
 Contact Details
 Physical Address Location
 My Bank Accounts
 Authorized Officer Details
 Client Type Level
 Contact Details (optional)
 Physical Address Location
 Disclosures Customers

Contact Details

Home Tel No + Click + to add a new number

Business Tel No + Click + to add a new number

Fax No + Click + to add a new number

Cell No + Click + to add a new number

Email + Click + to add a new email address

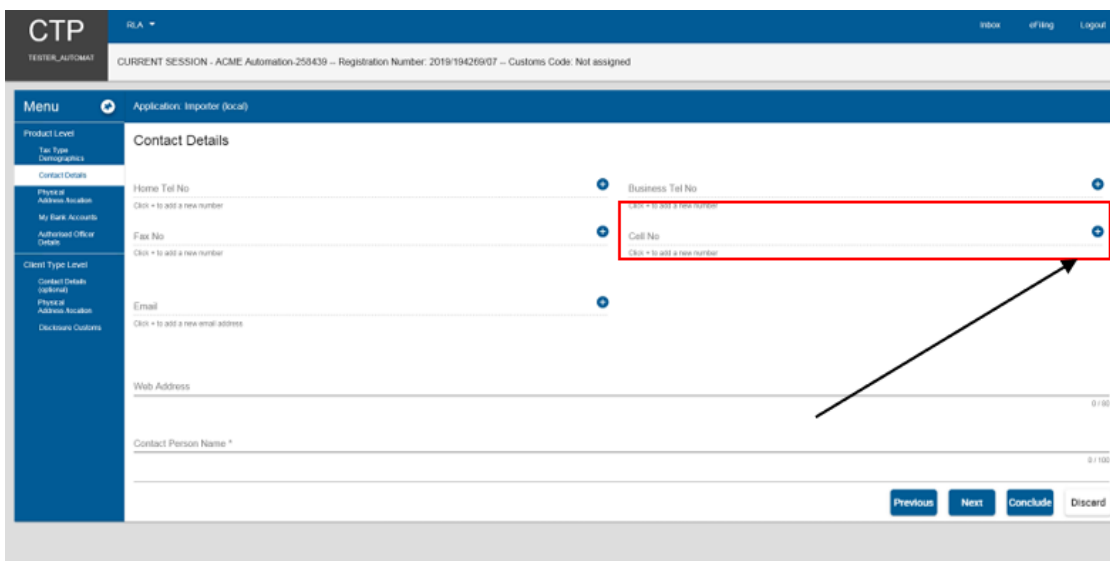
Web Address 0 / 80

Contact Person Name * 0 / 100

Previous Next Conclude Discard

- c) Cell phone

- i) If no cell phone number is displayed or the user must add another cell phone number, he/she must click on the (+) plus icon next to Cell No to display the Add cell phone number window.



CTP RLA * Home eFiling Logout
 TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
 Tax Type Demographics
 Contact Details
 Physical Address Location
 My Bank Accounts
 Authorized Officer Details
 Client Type Level
 Contact Details (optional)
 Physical Address Location
 Disclosures Customers

Contact Details

Home Tel No + Click + to add a new number

Business Tel No + Click + to add a new number

Fax No + Click + to add a new number

Cell No + Click + to add a new number

Email + Click + to add a new email address

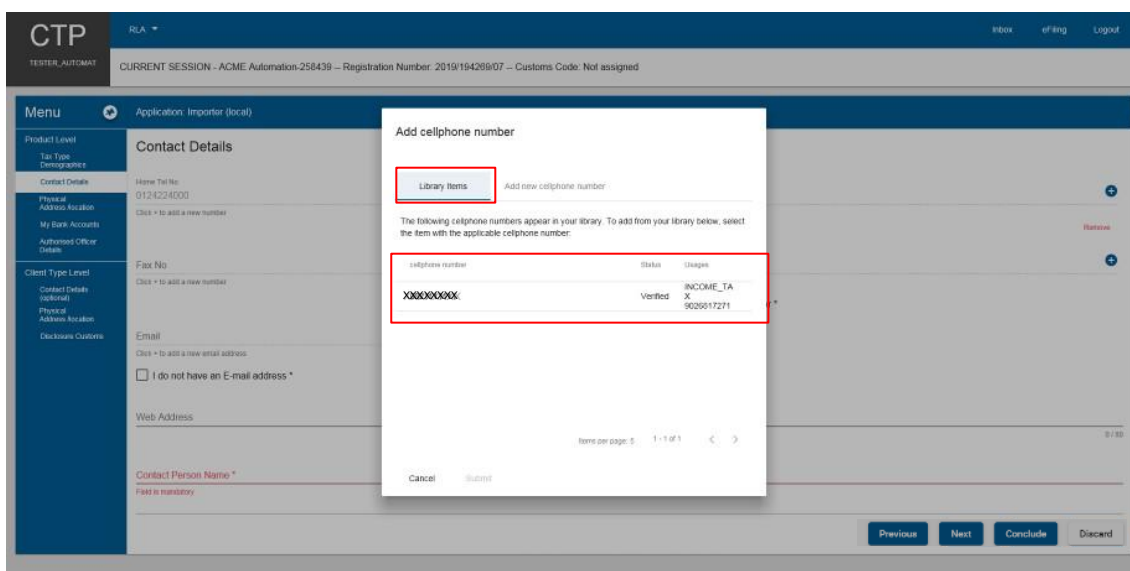
Web Address 0 / 80

Contact Person Name * 0 / 100

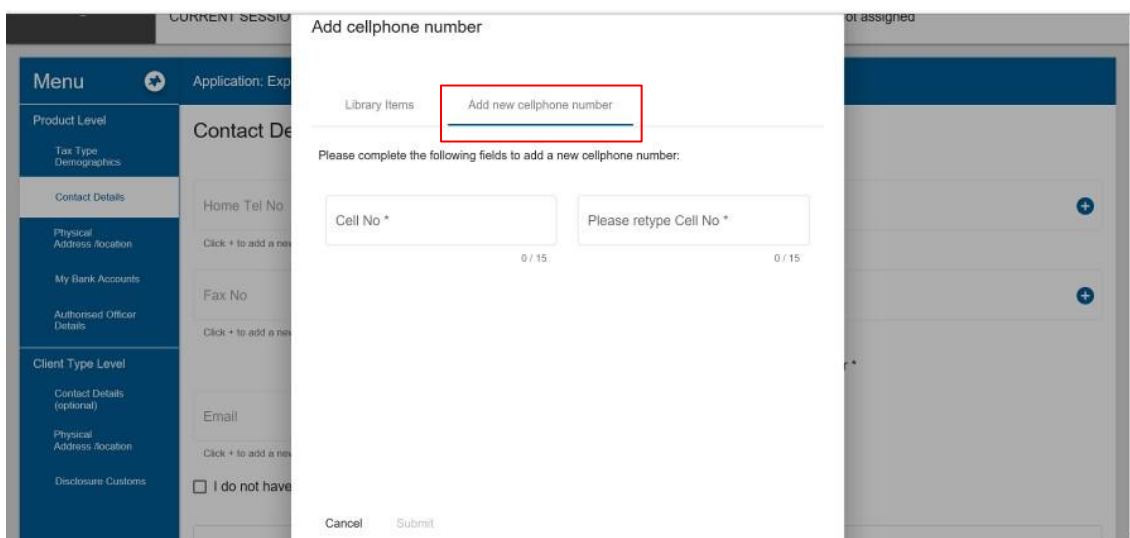
Previous Next Conclude Discard

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- ii) If the cell phone number is displayed under the Library Items, the user selects the applicable cell phone number and submits the selected information. If the status of the selected Library item is:
 - A) Verified, the user will not be required to upload the supporting documents.
 - B) Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.



- iii) If the cell phone number to be captured is not displayed under the Library Items:
 - A) The user clicks on Add new cell phone number.



- B) The system displays the Add cell phone capturing window.

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- C) The user captures the cell phone number twice to avoid capturing errors. If captured:
- I) Correctly, the user clicks on Submit; or
 - II) Incorrectly, the user clicks on Cancel and recaptures the correct cell phone number.

The screenshot shows the 'Contact Details' page in the CTP system. A modal window titled 'Add cellphone number' is displayed in the center. The modal contains the following text and fields:

- Header: Add cellphone number
- Sub-headers: Library Items, Add new cellphone number
- Instruction: Please complete the following fields to add a new cellphone number.
- Field 1: Call No. * (masked with XXXXXXXX) with a character count of 10 / 15.
- Field 2: Please enter Cell No. * (masked with XXXXXXXX) with a character count of 10 / 15.
- Buttons: Cancel, Submit

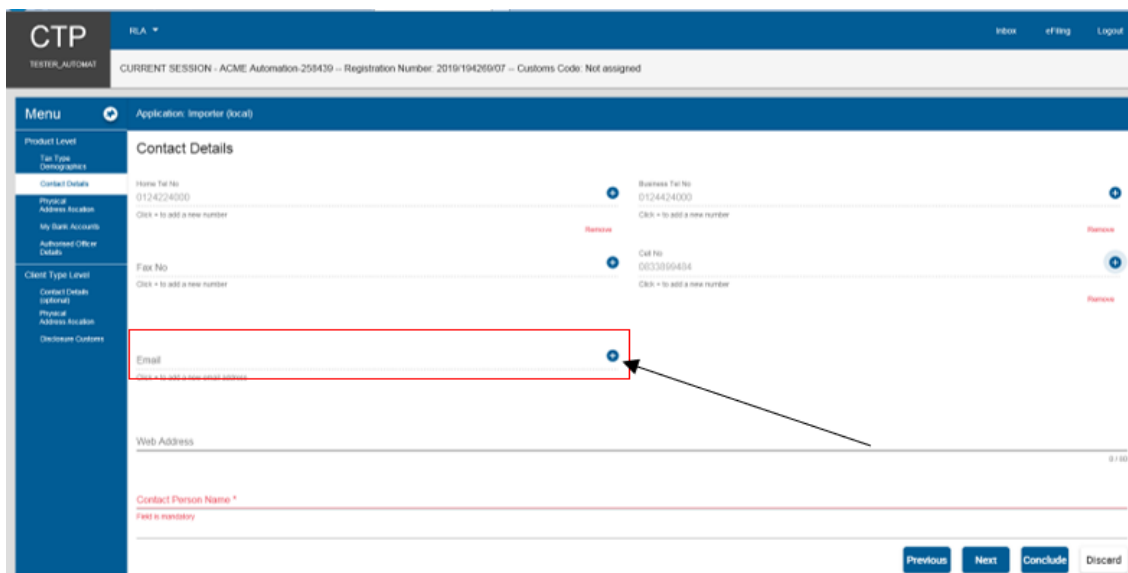
- iv) After submitting the added cell phone number the system:
 - A) Returns to the main Contact Details page; and
 - B) Displays the cell phone number added.
- v) If captured incorrectly, the user clicks on Remove and recaptures his/his cell phone number.

The screenshot shows the 'Contact Details' page after the modal is closed. The 'Cell No.' field now contains a masked number (XXXXXXXXXX) and has a 'Remove' button next to it. A red box highlights this field and button. The rest of the page remains the same as in the previous screenshot.

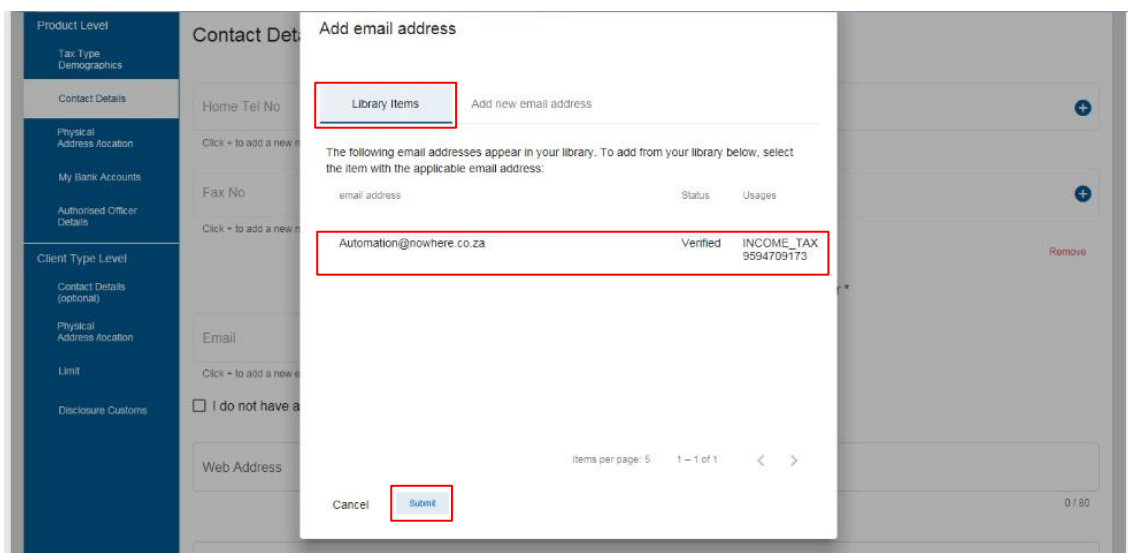
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d) Email address

- i) If no email address is displayed or the user must add another email address, he/she must click on the (+) plus icon next to Email to display the Add email window.

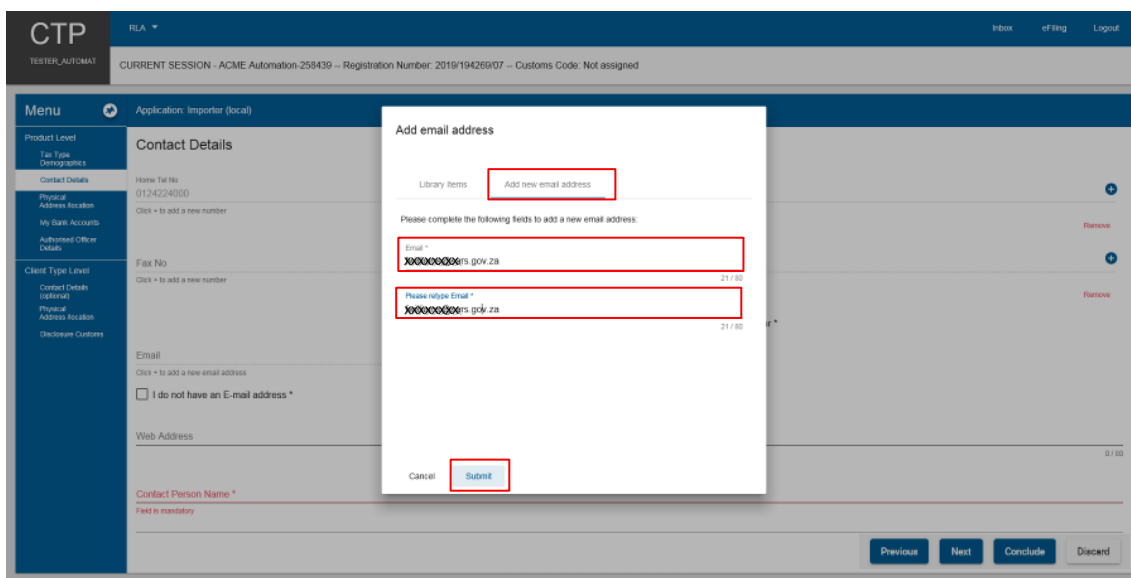


- ii) If the email address is displayed under Library Items, the user selects the applicable email address and submits the selected information. If the status of the selected Library item is:
 - A) Verified, the user will not be required to upload the supporting documents.
 - B) Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.

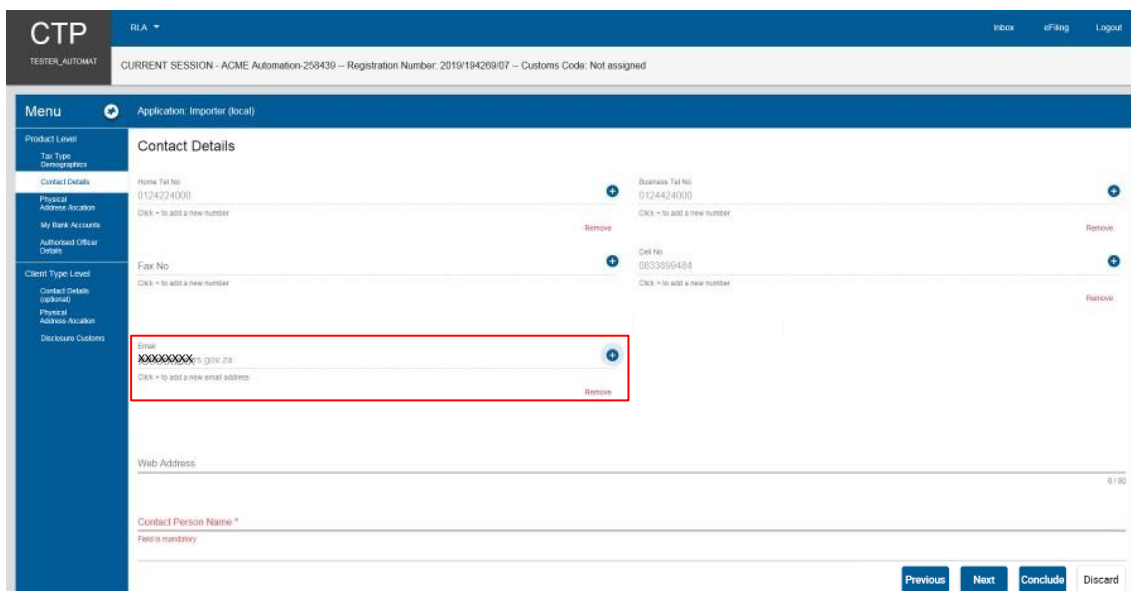


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- iii) If the email address to be captured is not displayed under the Library Items:
 - A) The user clicks on Add new email address.
 - B) The system displays the Add email address window.
 - C) The user captures the email address twice to avoid capturing errors. If captured:
 - I) Correctly, the user clicks on Submit; or
 - II) Incorrectly, the user clicks on Cancel and recaptures the correct email address.

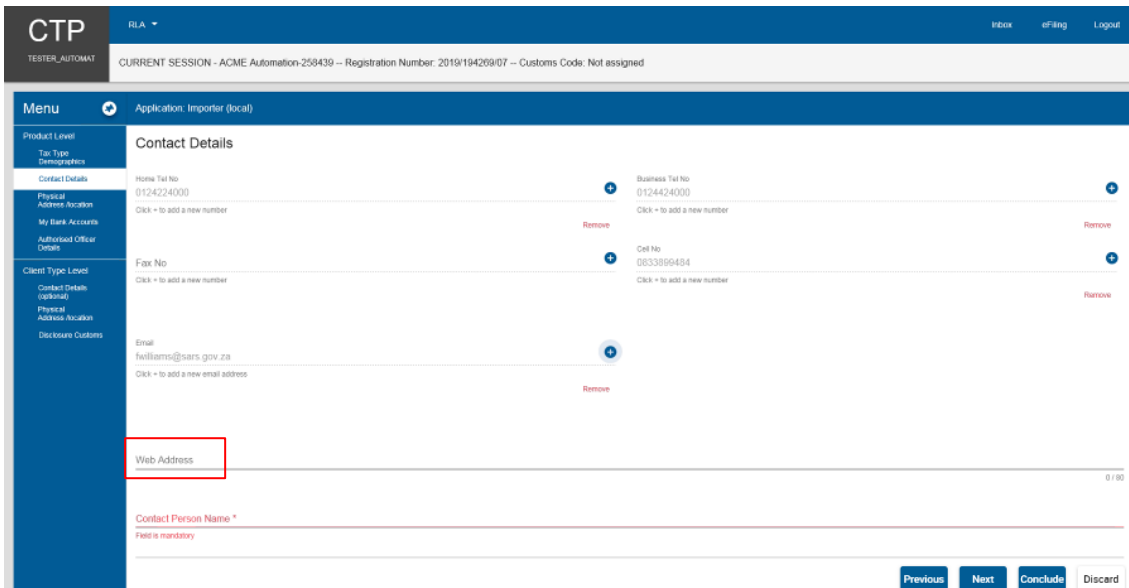


- iv) After submitting the add email address the system:
 - A) Returns to the main Contact Details page; and
 - B) Displays the email address added.
- v) If captured incorrectly the user clicks on Remove and recaptures his/her email address.



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- e) The web address details are optional, the application will not be rejected if not provided.



CTP RIA

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-259439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
Tax Type
Demographics

Contact Details
Home Tel No: 0124224000
Business Tel No: 0124424000
Click + to add a new number
Click + to add a new number
Remove Remove

Physical Address Location
My Bank Accounts
Authorised Officer Details

Client Type Level
Contact Details (optional)
Physical Address Location
Disclosures Customs

Fax No: [empty]
Cell No: 0833899484
Click + to add a new number
Click + to add a new number
Remove Remove

Email: fwilliams@sars.gov.za
Click + to add a new email address
Remove

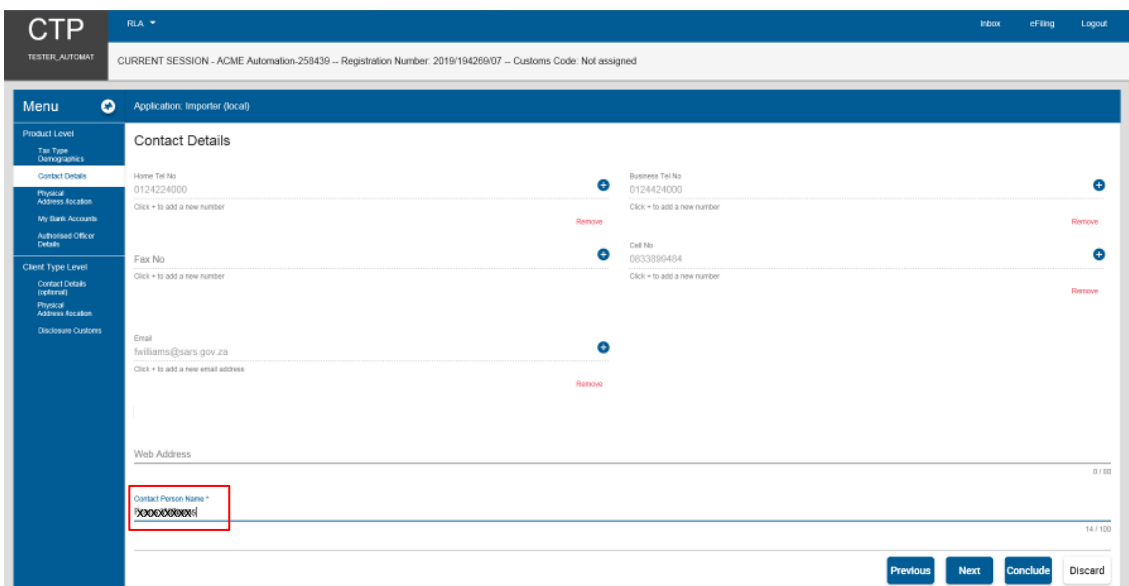
Web Address: [empty] 0 / 80

Contact Person Name *
Field is mandatory

Previous Next Conclude Discard

- f) The Contact Person Name is mandatory. The user:

- i) Clicks on Contact Person Name.
- ii) Captures the contact person's name.



CTP RIA

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
Tax Type
Demographics

Contact Details
Home Tel No: 0124224000
Business Tel No: 0124424000
Click + to add a new number
Click + to add a new number
Remove Remove

Physical Address Location
My Bank Accounts
Authorised Officer Details

Client Type Level
Contact Details (optional)
Physical Address Location
Disclosures Customs

Fax No: [empty]
Cell No: 0833899484
Click + to add a new number
Click + to add a new number
Remove Remove

Email: fwilliams@sars.gov.za
Click + to add a new email address
Remove

Web Address: [empty] 0 / 80

Contact Person Name *
XXXXXXXXXX 14 / 100

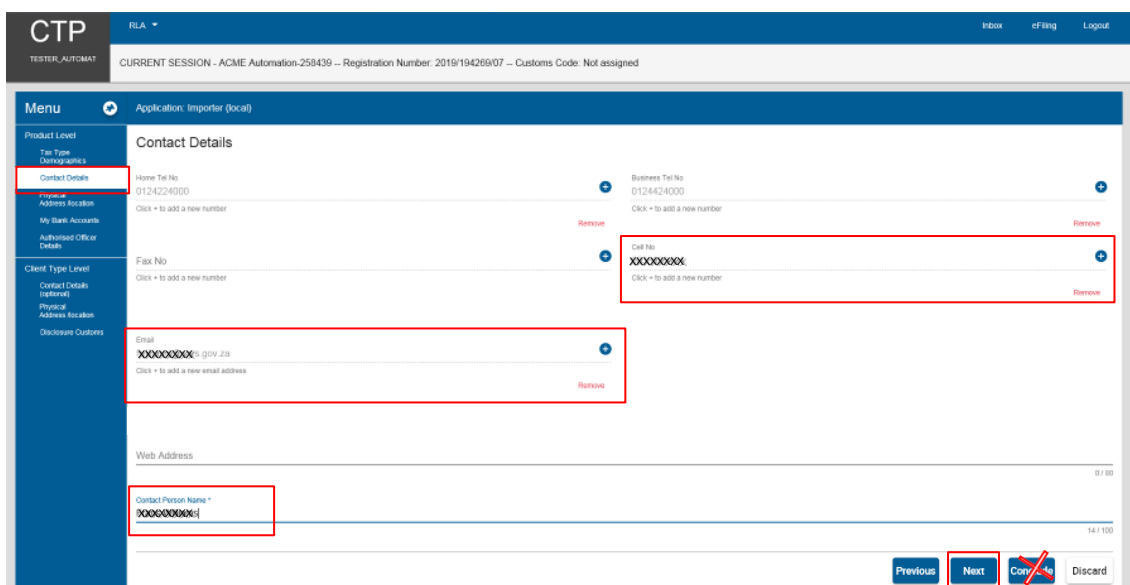
Previous Next Conclude Discard

- iii) Clicks on the:
 - A) Next button to progress to the next field which is Physical Address / Location under Product Level; or
 - B) Physical Address / Location link in the Menu.

- g) The contact details captured by the user is automatically saved.

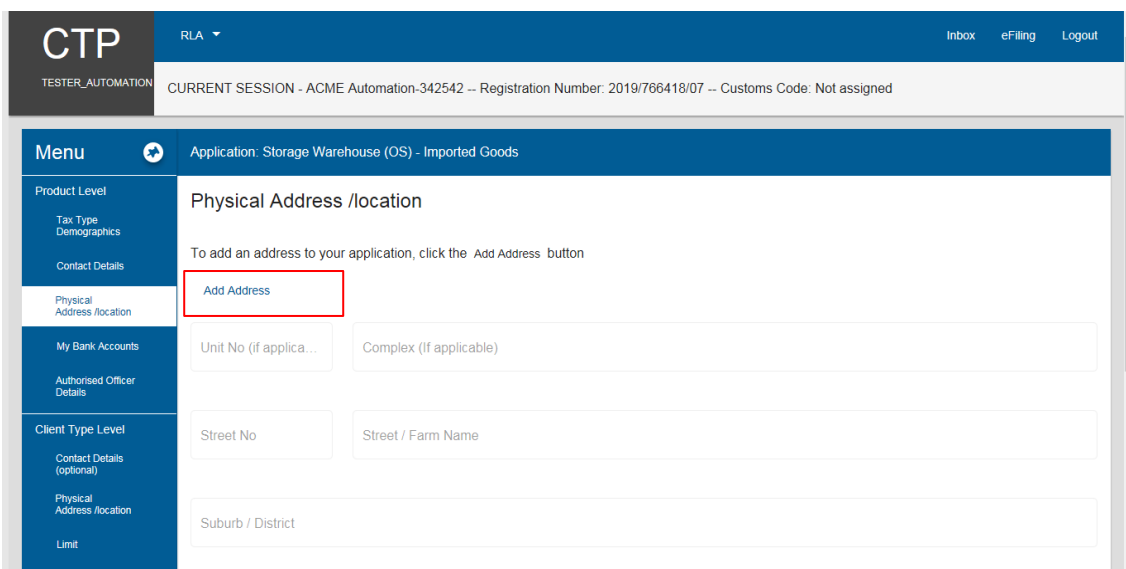
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- h) If the user clicks on the Conclude button by mistake, the system displays an error message. See paragraph 9 e) below to resolve the error.



6.3.3 Physical Address / Location

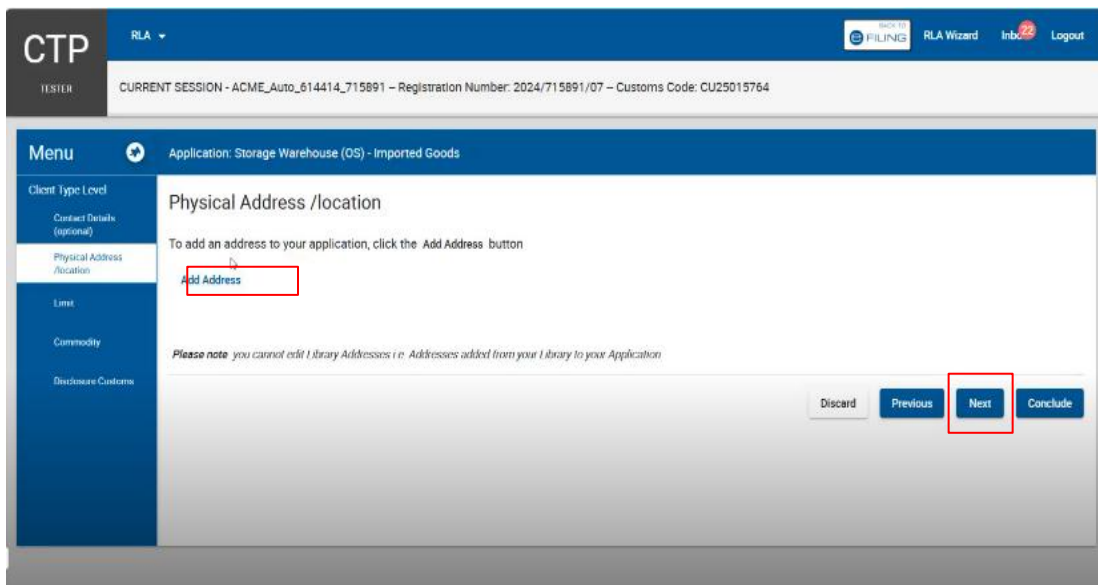
- a) If no physical address is displayed on the main Physical Address / Location page or the user must add another Physical Address / Location he/she must click on Add address to display the Add address capture window.



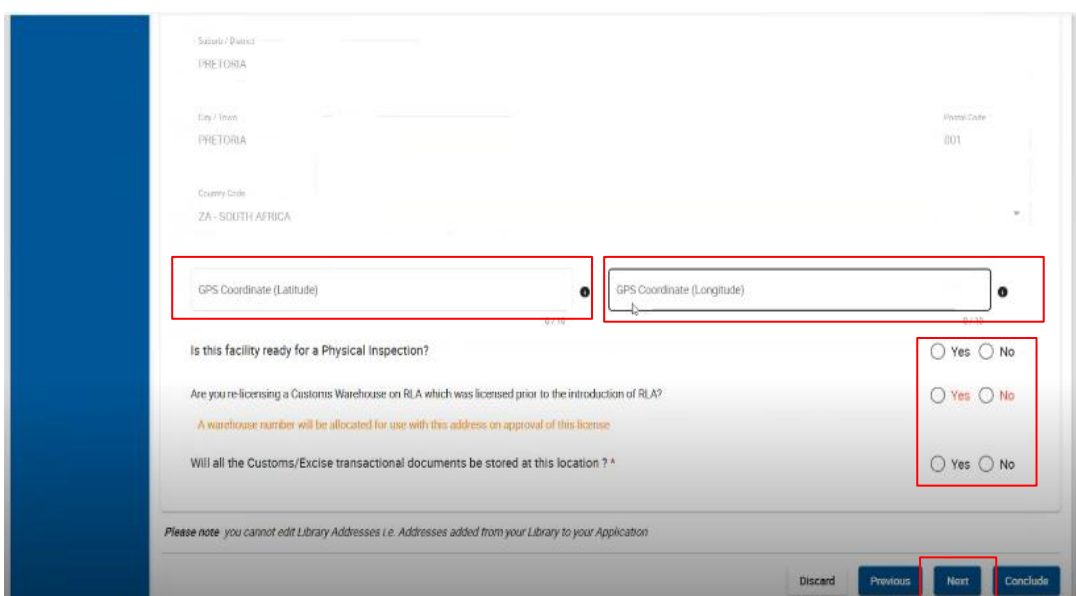
- b) If the physical address / location details is displayed under the Library items, the user selects the applicable physical address / location and submits the selected information. If the status of the selected Library item is:
- i) Verified, the user will not be required to upload the supporting documents.

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- ii) Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.



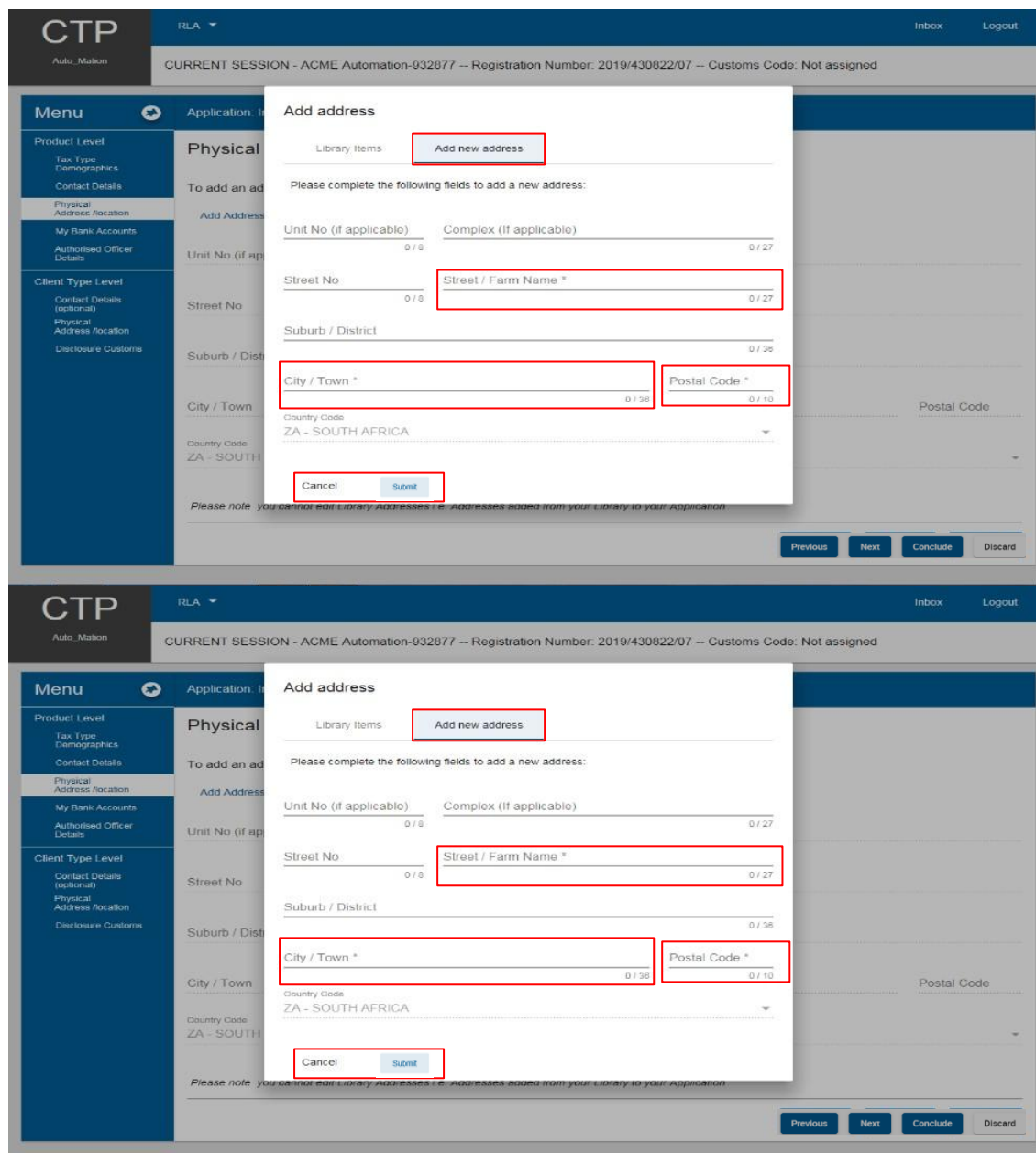
- c) If the physical address / location is not displayed under the Library Items, the user:
 - i) Clicks Add new address to display the Add Address capture window.
 - ii) Captures the following mandatory information:
 - A) The Street / Farm Name;
 - B) The City / Town; and
 - C) The Postal code; and
 - iii) Selects the Country code ZA – SOUTH AFRICA.
- d) The fields Unit no, complex, Street No, Suburb / District are optional.
- e) If the above mandatory information is captured **the applicant must click Next.**



- f) **After capturing the physical address / location the applicant must capture:**
 - i) **GPS coordinates such as:**

- A) Latitude; and
- B) Longitude

ii) Provide answer to the questions posed and click next.



g) After submitting the added physical address the system:

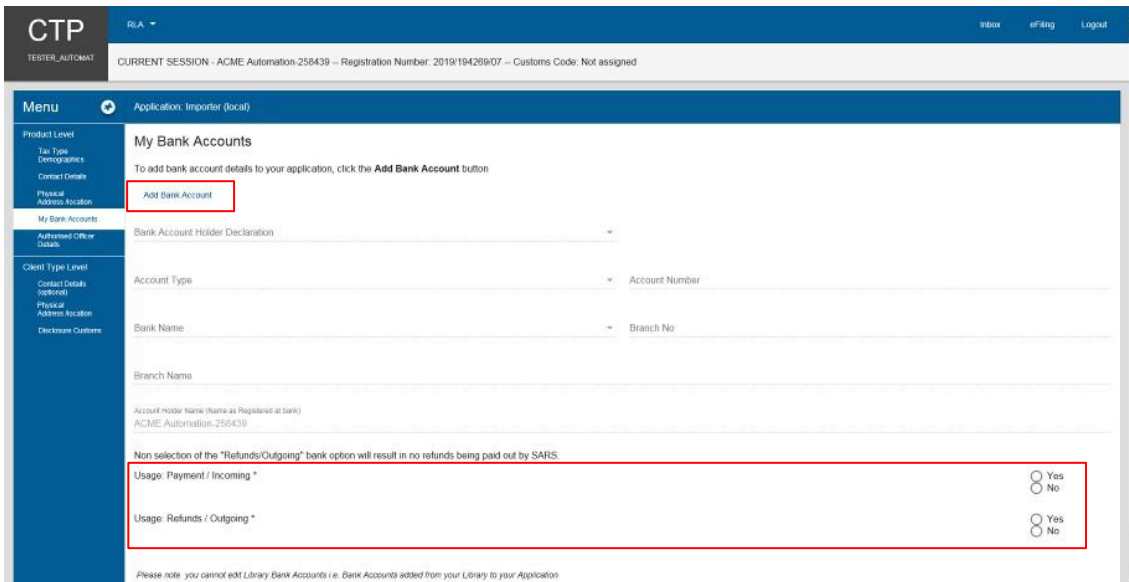
- i) Returns to the main Physical Address / location page; and
- ii) Displays the physical address added.

h) If captured:

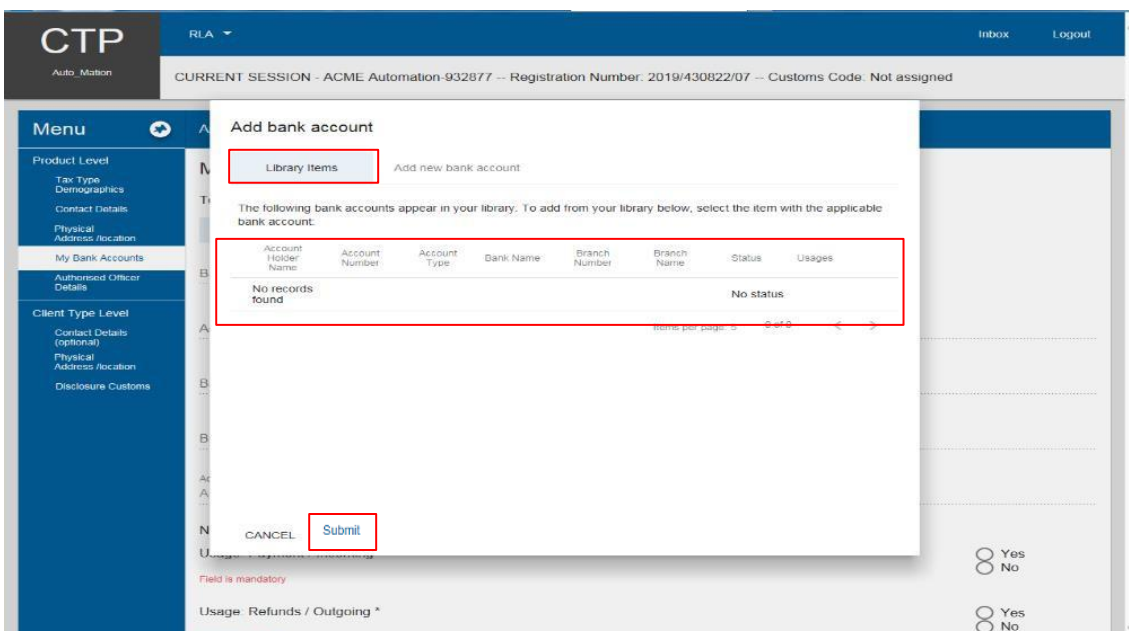
- i) Incorrect, the user clicks on Change Address and recaptures his/her physical address.
- ii) Correctly:
 - A) The user clicks on the Next button to progress to the next field which is My Bank Accounts under Product Level; or
 - B) The user clicks on the My Bank Accounts link in the Menu; and
 - C) The physical address details captured by the user is automatically saved.

6.3.4 Bank account

- a) The user must provide SARS with a valid South African bank account to effect payments.
- b) If no banking details are reflected on the My Bank Accounts page or a different bank account must be added. The user clicks on Add Bank Account to display the Add bank account capture window.

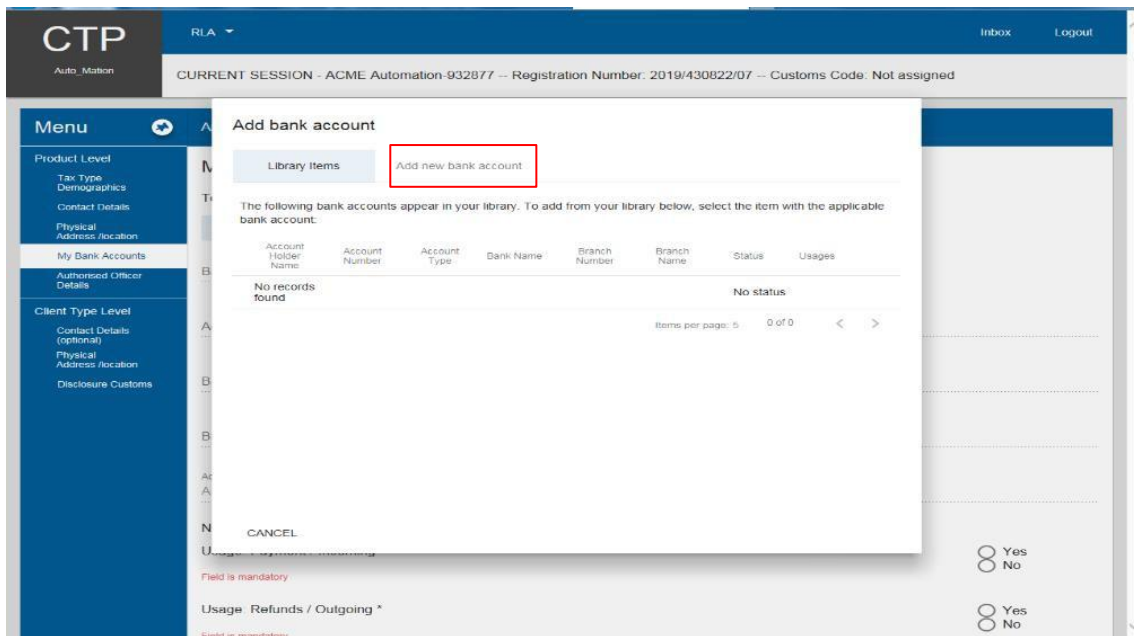


- c) If the bank account details are displayed under the Library items, the user selects it and then submits the selected information.

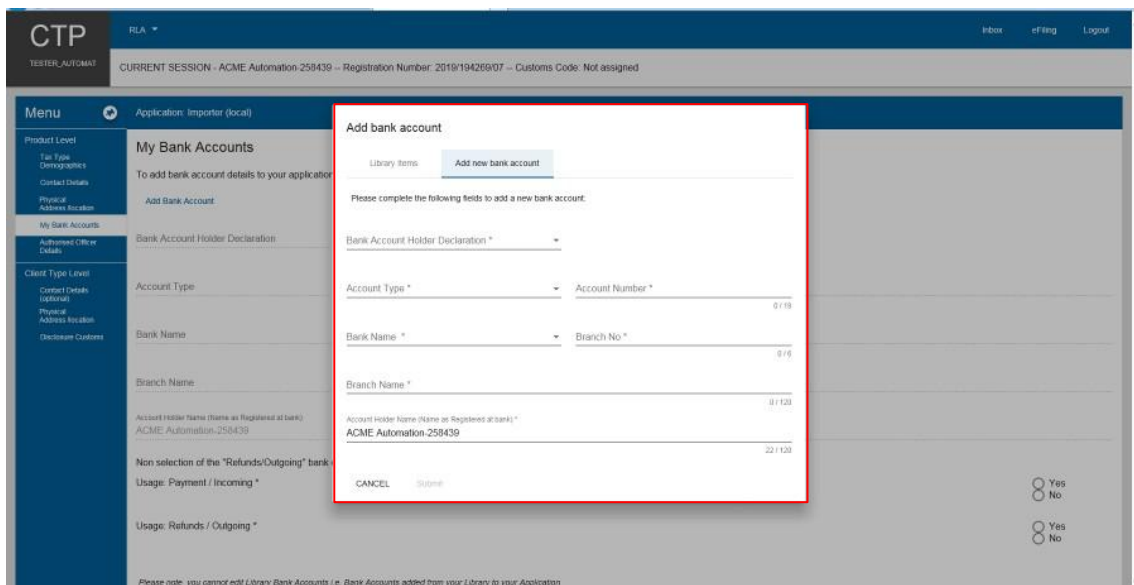


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- d) If the bank account details are not displayed under the Library Items, the user clicks on Add new bank account.

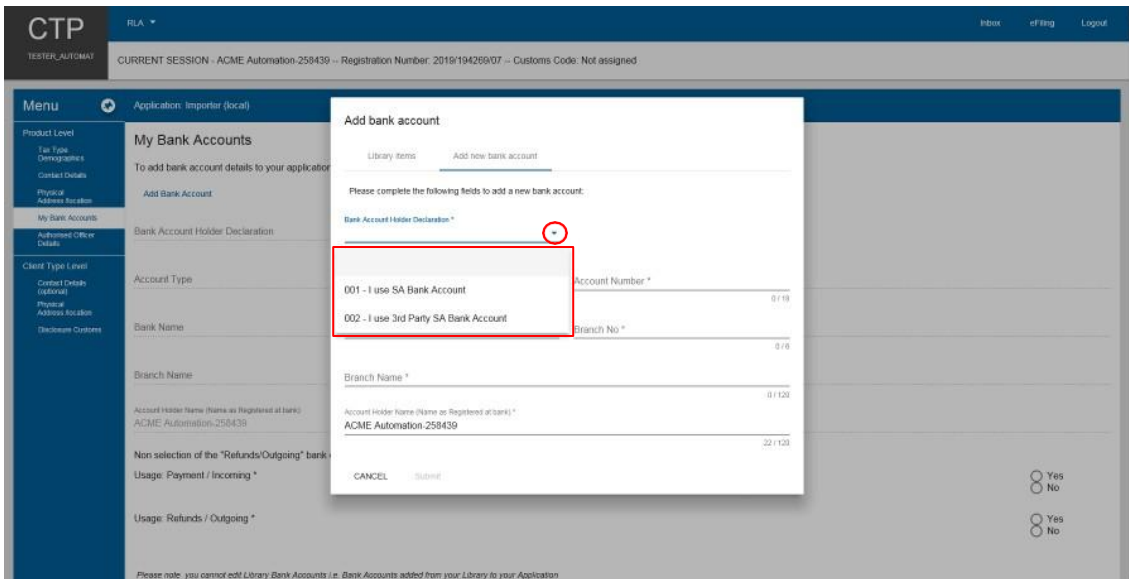


- e) The user captures the following mandatory information:

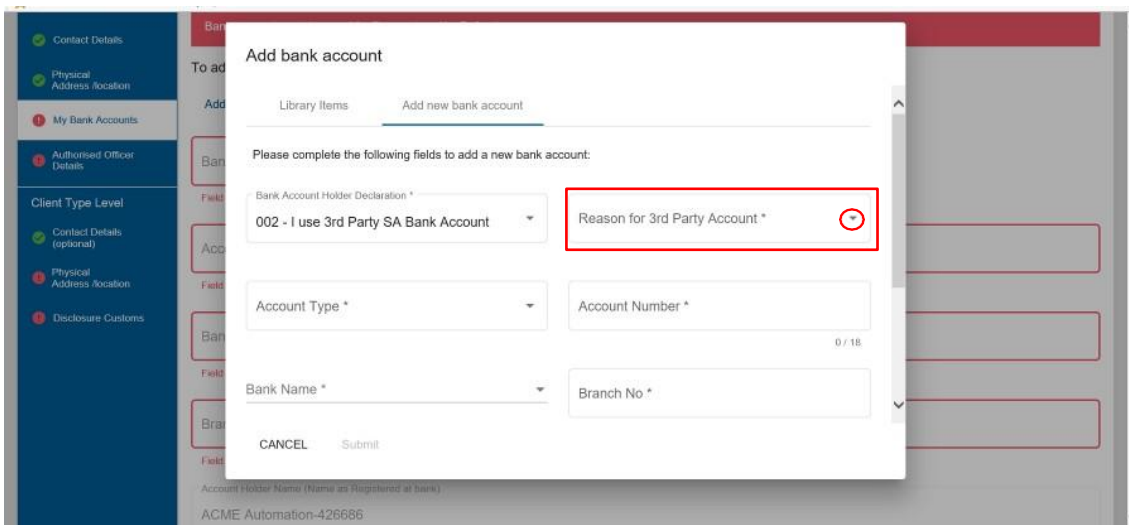


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- i) Bank Account Holder Declaration – The user clicks on the Bank Account Holder Declaration dropdown arrow and selects one (1) of the following declarations:
 A) I use SA Bank Account; or



- B) I use 3rd Party SA Bank Account. The user must provide the reason(s) for using a 3rd party SA bank account.



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- ii) Account type – The user clicks on the Account Type dropdown arrow and selects the applicable account type.

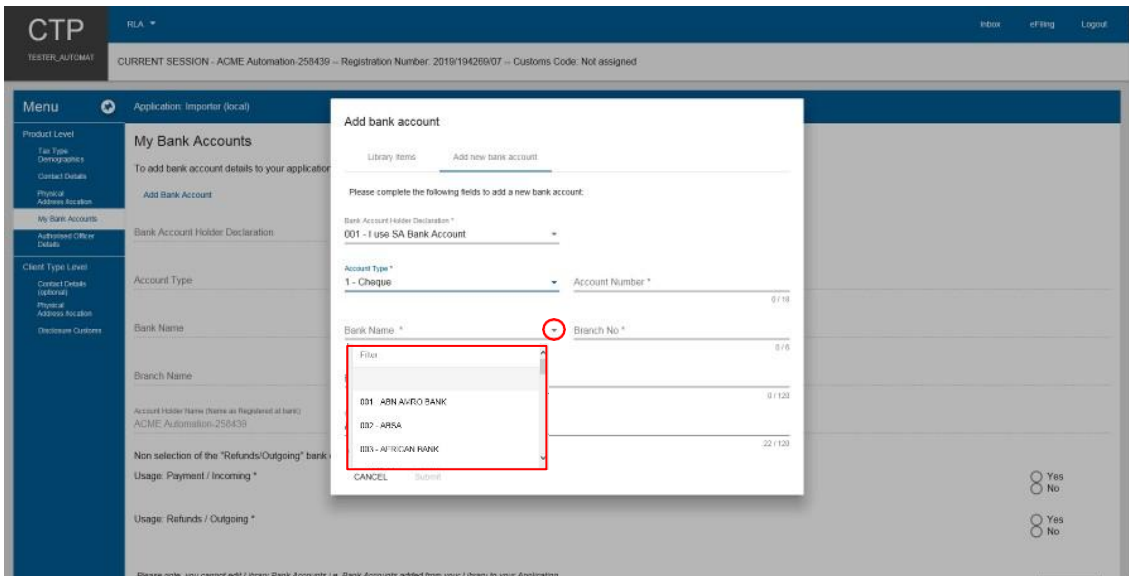
The screenshot shows the 'Add bank account' form in the CTP system. The form is titled 'Add bank account' and has a sub-header 'Add new bank account'. Below this, there is a section 'Please complete the following fields to add a new bank account.' The form contains several fields: 'Bank Account Holder Declaration' (001 - I use SA Bank Account), 'Account Type' (dropdown menu), 'Account Number' (text field), 'Branch No' (text field), 'Bank Name' (text field), 'Branch Name' (text field), 'Account Holder Name (Name as Registered at bank)' (ACME Automation-258439), and 'Usage: Payment / Incoming' (radio buttons). The 'Account Type' dropdown menu is open, showing three options: '1 - Cheque', '2 - Savings', and '3 - Transmission'. A red box highlights the dropdown menu.

- iii) Account Number – The user clicks on Account number and captures the account number in the field provided under Account number.

The screenshot shows the 'Add bank account' form in the CTP system. The form is titled 'Add bank account' and has a sub-header 'Add new bank account'. Below this, there is a section 'Please complete the following fields to add a new bank account.' The form contains several fields: 'Bank Account Holder Declaration' (001 - I use SA Bank Account), 'Account Type' (1 - Cheque), 'Account Number' (1111111111), 'Branch No' (632005), 'Bank Name' (UNIVERSAL), 'Branch Name' (UNIVERSAL), 'Account Holder Name (Name as Registered at bank)' (ACME Automation-258439), and 'Usage: Payment / Incoming' (radio buttons). The 'Account Number' field is highlighted with a red box.

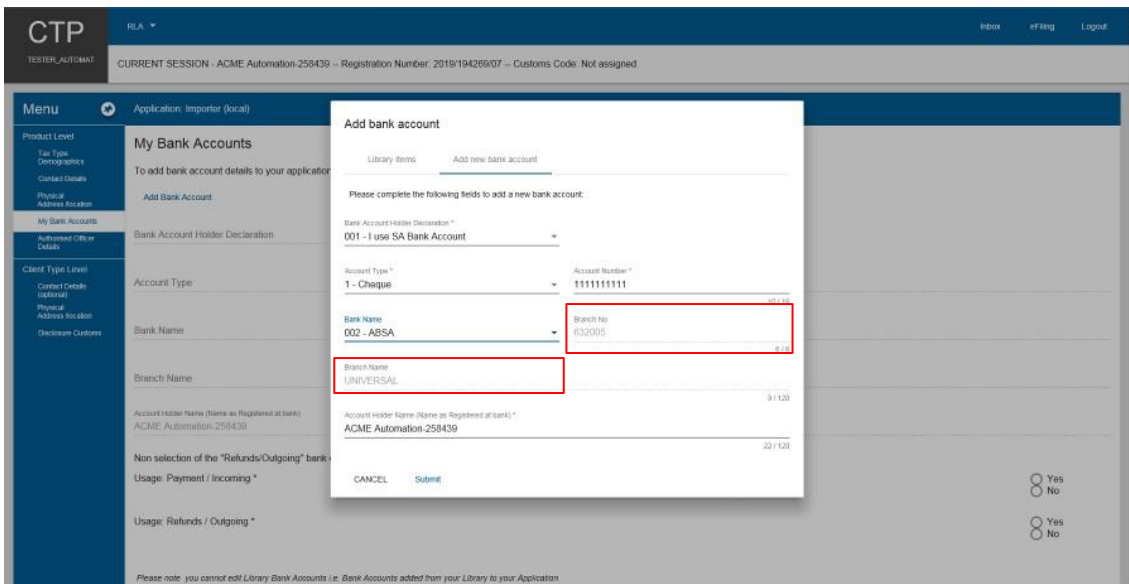
Effective Date: 11 May 2026

- iv) Bank Name – The user clicks on the Bank Name dropdown arrow to select the bank name. The user either scrolls down until he/she reaches the bank name or the user captures the first letter of the Bank name or then selects the applicable bank name.



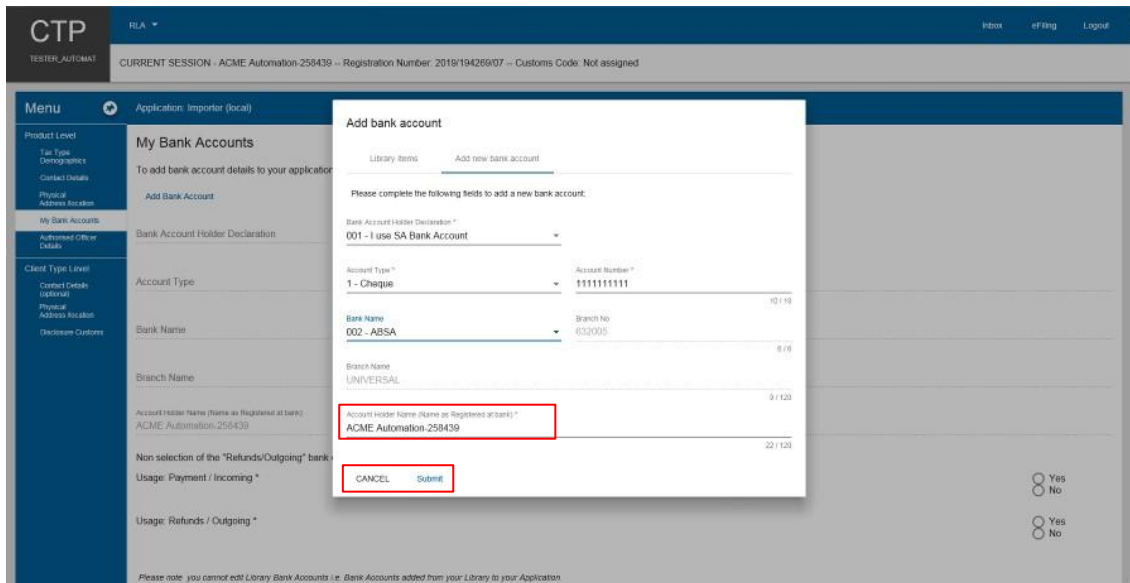
- f) The system populates:

- i) The Branch Number; and
- ii) The Branch Name.

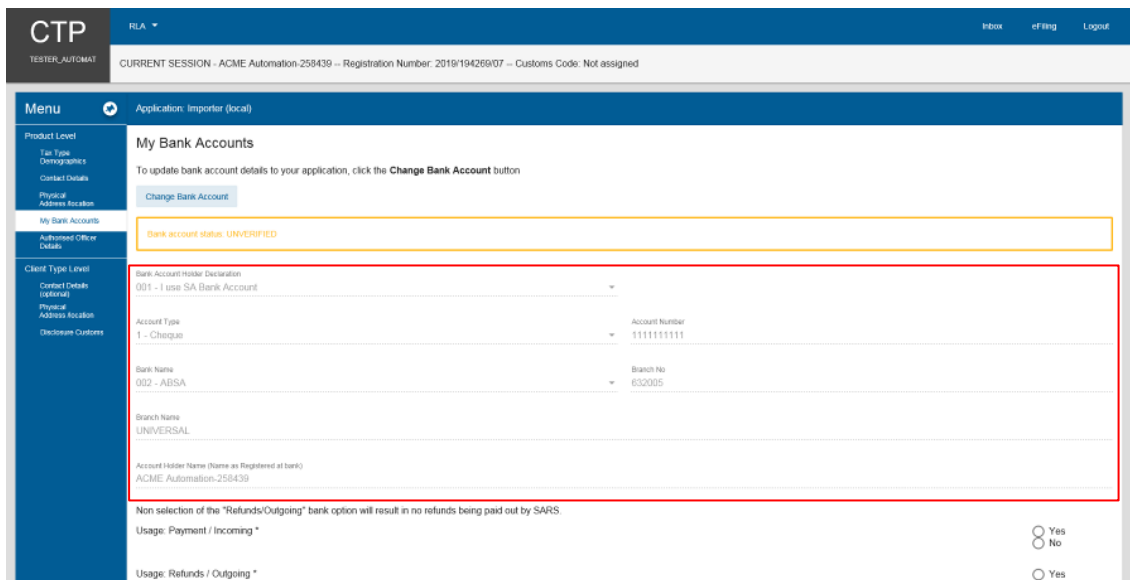


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- g) The system populates the Account Holder Name field. The user clicks on:
 - i) Cancel if any of the mandatory bank details have been incorrectly captured and recaptures the required mandatory bank account details; or
 - ii) Submit if correct.

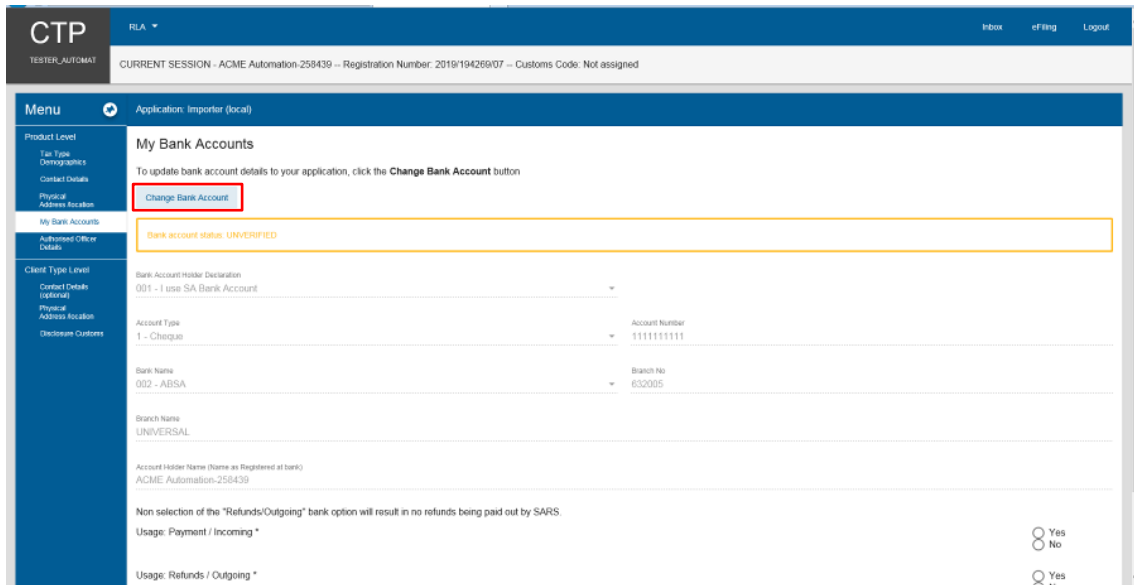


- h) The bank details captured by the user are automatically saved. The system returns to the main My Bank Accounts page and displays a message that the bank account status is unverified. The user is required to upload the required bank account documents for validation purposes, see paragraph 10.



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- i) If any of the bank details are incorrect, the user must select the option Change Bank Account and recapture the mandatory bank account details as prescribed from paragraph e)i) to e)iv) above.



CTP RLA ▾ Inbox eFiling Logout

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
 Tax Type
 Demographics
 Contact Details
 Physical Address Location

My Bank Accounts
 To update bank account details to your application, click the **Change Bank Account** button

Change Bank Account

Bank account status: UNVERIFIED

Client Type Level
 Contact Details (optional)
 Physical Address Location
 Disclosure Customs

Bank Account Holder Destination: 001 - I use SA Bank Account

Account Type: 1 - Cheque Account Number: 1111111111

Bank Name: 002 - ABSA Branch No: 632005

Branch Name: UNIVERSAL

Account Holder Name (Name as Registered at bank): ACME Automation-258439

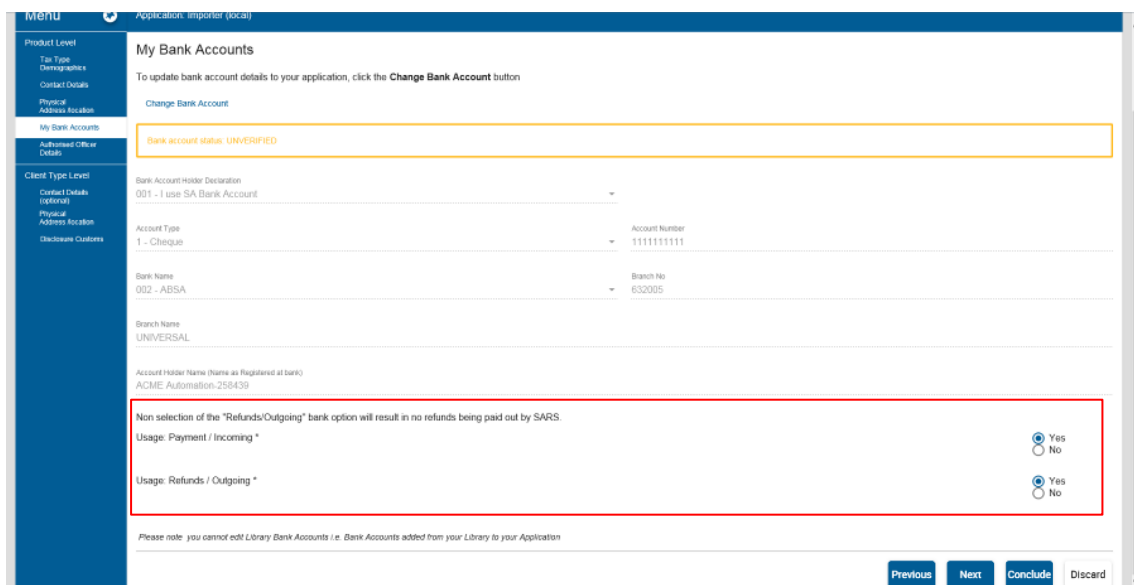
Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming * Yes No

Usage: Refunds / Outgoing * Yes No

- j) After the user confirmed that the bank details are correctly captured:

- i) The user must select the radio button Yes if he/she wishes to use this bank account to:
- Make payments – Payment / Incoming; and / or
 - Receive refunds – Refund / Outgoing.



CTP RLA ▾ Inbox eFiling Logout

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
 Tax Type
 Demographics
 Contact Details
 Physical Address Location

My Bank Accounts
 To update bank account details to your application, click the **Change Bank Account** button

Change Bank Account

Bank account status: UNVERIFIED

Client Type Level
 Contact Details (optional)
 Physical Address Location
 Disclosure Customs

Bank Account Holder Destination: 001 - I use SA Bank Account

Account Type: 1 - Cheque Account Number: 1111111111

Bank Name: 002 - ABSA Branch No: 632005

Branch Name: UNIVERSAL

Account Holder Name (Name as Registered at bank): ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

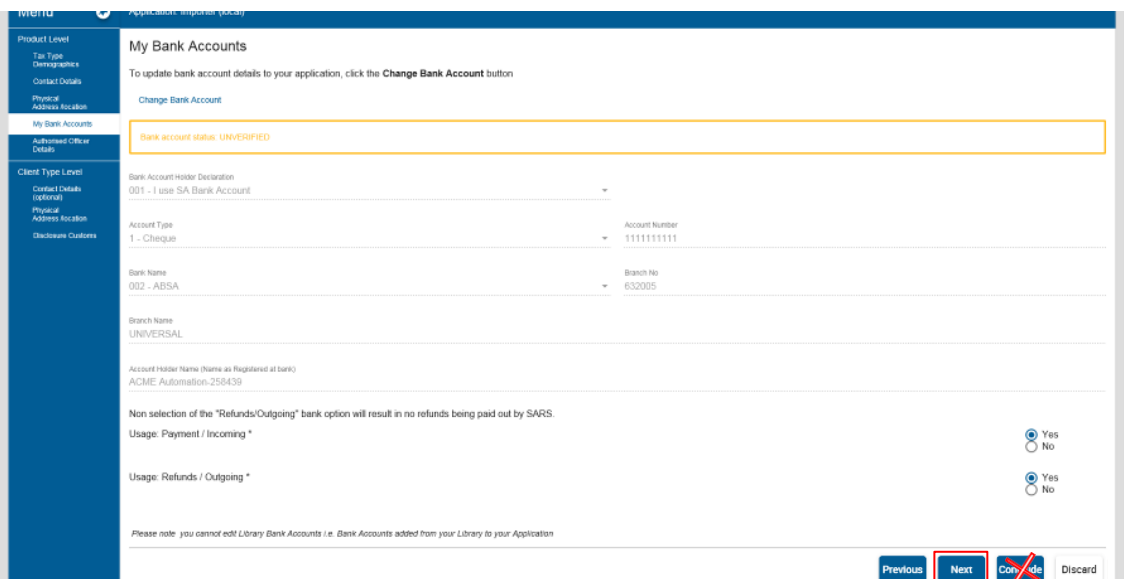
Usage: Payment / Incoming * Yes No

Usage: Refunds / Outgoing * Yes No

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

Previous Next Conclude Discard

- ii) The user clicks on:
 - A) The Next button to progress to the Authorised Officer details under Product Level; or
 - B) The Authorised Officer details link in the Menu; and
 - C) The bank account details captured by the user are automatically saved.



The screenshot shows the 'My Bank Accounts' page. A yellow box highlights the 'Bank account status: UNVERIFIED' message. The form contains the following details:

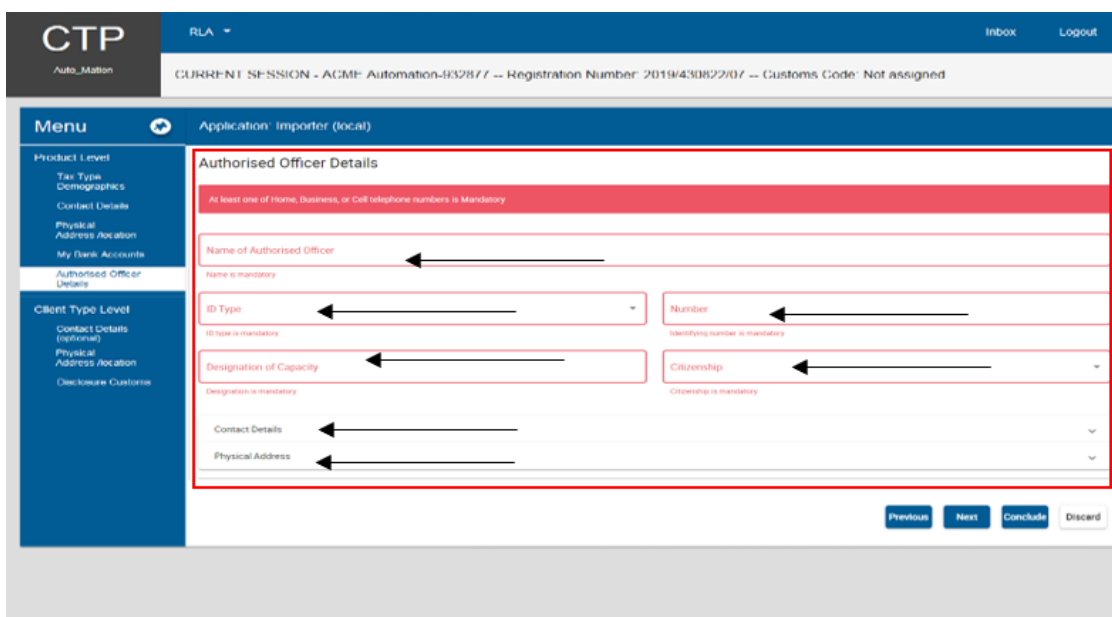
- Bank Account Holder Declaration: 001 - I use SA Bank Account
- Account Type: 1 - Cheque
- Bank Name: 002 - ABSA
- Branch No: 632005
- Branch Name: UNIVERSAL
- Account Holder Name (Name as Registered at bank): ACME Automation-258439
- Usage: Payment / Incoming * (Yes selected)
- Usage: Refunds / Outgoing * (Yes selected)

At the bottom, the 'Next' button is highlighted with a red box, while the 'Conclude' button is crossed out with a red 'X'.

- k) If the user clicks on the Conclude button by mistake, the system displays an error message, see paragraph 9e) below to resolve the error.

6.3.5 Authorised Officer Details (mandatory if a company)

- a) The following authorised officer details must be captured, see Rule 59A.01.
 - i) Name of authorised officer;
 - ii) ID type and number;
 - iii) Designation of capacity;
 - iv) Citizenship;
 - v) The authorised officer's contact details, see the process prescribed in paragraph 5.3.2.
 - vi) The authorised officer's physical address, see the process prescribed in paragraph 5.3.3.

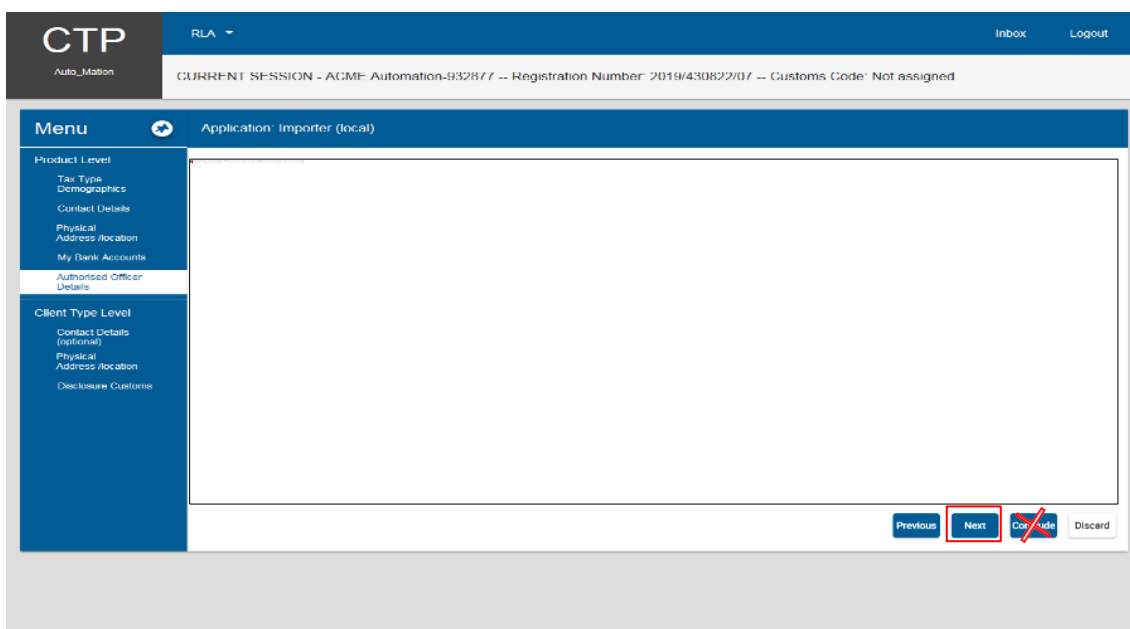


The screenshot shows the 'Authorised Officer Details' form. A red box highlights the entire form area. The form includes the following fields:

- Name of Authorised Officer (Name is mandatory)
- ID Type (ID type is mandatory) and Number (Identifying number is mandatory)
- Designation of Capacity (Designation is mandatory) and Citizenship (Citizenship is mandatory)
- Contact Details
- Physical Address

At the bottom, the 'Next' button is highlighted with a red box, while the 'Conclude' button is crossed out with a red 'X'.

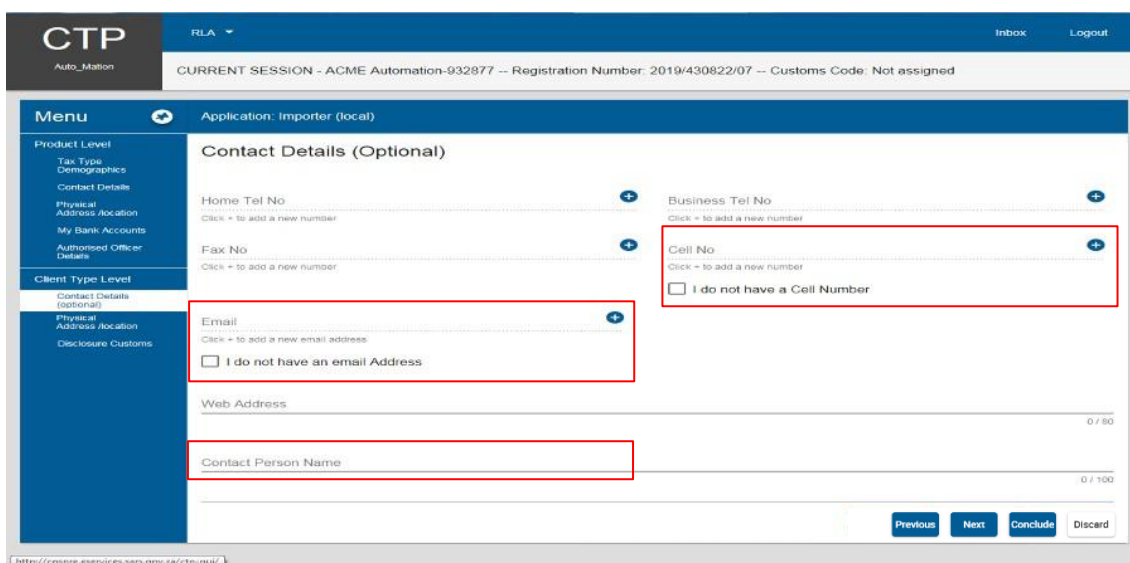
- b) The user clicks on the:
 - i) Next button to progress to the Client Type level.
 - ii) Conclude button by mistake, the system displays an error message, see paragraph 9 e) below to resolve the error.



6.4 Client type level

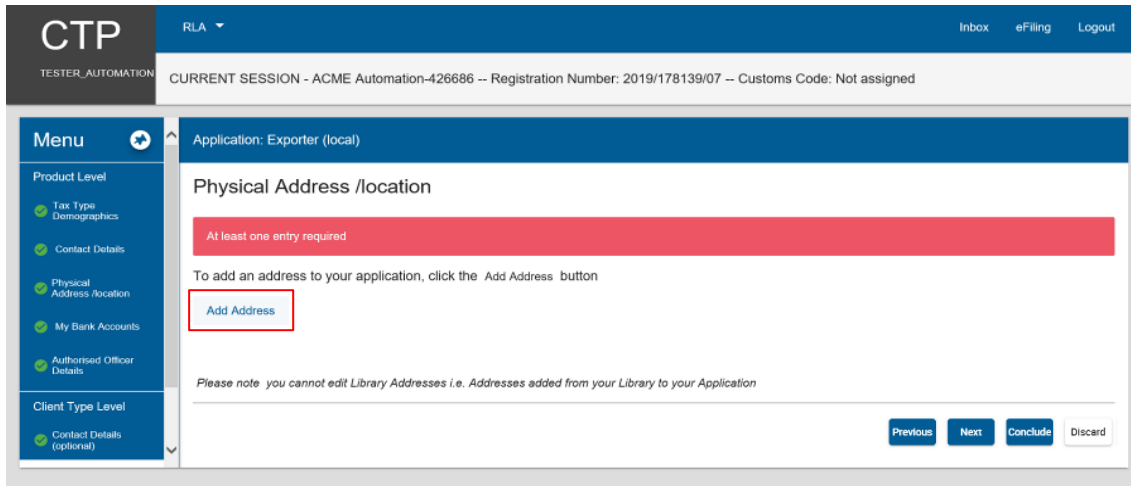
6.4.1 Contact details

- a) The client type level contact details are optional except for cell phone number, email address or contact person.
- b) If the cell phone number, email address or the contact person of the client type is different from the product level, the user must capture the new details as described in paragraph 5.3.2 above.



6.4.2 Physical Address / Location

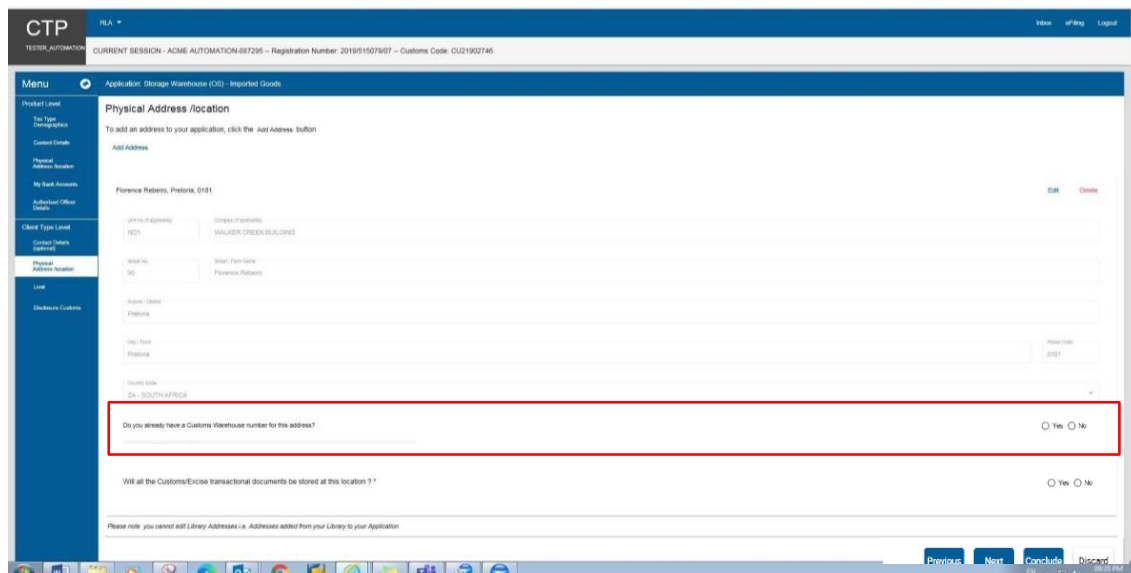
- a) In order to add the applicant's physical address / location, the user follows the process prescribed in paragraph 5.3.3 above.



The screenshot shows the 'Physical Address /location' page in the CTP system. The page title is 'Application: Exporter (local)'. A red banner at the top states 'At least one entry required'. Below this, a message says 'To add an address to your application, click the Add Address button'. A red box highlights the 'Add Address' button. At the bottom, there are 'Previous', 'Next', 'Conclude', and 'Discard' buttons. A note at the bottom states: 'Please note you cannot edit Library Addresses i.e. Addresses added from your Library to your Application'.

- b) After the user captured the physical address / location he/she must answer the following questions:

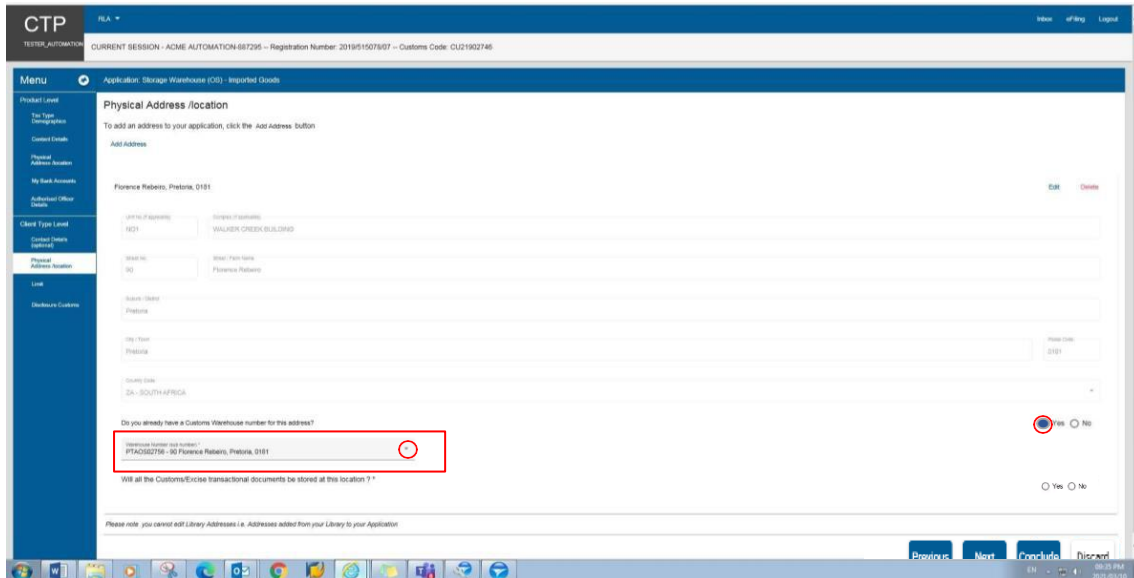
- i) In the case of a warehouse client: Do you already have a Customs Warehouse number for this address?



The screenshot shows the 'Physical Address /location' page for a 'Storage Warehouse (CI) - Imported Goods' application. The address is 'Florence Roberts, Pretoria, 0151'. Below the address, there are fields for 'Company Name', 'Company No.', 'Street Name', 'Street No.', 'Suburb', 'City/Town', and 'Country Code'. A red box highlights a question: 'Do you already have a Customs Warehouse number for this address?' with radio buttons for 'Yes' and 'No'. Below this, another question asks: 'Will all the Customs/Excise transactional documents be stored at this location? *' with radio buttons for 'Yes' and 'No'. At the bottom, there are 'Previous', 'Next', 'Conclude', and 'Discard' buttons. A note at the bottom states: 'Please note you cannot edit Library Addresses i.e. Addresses added from your Library to your Application'.

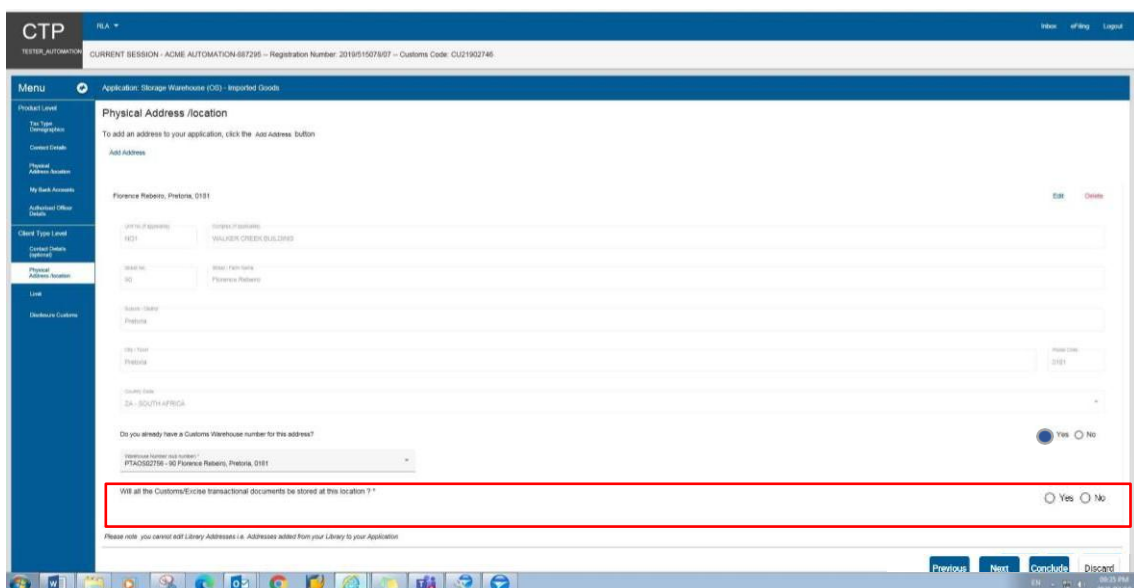
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- A) The user clicks on the appropriate radio button.
- B) If No is selected the system displays a message that the warehouse number will be allocated on approval.
- C) If Yes is selected:
 - I) The system displays the Warehouse Number (sub number) dropdown box.
 - II) The user clicks on the dropdown arrow.



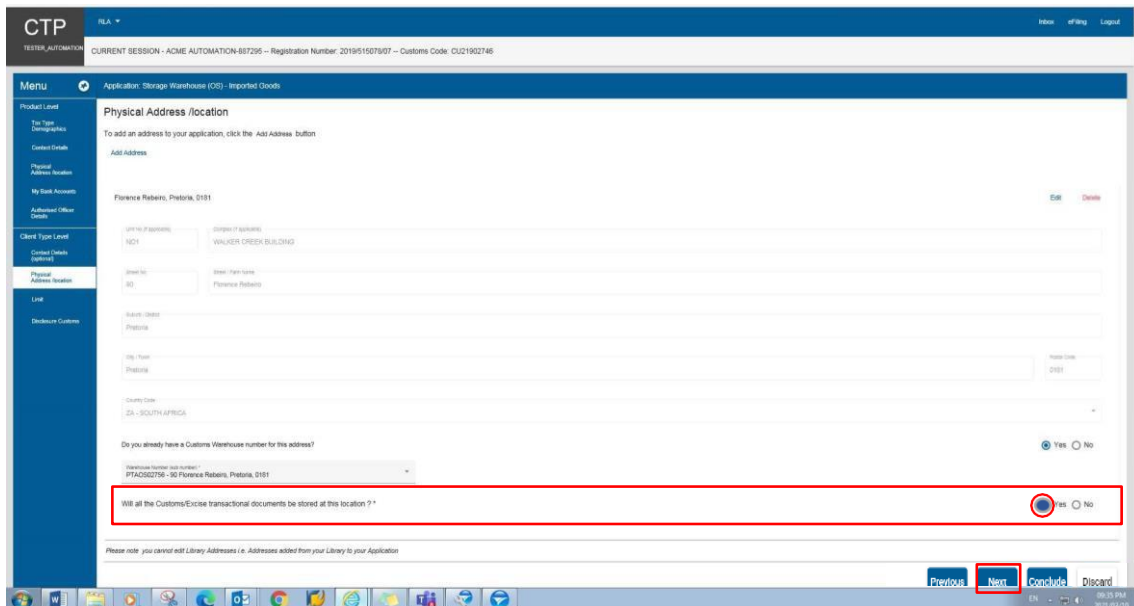
- III) The system displays a list of all the warehouse(s) already licensed by the applicant. If the applicant does not have any warehouse licensed in his/her name, no details of the licensed warehouse will be displayed in the dropdown list.
- IV) The user clicks on the applicable licensed warehouse in order to select it.

ii) Will all the Customs/Excise transactional documents be stored at this location?



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- A) The user clicks on the appropriate radio button.
- B) If Yes, the user clicks on the Next button to progress to the next field or clicks on the link in the RLA Menu.



CTP RLA

Application: Storage Warehouse (OS) - Imported Goods

Physical Address /location

To add an address to your application, click the Add Address button

Add Address

Florence Rebers, Pretoria, 0191

Do you already have a Customs Warehouse number for this address?

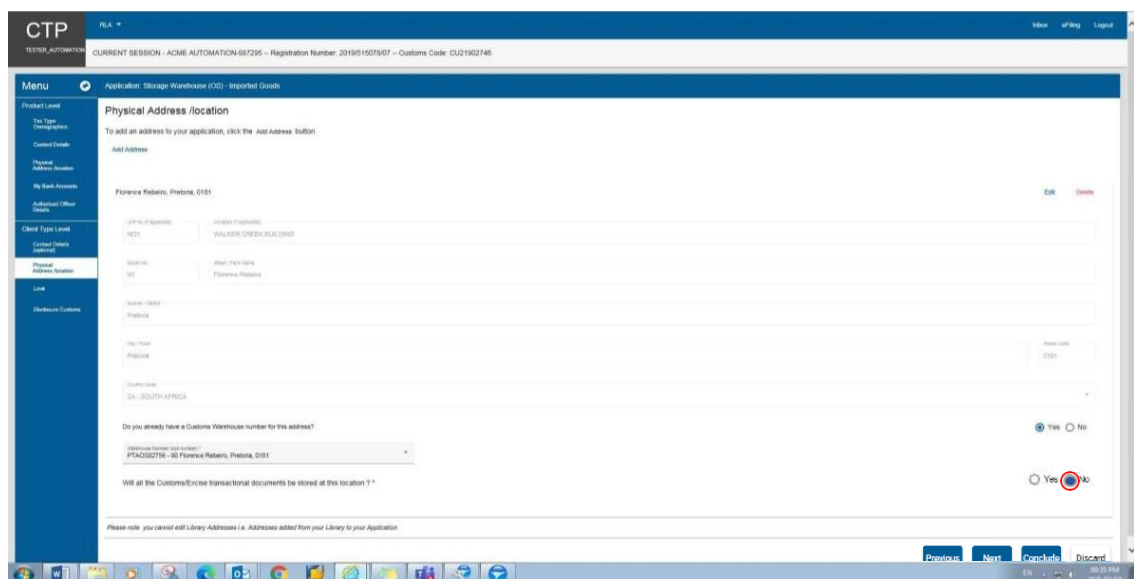
Yes No

Will all the Customs/Excise transactional documents be stored at this location ?*

Yes No

Previous Next Conclude Discard

- C) If No:
 - I) The system displays the option Add Documents Store Address.



CTP RLA

Application: Storage Warehouse (OS) - Imported Goods

Physical Address /location

To add an address to your application, click the Add Address button

Add Address

Florence Rebers, Pretoria, 0191

Do you already have a Customs Warehouse number for this address?

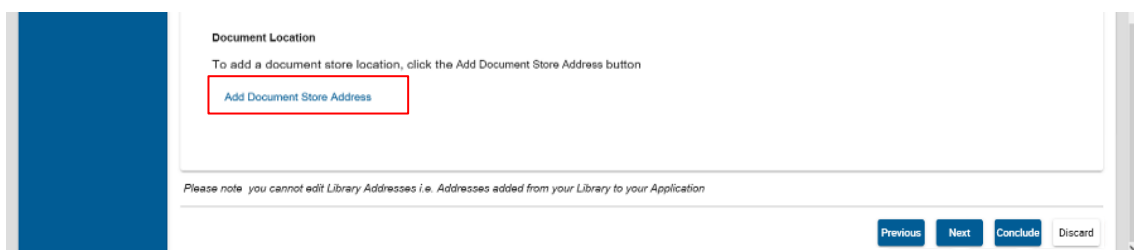
Yes No

Will all the Customs/Excise transactional documents be stored at this location ?*

Yes No

Previous Next Conclude Discard

- II) The user clicks on Add Documents store Address and captures the physical address / location as described in paragraph 5.3.3 above.



Document Location

To add a document store location, click the Add Document Store Address button

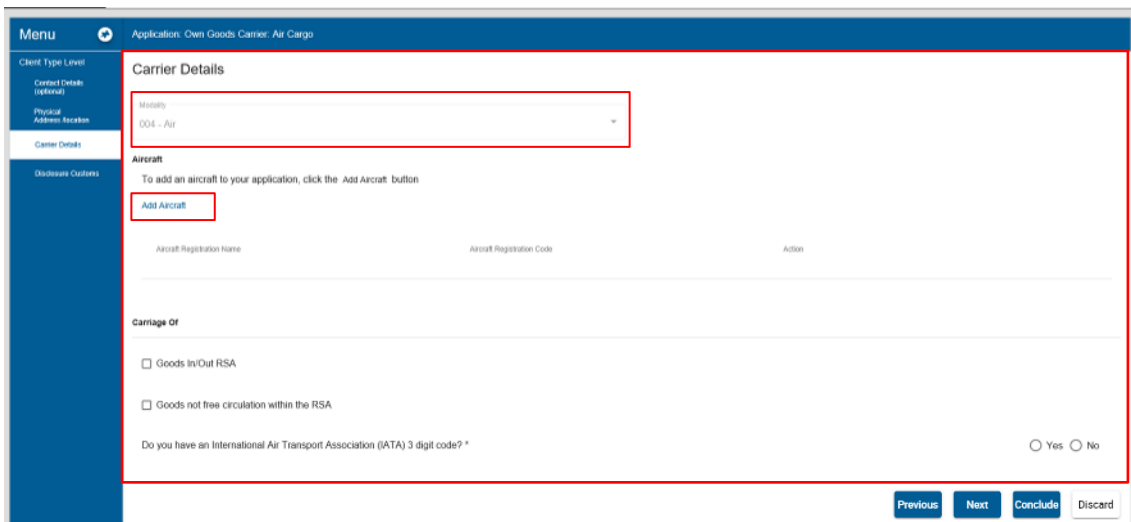
Add Document Store Address

Please note you cannot edit Library Addresses i.e. Addresses added from your Library to your Application

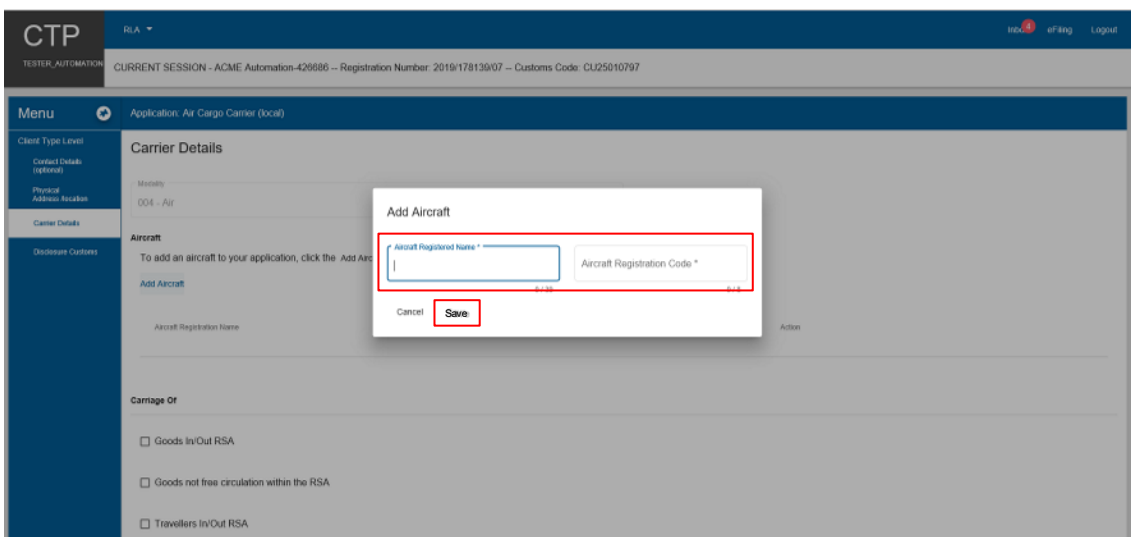
Previous Next Conclude Discard

6.4.3 Carrier details

- a) This field must be completed by users required to register for the submission of cargo reports in terms of Section 8 and described in paragraph 2.1 e) of SC-CF-19.
- b) Air cargo carriers
 - i) The user clicks on Add Aircraft.

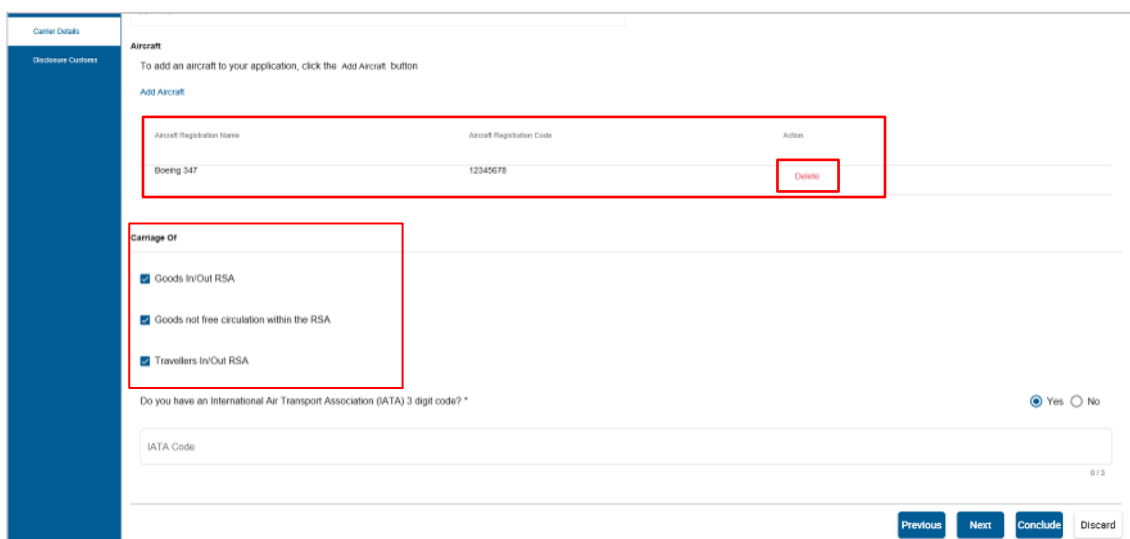


- ii) The system displays the Add Aircraft capture window.
- iii) The user captures the Aircraft Registration Name and the Aircraft Registration Code.
- iv) The user clicks on Save.



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- v) If the aircraft details are:
 - A) Incorrectly captured, the user must select delete under active in order to recapture the aircraft details.
 - B) Correctly captured the user must indicate whether he/she will be carrying:
 - I) Goods in/out of South Africa;
 - II) Goods not in free circulation within South Africa; and / or
 - III) Travellers in/out of South Africa. This option will not be displayed if the applicant applies for own goods carried via air.



Aircraft

To add an aircraft to your application, click the Add Aircraft button

Add Aircraft

Aircraft Registration Name	Aircraft Registration Code	Action
Boeing 347	12345678	Delete

Carriage Of

- Goods In/Out RSA
- Goods not free circulation within the RSA
- Travellers In/Out RSA

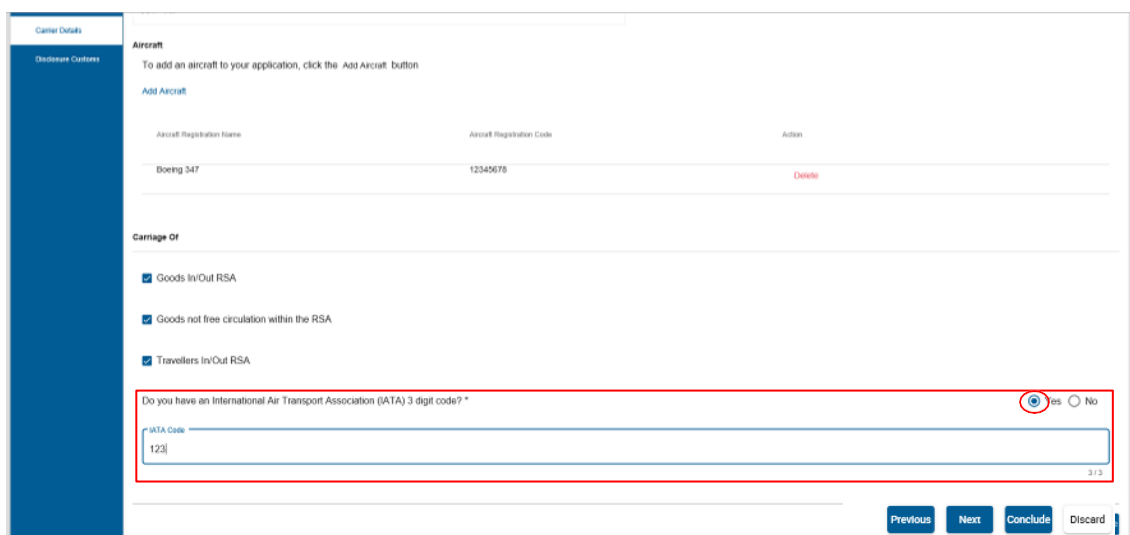
Do you have an International Air Transport Association (IATA) 3 digit code? * Yes No

IATA Code

0 / 3

Previous Next Conclude Discard

- vi) The user must indicate if he/she has an International Air Transport Association (IATA) code by selecting the correct radio button:
 - A) If Yes:
 - I) The user captures the 3 digit IATA code.
 - II) The same IATA code may be used for multiple registered aircrafts link to one (1) air carrier.
 - III) The system validates the IATA code captured to ensure it is not linked to another active air carrier.
 - IV) The application will be rejected, if the IATA code is already being used by another active air carrier.
 - V) If the system cannot find the IATA code captured, the user must upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.



Aircraft

To add an aircraft to your application, click the Add Aircraft button

Add Aircraft

Aircraft Registration Name	Aircraft Registration Code	Action
Boeing 347	12345678	Delete

Carriage Of

- Goods In/Out RSA
- Goods not free circulation within the RSA
- Travellers In/Out RSA

Do you have an International Air Transport Association (IATA) 3 digit code? * Yes No

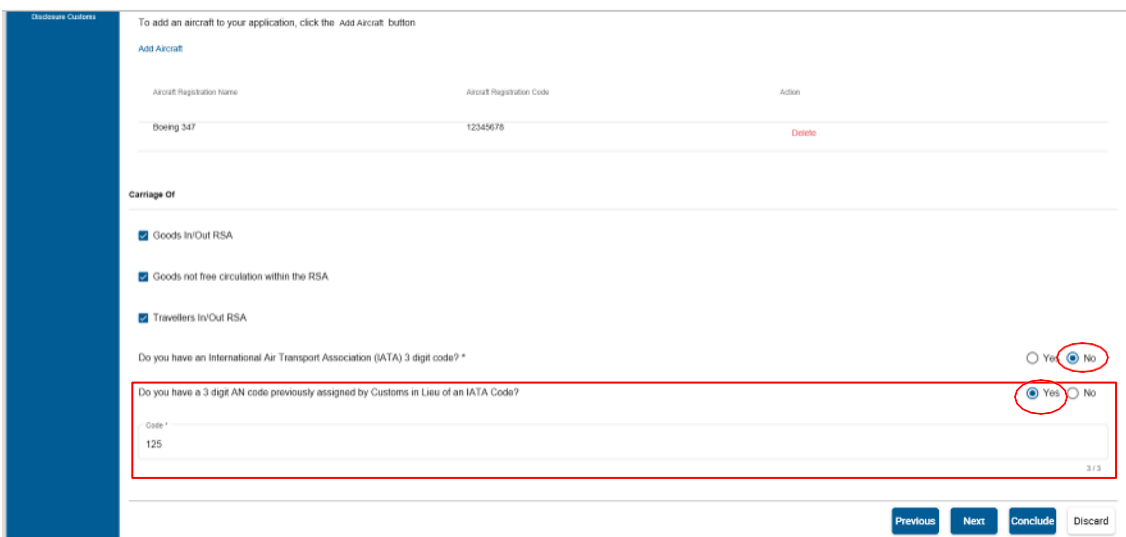
IATA Code

3 / 3

Previous Next Conclude Discard

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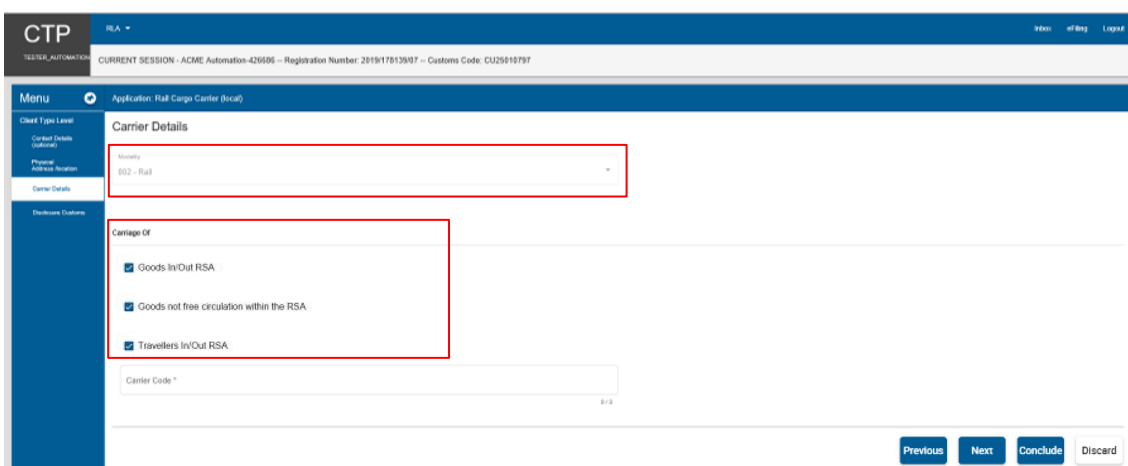
- B) If No, the user must indicate on the radio button whether a three (3) digit AN code was previously assigned by Customs in lieu of an IATA code:
- I) If Yes, the user must capture the assigned AN code. The system validates the AN code captured to ensure it is not linked to another active air carrier. The application will be rejected, if already being used by another active air carrier.
 - II) If No, the user will be required to upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.



vii) The user clicks on the Next button and continues with the process prescribed in paragraph 9.

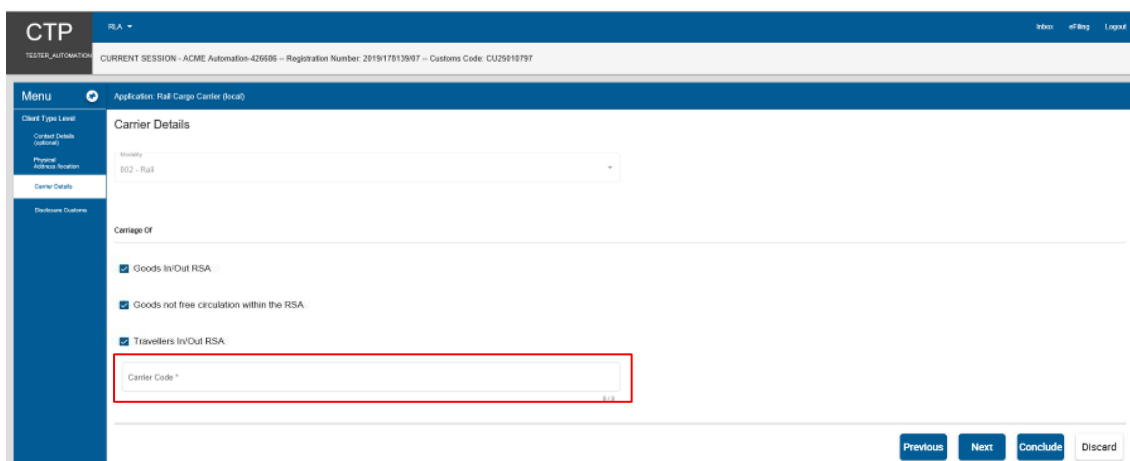
c) Rail cargo carriers

- i) The user must indicate whether he/she will be carrying:
 - A) Goods in/out of South Africa;
 - B) Goods not in free circulation within South Africa; and / or
 - C) Travellers in/out of South Africa. This option will not display if the user applies for own goods carried via rail.



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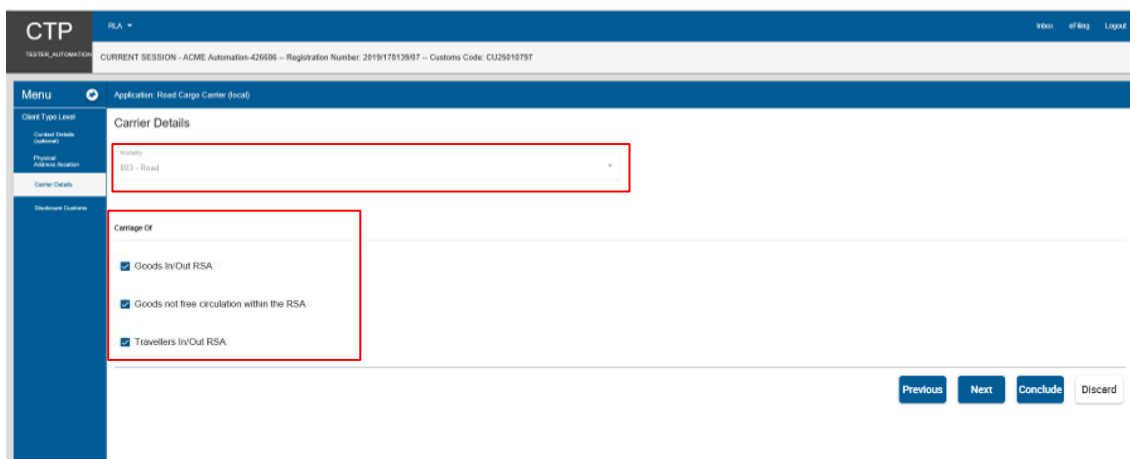
- ii) The user captures the rail carrier code.
- iii) The system validates the rail carrier code captured to ensure it is not linked to another active rail carrier.
- iv) If the system cannot find the rail carrier code, the user must upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.



- v) The user clicks on the Next button and continues with the process prescribed in paragraph 9.

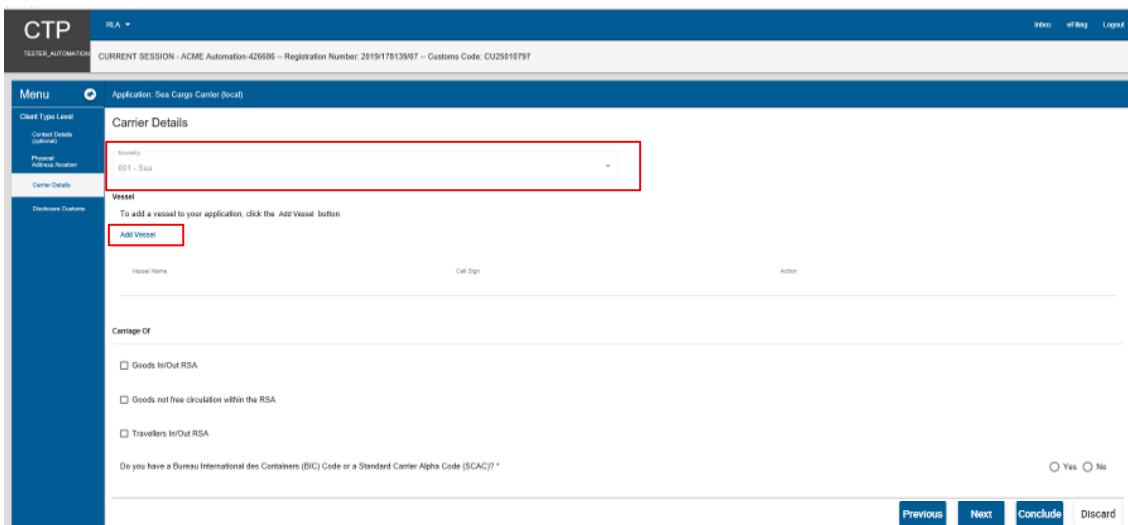
d) Road carriers – The user must indicate whether he/she will be carrying:

- i) Goods in/out of South Africa;
- ii) Goods not in free circulation within South Africa; and / or
- iii) Travellers in/out of South Africa. This option will not display if the user applies for own goods carried via road.

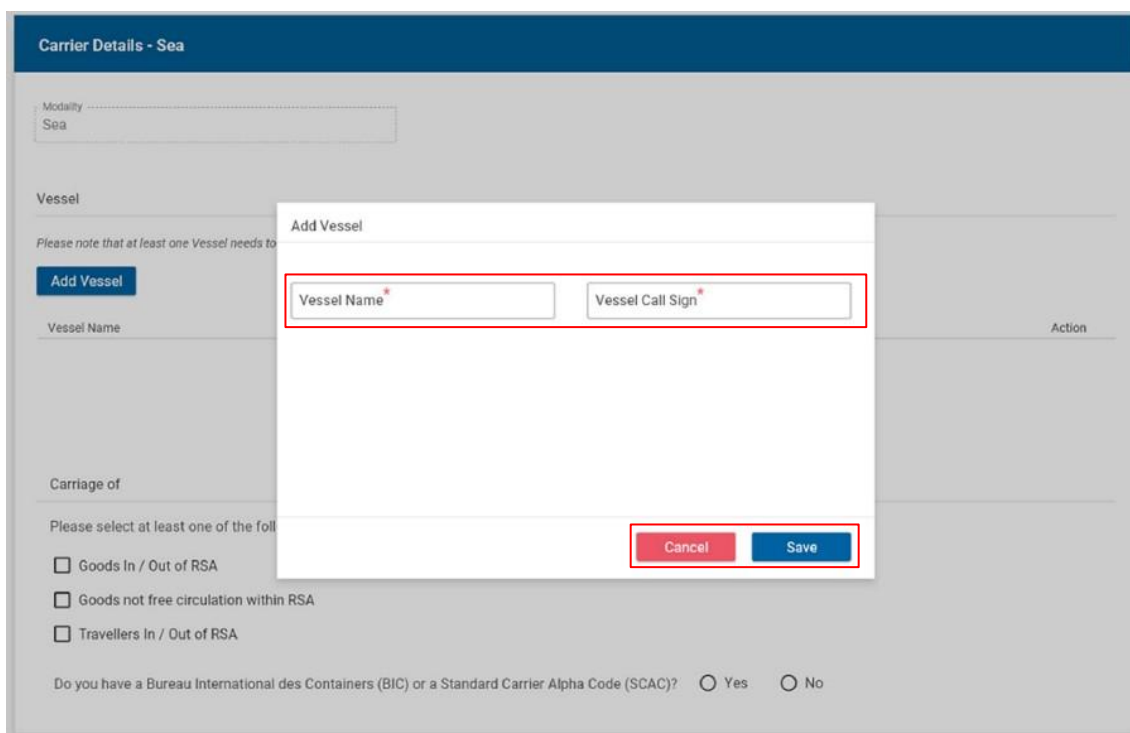


- iv) The user clicks on the Next button and continues with the process prescribed in paragraph 9.

- e) Sea carriers
 - i) The user clicks on Add Vessel.

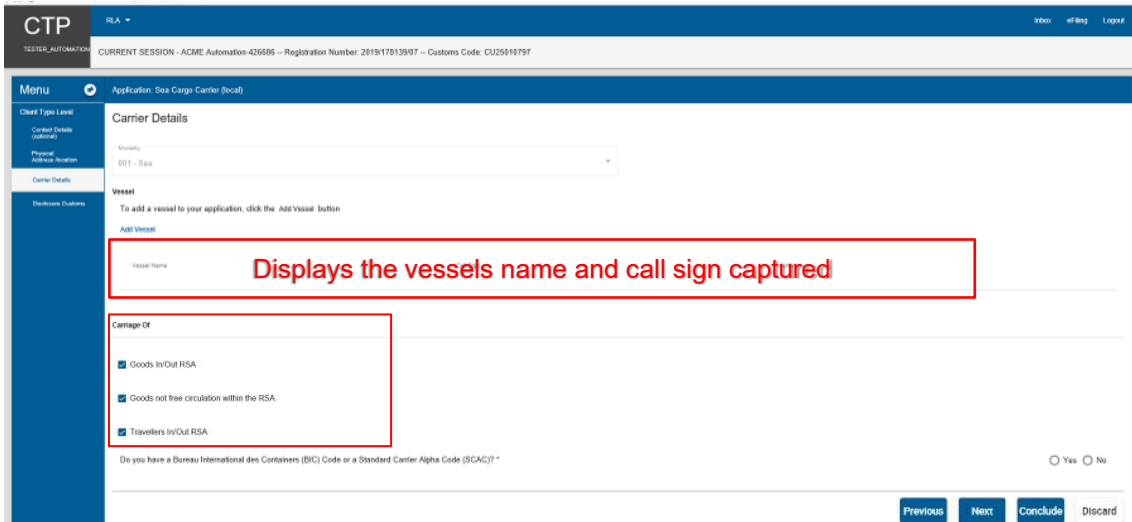


- ii) The system displays the Add Vessel capture window.
- iii) The user captures the Vessel Name and Vessel Call sign. If:
 - A) Correct, the user clicks on Save.
 - B) Incorrect, the user clicks on Cancel and recaptures the required details.



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- iv) The user must indicate whether he/she will be carrying:
- A) Goods in/out of South Africa;
 - B) Goods not in free circulation within South Africa; and / or
 - C) Travellers in/out of South Africa. This option will not display if the user applies for own goods carried via sea.



CTP
TESTER_AUTOMATION

RLA

INBOX eFiling Logout

CURRENT SESSION - ACME Automation-425695 - Registration Number: 201917813917 - Customs Code: CU2519797

Menu Application: Sea Cargo Carrier (local)

Client Type Level
Carrier Details (selected)
Physical Address Location
Carrier Details
Bureaux Containers

Carrier Details

Modality
001 - Sea

Vessel

To add a vessel to your application, click the Add Vessel button

Add Vessel

Vessel Name

Displays the vessels name and call sign captured

Carriage Of

Goods In/Out RSA

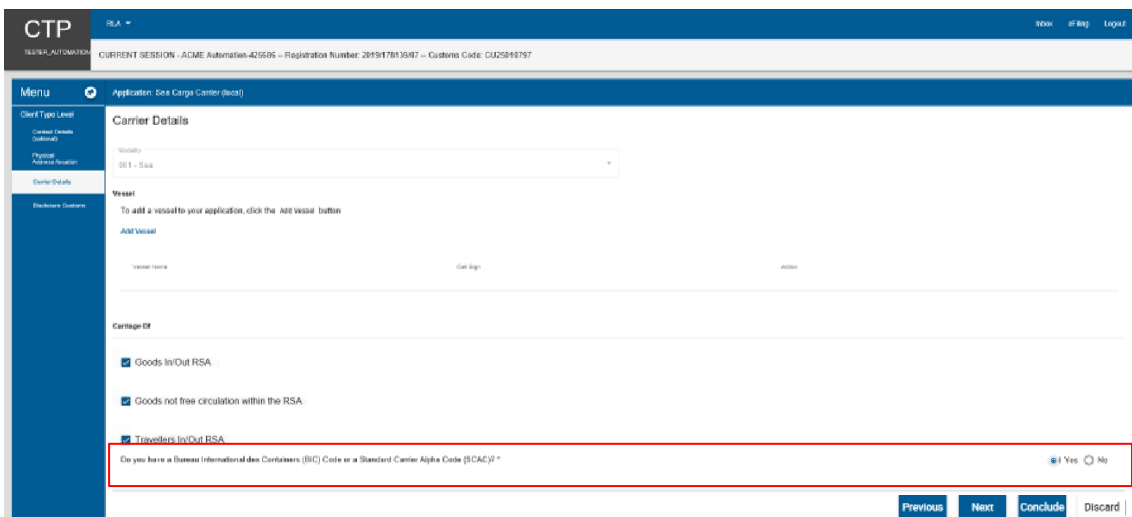
Goods not free circulation within the RSA

Travellers In/Out RSA

Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)? * Yes No

Previous Next Conclude Discard

- v) The user must indicate if he/she has a Bureau International des Containers (BIC) code and / or a Standard Carrier Alpha Code (SCAC) by selecting the correct radio button:



CTP
TESTER_AUTOMATION

RLA

INBOX eFiling Logout

CURRENT SESSION - ACME Automation-425695 - Registration Number: 201917813917 - Customs Code: CU2519797

Menu Application: Sea Cargo Carrier (local)

Client Type Level
Carrier Details (selected)
Physical Address Location
Carrier Details
Bureaux Containers

Carrier Details

Modality
001 - Sea

Vessel

To add a vessel to your application, click the Add Vessel button

Add Vessel

Vessel Name

Call Sign

Address

Carriage Of

Goods In/Out RSA

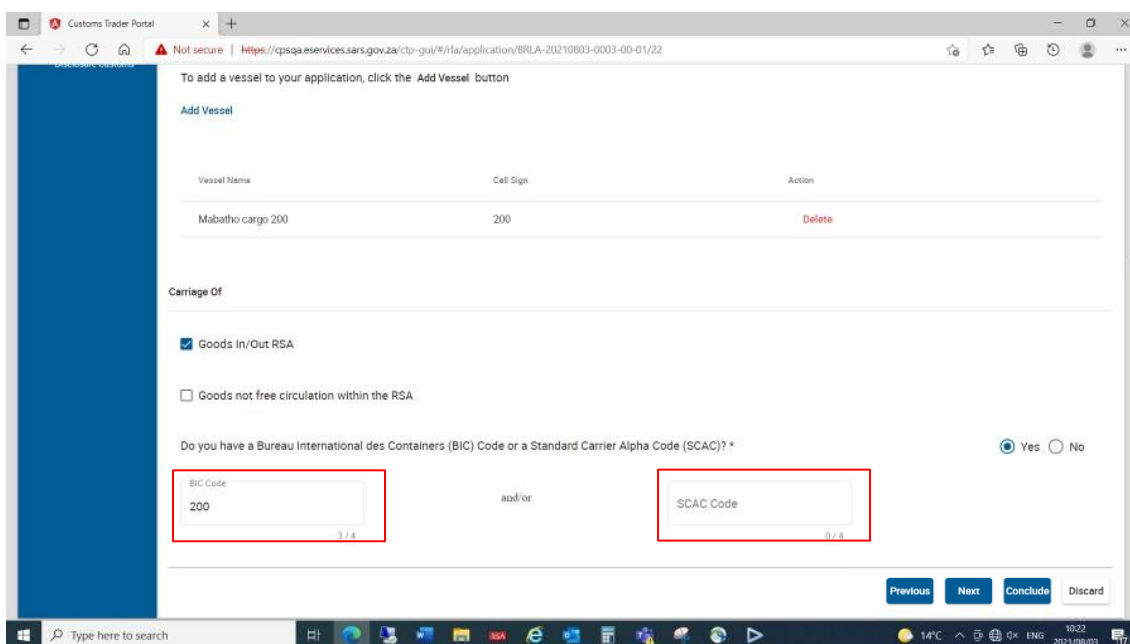
Goods not free circulation within the RSA

Travellers In/Out RSA

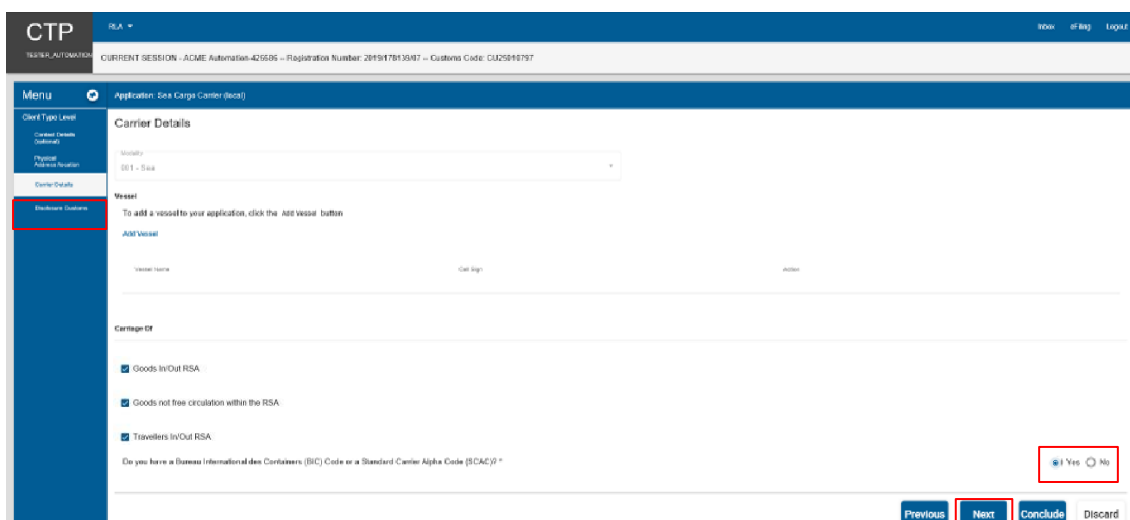
Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)? * Yes No

Previous Next Conclude Discard

- vi) If Yes:
 - A) The user captures the BIC and / or SCAC code(s).

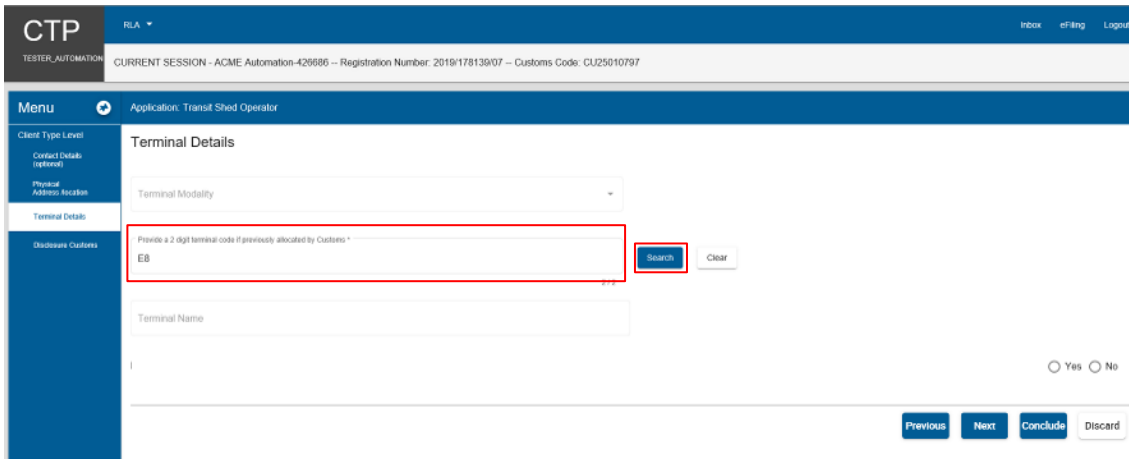


- B) The same BIC and / or SCAC code(s) may be used for multiple registered vessels linked to one (1) sea carrier.
- vii) The system validates the BIC and / or SCAC code captured to ensure it is not linked to another active sea carrier.
- viii) The application will be rejected if the BIC and / or SCAC code(s) is already being used by another active sea carrier.
- ix) If the system cannot find the BIC and / or SCAC code(s) captured, the user must upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.
- x) If the user does not have a BIC and / or SCAC code(s), a code will be assigned by SARS to the sea carrier after the application has been approved.
- xi) The user clicks on the:
 - A) Next button; or
 - B) Disclosure Customs link under Menu and continue with paragraph 9 below.



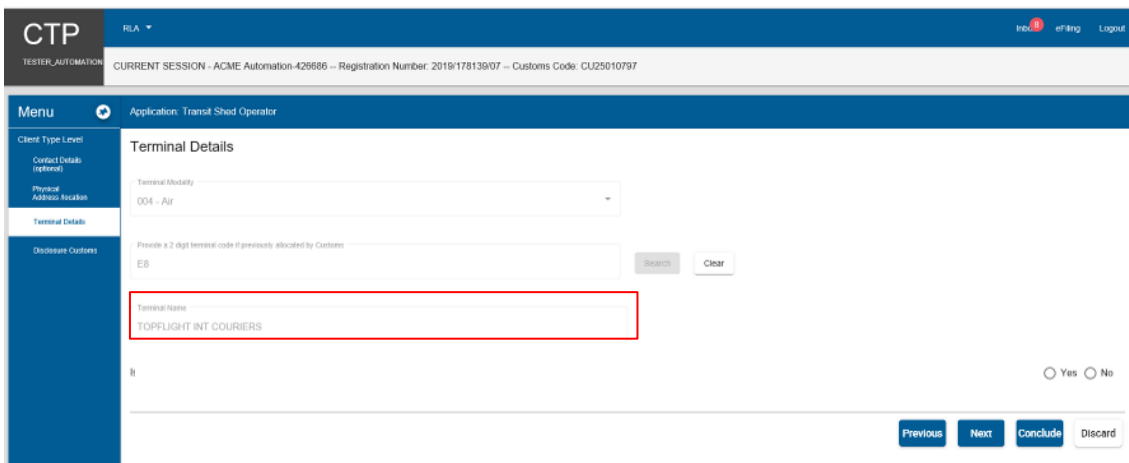
6.4.4 Terminal details

- a) This field must be completed by Transit Shed and Container terminal Operators required to register for the submission of cargo reports in terms of Section 8 and described in paragraph 2.1 e) of SC-CF-19.
- b) The user captures the two (2) digit facility code allocated by Customs as listed in SC-CF-19-A02 and clicks on Search. If not in possession of a facility code, the user is required to register his/her facility with Customs as prescribed in paragraph 2.3.18 (Transit shed) or 2.3.5 (Container Terminal) in SC-CF-19.



The screenshot shows the 'Terminal Details' form in the CTP system. The 'Terminal Modality' is set to '004 - Air'. The 'Provide a 2 digit terminal code if previously allocated by Customs' field contains 'EB'. A red box highlights this field and the 'Search' button. The 'Terminal Name' field is empty. At the bottom, there are 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

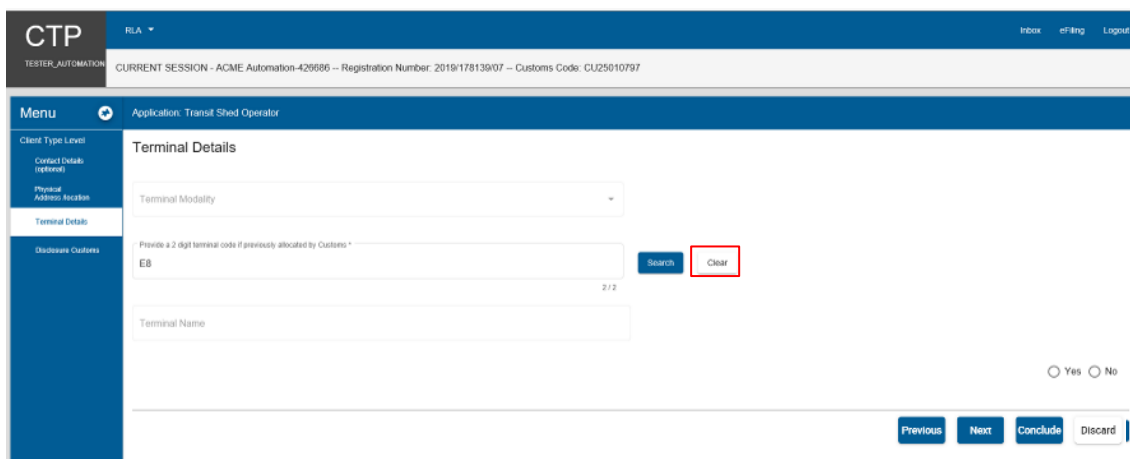
- c) The system populates the name of the Transit Shed or Container terminal operator as listed in SC-CF-19-A02.



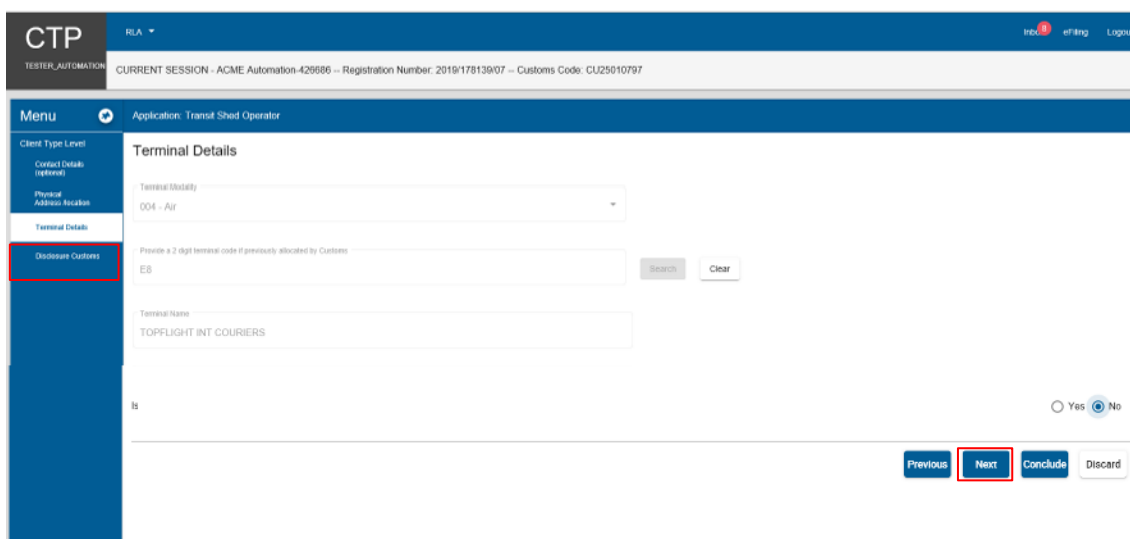
The screenshot shows the 'Terminal Details' form after a search. The 'Terminal Name' field is now populated with 'TOPFLIGHT INT COURIERS', highlighted by a red box. The 'Terminal Modality' remains '004 - Air'. The 'Provide a 2 digit terminal code if previously allocated by Customs' field still contains 'EB'. The 'Search' button is now disabled. At the bottom, there are 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

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- i) If incorrect, the user clicks on clear and returns to paragraph b) above.



- ii) If correct the user must progress to the next field which is Disclosure Customs (see paragraph 9) by clicking on the:
- Next button; or
 - Disclosure Customs link under Menu and continue with the process prescribed in paragraph 9 below.



- d) The details captured by the user is automatically saved.

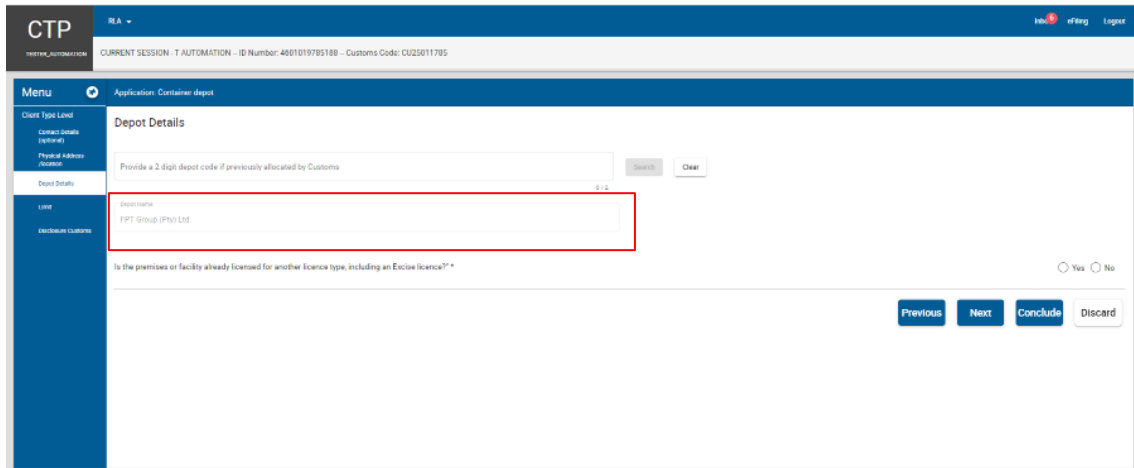
6.4.5 Depot details

- a) This field must be completed by clients required to:
- License as a:
 - Container depot; or
 - Degrouping depot.
 - Register for the submission of cargo reports in terms of Section 8 and prescribed in paragraph 2.1 e) of SC-CF-19:
 - Container depot operator;
 - Degrouping depot operator; or
 - Wharf operator reporter.

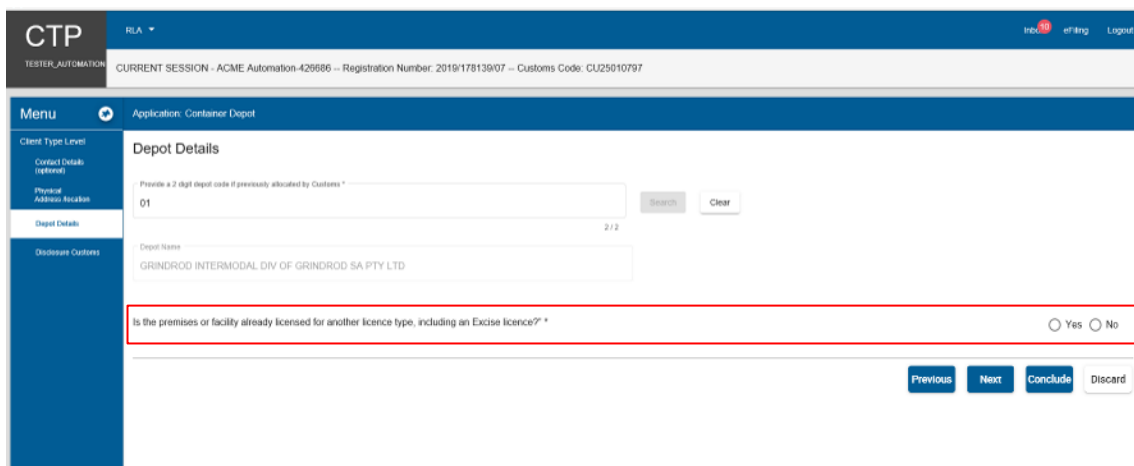
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b) When a depot premises mentioned in paragraph a)i) above must be licensed, the user:

i) Captures the CIPC registered name in the field Depot Name; and

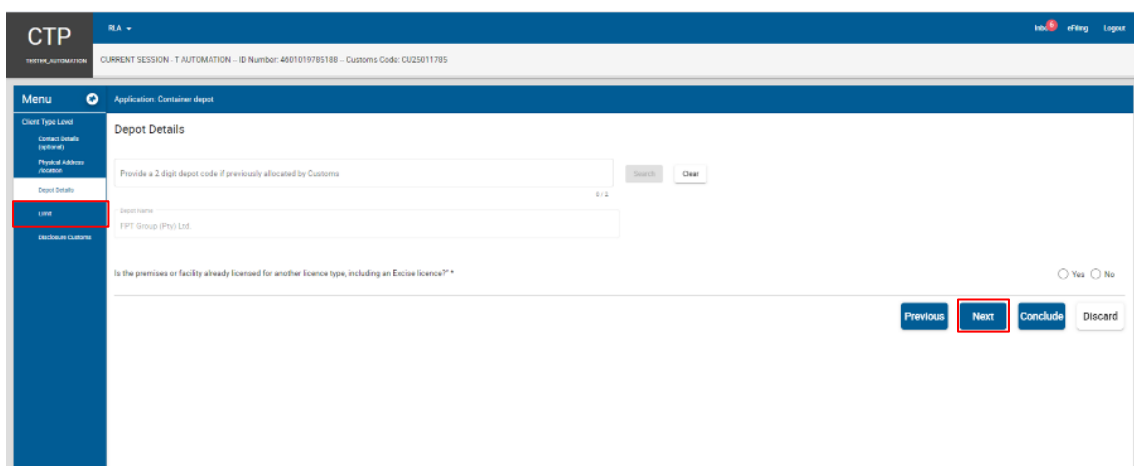


ii) Indicates if the premises or facility is already licensed for another Customs or Excise client type by selecting the correct radio button.



iii) In order to progress to the next field which is Limit (see paragraph 5.4.7), the user clicks on the:

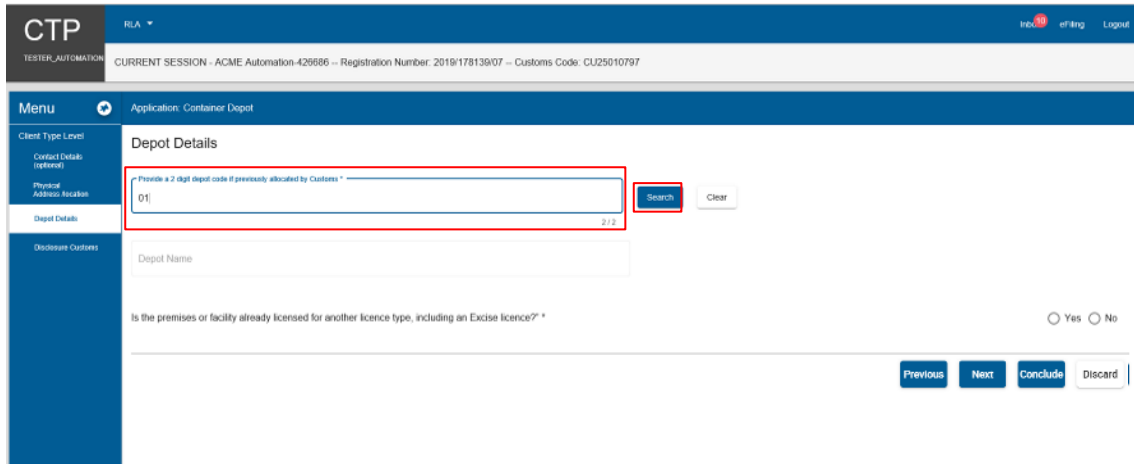
- A) Next button; or
- B) Limit link under Menu.



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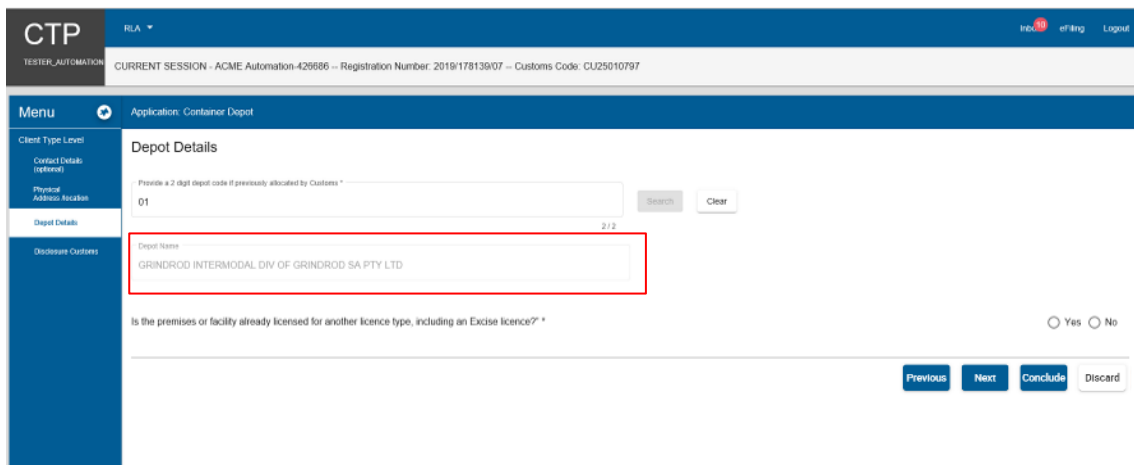
c) When the user registers in terms of paragraph a)ii) above:

i) The user must capture the two (2) digit facility code allocated by Customs as listed in SC-CF-19-A02 and click on Search.



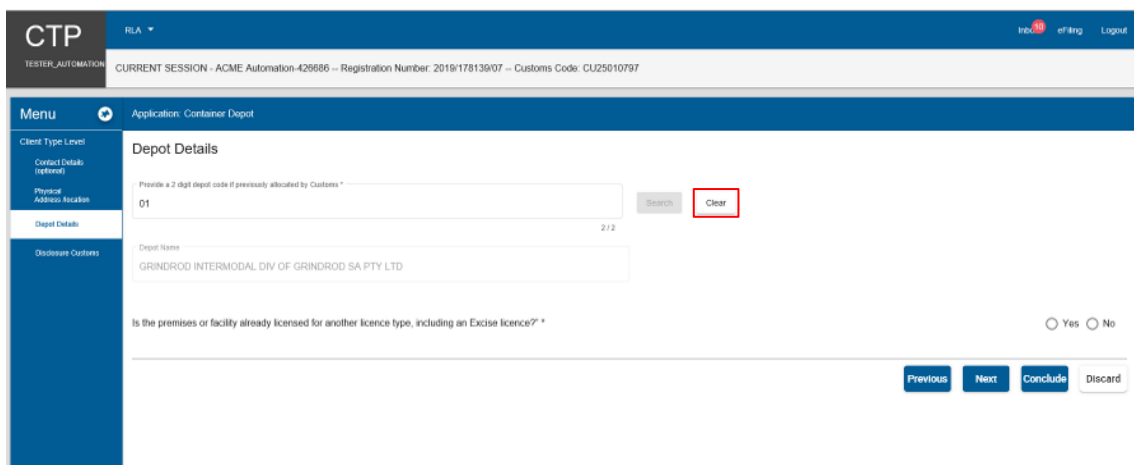
The screenshot shows the 'Depot Details' form in the CTP system. The 'Physical Address Location' field contains the value '01'. The 'Search' button is highlighted with a red box. The 'Clear' button is also visible. The 'Depot Name' field is empty. The 'Is the premises or facility already licensed for another licence type, including an Excise licence?' field has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Previous', 'Next', 'Conclude', and 'Discard' buttons are at the bottom right.

ii) The system populates the name of the depot operator as listed in SC-CF-19-A02.



The screenshot shows the 'Depot Details' form in the CTP system. The 'Physical Address Location' field contains the value '01'. The 'Search' button is disabled. The 'Depot Name' field is populated with the text 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD'. The 'Clear' button is visible. The 'Is the premises or facility already licensed for another licence type, including an Excise licence?' field has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Previous', 'Next', 'Conclude', and 'Discard' buttons are at the bottom right.

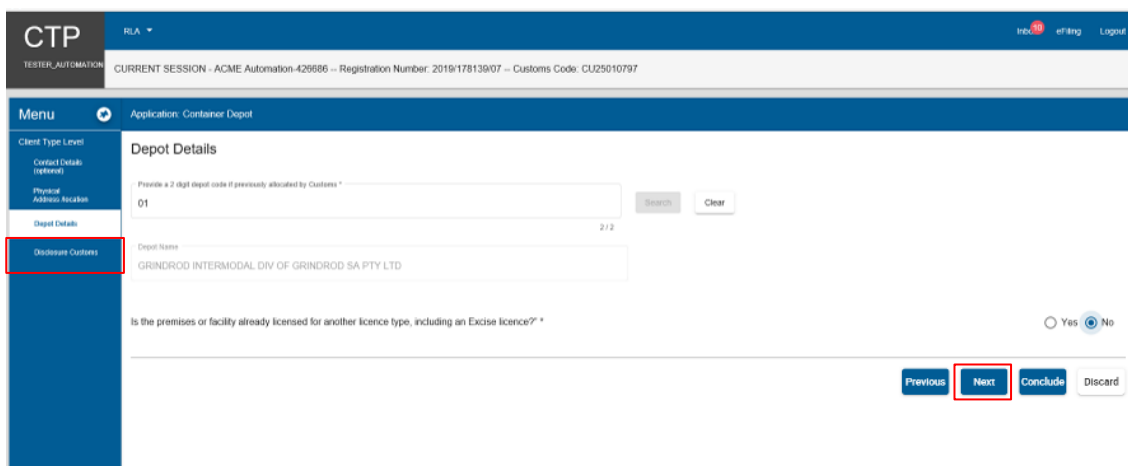
A) If incorrect, the user clicks on clear and returns to paragraph i) above.



The screenshot shows the 'Depot Details' form in the CTP system. The 'Physical Address Location' field contains the value '01'. The 'Search' button is disabled. The 'Clear' button is highlighted with a red box. The 'Depot Name' field is populated with the text 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD'. The 'Is the premises or facility already licensed for another licence type, including an Excise licence?' field has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Previous', 'Next', 'Conclude', and 'Discard' buttons are at the bottom right.

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- B) If correct the user must continue with the process prescribed paragraph 9 below by progressing to the next field which is Disclosure Customs (see paragraph 9) by clicking on the:
- I) Next button; or
 - II) Disclosure Customs link.

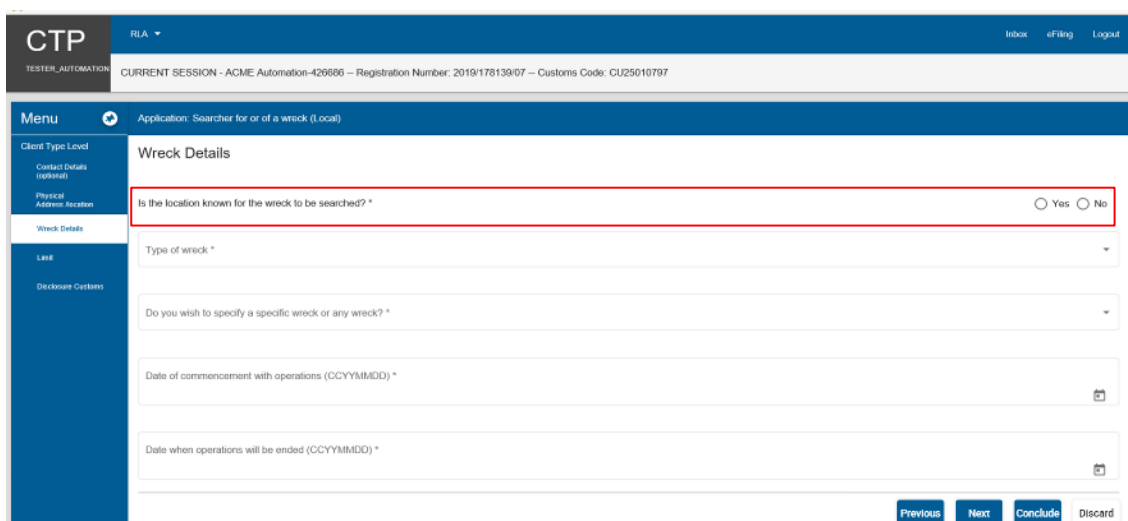


The screenshot shows the 'Depot Details' form in the CTP system. The left-hand menu has 'Disclosure Customs' highlighted with a red box. The main form area contains fields for 'Physical Address Location' (01), 'Depot Name' (GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD), and a question 'Is the premises or facility already licensed for another licence type, including an Excise licence?' with 'No' selected. At the bottom right, the 'Next' button is highlighted with a red box.

- d) The depot details captured by the user is automatically saved once the user clicks on the Next button or the applicable link under Menu.

6.4.6 Wrecks details

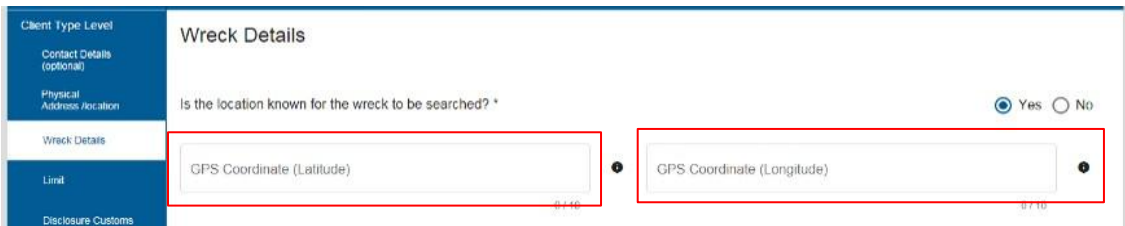
- a) This field must be completed by persons who wish to search any abandoned wreck or search for an abandoned wreck.
- b) The user must provide the location of the wreck by selecting the radio button:
 - i) Yes, if known; or
 - ii) No, if unknown.



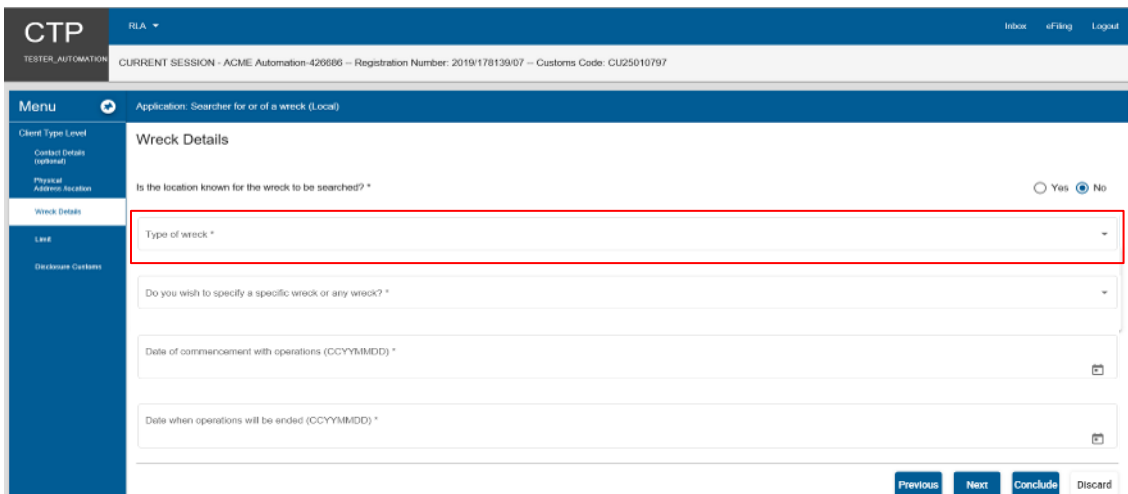
The screenshot shows the 'Wreck Details' form in the CTP system. The question 'Is the location known for the wreck to be searched?' is highlighted with a red box, and the 'No' radio button is selected. Other fields include 'Type of wreck', 'Do you wish to specify a specific wreck or any wreck?', 'Date of commencement with operations (CCYYMMDD)', and 'Date when operations will be ended (CCYYMMDD)'. At the bottom right, the 'Next' button is visible.

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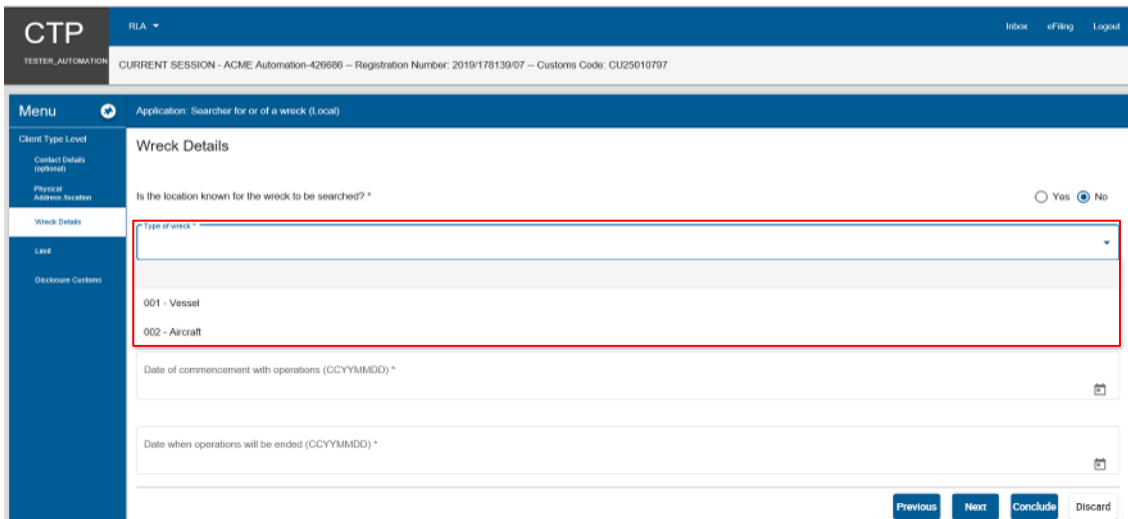
- c) If Yes, the user captures the latitude and longitude (GPS coordinates) using the format +/- DDD.dddd.



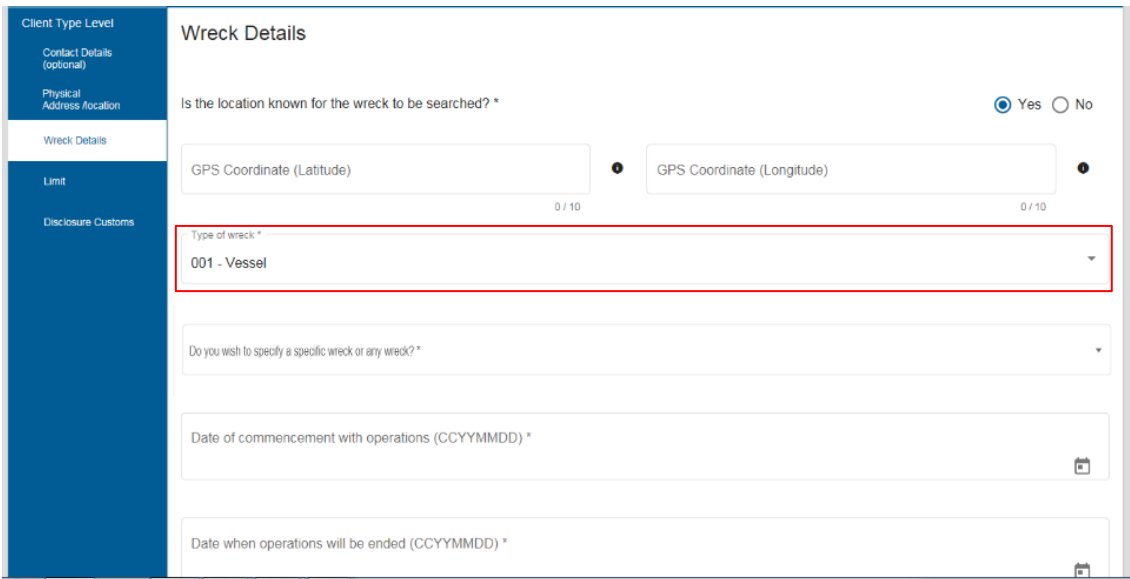
- d) The user clicks on the Type of wreck dropdown arrow.



- e) The system displays the types of wrecks. Only one (1) can be selected per application and the user clicks on the type of wreck to be searched.

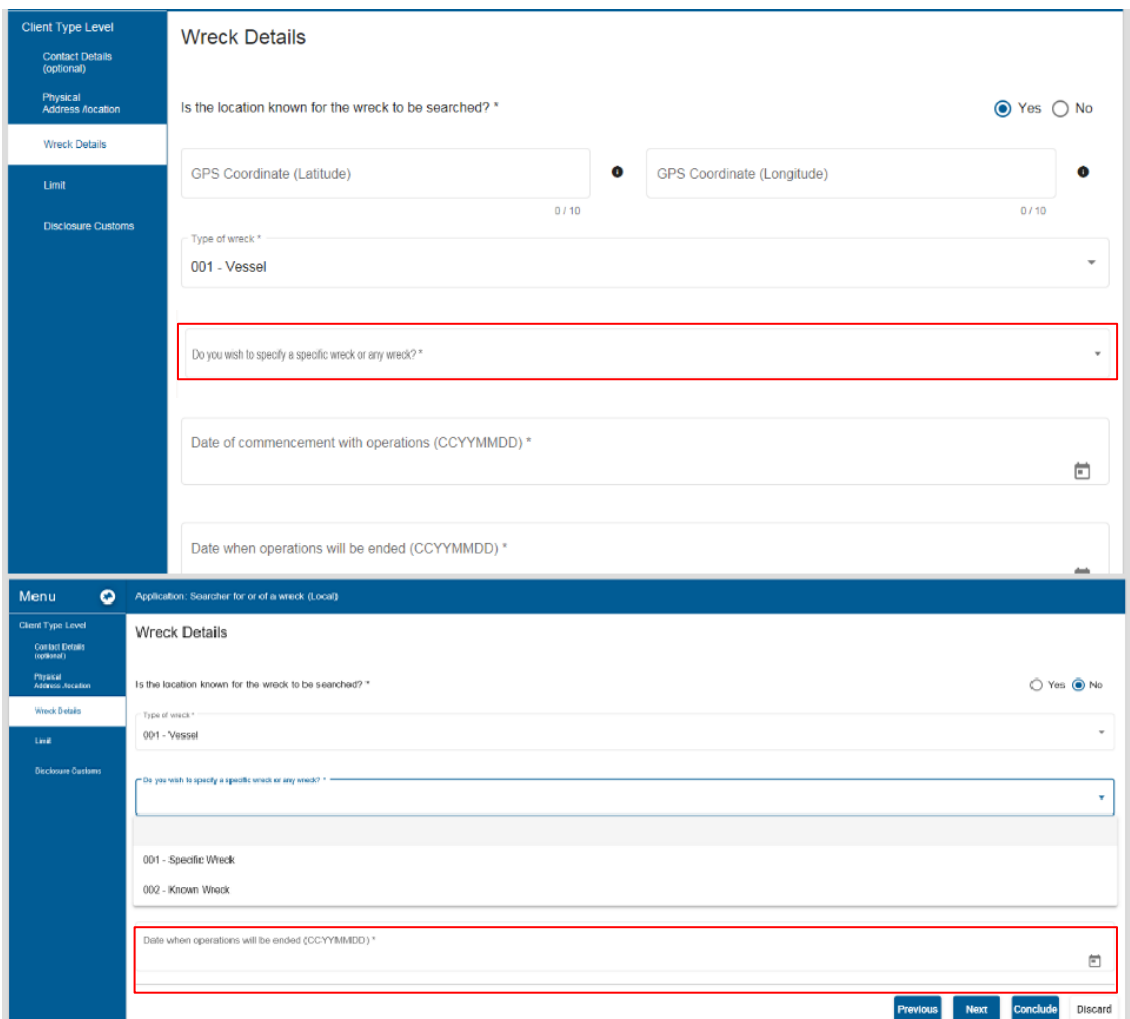


f) The system displays the selected wreck to be searched.



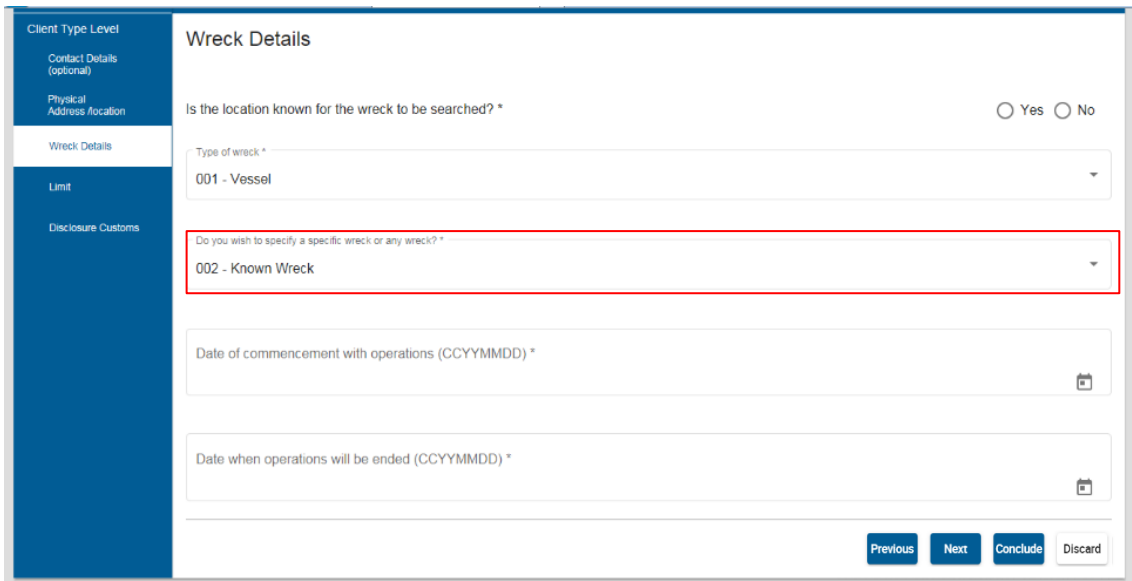
The screenshot shows the 'Wreck Details' form. The 'Type of wreck' dropdown menu is highlighted with a red box, showing the selected option '001 - Vessel'. Other fields include 'Is the location known for the wreck to be searched?' (radio buttons for Yes/No), 'GPS Coordinate (Latitude)' and 'GPS Coordinate (Longitude)' (text boxes), 'Do you wish to specify a specific wreck or any wreck?' (dropdown), 'Date of commencement with operations (CCYYMMDD)' (calendar), and 'Date when operations will be ended (CCYYMMDD)' (calendar).

g) The user must indicate if he/she will be searching for a specific wreck or any wreck by clicking on the dropdown arrow and choosing between the two (2) options. Only one (1) option can be selected.



The screenshot shows the 'Wreck Details' form with the 'Do you wish to specify a specific wreck or any wreck?' dropdown menu highlighted with a red box. The dropdown is open, showing two options: '001 - Specific Wreck' and '002 - Known Wreck'. The 'Type of wreck' dropdown is also visible, showing '001 - Vessel'. At the bottom, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

h) The system displays the option selected by the user.

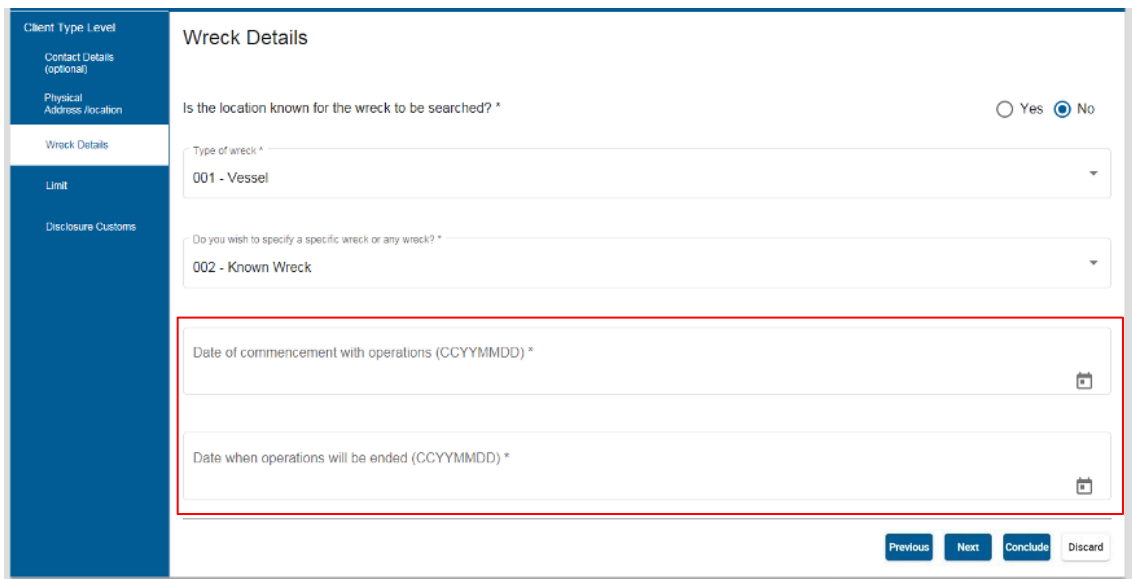


The screenshot shows the 'Wreck Details' form. The left sidebar contains navigation options: 'Client Type Level', 'Contact Details (optional)', 'Physical Address /location', 'Wreck Details', 'Limit', and 'Disclosure Customs'. The main form area includes the following fields:

- 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' and 'No'.
- 'Type of wreck *' dropdown menu with '001 - Vessel' selected.
- 'Do you wish to specify a specific wreck or any wreck? *' dropdown menu with '002 - Known Wreck' selected, highlighted by a red box.
- 'Date of commencement with operations (CCYYMMDD) *' with a calendar icon.
- 'Date when operations will be ended (CCYYMMDD) *' with a calendar icon.
- Navigation buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

i) The user is required to provide the date by clicking the applicable calendar icon:

- i) When the operation will commence; and
- ii) When the operation will end.

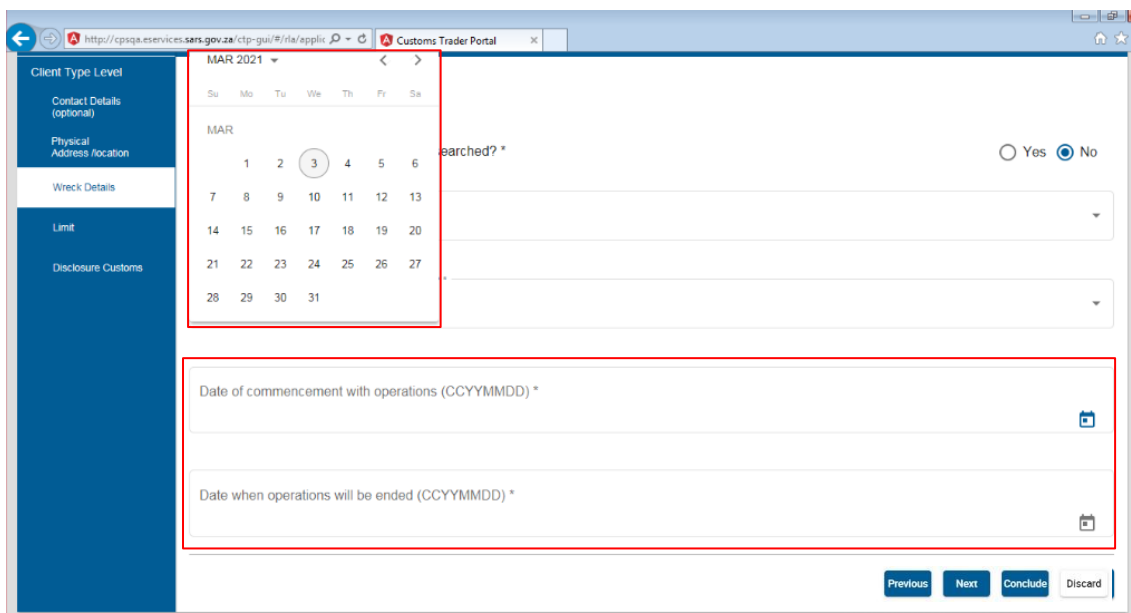


This screenshot is similar to the previous one, but the 'Do you wish to specify a specific wreck or any wreck?' dropdown menu is not highlighted. Instead, the 'Date of commencement with operations (CCYYMMDD) *' and 'Date when operations will be ended (CCYYMMDD) *' fields are highlighted with a red box, indicating the user's next step is to click the calendar icons to provide dates.

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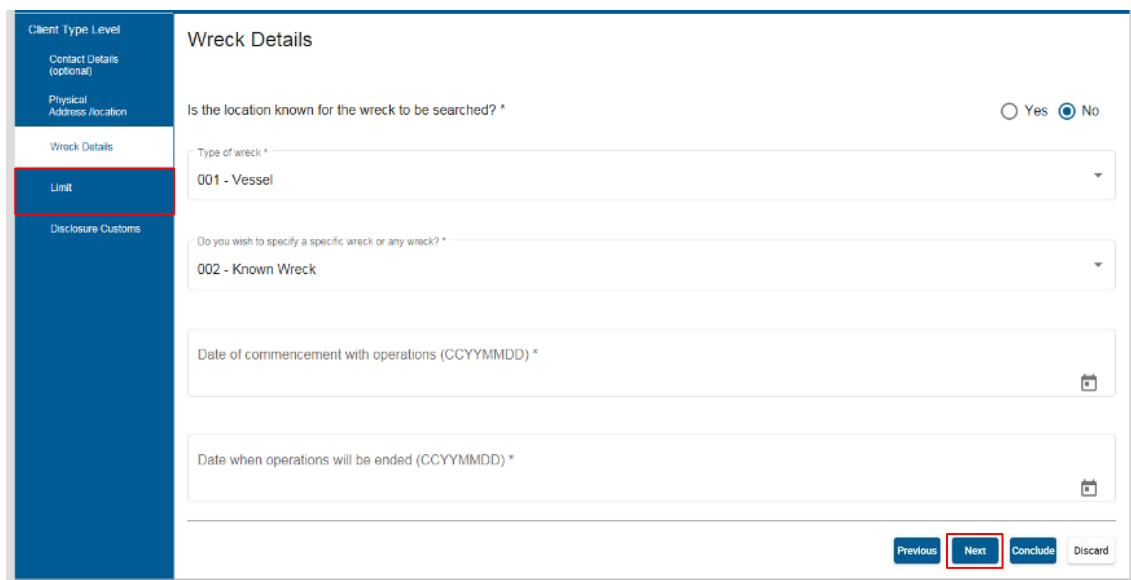
j) The system displays the calendar. The user selects the year, month and the date on the calendar which relates to the:

- i) Date of commencement with operations; and
- ii) Date when the operations will end.



k) In order to progress to the next field which is Limit (see paragraph 5.4.7), the user clicks on the:

- i) Next button; or
- ii) Limit link under Menu.



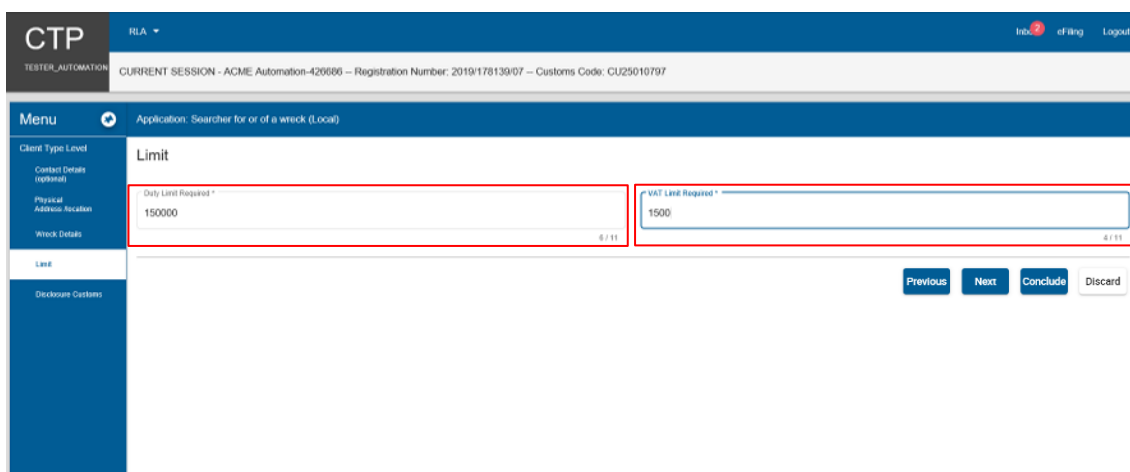
l) The details captured by the user are automatically saved.

6.4.7 Limit field

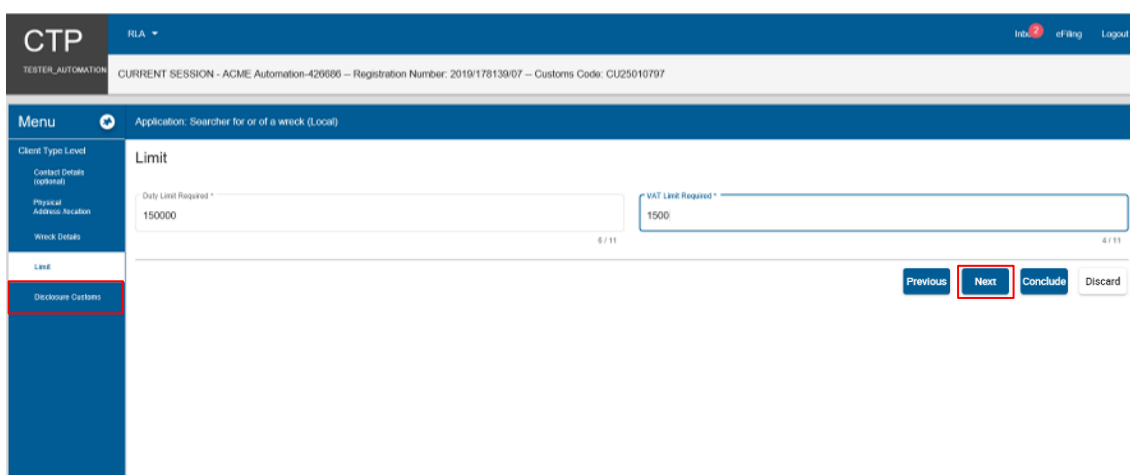
a) This field must be completed by users who are required to provide the standard amount of surety as prescribed in paragraph 2.3 in SC-SE-05. The field will not appear in cases where surety is not required.

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- b) The user must capture the amount of duties and taxes separately. The amounts must be rounded to the nearest Rand amount.



- c) In order to progress to the next field which is Disclosure Customs, the user clicks on the:
- Next button; or
 - Disclosure Customs link under Menu and continue with the process prescribed paragraph 9 below.



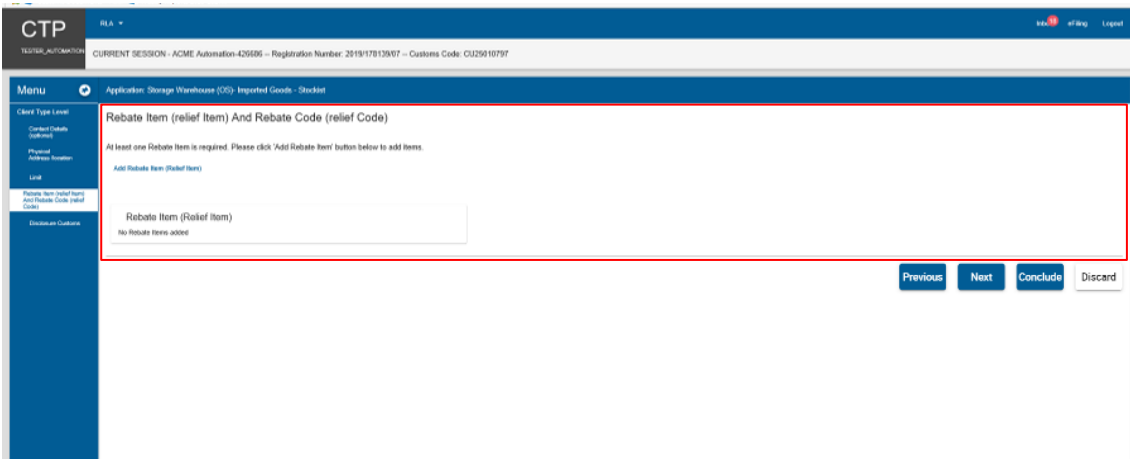
- d) The details captured by the user are automatically saved.

6.4.8 Rebate Item (Relief Item) and Rebate Code (Relief Code)

- a) This field is applicable when a user applies for the licensing of a:
- Customs storage warehouses (including CCA Enterprise storage warehouses); or
 - CCA Enterprise manufacturing warehouses.
- b) The user must describe the goods that will be stored or manufactured in the warehouse as well as the tariff heading(s) / items(s) and rebate item(s) (if applicable).

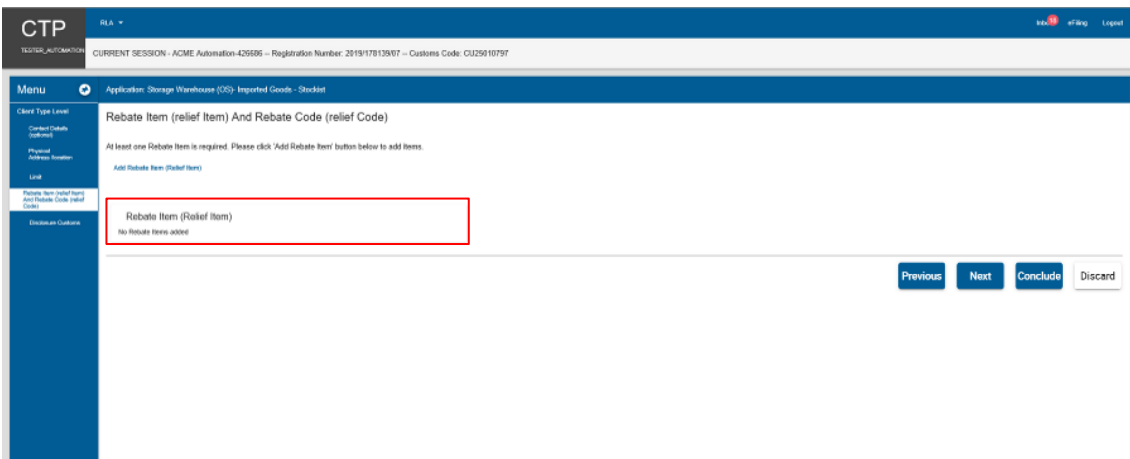
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- c) The user is required to Add the Rebate item (Relief item) details. This field is mandatory if the user applies for the licensing of a CCA Enterprise manufacturing warehouse.



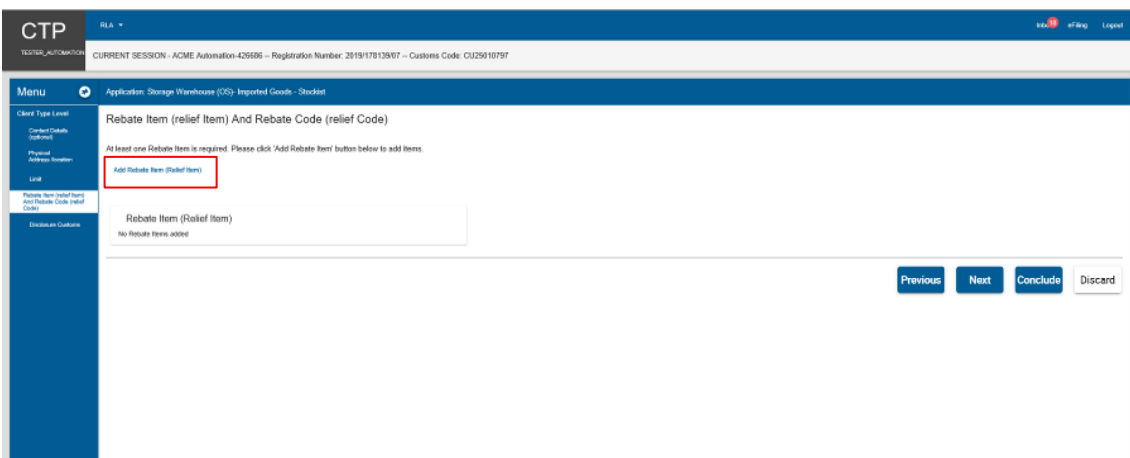
The screenshot shows the CTP interface for 'Application: Storage Warehouse (2D) - Imported Goods - Stockist'. The main heading is 'Rebate Item (relief Item) And Rebate Code (relief Code)'. Below the heading, a message states: 'At least one Rebate Item is required. Please click "Add Rebate Item" button below to add items.' There is a button labeled 'Add Rebate Item (Relief Item)'. Below this button is a text input field with the label 'Rebate Item (Relief Item)' and the text 'No Rebate Items added' below it. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

- d) The system displays a message to the user that no rebate item(s) have been added.



This screenshot is identical to the previous one, but the 'Add Rebate Item (Relief Item)' button is no longer highlighted. Instead, the text input field labeled 'Rebate Item (Relief Item)' with the text 'No Rebate Items added' below it is highlighted with a red box.

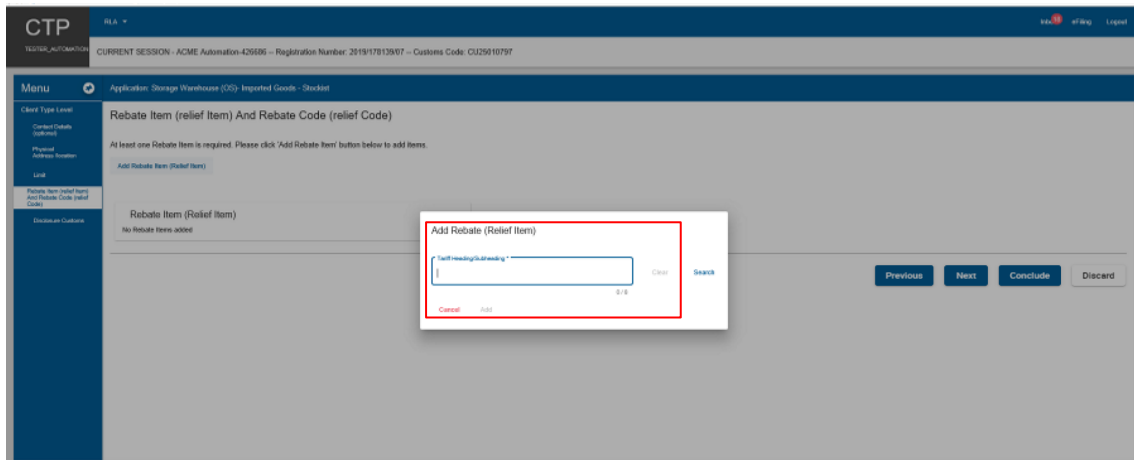
- e) In order to add a rebate item, the user clicks on Add Rebate item (Relief item).



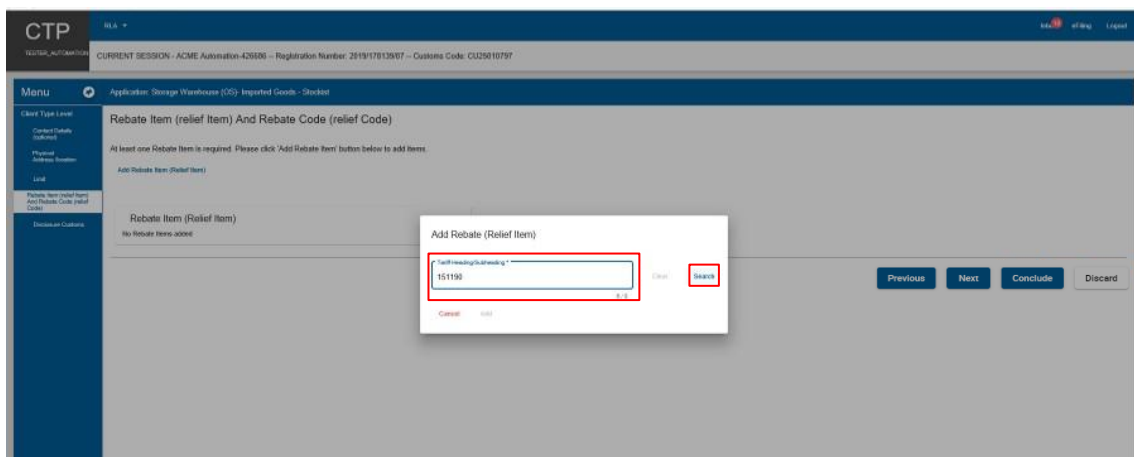
This screenshot is identical to the previous one, but the 'Rebate Item (Relief Item)' text input field is no longer highlighted. Instead, the 'Add Rebate Item (Relief Item)' button is highlighted with a red box.

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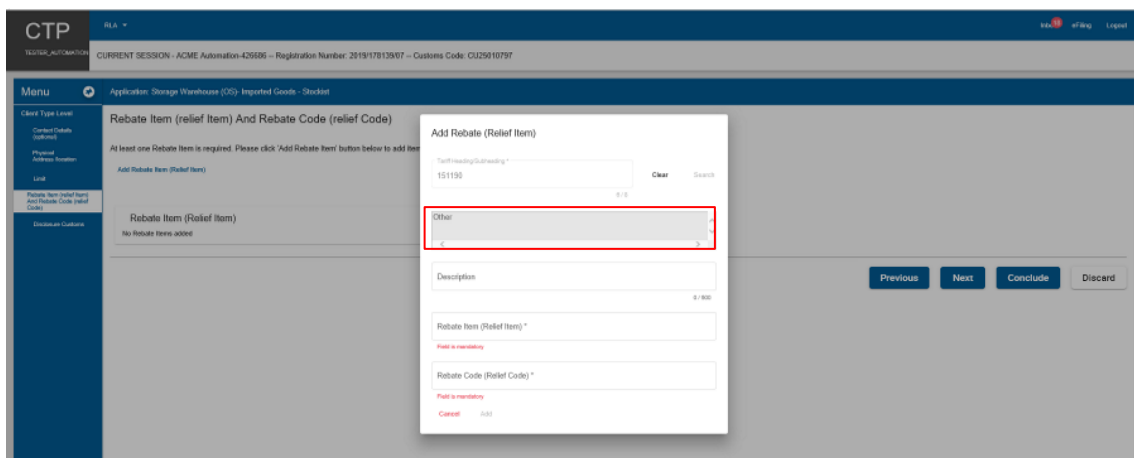
- f) The system displays the Add Rebate (Relief Item) capture window and the user captures the applicable tariff heading or subheading that describes the goods that will be stored in the warehouse.



- g) After the user captured the tariff heading or subheading of the items that will be stored in the warehouse, the user clicks on Search.

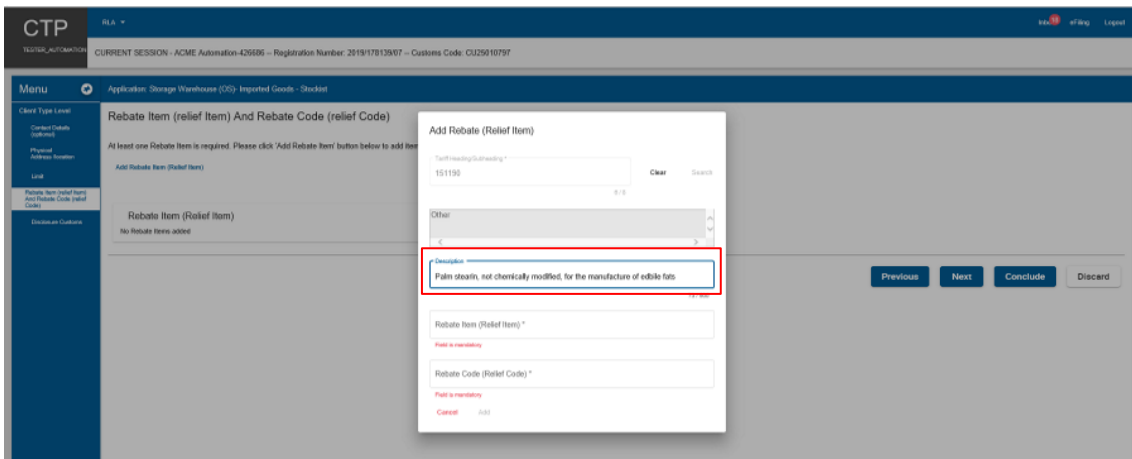


- h) The system displays the description of the goods that will be stored in the warehouse once licensed.



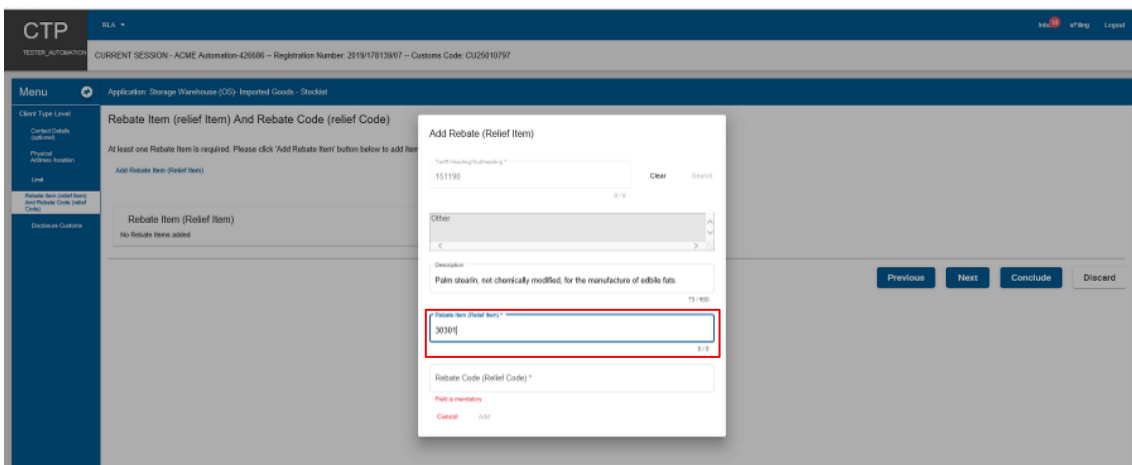
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- i) The user clicks on the Description text box and captures the tariff heading description mentioned under the applicable rebate item.



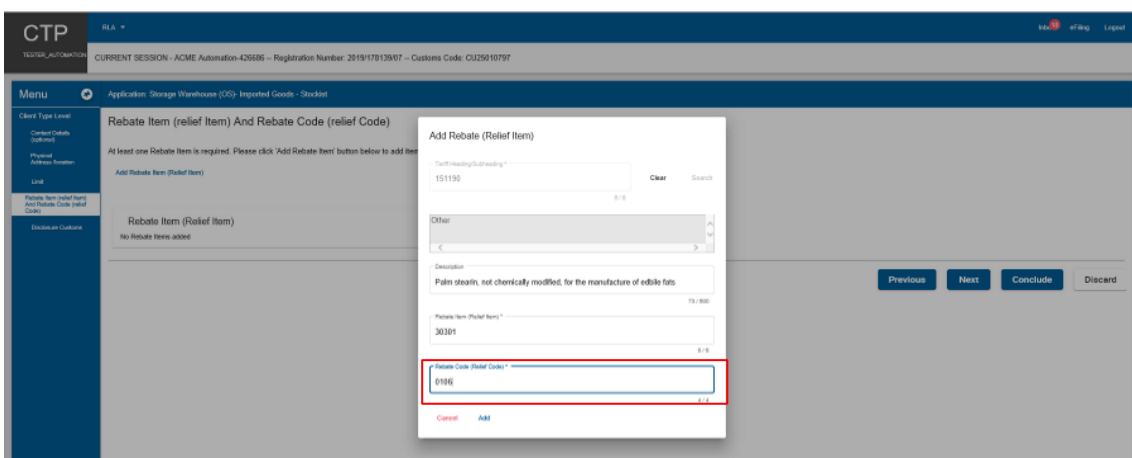
The screenshot shows the 'Add Rebate (Relief Item)' form in the CTP system. The 'Description' field is highlighted with a red box and contains the text: "Palm stearin, not chemically modified, for the manufacture of edible fats". Other fields include 'Tariff heading/Subheading' (151190), 'Rebate Item (Relief Item)', and 'Rebate Code (Relief Code)'. The form also includes 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

- j) The user clicks on the Rebate Item (Relief Item) text field and captures the rebate item.



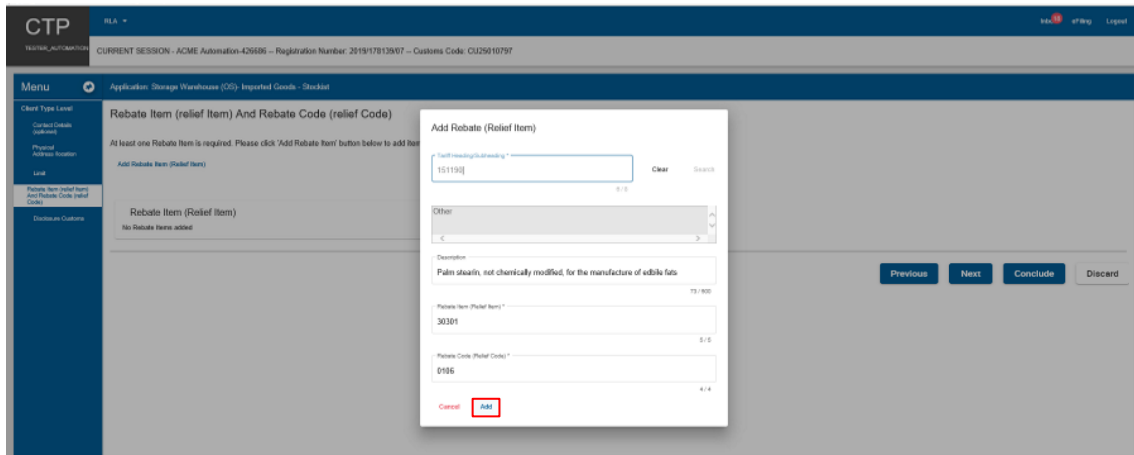
The screenshot shows the 'Add Rebate (Relief Item)' form. The 'Rebate Item (Relief Item)' field is highlighted with a red box and contains the value "30301". The 'Description' field contains the same text as in the previous screenshot. The 'Rebate Code (Relief Code)' field is empty. The form includes 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

- k) The user clicks on the Rebate Code (Relief code) text field and captures the applicable rebate code as mentioned in the Schedules to the Act.

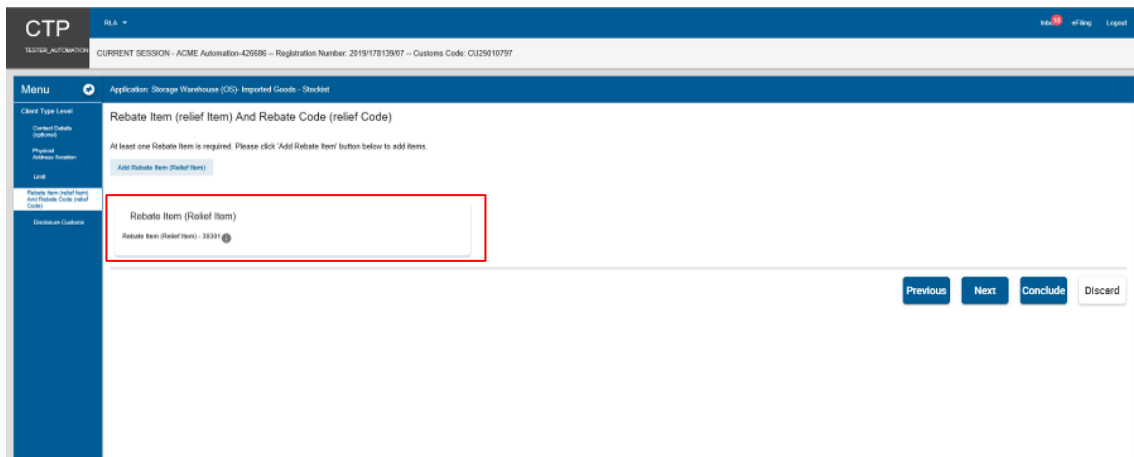


The screenshot shows the 'Add Rebate (Relief Item)' form. The 'Rebate Code (Relief Code)' field is highlighted with a red box and contains the value "0986". The 'Rebate Item (Relief Item)' field contains "30301". The 'Description' field contains the same text. The form includes 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

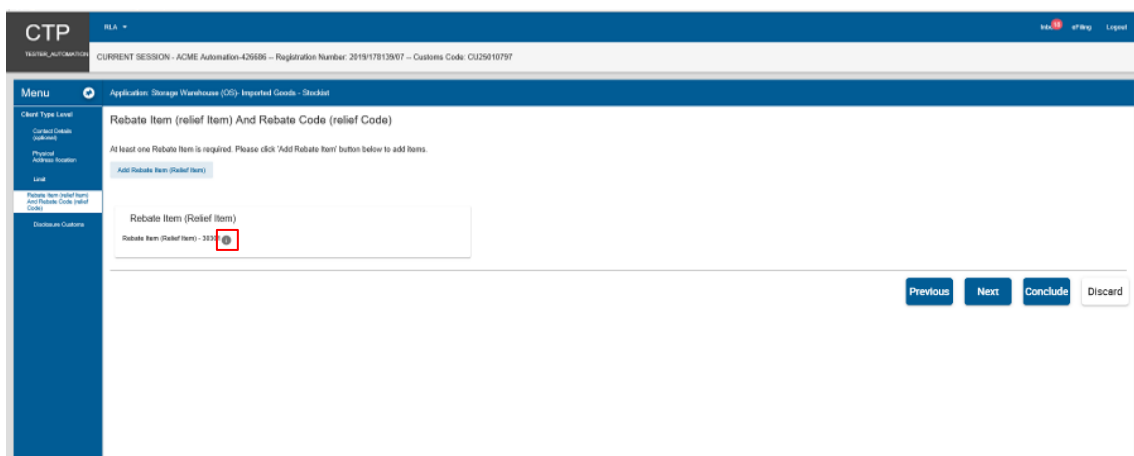
l) The user clicks on the Add option to save the information captured.



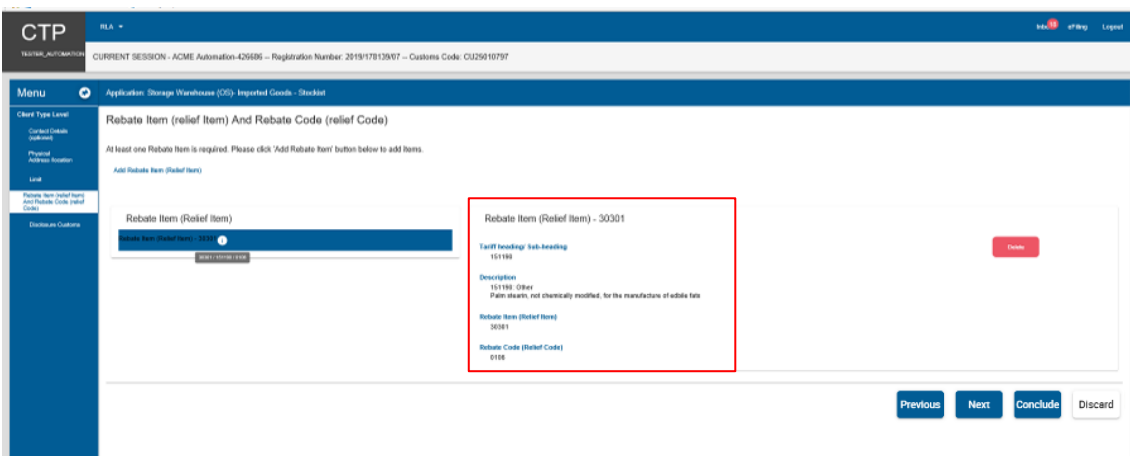
m) The system displays the details captured on the Rebate Item (Relief Item) and Rebate Code (Relief Code) page.



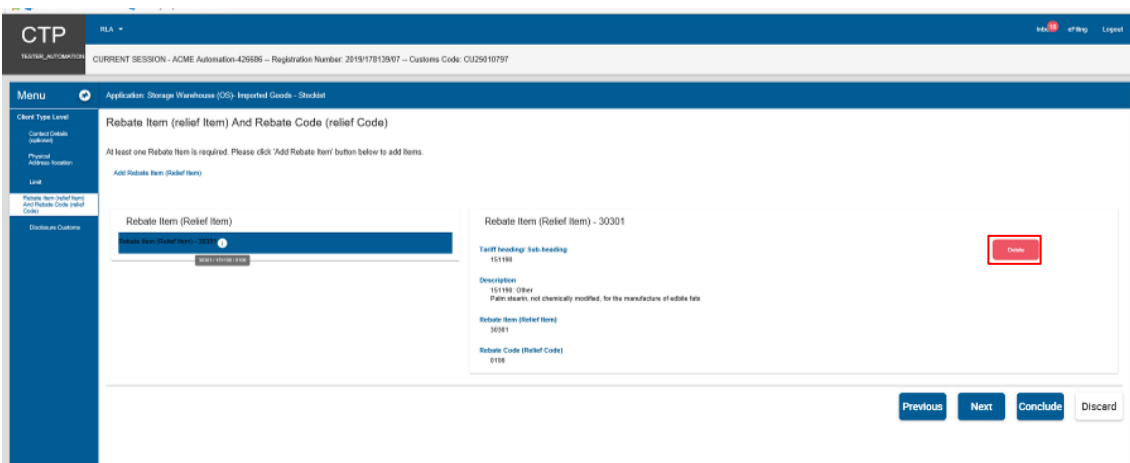
n) If the user wishes to view the information captured, he/she clicks on the “i” icon in order to display the rebate item, rebate code, tariff heading / subheading and the description of the goods that will be stored in warehouse.



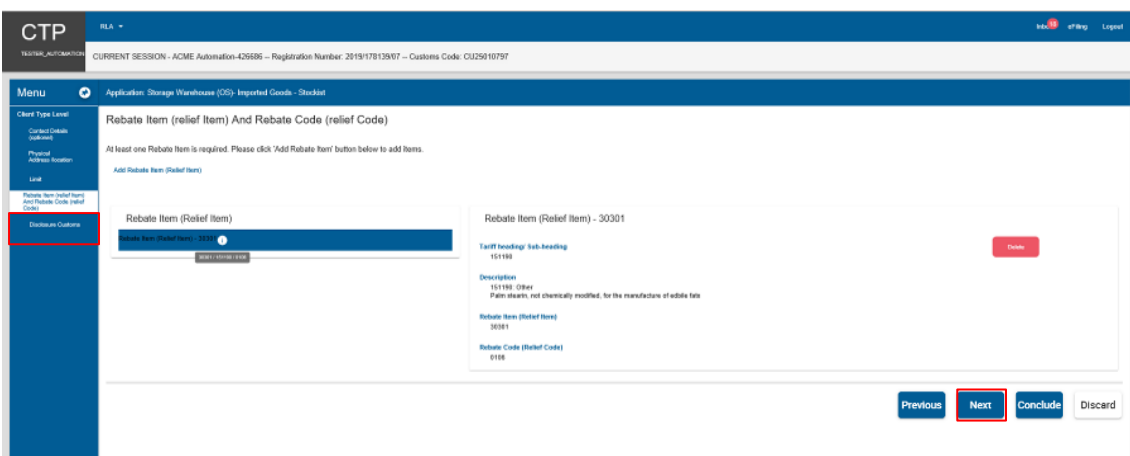
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- o) If the rebate item and / or code details have been incorrectly captured, the user clicks on the Delete button to recapture the information as prescribed in the paragraph e) to m) above.



- p) In order to add more tariff headings, subheadings, rebate items and / or rebate codes the user clicks on Add Rebate Item (Relief Item) and follows paragraph e) to m) above.
- q) In order to progress to the next field, the user clicks on the:
- Next button; or
 - Disclosure Customs link and continue with the process prescribed paragraph 9 below; or
 - CCA Number link prescribed in paragraph 5.4.9 below.



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r) The rebate item and code (relief item or code) captured by the user is automatically saved.

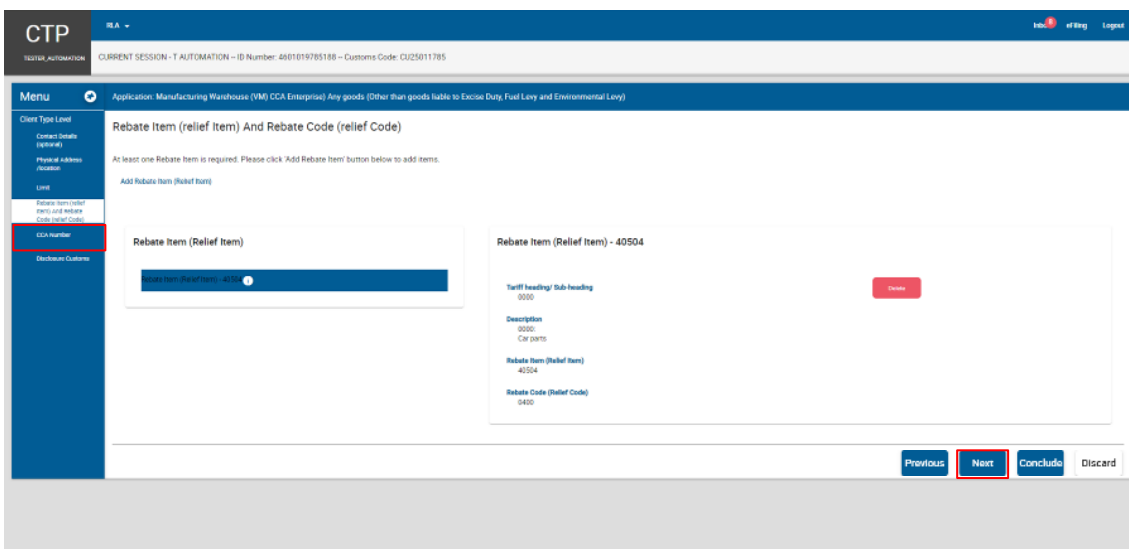
6.4.9 CCA number

a) This field will only be displayed under Menu when the user (CCA Enterprise) wishes to license a premises as a:

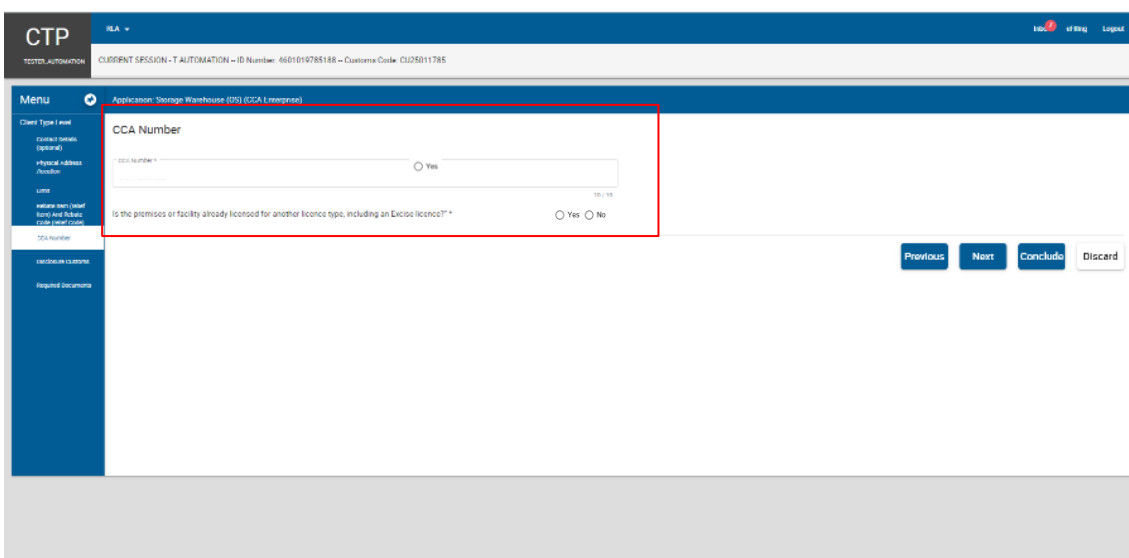
- i) Storage warehouse; or
- ii) Manufacturing warehouse that will be permanently located in a CCA situated in an SEZ.

b) Once the relevant rebate item(s) and rebate code(s) has been captured by the user as prescribed in paragraph 5.4.8 above, the user must capture the CCA details by clicking on the .

- i) Next button; or
- ii) CCA Number link under the Menu.

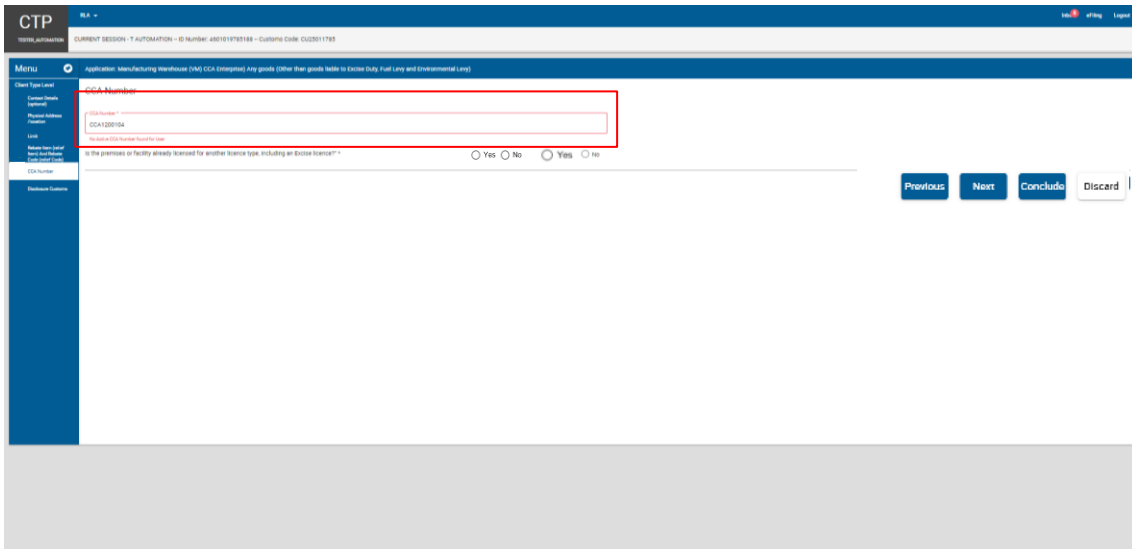


c) The system displays the CCA Number capture window.



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- d) The user captures the CCA number. If an inactive CCA number is captured, the system displays a message No Active CCA Number found for User.



CTP
CURRENT SESSION - T AUTOMATION - ID Number: 4051019785188 - Customs Code: CU25011785

Menu Application: Manufacturing Warehouse (M) CCA (Enterprise) Any goods (Other than goods liable to Excise Duty, Full Levy and Environmental Levy)

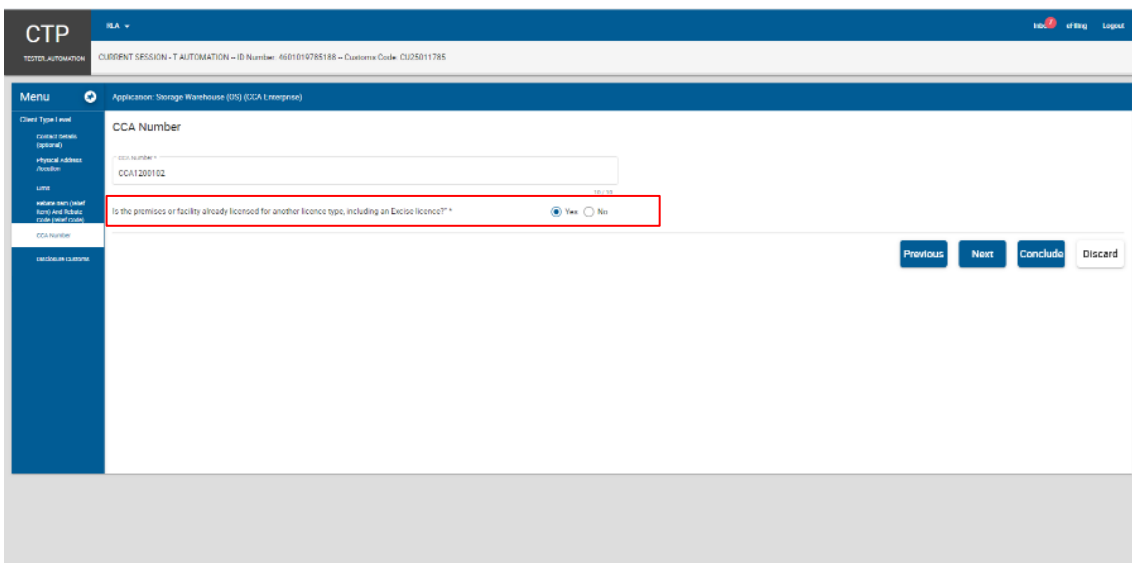
Client Type: **Manufacturing Warehouse**

CCA Number:

Is the premises or facility already licensed for another licence type, including an Excise licence? * Yes No

Navigation: Previous Next Conclude Discard

- e) The user must indicate if the premises or facility is already licensed for another Customs or Excise client type by selecting the correct radio button.



CTP
CURRENT SESSION - T AUTOMATION - ID Number: 4051019785188 - Customs Code: CU25011785

Menu Application: Storage Warehouse (S) CCA (Enterprise)

Client Type: **Storage Warehouse**

CCA Number:

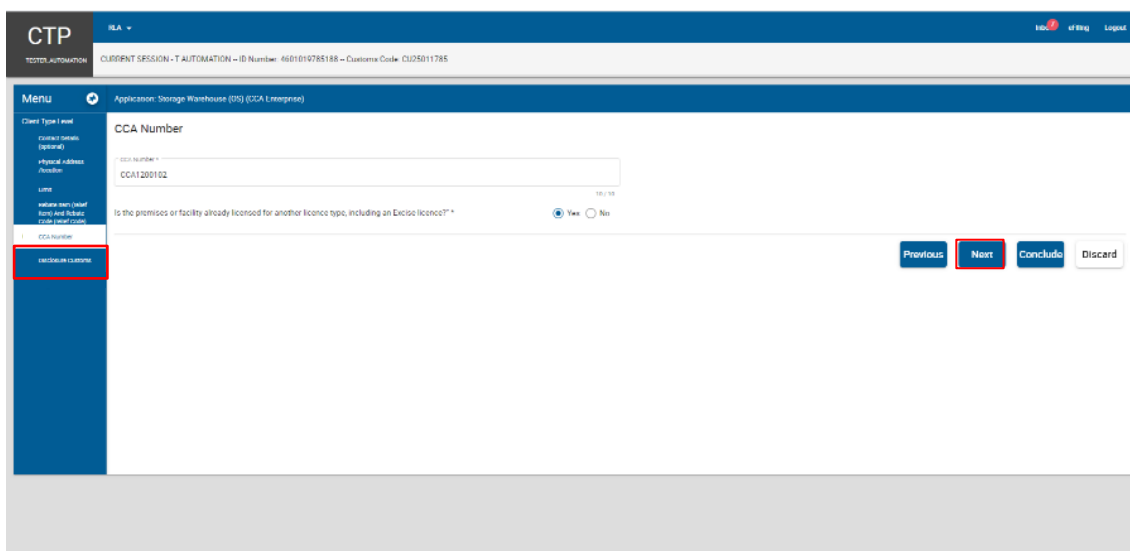
Is the premises or facility already licensed for another licence type, including an Excise licence? * Yes No

Navigation: Previous Next Conclude Discard

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f) In order to progress to the next field which is Disclosure Customs (see paragraph 9), the user clicks on the:

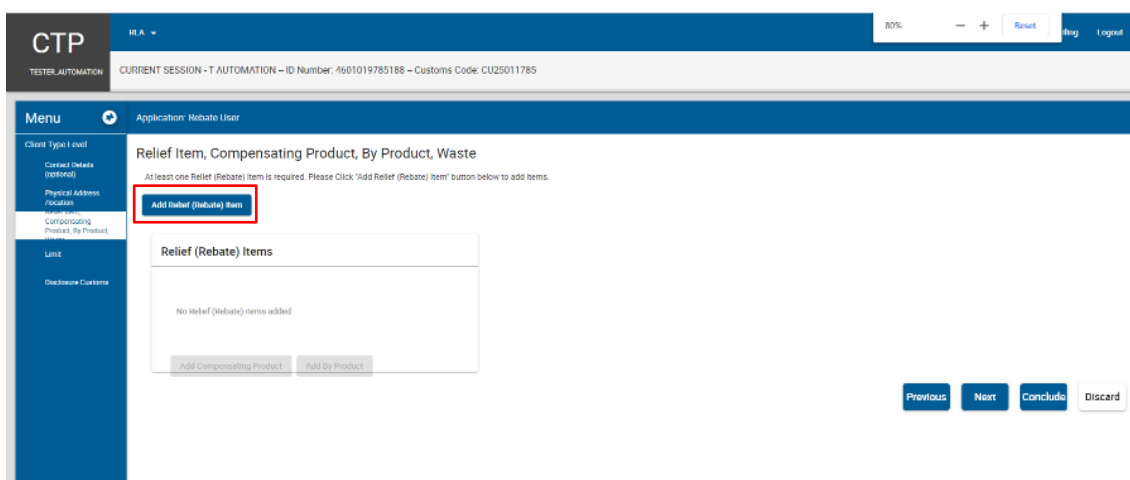
- i) Next button; or
- ii) Disclosure Customs link under Menu and continue with paragraph 9 below.



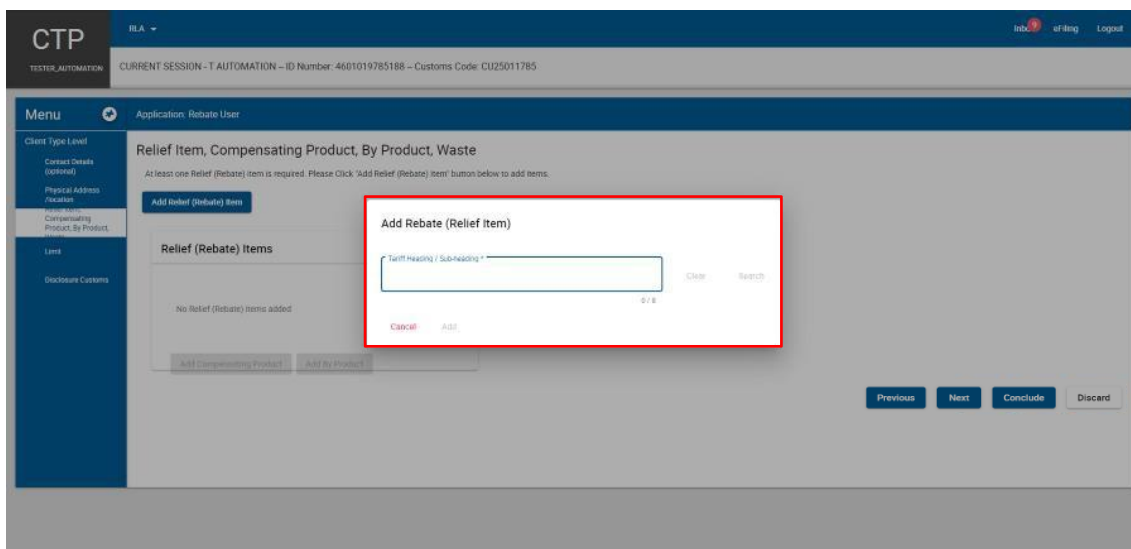
g) The CCA number captured by the user is automatically saved.

6.4.10 Rebate (Relief) Item, Compensating Product, By Product and Waste

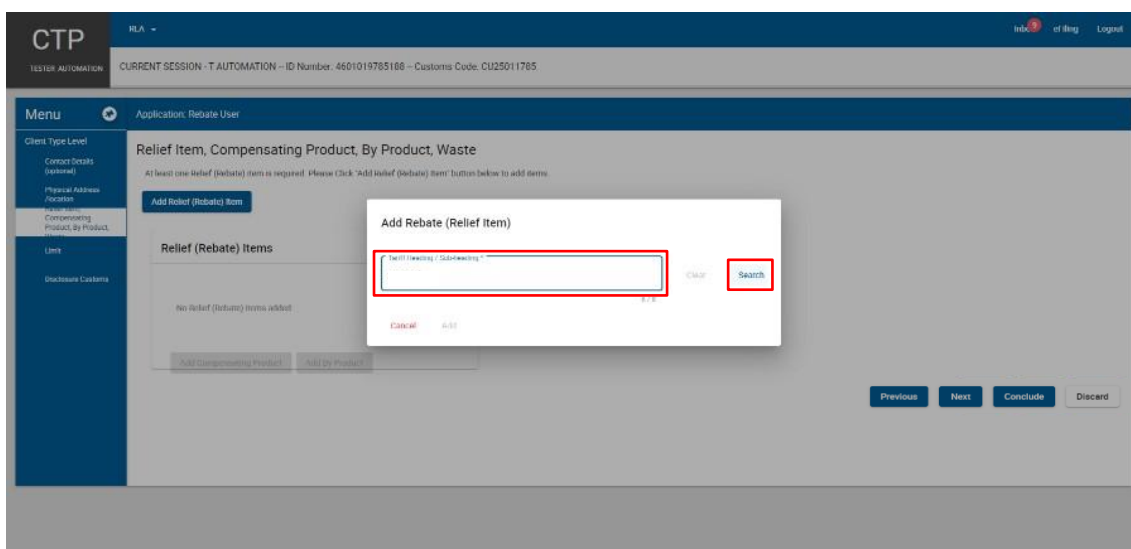
- a) This field must be completed by users required to register as a rebate user as described in paragraph 2.3.13 in SC-CF-19.
- b) In order to add a Rebate (Relief) item, the user clicks on Add the Rebate (Relief) item button on the Relief item, Compensating Product, By Product, Waste page.



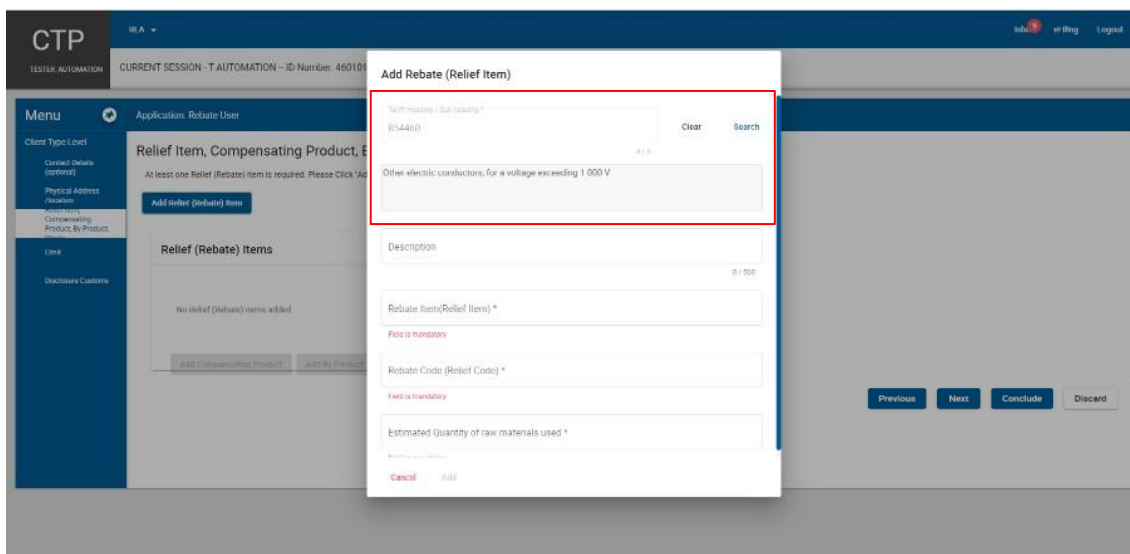
i) The system displays the Add Rebate (Relief) item capture window.



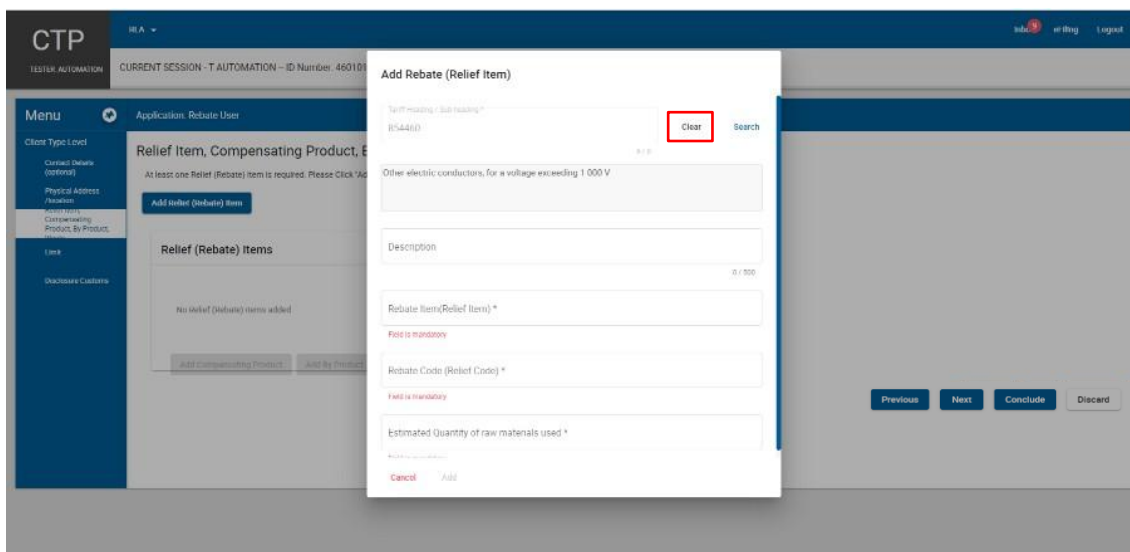
- ii) The user:
- A) Captures the applicable tariff heading or subheading that describes the raw material(s) that will be used in the production or manufacturing process; and
 - B) Clicks on Search.



- iii) The system displays the tariff heading / subheading and the description of the raw material(s) that will be used.



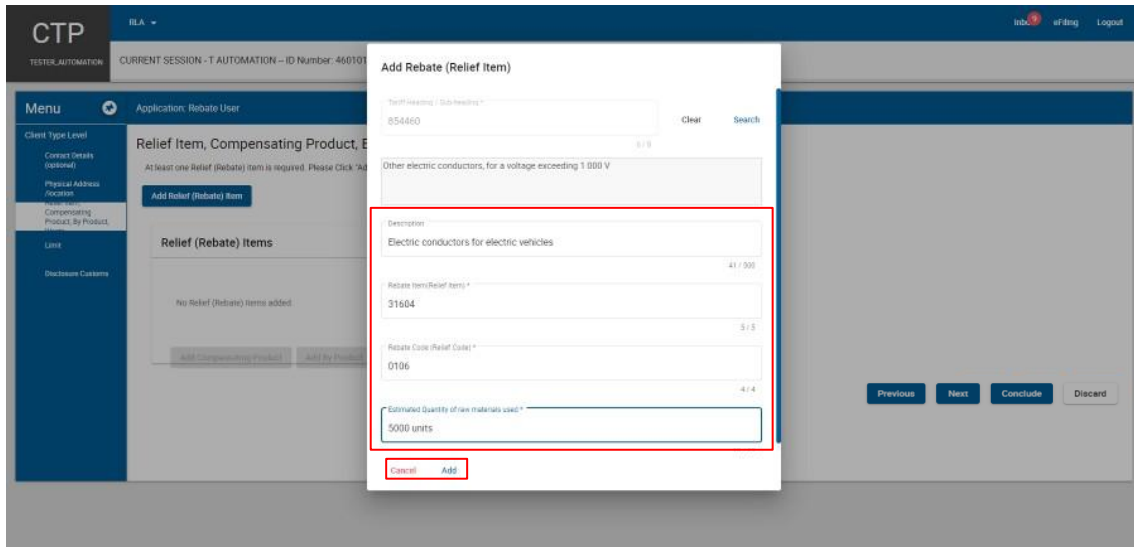
- c) If incorrect, the user clicks on clear and recaptures the tariff heading or subheading as prescribed in paragraph b) above.



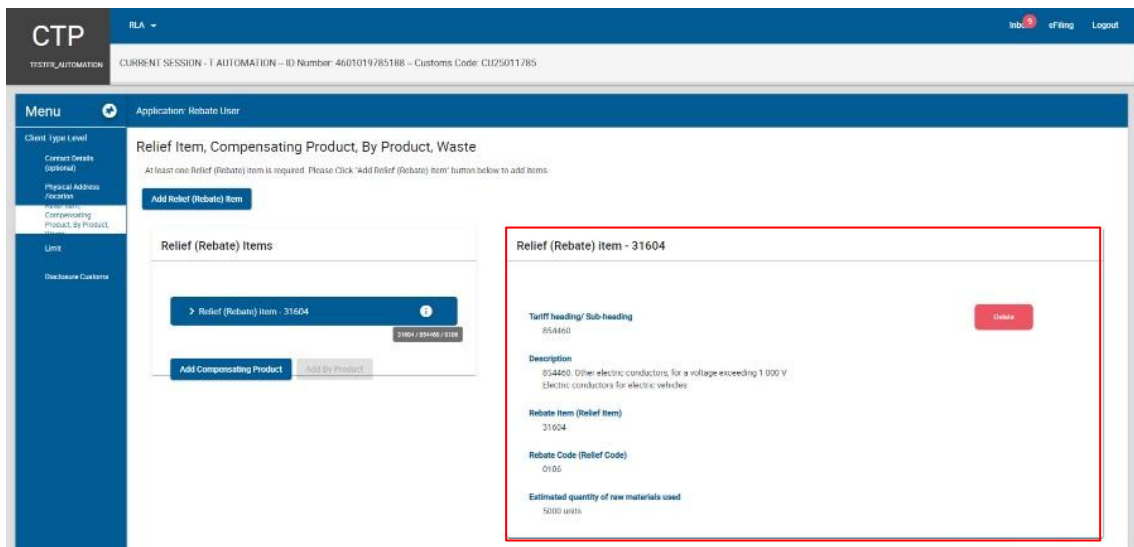
- d) If correct:

- i) The user captures:
- A) The description of the raw material(s) that will be used – this field is optional;
 - B) Rebate Item (Relief item) – this field is mandatory;
 - C) Rebate Code (Relief code) – this field is mandatory; and
 - D) Estimated Quality of raw material to be user per annum – this field is mandatory; and

- ii) The user clicks on:
 - A) Add if correct; or
 - B) Cancel if incorrect and recaptures the required information prescribed in paragraph i) above.

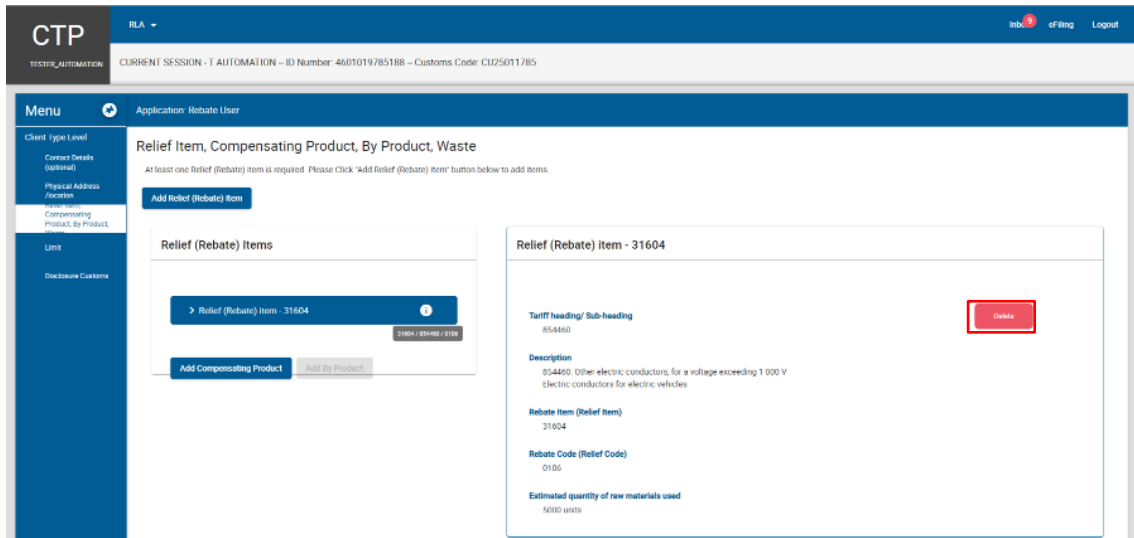


- e) The information captured is automatically saved and displayed on the Relief item, Compensating Product, By Product, Waste page.

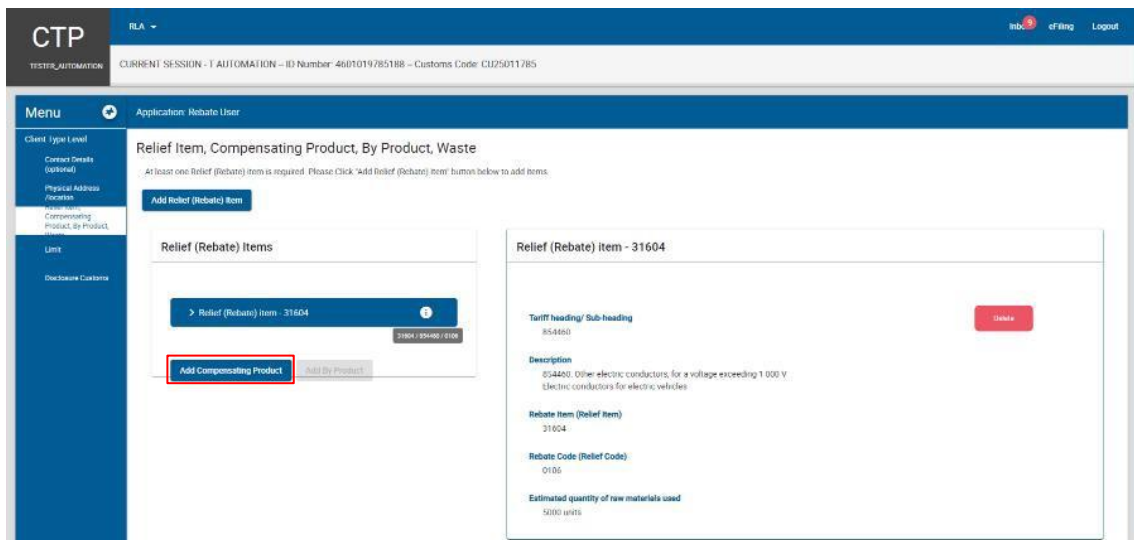


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- f) If any of the Rebate (Relief) items have been incorrectly captured, the user:
- i) Clicks on the Delete button; and
 - ii) Recaptures the information as prescribed in paragraph b) above.



- g) The user clicks on the Add Compensating (Finished) Product button.



- i) The system displays the Add Compensating (Finished) Product capture window.

- ii) The user:
- A) Clicks in the tariff heading / subheading text box;
 - B) Captures the tariff heading of the compensating (finished) product; and
 - C) Clicks on Search.

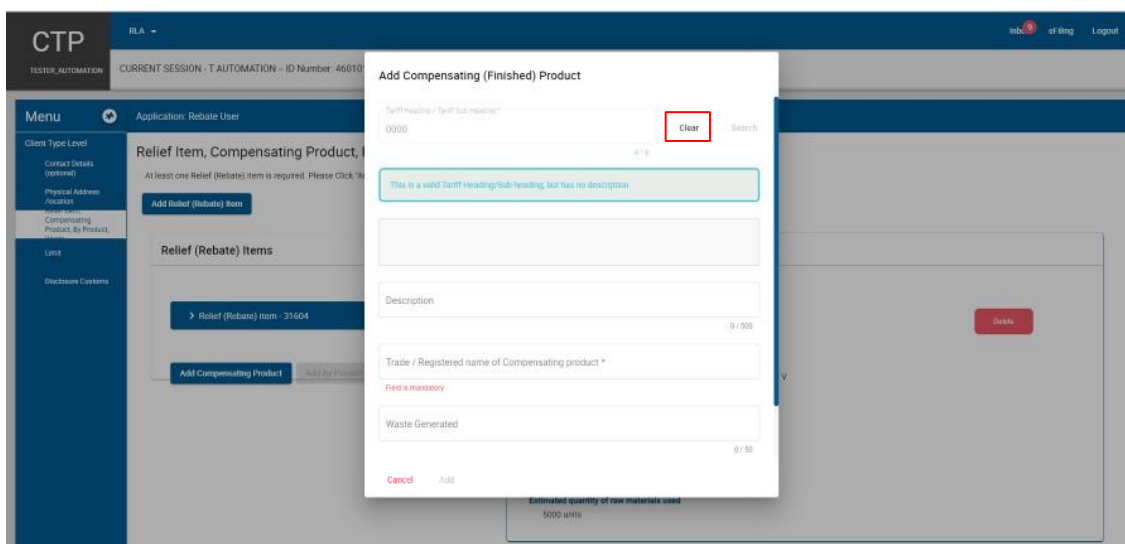
The screenshot shows the CTP application interface. A modal dialog titled "Add Compensating (Finished) Product" is open. It features a text input field labeled "Tariff heading / Tariff Sub-heading" with the value "0000" entered. To the right of the input field is a "Search" button. Below the input field are "Cancel" and "Add" buttons. The background is dimmed, showing the "Relief (Rebate) Items" section with a list of items and a "Description" field for the selected item.

- h) The system displays the description of the compensating (finished) product.
- i) The user must capture the tariff heading and/or subheading of the compensating (finished) product as specified in Schedule 1 Part 1.

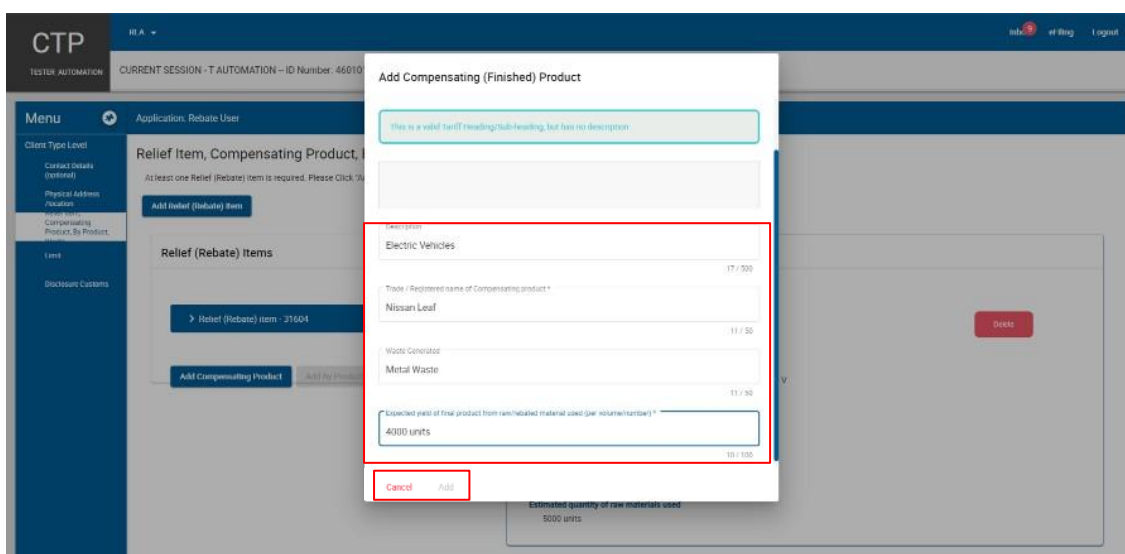
The screenshot shows the CTP application interface. A modal dialog titled "Add Compensating (Finished) Product" is open. It features a text input field labeled "Tariff heading / Tariff Sub-heading" with the value "0000" entered. To the right of the input field is a "Search" button. Below the input field, a message states "This is a valid Tariff Heading/Sub-heading, but has no description". Below this message are fields for "Description", "of Compensating product **", and "Waste Generated". There are "Cancel" and "Add" buttons at the bottom of the dialog. The background is dimmed, showing the "Relief (Rebate) Items" section with a list of items and a "Description" field for the selected item.

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- ii) If the tariff heading or subheading of the compensating (finished) product has been incorrectly captured, the user:
- A) Clicks on clear; and
 - B) Recaptures the tariff heading or subheading of the compensating (finished) product as prescribed in paragraph g) above.

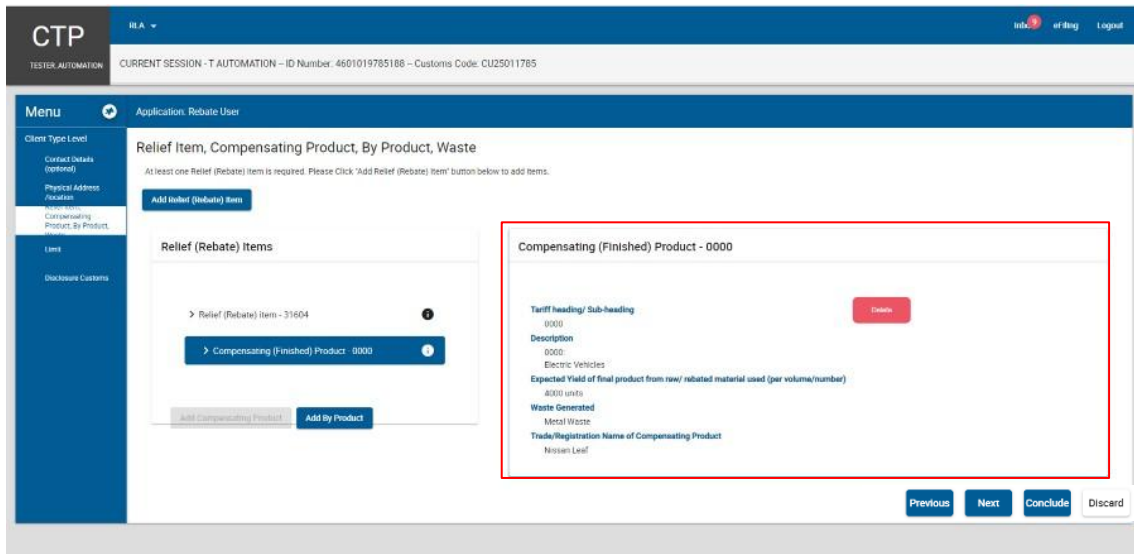


- iii) If the tariff heading or subheading of the compensating (finished) product is correct:
- A) The user captures:
 - I) The description of the compensating (finished) product – this field is optional;
 - II) The Trade / Registered Name of Compensating Product – this field is mandatory; and
 - III) The expected yield of the final product obtained from the raw or rebated material used (per volume or number) – this field is mandatory; and
 - B) The user clicks on:
 - I) Add if correct, or
 - II) Cancel if incorrect and recaptures the required information as prescribed in paragraph A) above.



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- i) The compensating (finished) product information captured is automatically saved and displayed on the Relief item, Compensating Product, By Product, Waste page.

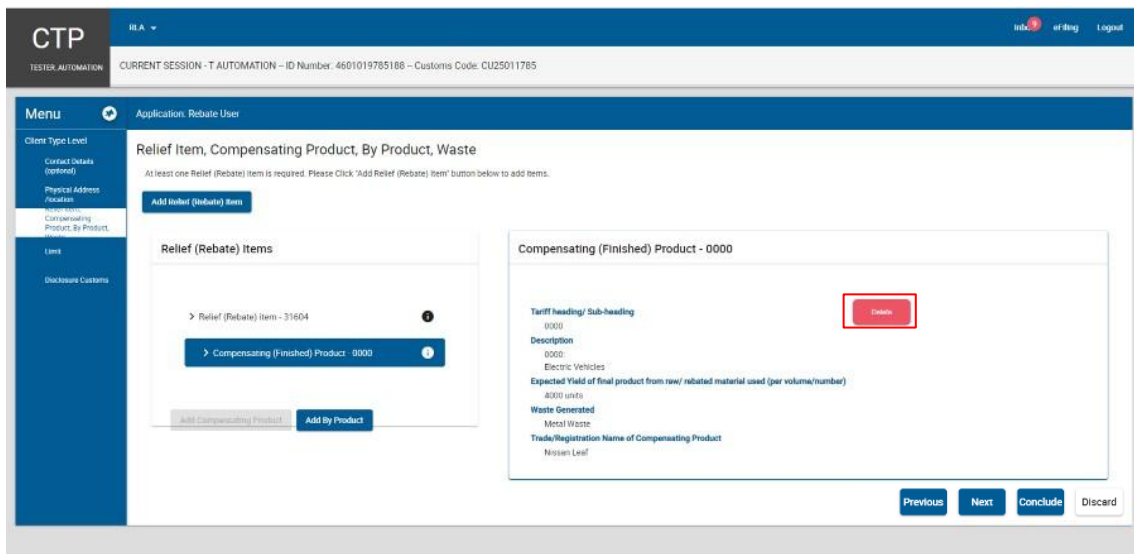


The screenshot shows the CTP application interface. The main heading is "Relief Item, Compensating Product, By Product, Waste". Below this, there is a section for "Relief (Rebate) Items" with a list containing "Relief (Rebate) Item - 31604" and "Compensating (Finished) Product - 0000". To the right, a red box highlights the details for "Compensating (Finished) Product - 0000":

- Tariff heading/ Sub-heading: 0000
- Description: 0000, Electric Vehicles
- Expected Yield of final product from raw/ rebated material used (per volume/number): 4000 units
- Waste Generated: Metal Waste
- Trade/Registration Name of Compensating Product: Nissan Leaf

Buttons for "Delete", "Previous", "Next", "Conclude", and "Discard" are visible at the bottom of the details panel.

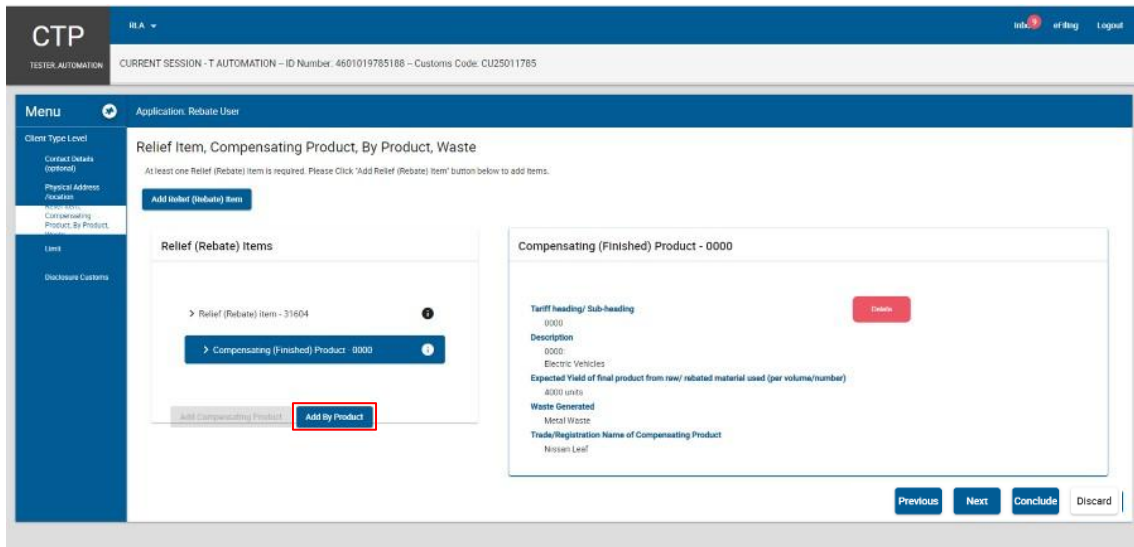
- i) If the compensating (finished) product details are incorrect, the user:
- Clicks on the Delete button; and
 - Recaptures the mandatory information as prescribed in paragraph g) above.



This screenshot is identical to the one above, but with a red box highlighting the "Delete" button within the "Compensating (Finished) Product - 0000" details panel, indicating the user's action to remove incorrect information.

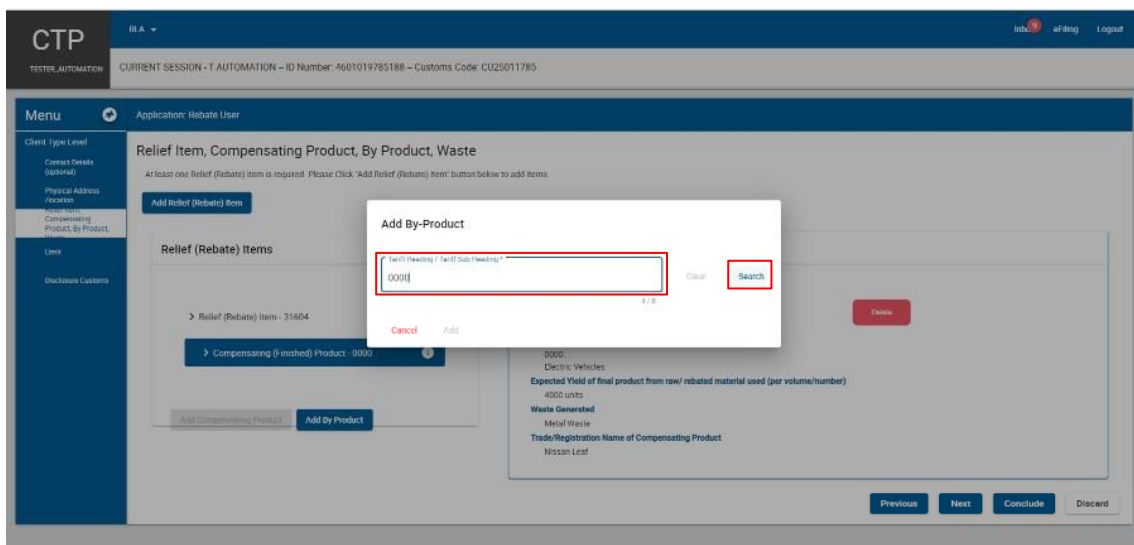
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- ii) If the compensating (finished) product details are correct, the user clicks on the Add By Product button.



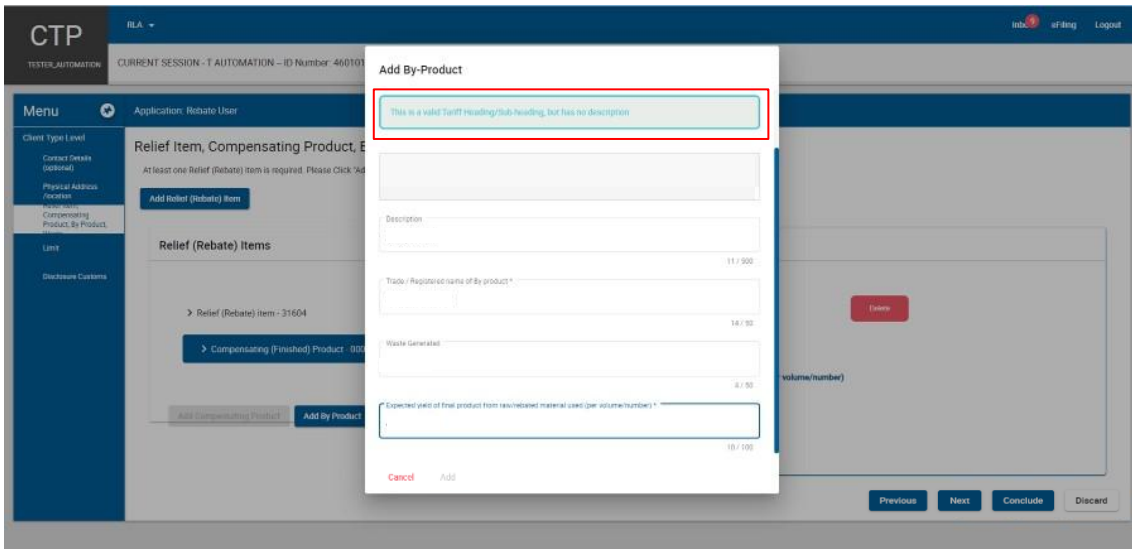
- j) The system displays the Add By Product capture window. The user:

- i) Clicks in the tariff heading or subheading text box;
- ii) Captures the tariff heading of the by product; and
- iii) Clicks on Search.

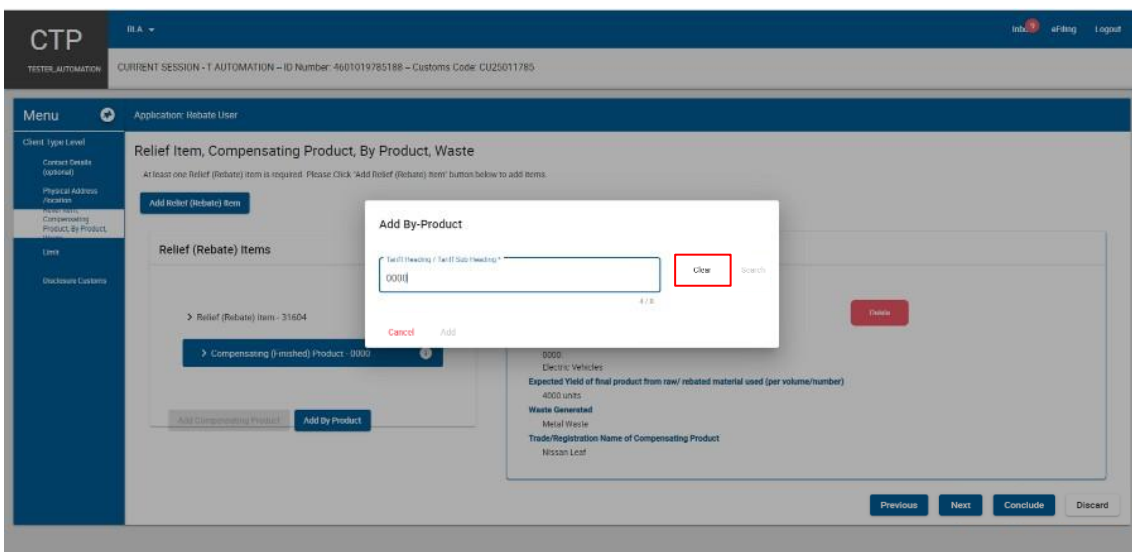


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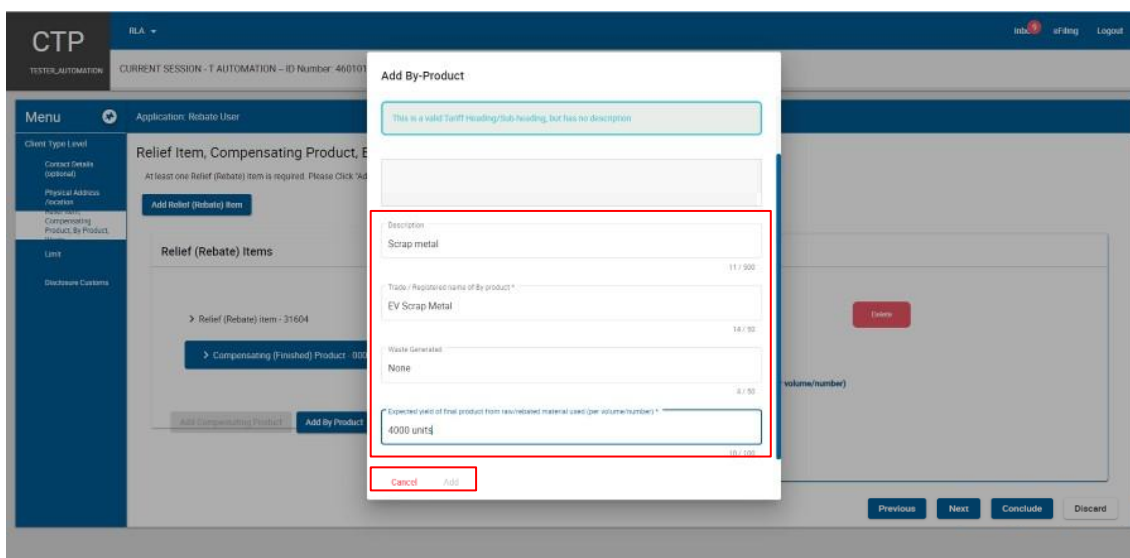
- k) The system displays the description of the by product.
- i) The user must capture the tariff heading and/or subheading of the by product as specified in Schedule 1 Part 1.



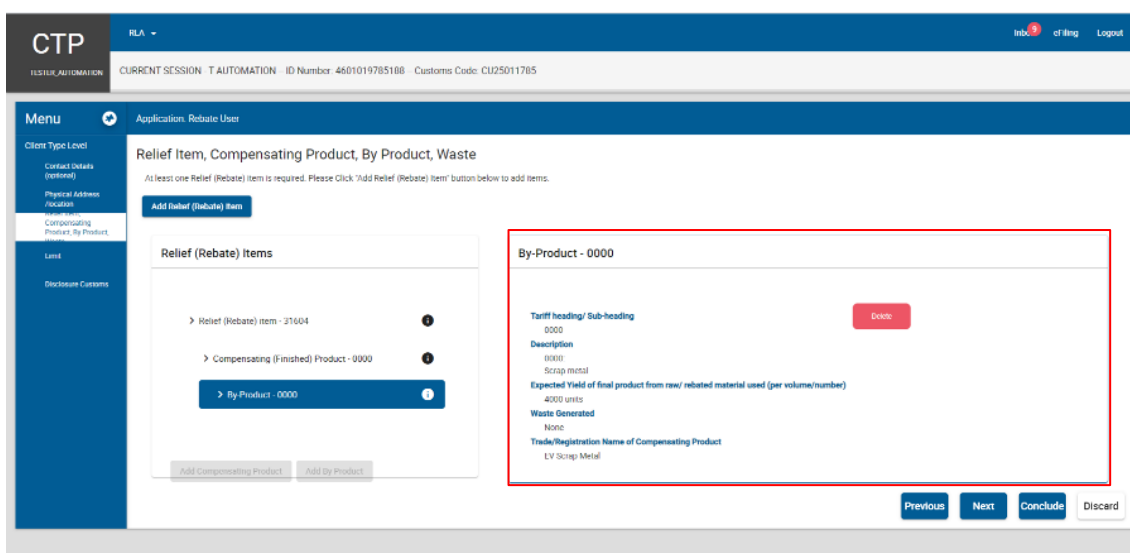
- ii) If the tariff heading or subheading of the by product has been incorrectly captured, the user:
 - A) Clicks on clear; and
 - B) Recaptures the tariff heading or subheading as prescribed in paragraph j) above.



- iii) If the tariff heading or subheading of the by product is correct:
 - A) The user captures:
 - I) The description of the by product – this field is optional;
 - II) The trade or registered name of the by product – this field is mandatory;
 - III) The waste generated – this field is optional; and
 - IV) The expected yield of the final product from the raw or rebated material used (per volume or number) – this field is mandatory; and
 - B) The user clicks on:
 - I) Add if correct; or
 - II) Cancel if incorrect and recaptures the required information as prescribed in paragraph A) above.

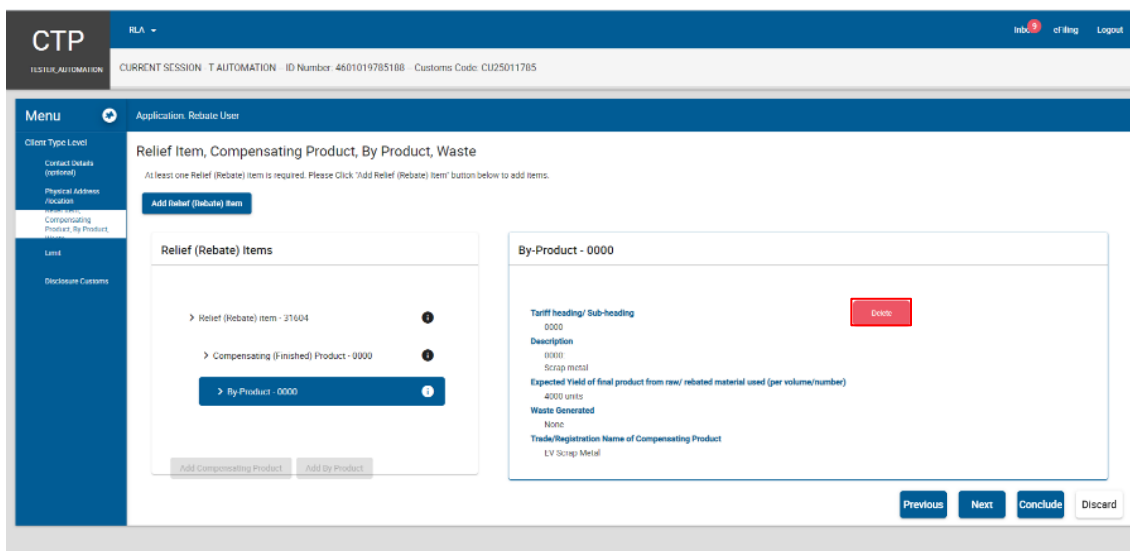


- i) The information captured is automatically saved and displayed on the Relief item, Compensating Product, By Product, Waste page.



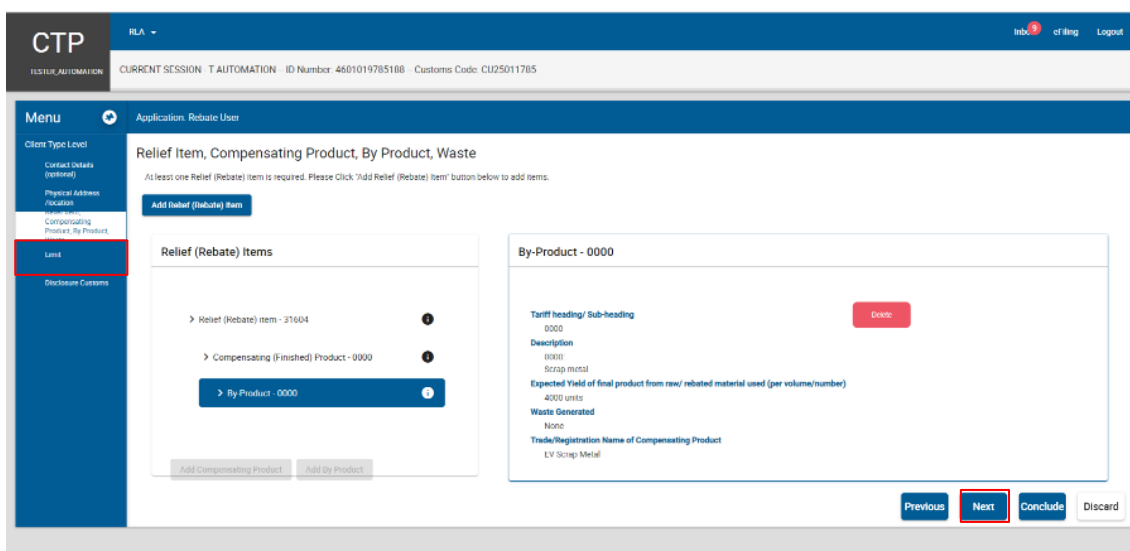
Effective Date: 11 May 2026

- m) If the by-product details are incorrect, the user:
- i) Clicks on the Delete button; and
 - ii) Recaptures the by product's information as prescribed in paragraph i)ii) above.



The screenshot shows the CTP application interface. The main content area is titled 'Relief Item, Compensating Product, By Product, Waste'. It contains two main sections: 'Relief (Rebate) Items' and 'By-Product - 0000'. The 'Relief (Rebate) Items' section lists three items: 'Relief (Rebate) item - 31604', 'Compensating (Finished) Product - 0000', and 'By Product - 0000'. The 'By-Product - 0000' section displays details for a specific by-product, including 'Tariff heading/ Sub-heading' (0000), 'Description' (Scrap metal), 'Expected Yield of final product from raw/ rebated material used (per volume/number)' (4000 units), 'Waste Generated' (None), and 'Trade/Registration Name of Compensating Product' (LV Scrap Metal). A red 'Delete' button is visible next to the 'By-Product - 0000' details. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- n) If the user must:
- i) Add another rebate item, the user clicks on the Add Relief (Rebate) Item and continues with the process prescribed in paragraph b) above; or
 - ii) Progress to the next field which is Limit (see paragraph 5.4.7 below) by clicking on the:
 - A) Next button; or
 - B) Limit link under Menu and continues with paragraph 5.4.7 above.



This screenshot is identical to the one above, showing the same form and data. However, the 'Next' button in the bottom right corner is highlighted with a red box, indicating the user's next step in the process.

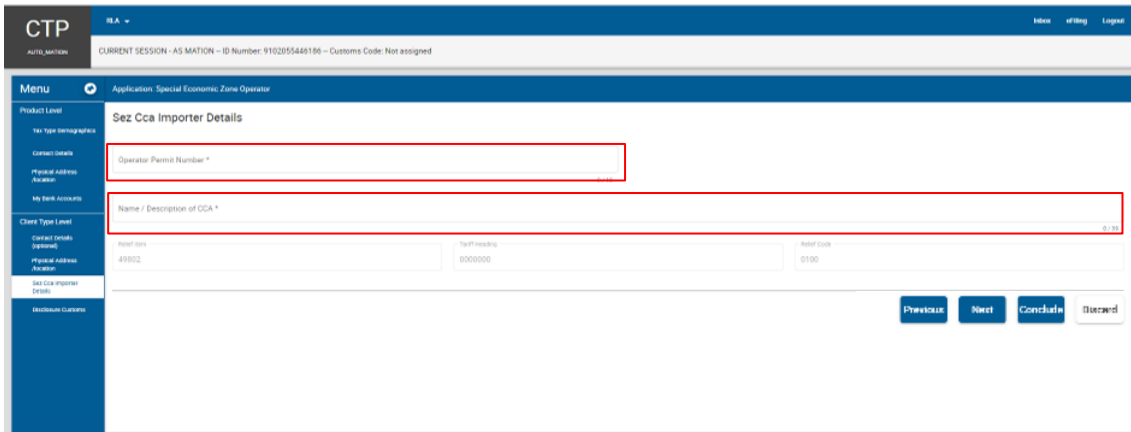
- o) The details captured by the user are automatically saved.

5.4.11 SEZ CCA Importer details

- a) This field is completed by users to whom Special Economic Zone (SEZ) operators' permits have been issued by the Department of Trade and Industry.

b) The user captures:

- i) The SEZ operator's permit number; and
- ii) Name or the description of the Customs Control Areas (CCAs) located within the SEZ from where CCA enterprises will be conducting their business.



CTP Application: Special Economic Zone Operator

Sez Cca Importer Details

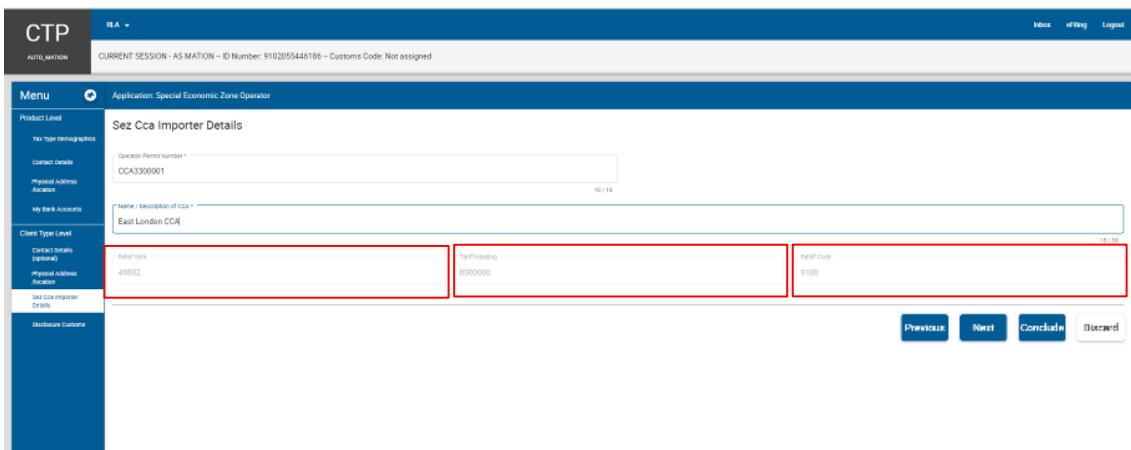
Operator Permit Number *

Name / Description of CCA *

Rebate Item: 49802 Tariff Heading: 9200000 Rebate Code: 0100

Buttons: Previous, Next, Conclude, Discard

c) The system populates the rebate item 498.02, tariff heading and rebate code from Schedule 4.



CTP Application: Special Economic Zone Operator

Sez Cca Importer Details

Operator Permit Number *

CCA3300001

Name / Description of CCA *

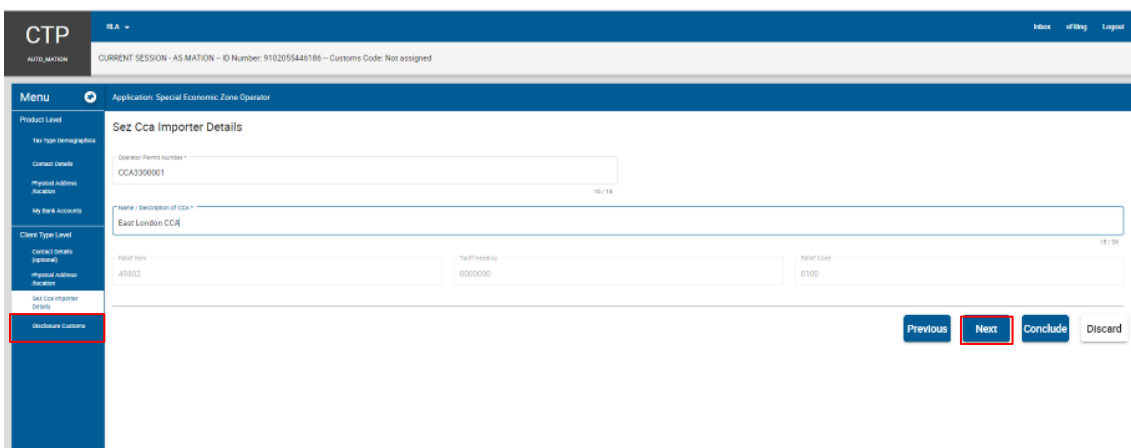
East London CCA

Rebate Item: 49802 Tariff Heading: 9200000 Rebate Code: 0100

Buttons: Previous, Next, Conclude, Discard

d) The user clicks on the:

- i) Disclosure Customs link under Menu; or
- ii) Next button and continues with the process prescribed in paragraph 9 below.



CTP Application: Special Economic Zone Operator

Sez Cca Importer Details

Operator Permit Number *

CCA3300001

Name / Description of CCA *

East London CCA

Rebate Item: 49802 Tariff Heading: 9200000 Rebate Code: 0100

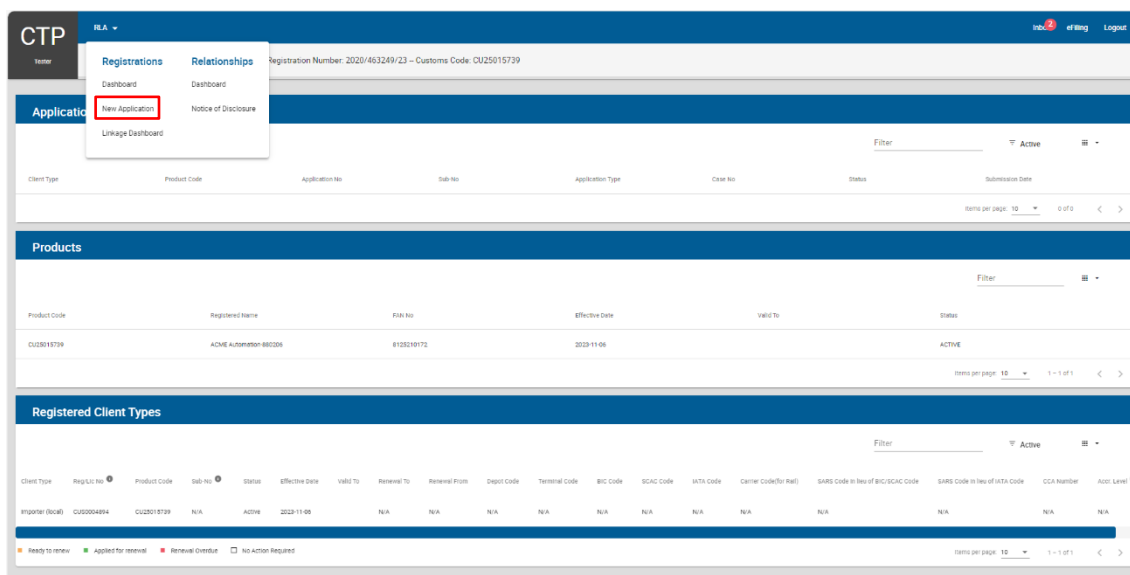
Buttons: Previous, Next, Conclude, Discard

Menu: Disclosure Customs

7 ACCREDITATION

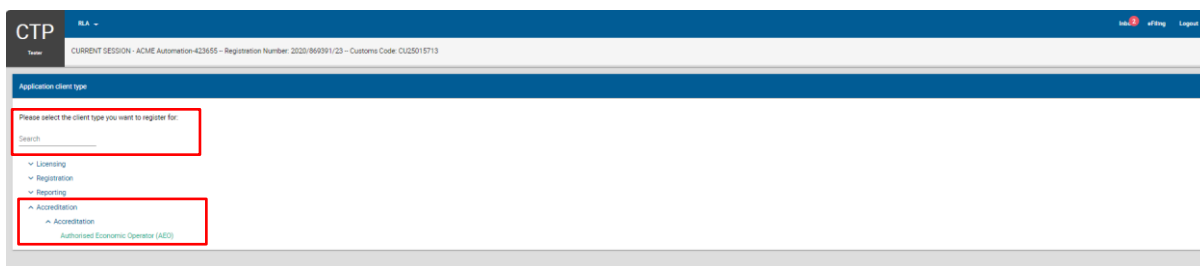
7.1 Selection of the client type Authorised Economic Operator

- a) A user logs in on eFiling as prescribed in paragraph 2 and 3. To submit an application for Accreditation he/she must click on New Application under the RLA Registration menu.



- b) The system displays the Applicant client type screen and the user:

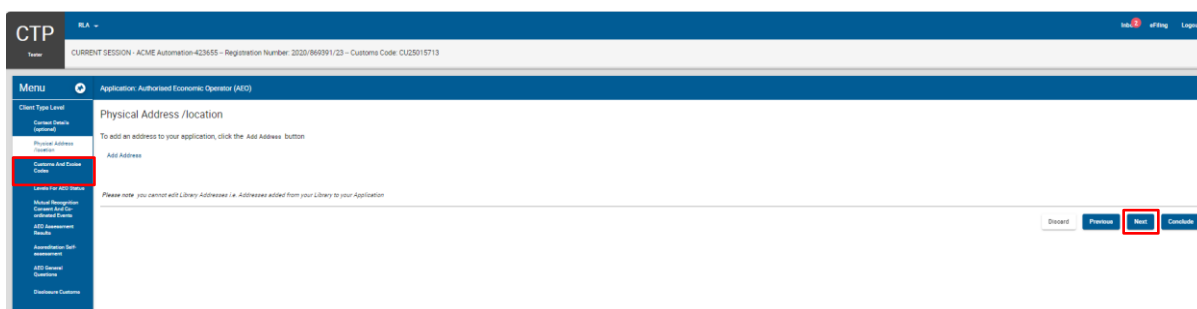
- i) Clicks on the dropdown arrow next to the category Accreditation; or
- ii) Captures Authorised Economic Operator in the search field.



7.2 Contact and Physical address/location

- a) The system displays the Authorised Economic Operator (AEO) electronic application form.
- b) The user:
- i) Captures the client's:
 - A) Contact details as described in paragraph 5.4.1; and
 - B) Physical address/Location as described in paragraph 5.4.2; and

- ii) Clicks on the:
 - A) Next button to progress to the next field which is Customs and Excise Codes; or
 - B) Customs and Excise Codes link under Menu.



7.3 Customs and Excise code(s)

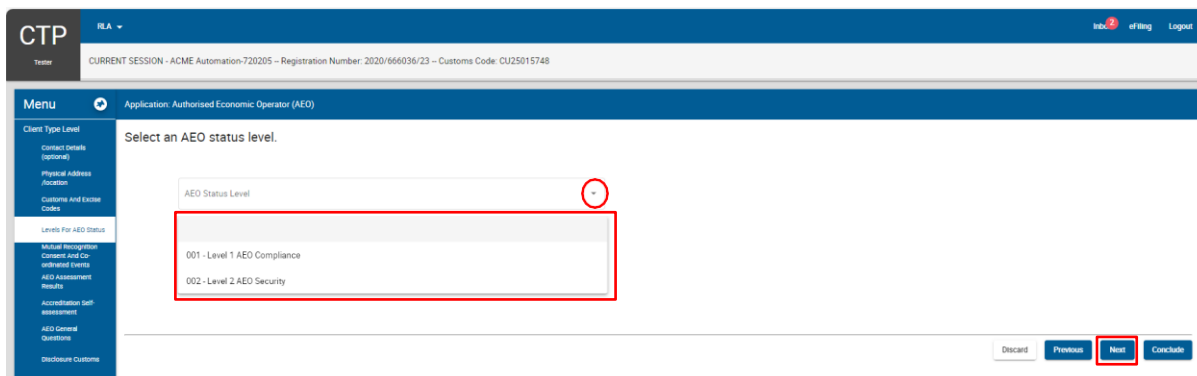
- a) The system displays all the active Customs and Excise client code(s) of the applicant.
- b) The user:
 - i) Ticks the tick box(es) next to each Customs and Excise code(s) to confirm that the codes belong to the applicant; and
 - ii) Clicks on the:
 - A) Next button to progress to the next field which is Level for AEO Status; or
 - B) AEO Status link under Menu.



7.4 AEO Status Level

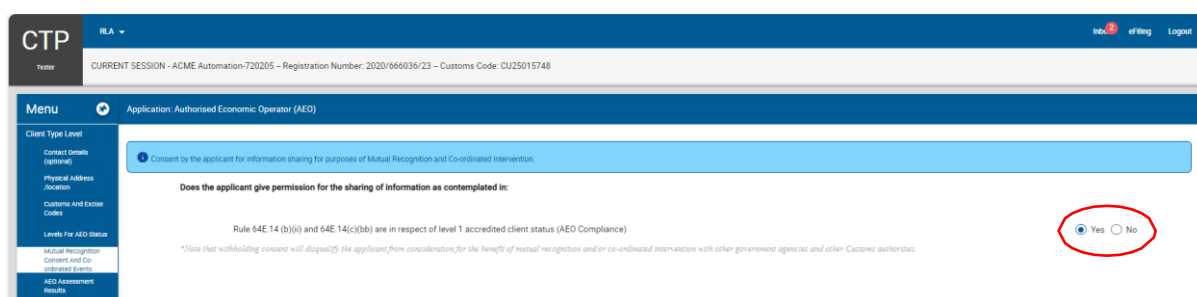
- a) The system displays the AEO status Level dropdown box:
- b) The user clicks on the dropdown arrow.
- c) The system displays the two (2) levels of accreditation as prescribed in SC-CF-07:
 - i) Level 1 AEO Compliance; and
 - ii) Level 2 AEO Security.
- d) The user:
 - i) Selects the level of accreditation status being applied for. Only one (1) can be selected.

- ii) Clicks on the:
 - A) Next button to progress to the next field which is Mutual Recognition Consent and Co-ordinated Events; or
 - B) Mutual Recognition Concept and Co-ordinated Events link under Menu.

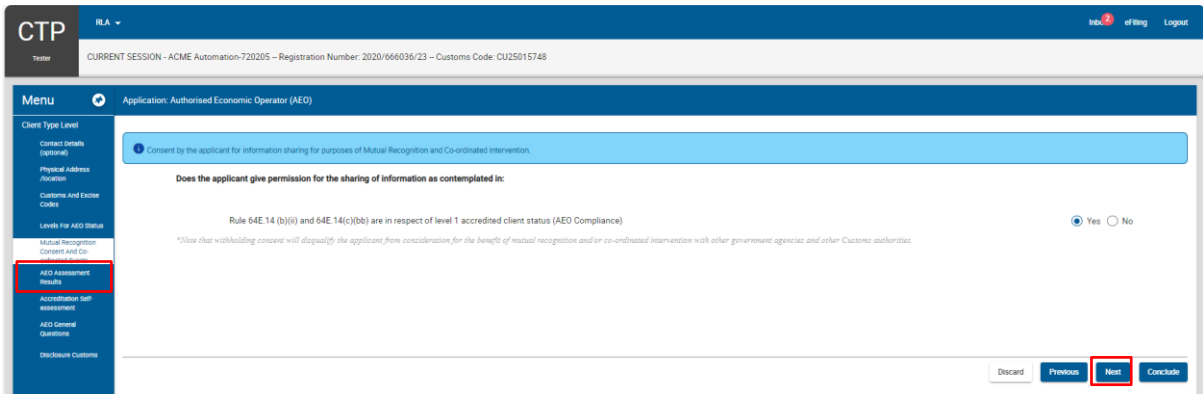


7.5 Mutal Recognition and co-ordinated event

- a) The system displays the mutual recognition consent and co-ordinated events page.
- b) The user must:
 - i) Indicate whether the applicant gives his/her consent that his/her information may be shared with officers or officials of other Customs authorities or government agencies for:
 - A) Mutual recognition; and
 - B) Co-ordinated interventions undertaken or required to mitigate compliance risks in respect of the applicant's goods.
 - ii) Selecting the radio button:
 - A) Yes, if consent is given; or
 - B) No, if consent is not given.

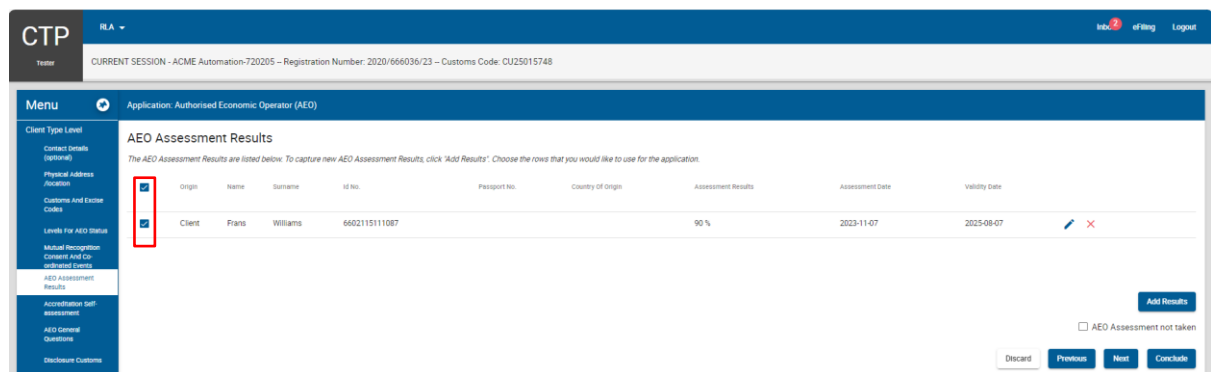


- c) The user clicks on the:
 - i) Next button to progress to the next field which is AEO Assessment Results; or
 - ii) AEO Assessment Results link under Menu.



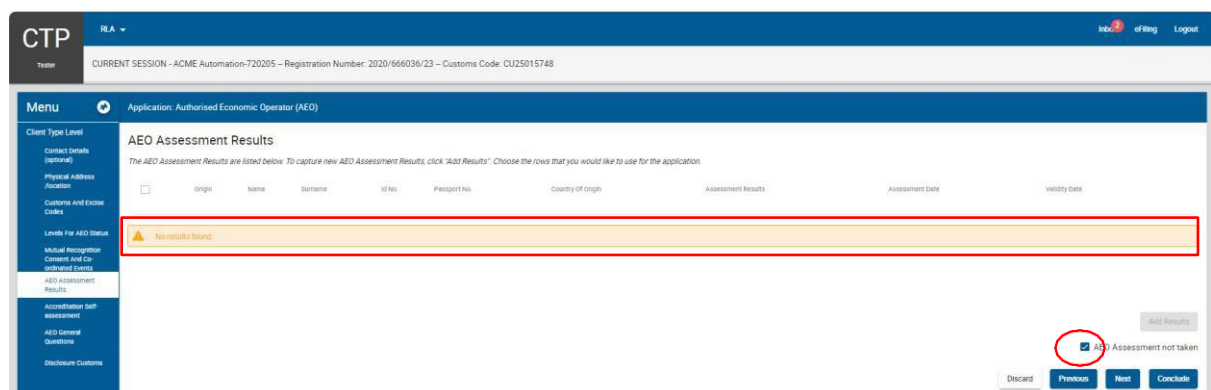
7.6 AEO Assessment Results

- a) The system automatically retrieves sufficient knowledge results of employees that are linked to the applicant and who have completed the assessment through eFiling as prescribed in SC-CF-37.
- b) If multiple results are displayed in the AEO results table the user must deselect the person(s) no longer responsible for administering the accredited clients requirements.



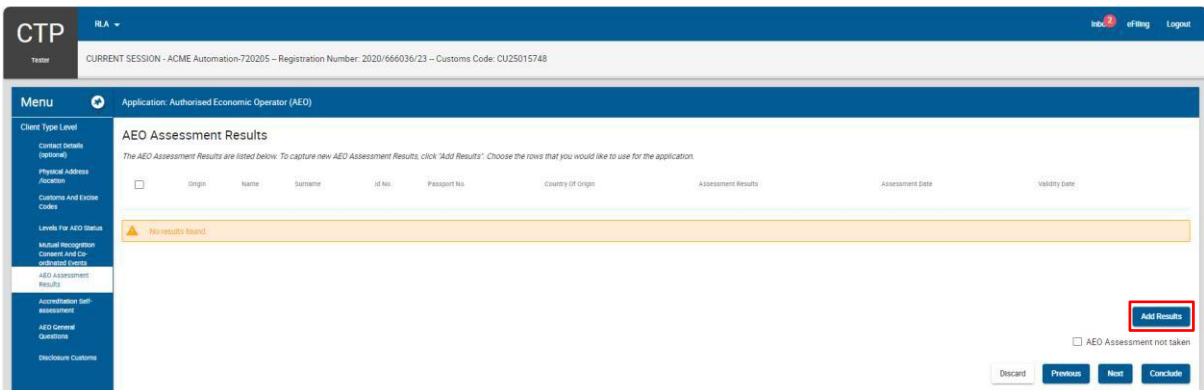
- c) If no data exists in the AEO Assessment System (SC-CF-37) for the applicant:

- i) The system displays a message that no results were found and if:
 - A) No AEO assessment test has been taken the user must select the AEO assessment not taken tick box.

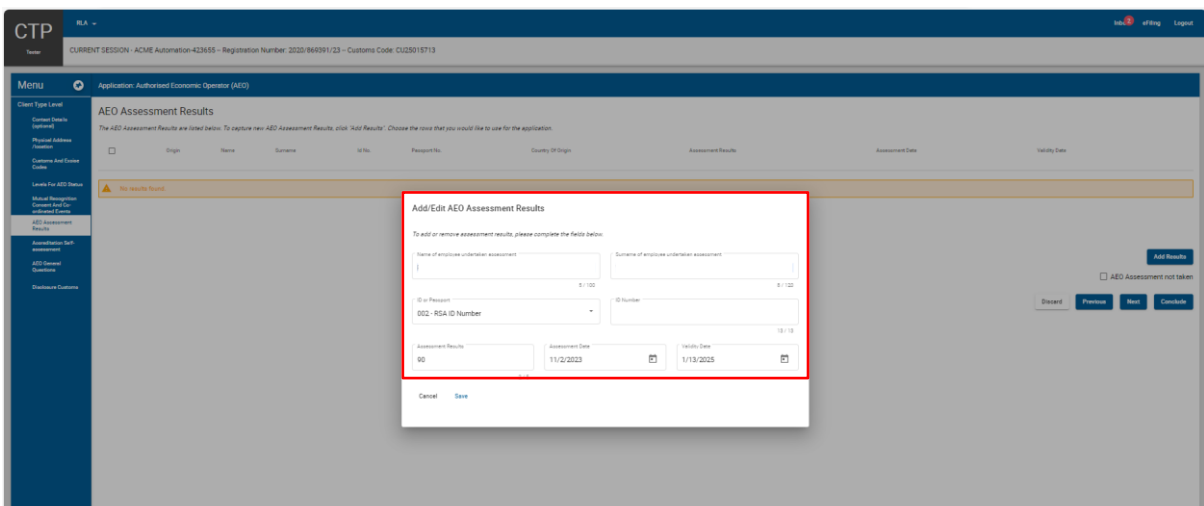


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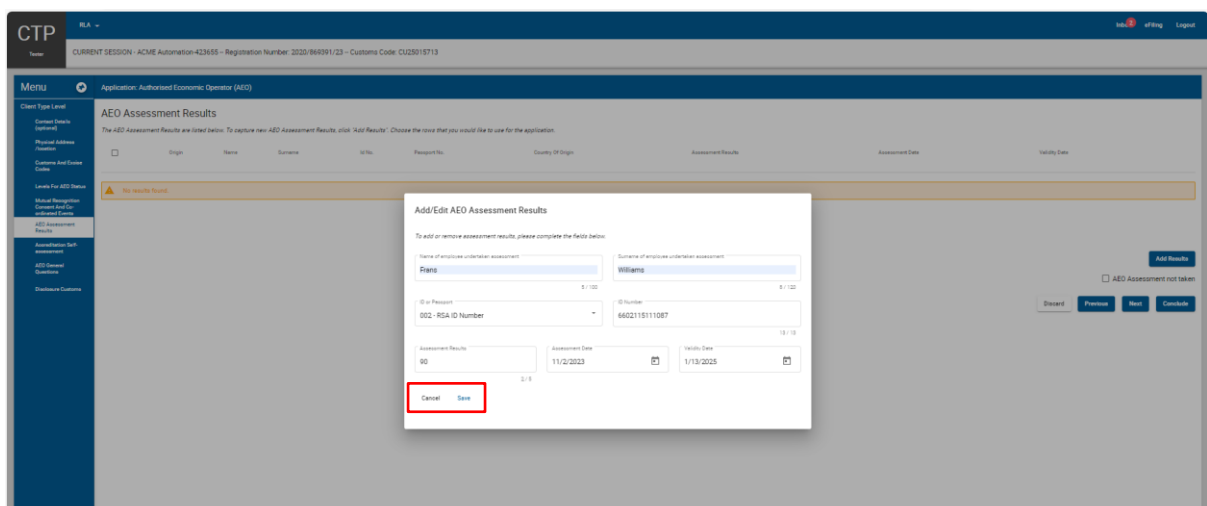
- B) The nominated person(s) does have a valid accreditation competency assessment certificate the user must:
- I) Click on the Add Results button [only a maximum of ten (10) can be added].



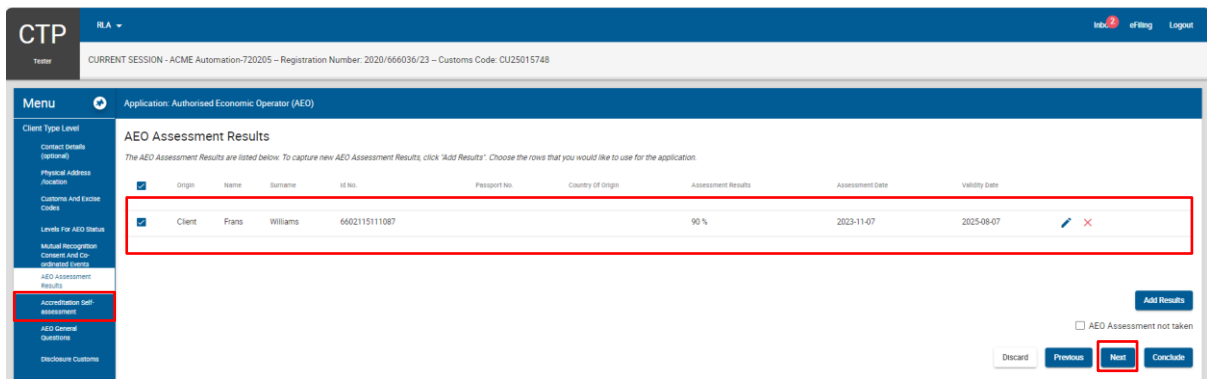
- II) Capture the details of the person(s) that administers the applicant's accredited client requirements namely: Name, Surname, Identity (ID) or passport number, Assessment results, the date of assessment and the validity date.



- C) The captured information is:
- I) Incorrect, the user clicks on Cancel and recaptures the required information; or
 - II) Correct, the user clicks on Save to save the captured information.

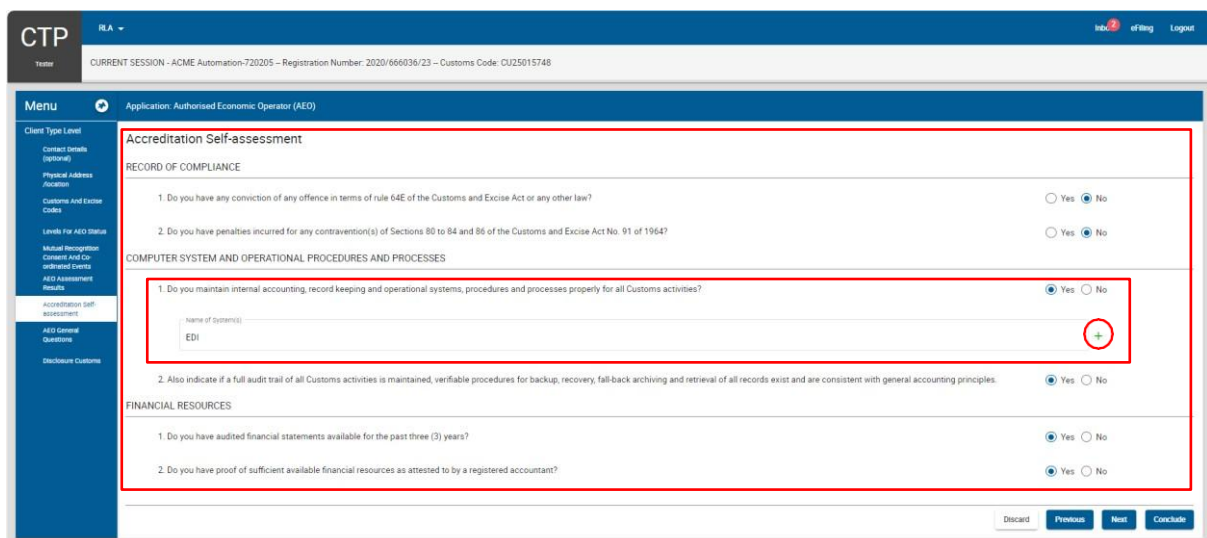


- d) The system displays the AEO assessment details captured and the user:
- i) Is able to edit or delete any AEO assessment results captured by selecting the Edit or Delete icon.
 - ii) Clicks on the:
 - A) Next button to progress to the next field which is the Accreditation Self-Assessment; or
 - B) Accreditation Self-Assessment link under Menu.

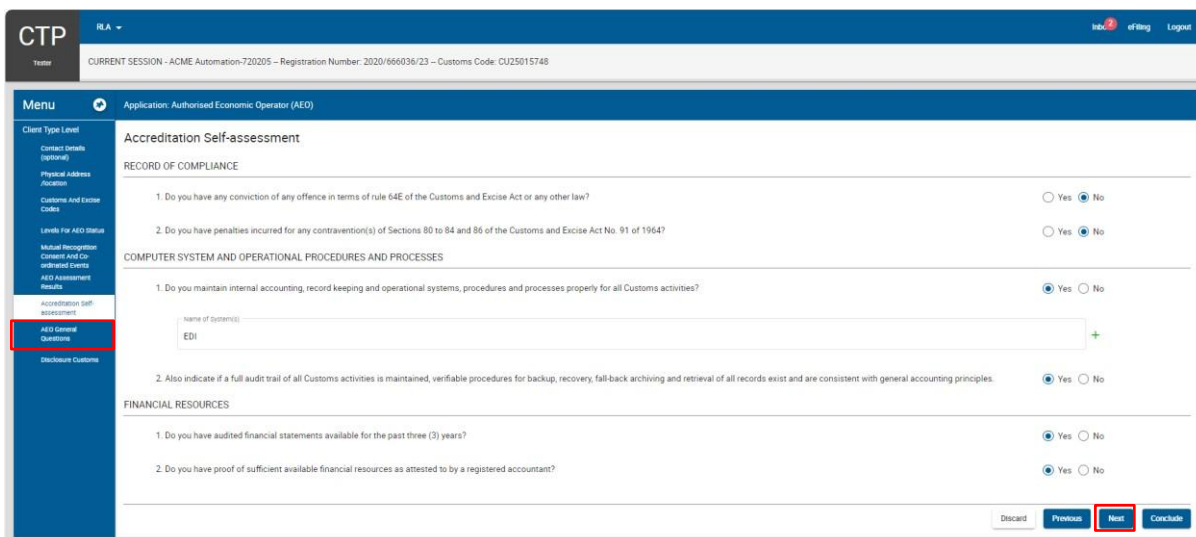


7.7 Accreditation Self-Assessment

- a) The system displays the Accreditation Self-Assessment mandatory questionnaire.
- b) The user must answer all the questions listed by selecting either Yes or No. The questionnaire is divided into three (3) sections:
 - i) Record of compliance;
 - ii) Computer system and operational procedures and processes - if the applicant does maintain internal accounting, record keeping and operational system procedures and processes the user must supply the name of the computer system(s) used up to a maximum of ten (10) systems; and
 - iii) Financial resources.



- c) The user clicks on the:
- A) Next button to progress to the next field which is the AEO General Questions; or
 - B) AEO General Questions link under Menu.



The screenshot shows the SARS CTP Accreditation Self-assessment interface. The left-hand menu has 'AEO General Questions' highlighted with a red box. The main content area is titled 'Accreditation Self-assessment' and contains three sections of questions:

- RECORD OF COMPLIANCE:**
 - 1. Do you have any conviction of any offence in terms of rule 64E of the Customs and Excise Act or any other law? (Yes/No)
 - 2. Do you have penalties incurred for any contravention(s) of Sections 80 to 84 and 86 of the Customs and Excise Act No. 91 of 1964? (Yes/No)
- COMPUTER SYSTEM AND OPERATIONAL PROCEDURES AND PROCESSES:**
 - 1. Do you maintain internal accounting, record keeping and operational systems, procedures and processes properly for all Customs activities? (Yes/No)
 - 2. Also indicate if a full audit trail of all Customs activities is maintained, verifiable procedures for backup, recovery, fall-back archiving and retrieval of all records exist and are consistent with general accounting principles. (Yes/No)
- FINANCIAL RESOURCES:**
 - 1. Do you have audited financial statements available for the past three (3) years? (Yes/No)
 - 2. Do you have proof of sufficient available financial resources as attested to by a registered accountant? (Yes/No)

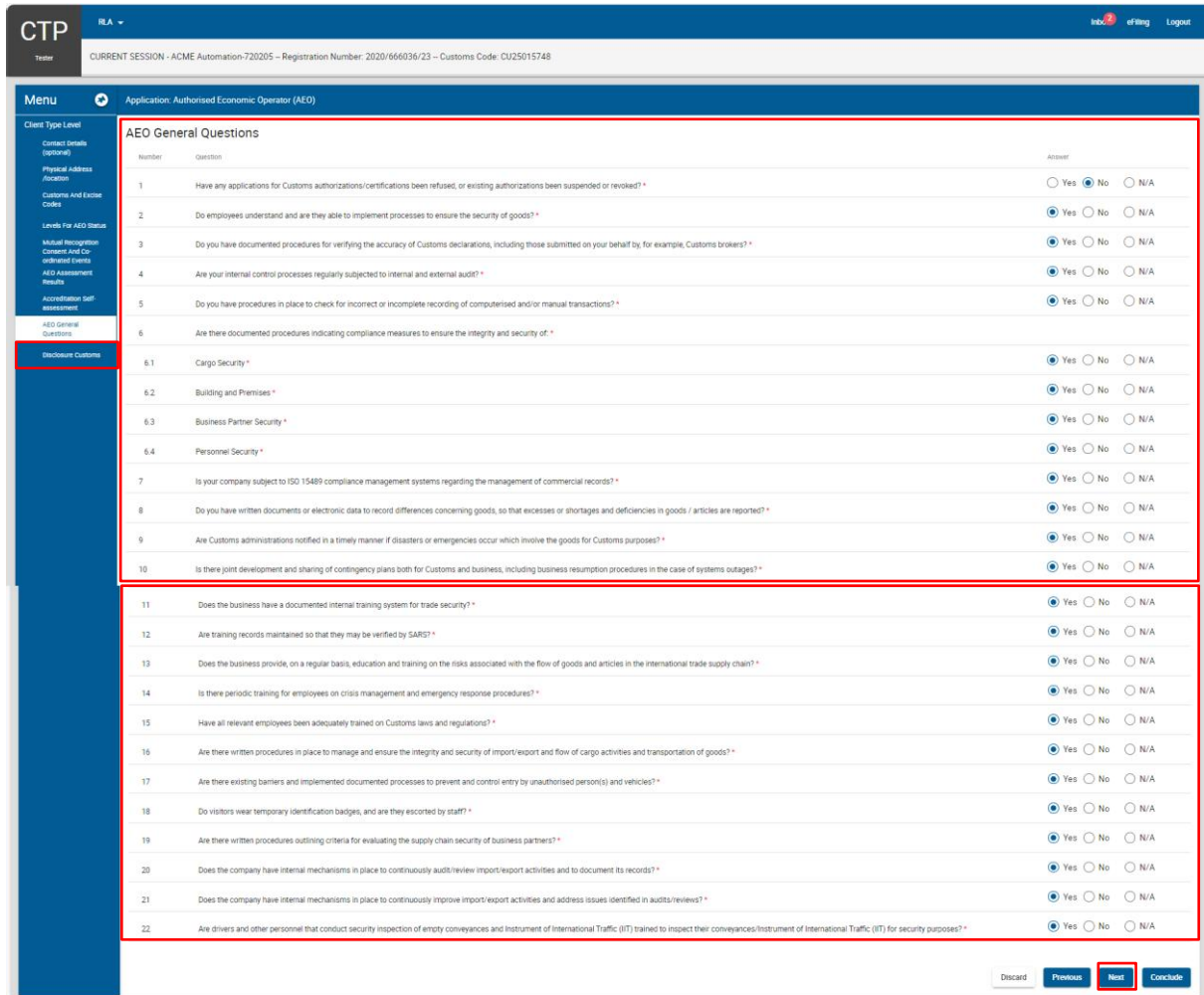
At the bottom right, the 'Next' button is highlighted with a red box.

7.8 AEO General Questions

- a) The system displays the AEO General Questions.
- b) The user must answer only the questions that relate to the AEO level applied for by selecting either Yes, No or N/A (not applicable) as prescribed in SC-CF-07.

c) The user clicks on the:

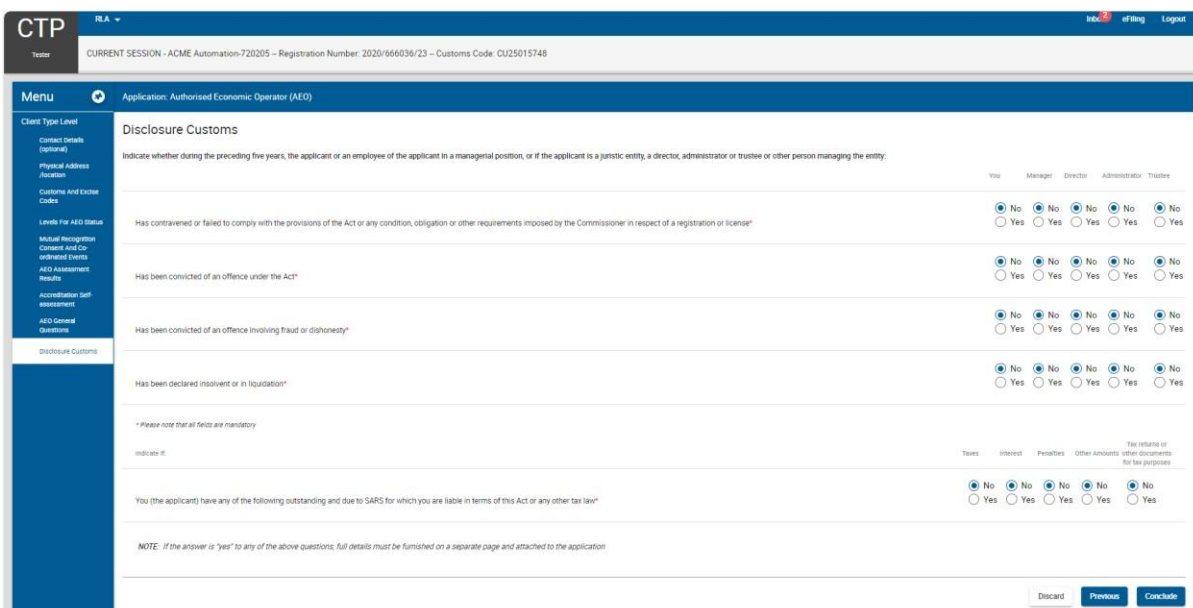
- i) Next button to progress to the next field which is the Disclosure Customs page; or
- ii) Disclosure Customs link under the Menu.



The screenshot shows the SARS CTP portal interface. The top navigation bar includes 'CTP', 'RAA', and 'Inbox eFiling Logout'. The current session information is 'CURRENT SESSION - ACME Automation-720205 - Registration Number: 2020/666036/23 - Customs Code: CU25015748'. The main content area is titled 'Application: Authorised Economic Operator (AEO)' and 'AEO General Questions'. The left-hand menu is expanded to show 'Disclosure Customs' under the 'AEO General Questions' section. The main form contains 22 questions, each with a 'Number', 'Question', and 'Answer' column. The 'Answer' column contains radio buttons for 'Yes', 'No', and 'N/A'. The 'Next' button at the bottom right of the form is highlighted with a red box.

Number	Question	Answer
1	Have any applications for Customs authorizations/certifications been refused, or existing authorizations been suspended or revoked? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
2	Do employees understand and are they able to implement processes to ensure the security of goods? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	Do you have documented procedures for verifying the accuracy of Customs declarations, including those submitted on your behalf by, for example, Customs brokers? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	Are your internal control processes regularly subjected to internal and external audit? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5	Do you have procedures in place to check for incorrect or incomplete recording of computerised and/or manual transactions? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6	Are there documented procedures indicating compliance measures to ensure the integrity and security of: *	
6.1	Cargo Security *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6.2	Building and Premises *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6.3	Business Partner Security *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6.4	Personnel Security *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7	Is your company subject to ISO 15489 compliance management systems regarding the management of commercial records? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8	Do you have written documents or electronic data to record differences concerning goods, so that excesses or shortages and deficiencies in goods / articles are reported? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
9	Are Customs administrations notified in a timely manner if disasters or emergencies occur which involve the goods for Customs purposes? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
10	Is there joint development and sharing of contingency plans both for Customs and business, including business resumption procedures in the case of systems outages? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
11	Does the business have a documented internal training system for trade security? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
12	Are training records maintained so that they may be verified by SARS? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
13	Does the business provide, on a regular basis, education and training on the risks associated with the flow of goods and articles in the international trade supply chain? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
14	Is there periodic training for employees on crisis management and emergency response procedures? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
15	Have all relevant employees been adequately trained on Customs laws and regulations? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
16	Are there written procedures in place to manage and ensure the integrity and security of import/export and flow of cargo activities and transportation of goods? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
17	Are there existing barriers and implemented documented processes to prevent and control entry by unauthorised person(s) and vehicles? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
18	Do visitors wear temporary identification badges, and are they escorted by staff? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
19	Are there written procedures outlining criteria for evaluating the supply chain security of business partners? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
20	Does the company have internal mechanisms in place to continuously audit/review import/export activities and to document its records? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
21	Does the company have internal mechanisms in place to continuously improve import/export activities and address issues identified in audits/reviews? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
22	Are drivers and other personnel that conduct security inspection of empty conveyances and Instrument of International Traffic (IT) trained to inspect their conveyances/Instrument of International Traffic (IT) for security purposes? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

- d) The system displays the Disclosure Customs page and the user continues with the process prescribed in paragraph 9 below.



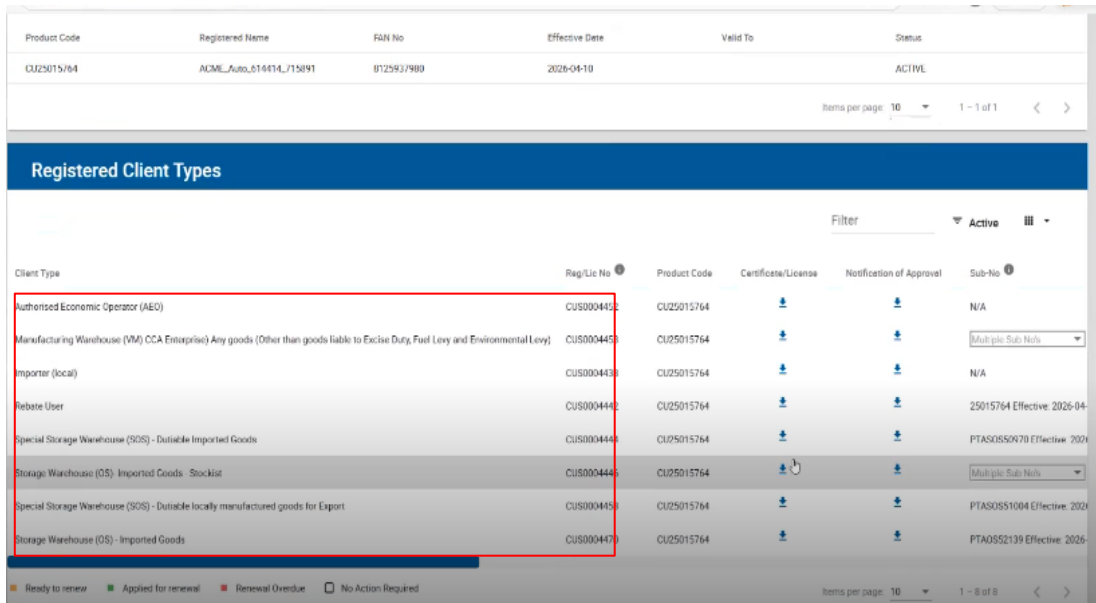
8 MANAGE – AMEND, WITHDRAW OR RENEW

- a) The requirements in terms of the amendment of existing information, the cancellation of existing clients or renewal of client's licenses are described in SC-CF-19.
- b) Under the field Manage a user can:
- i) Amend:
 - A) Product details as prescribed above; or
 - B) Existing RLA client details as prescribed above.
 - C) The mutual recognition and co-ordinated event consent status provided at the time of application as indicated above.
 - ii) Withdraw or cancel:
 - A) Any registered or licensed RLA client. The client's AEO accreditation status will automatically be withdrawn or cancelled.
 - B) His/her product only once all the client types registered or licensed have been withdrawn or cancelled.
 - iii) Renew his/her license as prescribed in Schedule 8.

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c) The amendment of the client product level details

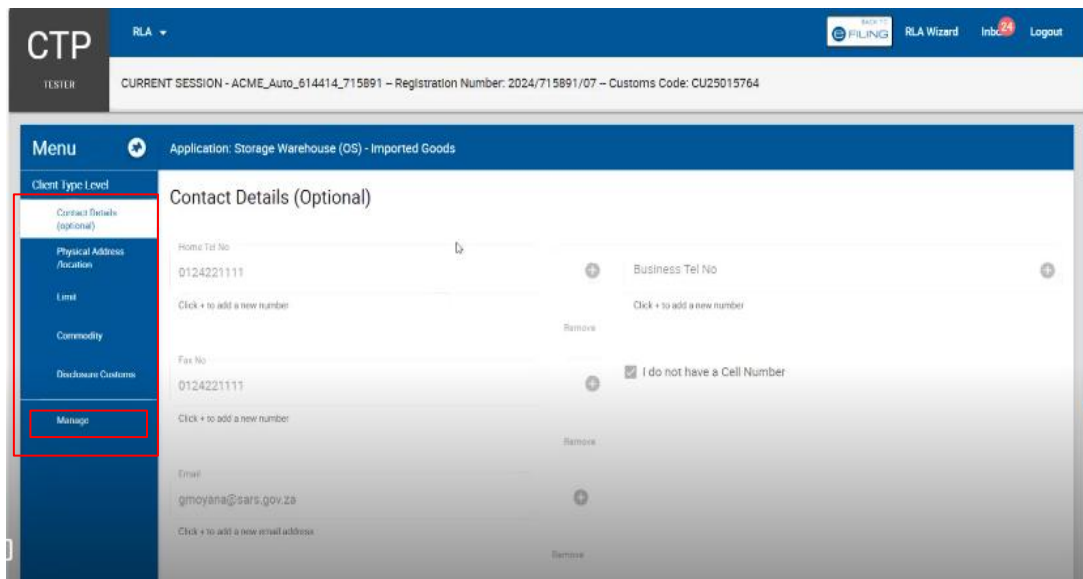
i) In order to amend the client's product details the user clicks on the product details under Products on the RLA dashboard after he/she logged in to eFiling as prescribed above.



Product Code	Registered Name	RIN No	Effective Date	Valid To	Status
CU25015764	ACME_Auto_614414_715891	0125937980	2026-04-10		ACTIVE

Client Type	Reg/Lic No	Product Code	Certificate/License	Notification of Approval	Sub-No
Authorised Economic Operator (AEO)	CU50004493	CU25015764			N/A
Manufacturing Warehouse (VM) CCA Enterprise Any goods (Other than goods liable to Excise Duty, Fuel Levy and Environmental Levy)	CU50004459	CU25015764			Multiple Sub Nos
Importer (local)	CU50004439	CU25015764			N/A
Rebate User	CU50004410	CU25015764			25015764 Effective: 2026-04-
Special Storage Warehouse (SOS) - Dutiable Imported Goods	CU50004449	CU25015764			PTASOS50970 Effective: 2026-
Storage Warehouse (OS) - Imported Goods - Stockist	CU50004446	CU25015764			Multiple Sub Nos
Special Storage Warehouse (SOS) - Dutiable locally manufactured goods for Export	CU50004450	CU25015764			PTASOS51004 Effective: 2026-
Storage Warehouse (OS) - Imported Goods	CU50004470	CU25015764			PTAOS52139 Effective: 2026-

i) From the RLA home screen, the user must click on the relevant entity on the registered client types.



CTP RLA

BACK TO eFILING RLA Wizard Inbo Logout

CURRENT SESSION - ACME_Auto_614414_715891 - Registration Number: 2024/715891/07 - Customs Code: CU25015764

Menu Application: Storage Warehouse (OS) - Imported Goods

Client Type Level

- Contact Details (Optional)
- Physical Address /Location
- Limit
- Commodity
- Disclosure Customs
- Manage

Contact Details (Optional)

Home Tel No: 0124221111

Business Tel No: [Add]

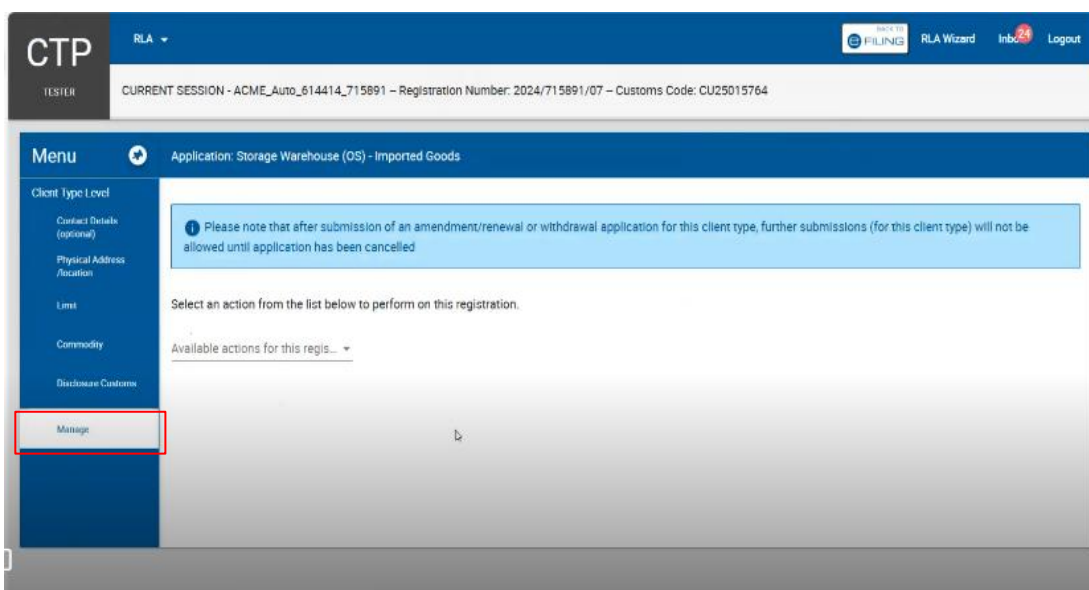
Fax No: 0124221111

I do not have a Cell Number

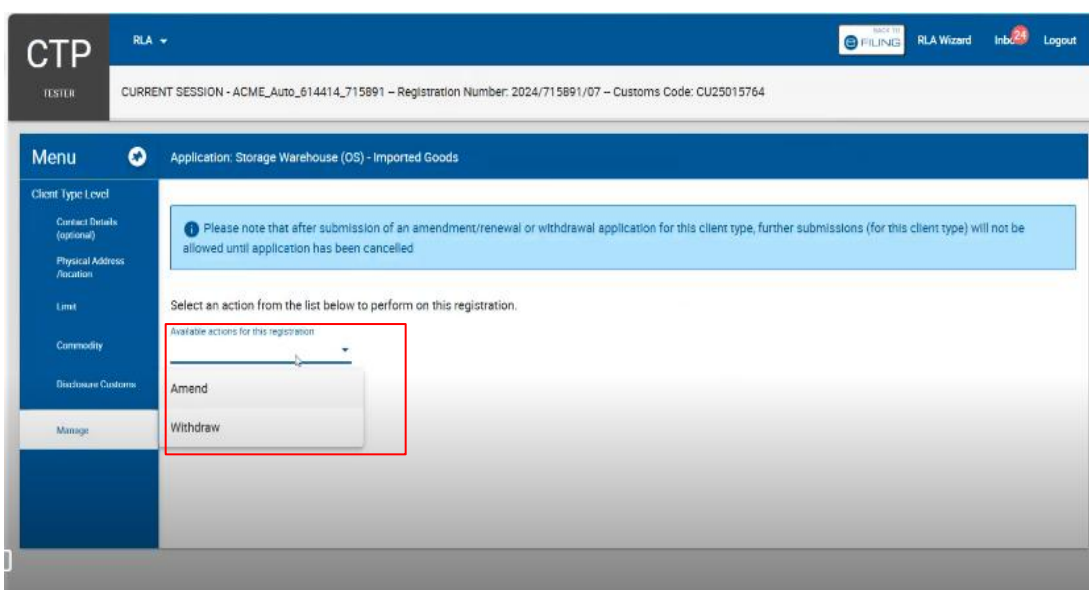
Email: gmojana@sars.gov.za

j) To amend details on the screen the user must click on the menu bar on the left.

Effective Date: 11 May 2026



k) After clicking Manage on the menu bar, the system displays the above screen.



l) As displayed on the above screen, the user must select:
i) Amend option; or
ii) Withdraw option.

Effective Date: 11 May 2026

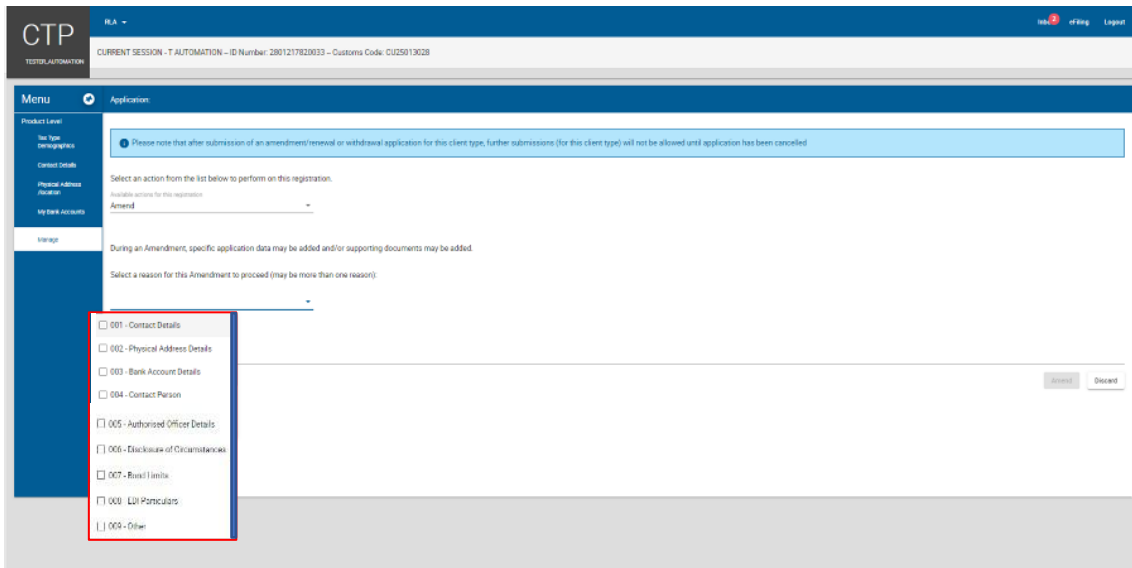
The screenshot shows the CTP portal interface. At the top, it displays 'CTP' and 'TESTER'. The current session information is 'ACME_Auto_614414_715891 - Registration Number: 2024/715891/07 - Customs Code: CU25015764'. The application is 'Storage Warehouse (OS) - Imported Goods'. A notification states: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.' Below this, it says 'Select an action from the list below to perform on this registration.' A dropdown menu is open, showing 'Amend' as the selected option. A 'Discard' button and an 'Amend' button are visible at the bottom right.

- m) After selecting the relevant option, the user must:
- i) Select the relevant item to be amended on the menu bar; and
 - ii) Click on the Amend button

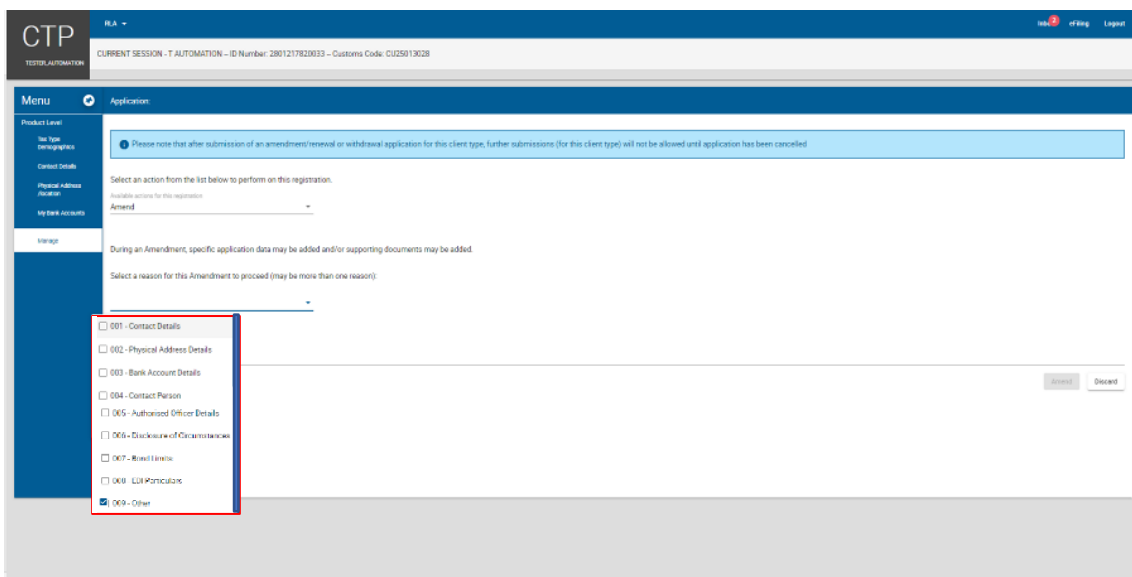
The screenshot shows the CTP portal interface for 'Application: Importer (local)'. The current session information is 'ACME Automation-258439 - Registration Number: 2019/194289/07 - Customs Code: Not assigned'. The 'Physical Address /location' section is active, with a 'Change Address' button highlighted. The form contains the following details: 'Unit No (if applicable): Complex (if applicable) South African Revenue Serv', 'Street No: 229', 'Street / Farm Name: Bronkhorst street', 'Suburb / District: New Muckleneuk', 'City / Town: Pretoria', 'Postal Code: 0181', and 'Country Code: ZA - SOUTH AFRICA'. A note at the bottom states: 'Please note you cannot edit Library Addresses (i.e. Addresses added from your Library to your Application)'. Navigation buttons 'Previous', 'Next', 'Cancel', and 'Discard' are visible at the bottom right.

- n) After the selection of either amend or withdraw, user must:
- i) Amend the details; or
 - ii) Withdraw the details

iii) The system displays a dropdown list of the reason(s) for amendment.

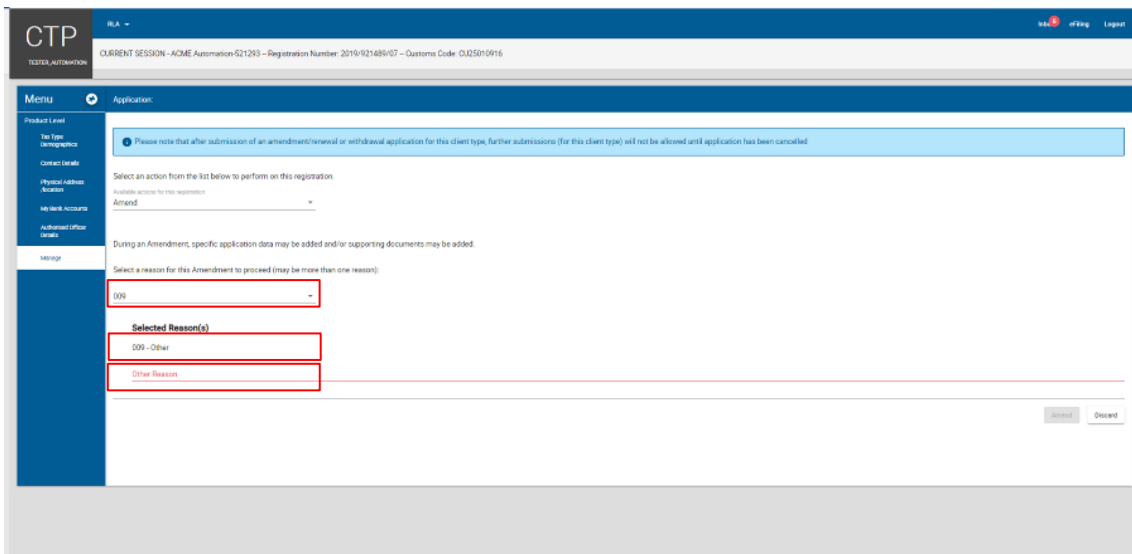


A) If the reason for amendment is not listed in the dropdown box:
 1) The user selects the box Other.



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- II) The system populates the reason Other and the user captures his/her reason for amendment.



CTP
TESTER AUTOMATION

RLA -

CURRENT SESSION - ACME Automation-521283 - Registration Number: 2019/921489/07 - Customs Code: 0U20010916

Menu

Application:

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration:

Amend

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

000

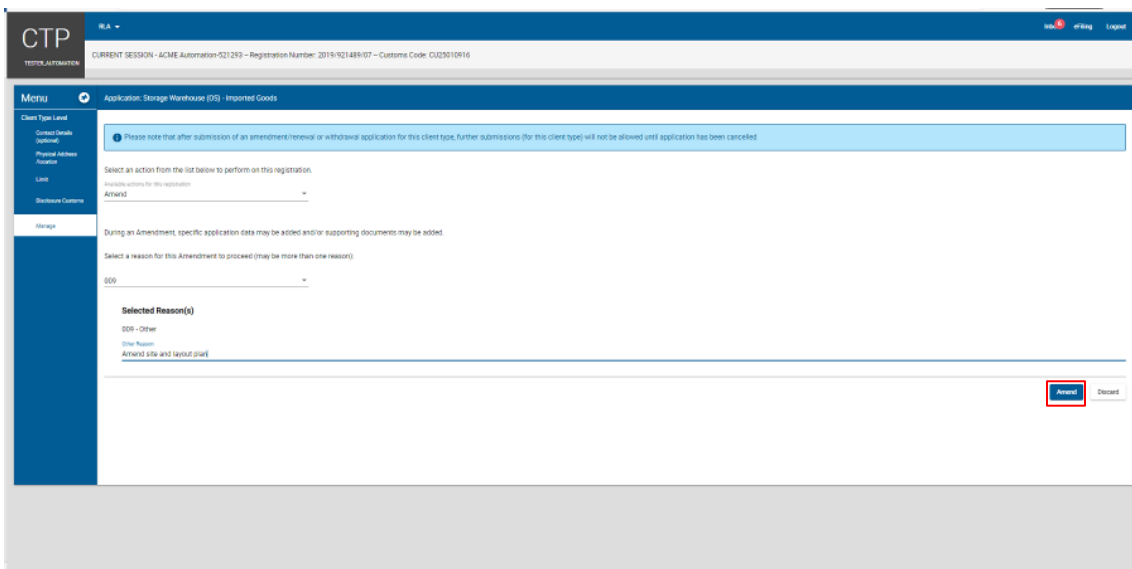
Selected Reason(s)

000 - Other

Other Reason

Amend Discard

- III) The system activates the Amend button and the user continues with the process prescribed in paragraph viii) below.



CTP
TESTER AUTOMATION

RLA -

CURRENT SESSION - ACME Automation-521283 - Registration Number: 2019/921489/07 - Customs Code: 0U20010916

Menu

Application: Storage Warehouse (DS) Imported Goods

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration:

Amend

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

000

Selected Reason(s)

000 - Other

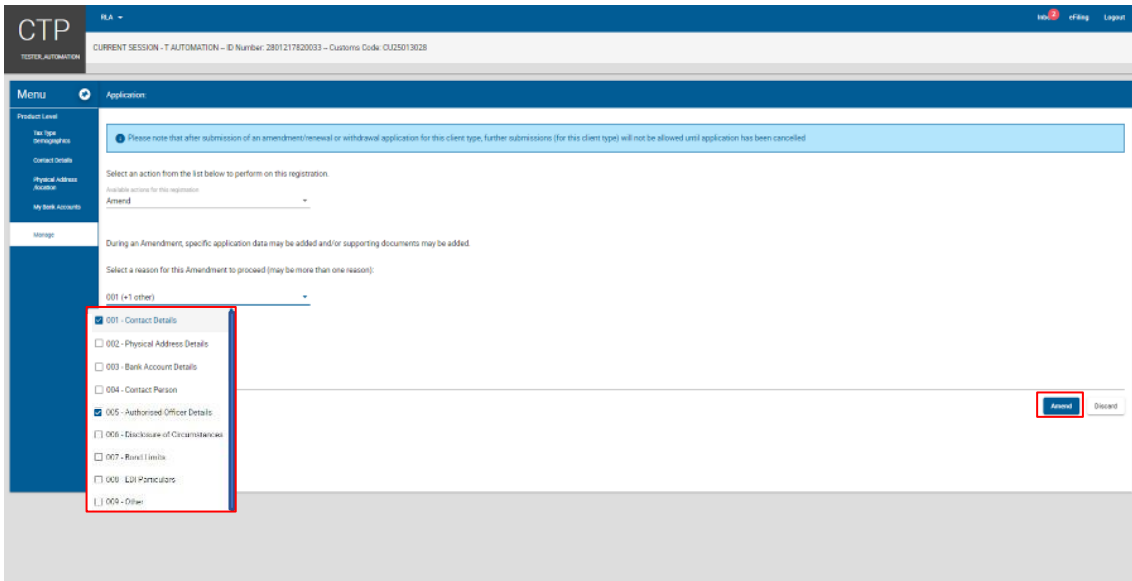
Other Reason

Amend site and layout plan

Amend Discard

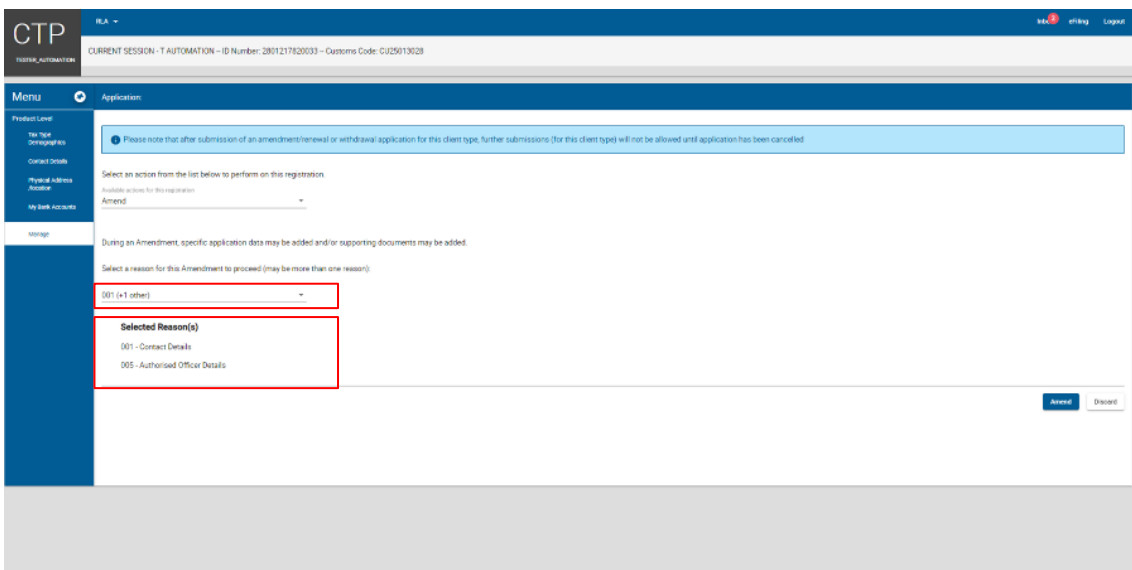
Effective Date: 11 May 2026

- B) If the reason for amendment is listed in the dropdown box:
 I) The user selects the box next to the reason(s) for amendment.



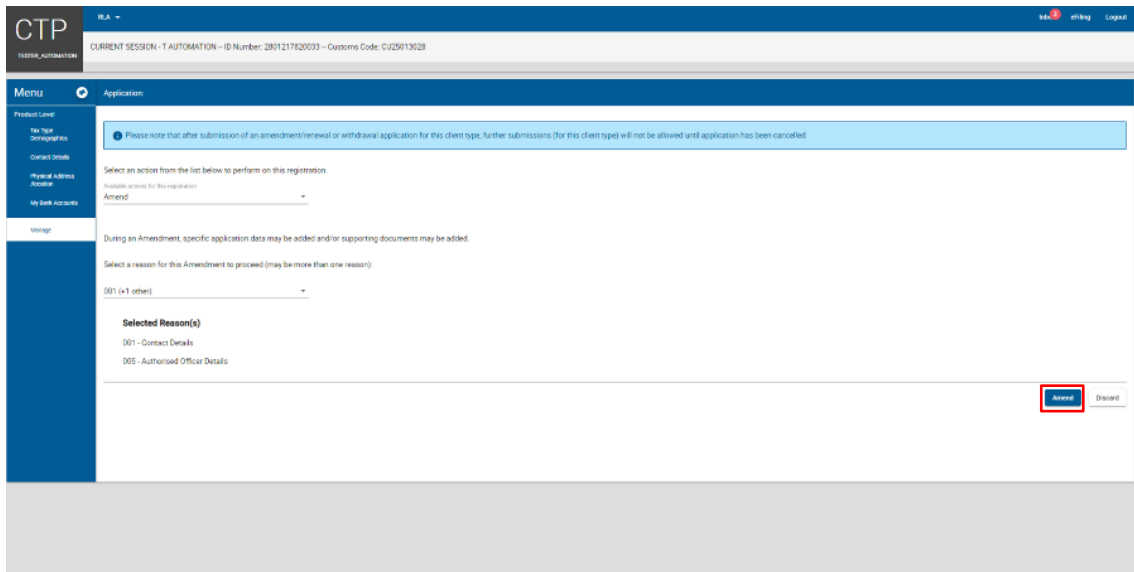
The screenshot shows the 'Application' page in the CTP system. A dropdown menu is open, listing various reasons for amendment. The '005 - Authorised Officer Details' option is selected, indicated by a blue checkmark. A red box highlights the dropdown menu and the 'Amend' button.

- II) The system populates the selected reason(s) for amendment under Selected Reason(s).



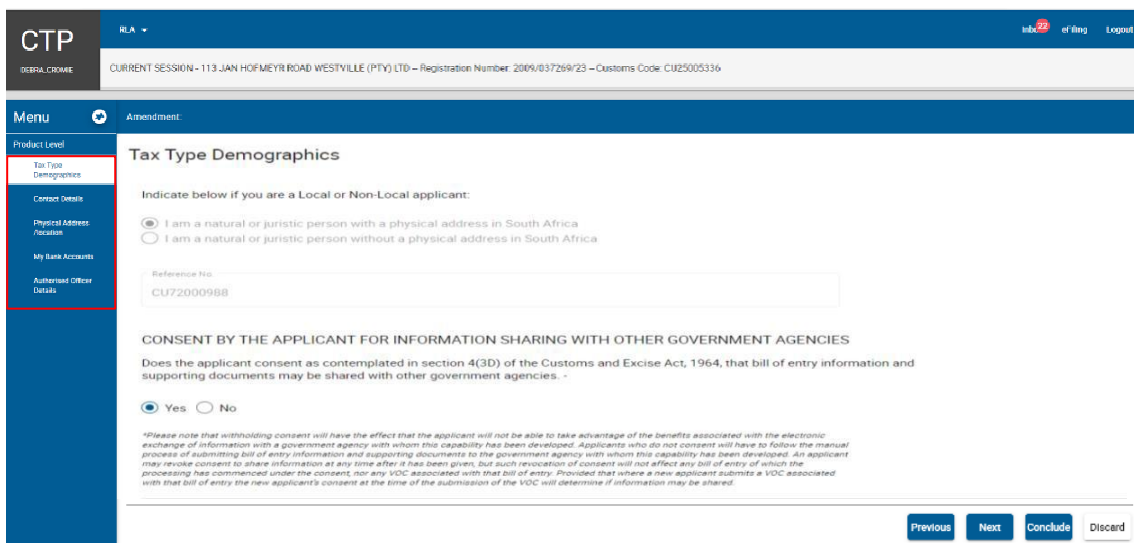
The screenshot shows the same 'Application' page, but now the 'Selected Reason(s)' field is populated with the chosen options: '001 - Contact Details' and '005 - Authorised Officer Details'. A red box highlights the 'Selected Reason(s)' field and the 'Amend' button.

iv) The user clicks on the amend button.



The screenshot shows the 'Application' page in the CTP system. The header includes 'CTP', 'IRLA', and session information. A left-hand menu lists options like 'Product Level', 'Tax Type Demographics', 'Contact Details', 'Physical Address Location', and 'My Bank Accounts'. The main content area contains a notification, a dropdown menu for 'Available actions for this registration' with 'Amend' selected, and a 'Selected Reason(s)' section with '001 - Contact Details' and '005 - Authorised Officer Details' chosen. At the bottom right, the 'Amend' button is highlighted with a red rectangular box.

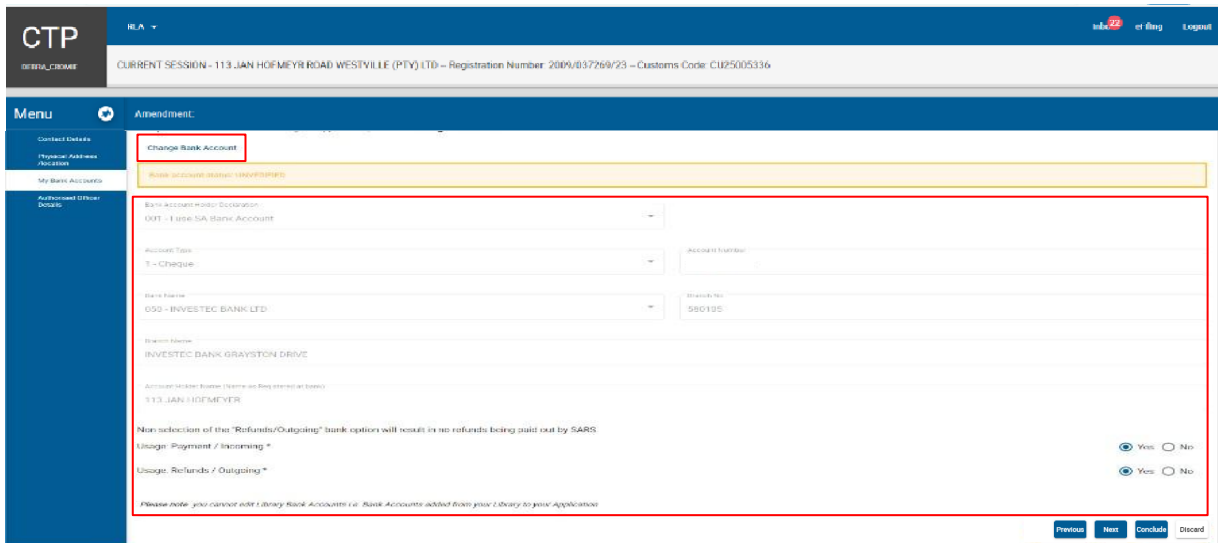
v) The system displays the Product Level page and the user clicks on the applicable field to be amended.



The screenshot shows the 'Amendment' page in the CTP system. The header includes 'CTP', 'IRLA', and session information. The left-hand menu is expanded to show 'Product Level' with 'Tax Type Demographics' highlighted by a red box. The main content area is titled 'Tax Type Demographics' and contains a question about being a Local or Non-Local applicant, a 'Reference No.' field with 'CU72000988', and a consent section for information sharing with other government agencies. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

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- vi) The system displays the existing details captured. The user clicks on the Change option and follows the process prescribed in paragraph 5.3 in order to capture the amended details.

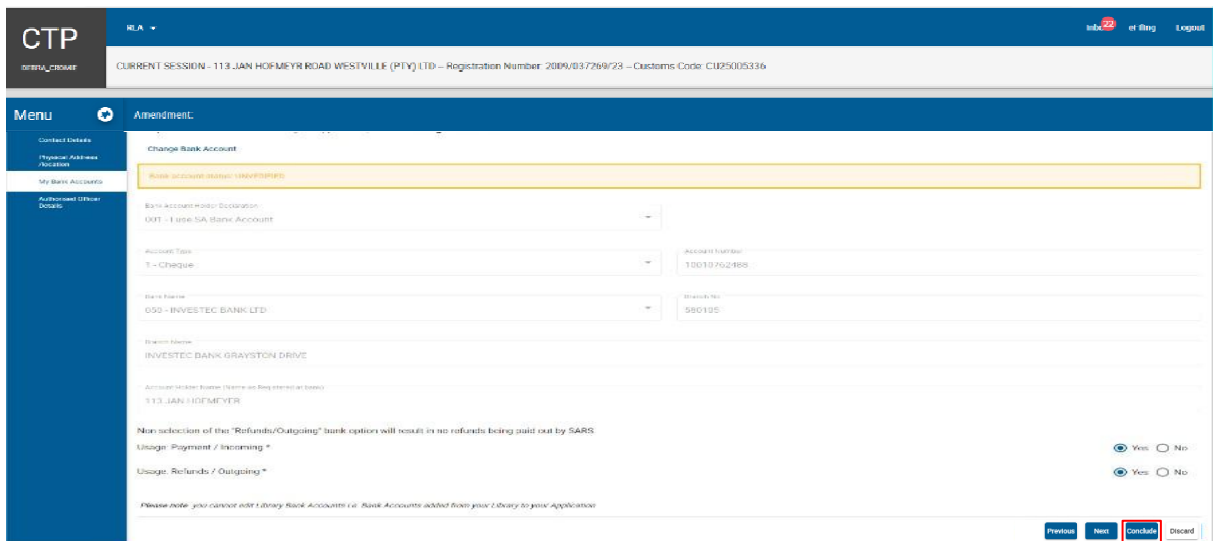


The screenshot shows the 'Amend' menu in the CTP system. The 'Change Bank Account' option is selected and highlighted with a red box. Below it, the form for changing the bank account is displayed, also enclosed in a red border. The form includes the following fields and options:

- Bank account holder Declaration:** DIT - I use SA Bank Account
- Account Type:** T - Cheque
- Account Number:** 10013752485
- Bank Name:** 050 - INVESTEC BANK LTD
- Branch No:** 580105
- Branch Name:** INVESTEC BANK GRAYSTON DRIVE
- Account holder Name (Name as Registered on bank):** J13 JAN HOFMEYER
- Usage: Payment / Incoming:** Yes No
- Usage: Refunds / Outgoing:** Yes No

At the bottom right of the form, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'. The 'Conclude' button is highlighted with a red box.

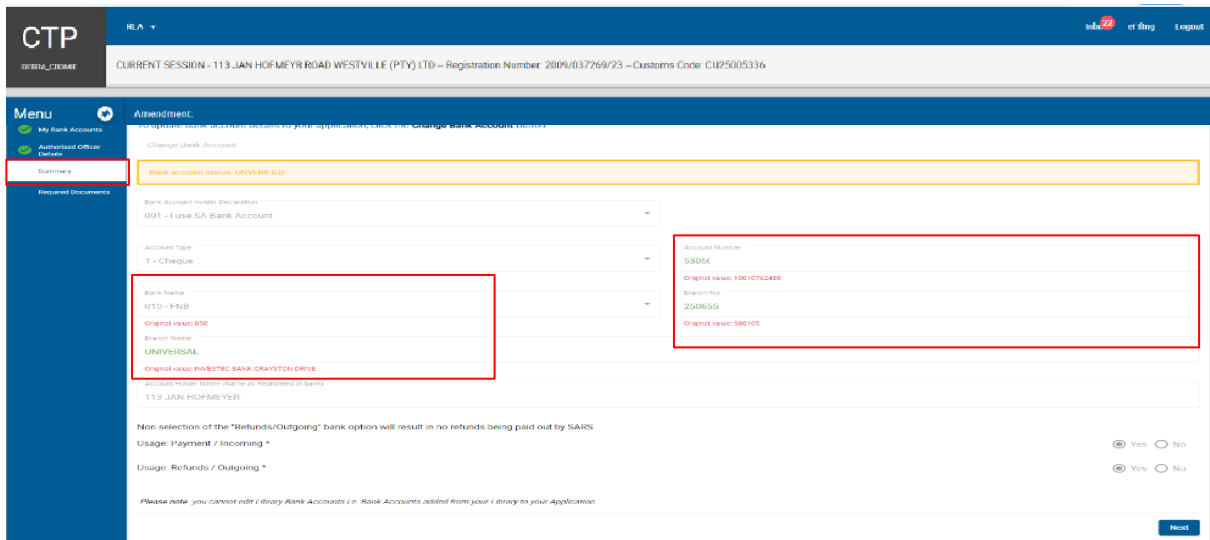
- vii) The user clicks on the Conclude button.



This screenshot is identical to the previous one, showing the 'Change Bank Account' form. The only difference is that the 'Conclude' button at the bottom right is now highlighted with a red box, indicating that the user has clicked on it.

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- viii) The system displays the Summary page, displaying the amended changes in green and the previously captured details in red.



CTP | R.A. | Info | et filig | Logout

CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number 2009/037269/23 - Customs Code CU25005336

Menu | My Bank Accounts | Authorized Officer Details | **Summary** | Required Documents

Amendment

Change Bank Account

Bank account status: UNVLRP ILD

Bank Account Holder Declaration: 001 - I use SA Bank Account

Account Type: 1 - Cheque

Bank Name: 010 - FNB
Original value: 050
Branch Name: UNIVERSAL
Original value: INVESTEC BANK CRAWSTON DRIVE

Account Holder Name (Name as Registered at bank): 113 JAN HOFMEYER

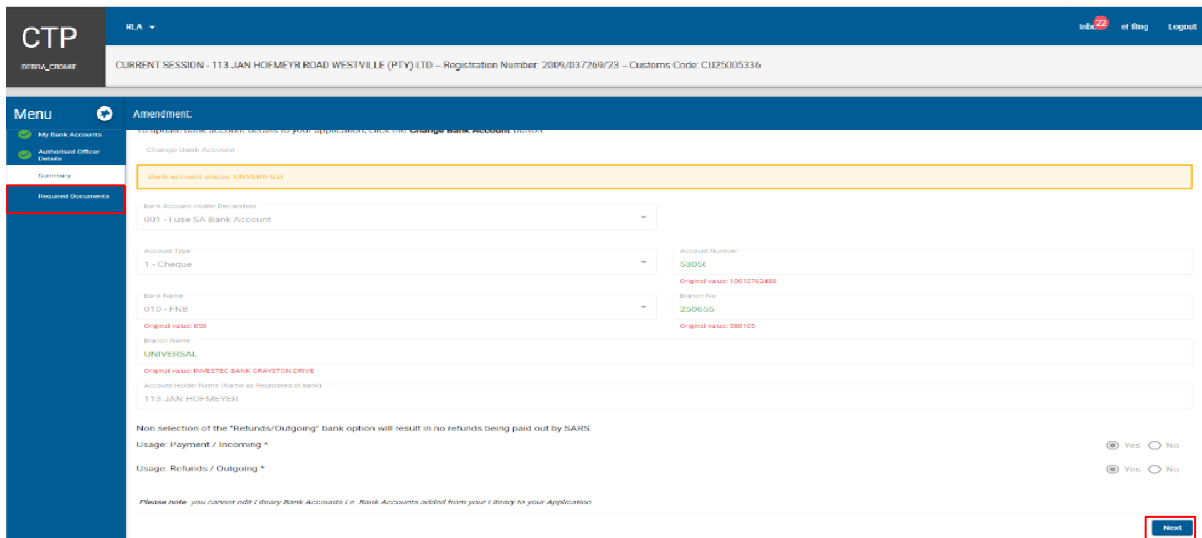
Account Number: 5305X
Original value: 10010762488
Branch No: 250655
Original value: 580105

Usage: Payment / Incoming * Yes No
Usage: Refunds / Outgoing * Yes No

Please note: you cannot edit i library Bank Accounts i.e. Bank Accounts added from your i library to your Application

Next

- ix) In order to progress to the next field after viewing the amendments or changes, the user clicks on:
- C) The Required Documents (see paragraph 10) link under Menu; or
 - D) The Next button.



CTP | R.A. | Info | et filig | Logout

CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number 2009/037269/23 - Customs Code CU25005336

Menu | My Bank Accounts | Authorized Officer Details | Summary | **Required Documents**

Amendment

Change Bank Account

Bank account status: UNVLRP ILD

Bank Account Holder Declaration: 001 - I use SA Bank Account

Account Type: 1 - Cheque

Bank Name: 010 - FNB
Original value: 050
Branch Name: UNIVERSAL
Original value: INVESTEC BANK CRAWSTON DRIVE

Account Holder Name (Name as Registered at bank): 113 JAN HOFMEYER

Account Number: 5305X
Original value: 10010762488
Branch No: 250655
Original value: 580105

Usage: Payment / Incoming * Yes No
Usage: Refunds / Outgoing * Yes No

Please note: you cannot edit i library Bank Accounts i.e. Bank Accounts added from your i library to your Application

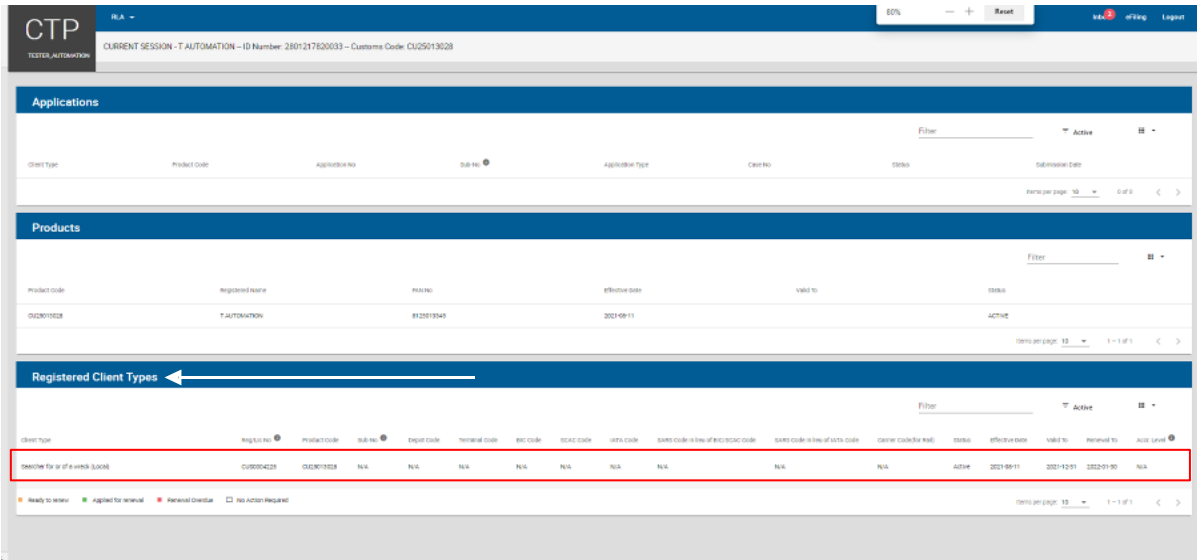
Next

- x) The user continues with the processes prescribed in paragraph 10 and 11 below.

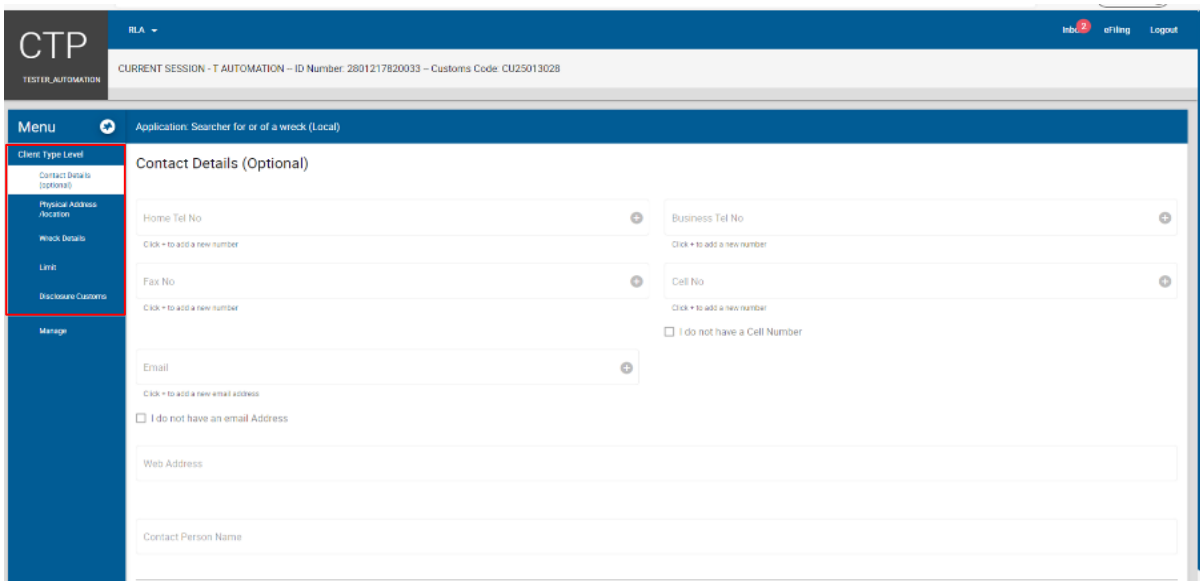
Effective Date: 11 May 2026

d) The amendment of the client level details

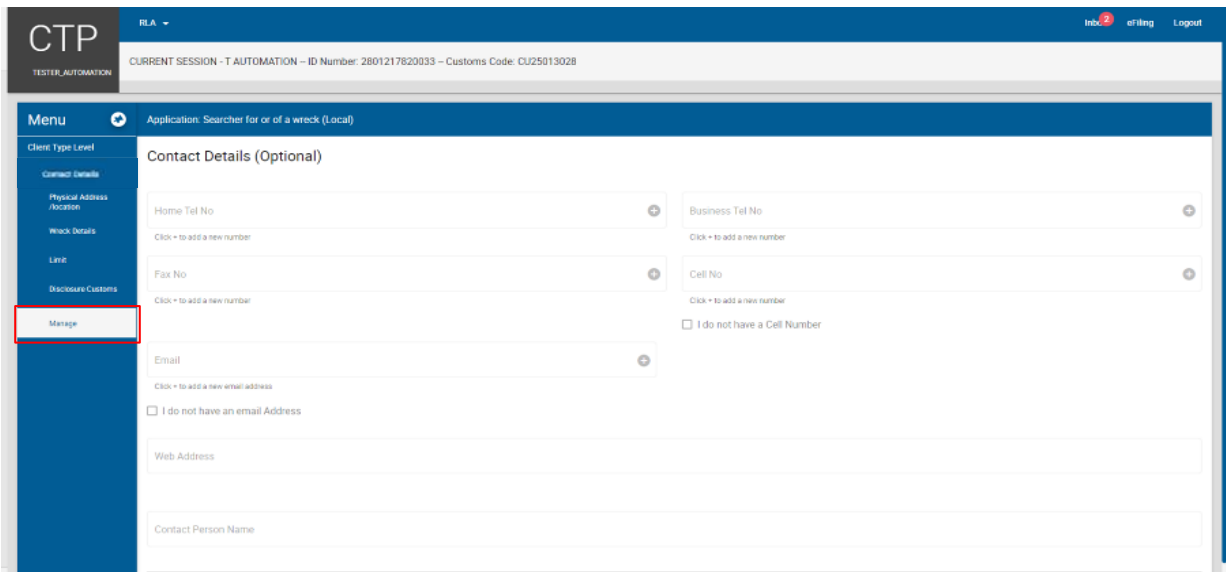
i) The user clicks on the applicable client type under Registered Client Types on the RLA dashboard after he/she logged in to eFiling as prescribed in paragraph 2 to 3 above.



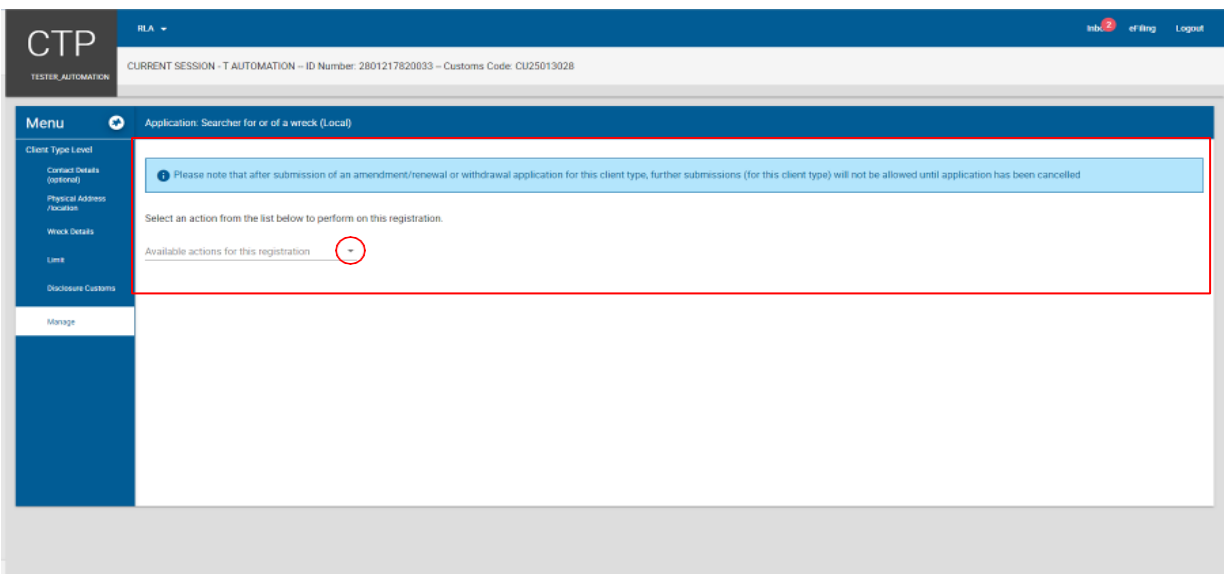
ii) The system displays the Client Type Level page (see paragraph 5.4).



iii) The user clicks on the Manage link under Menu.

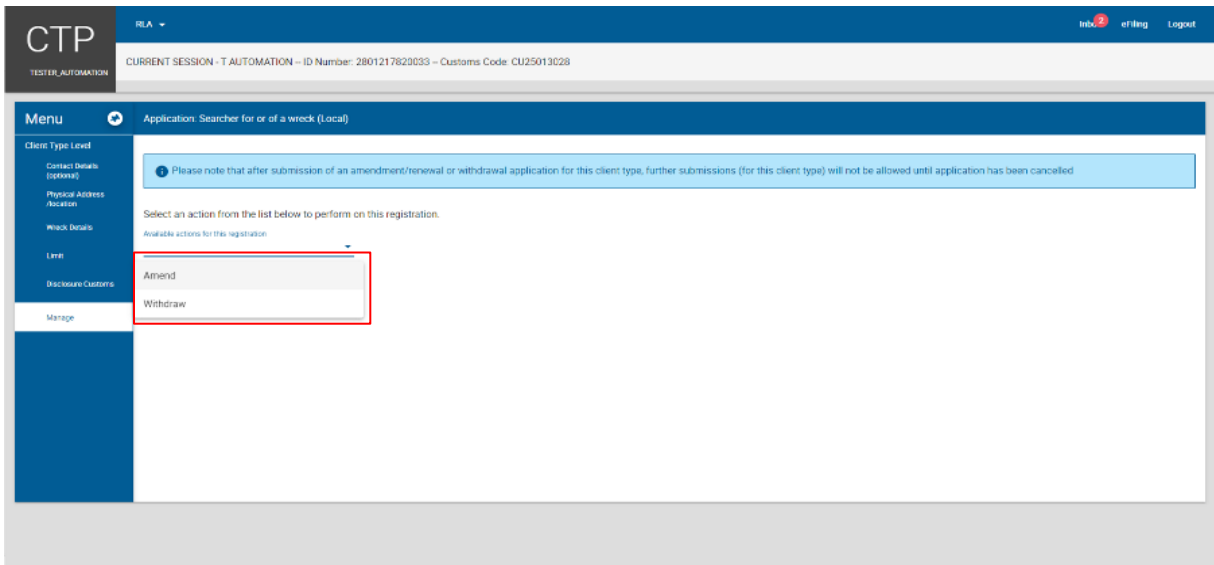


iv) This system displays the Manage page and the user clicks on the dropdown arrow.



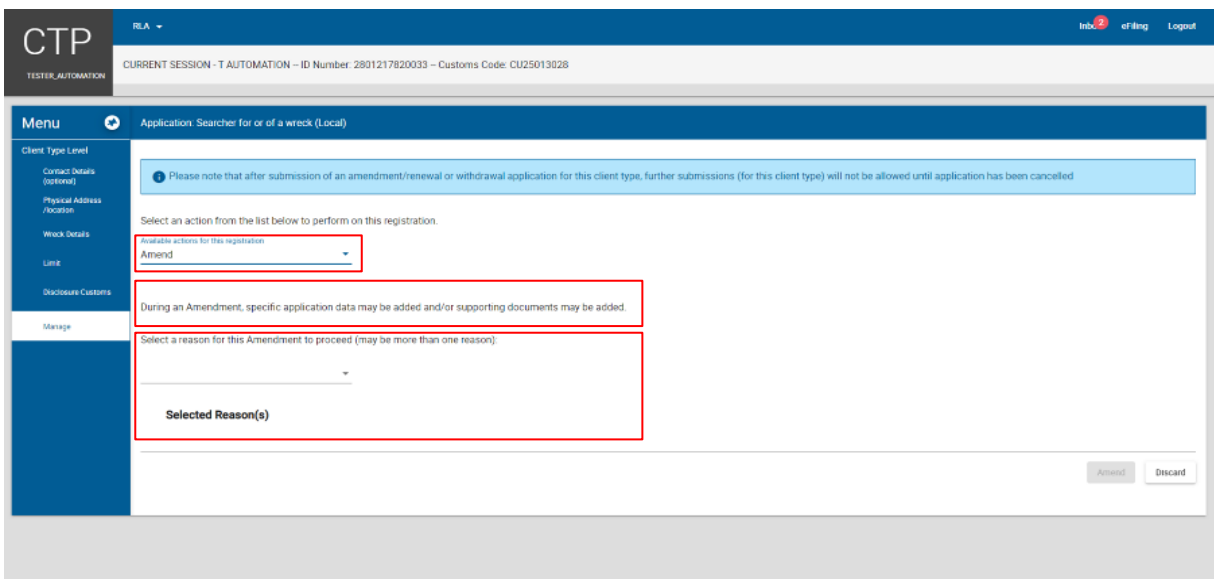
Effective Date: 11 May 2026

- v) This system displays the available actions for this registration and the user clicks on the Amend action.



The screenshot shows the CTP (Customs Trader Portal) interface. The header includes the CTP logo, 'TESTER_AUTOMATION', and session information: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. A navigation menu on the left lists options like 'Client Type Level', 'Contact Details', 'Physical Address', 'Wreck Details', 'Links', 'Disclosure Customs', and 'Manage'. The main content area displays a message: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled'. Below this, it prompts the user to 'Select an action from the list below to perform on this registration.' and shows a dropdown menu with 'Amend' and 'Withdraw' options. The 'Amend' option is highlighted with a red rectangular box.

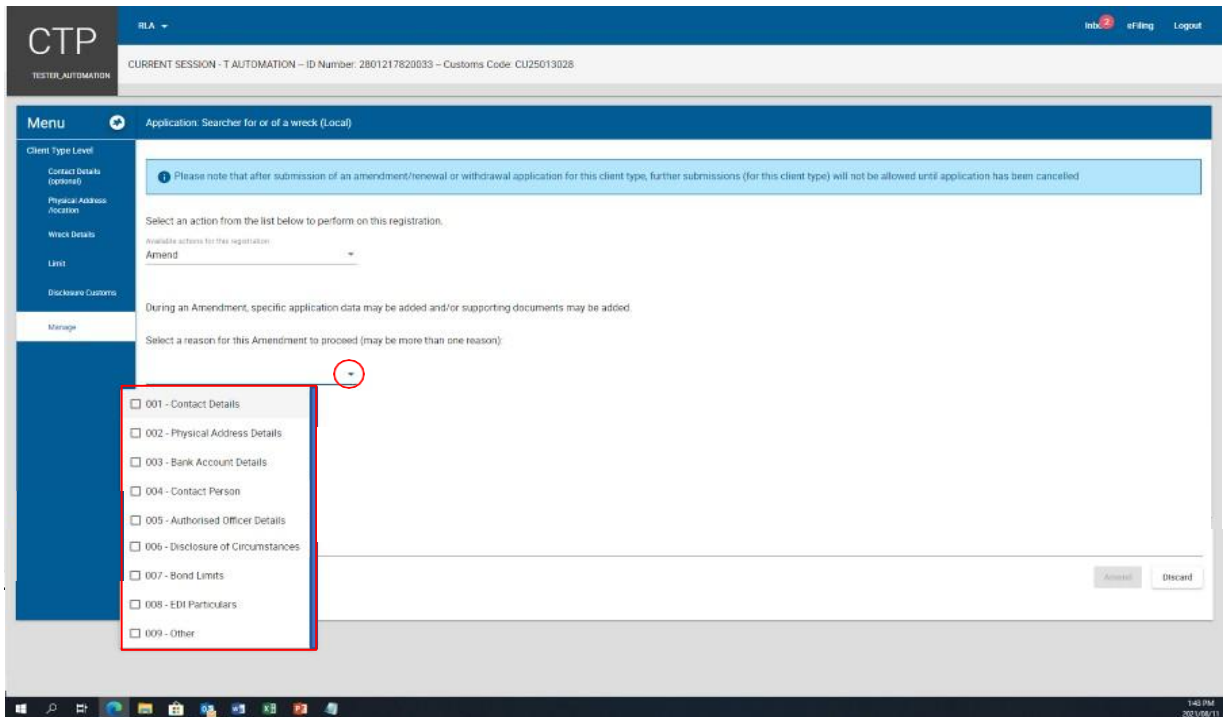
- vi) The system displays:
- The action Amend under the Available action for this registration field;
 - A message to the user to select a reason for this amendment; and
 - The Selected Reason(s) dropdown arrow.



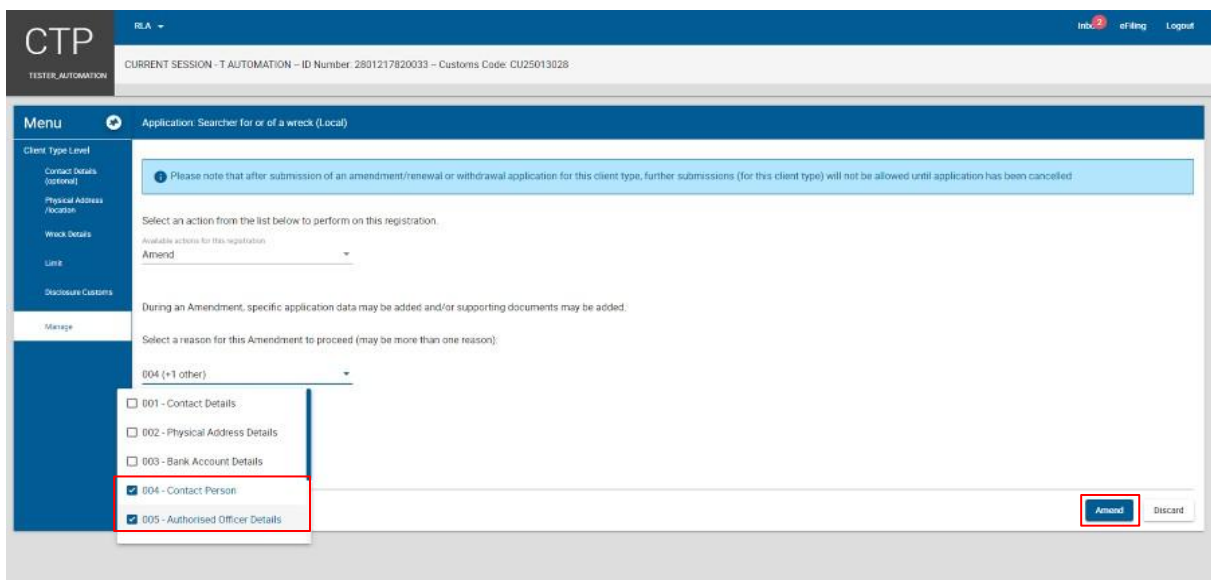
This screenshot shows the CTP interface after the 'Amend' action has been selected. The 'Available actions for this registration' dropdown now displays 'Amend'. Below this, a message states: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' The next step is to 'Select a reason for this Amendment to proceed (may be more than one reason):', which is followed by a dropdown menu. The 'Selected Reason(s)' label and the dropdown arrow are highlighted with a red rectangular box. At the bottom right, there are 'Amend' and 'Discard' buttons.

Effective Date: 11 May 2026

- vii) The user clicks on the Select Reason(s) dropdown arrow and the system displays a list of the reason(s) for amendment.

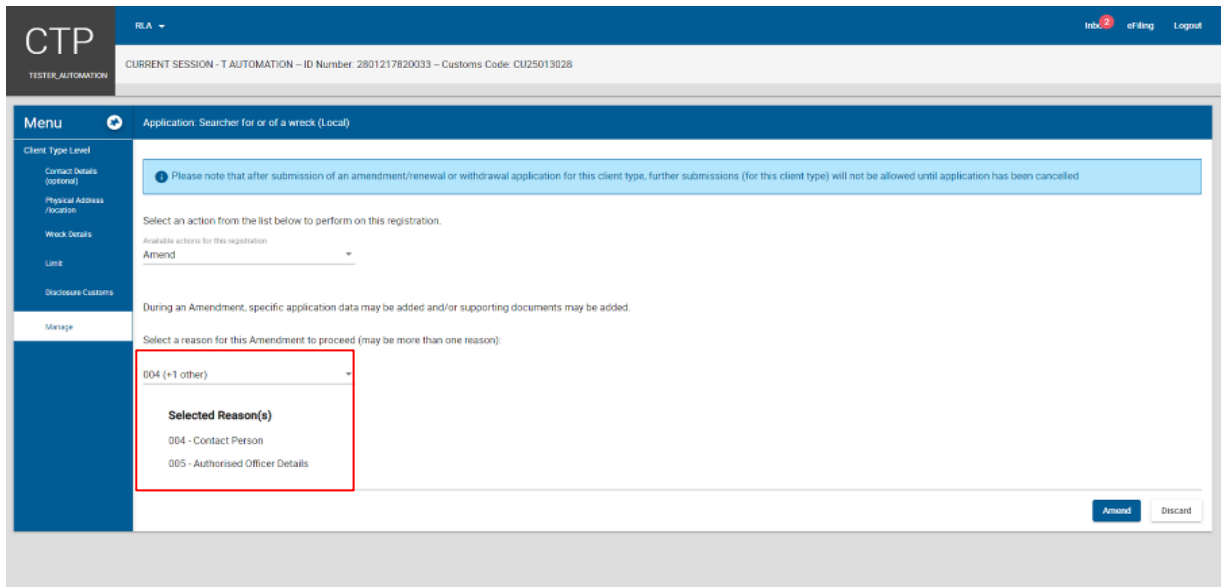


- viii) The user:
- Selects the applicable box(es) [more than one (1) reason may be selected]; and
 - Clicks on the Amend button.



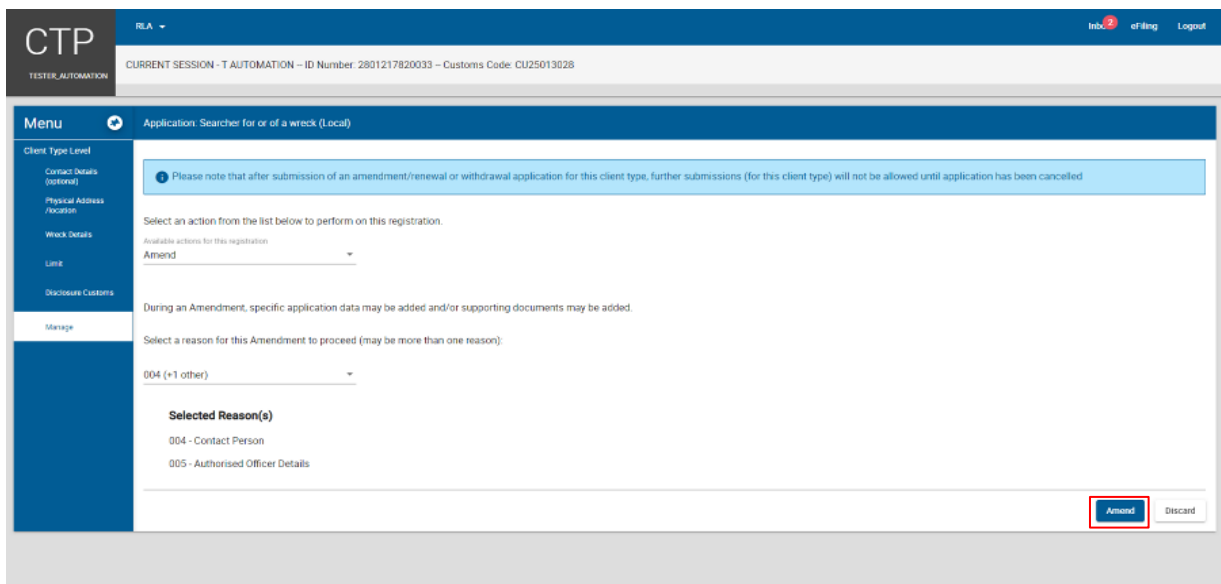
Effective Date: 11 May 2026

- ix) The system displays the reason(s) for amendment selected by the user under Selected Reason(s) field.



The screenshot shows the CTP (Customs Trader Portal) interface for an amendment. The header includes 'CTP TESTER_AUTOMATION', 'RLA', and session information. The main content area is titled 'Application: Searcher for or of a wreck (Local)'. It contains a notification, a dropdown menu for 'Amend', and a section for 'Selected Reason(s)'. The 'Selected Reason(s)' field is highlighted with a red box and lists two reasons: '004 - Contact Person' and '005 - Authorised Officer Details'. At the bottom right, there are 'Amend' and 'Discard' buttons.

- A) If the user selected the incorrect reason(s) for amendment he/she:
- I) Clicks on the Select reason(s) dropdown arrow;
 - II) Unselects the incorrect reason(s) for amendment box(es); and
 - III) Reselects the correct reason as described in paragraph viii) above.
- B) If the user selected the correct reason(s) for amendment he/she clicks on the Amend button.



This screenshot is identical to the one above, showing the CTP interface with the 'Selected Reason(s)' field highlighted. In this version, the 'Amend' button at the bottom right is highlighted with a red box, indicating the final step in the process.

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- xiii) After viewing the amendments or changes, the user must progress to the next field which is Required Documents (see paragraph 5.15) by clicking on the:
 - A) Next button; or
 - B) Required Documents link under Menu and continue with paragraph 10 below.

The screenshot shows the 'Contact Details (Optional)' form in the CTP system. The left-hand navigation menu has 'Required Documents' highlighted with a red box. The form fields include: Home Tel No, Business Tel No, Fax No, Cell No (0831231234), Email (SQMAutomation@nowhere.gov.za), and Web Address. The contact person name is 'Frans Williams'. A red box highlights the 'Next' button at the bottom right of the form.

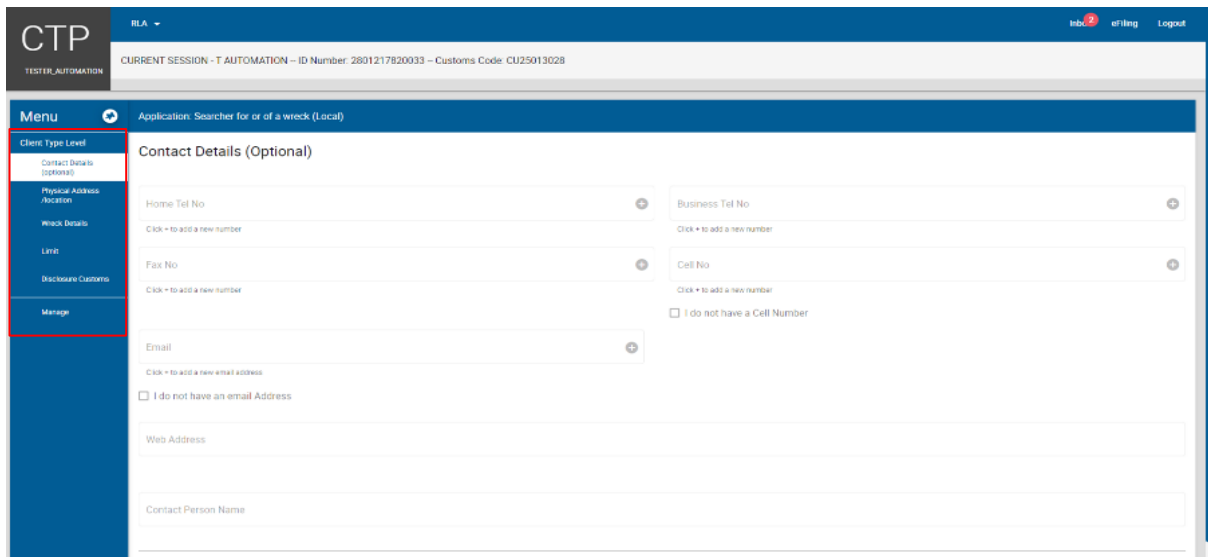
e) Withdrawal of existing RLA client

- i) An applicant will only be able to withdraw an active client type listed under Registered Client Types.
- ii) The applicant must log in to eFiling as prescribed in paragraph 2 to 3 above.
- iii) The user clicks on the client type to be withdrawn under Registered Client type on the RLA dashboard.

The screenshot shows the 'Registered Client Types' table. The table has columns: Client Type, Reg. Lic. No., Product Code, Sub-No., Engr. Code, Terminal Code, BIC Code, SIC Code, DATA CODE, SARS CODE IN USE OF BIC/SIC CODE, SARS CODE IN USE OF DATA CODE, ENTER CODE FOR NAME, STATUS, Effective Date, Valid To, Renewal To, and ADD LINK. The first three rows are highlighted with a red box:

Client Type	Reg. Lic. No.	Product Code	Sub-No.	Engr. Code	Terminal Code	BIC Code	SIC Code	DATA CODE	SARS CODE IN USE OF BIC/SIC CODE	SARS CODE IN USE OF DATA CODE	ENTER CODE FOR NAME	STATUS	Effective Date	Valid To	Renewal To	ADD LINK
Storage Warehouse (SD) - Imported Goods	CU2000473	CU2010919	PT40000230	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-03-10	2031-03-10	N/A	N/A
Exporter (Bond)	CU20000562	CU2010919	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-03-10	2031-03-10	N/A	N/A
Importer (Bond)	CU20000081	CU2010919	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-03-10	2031-03-10	N/A	N/A

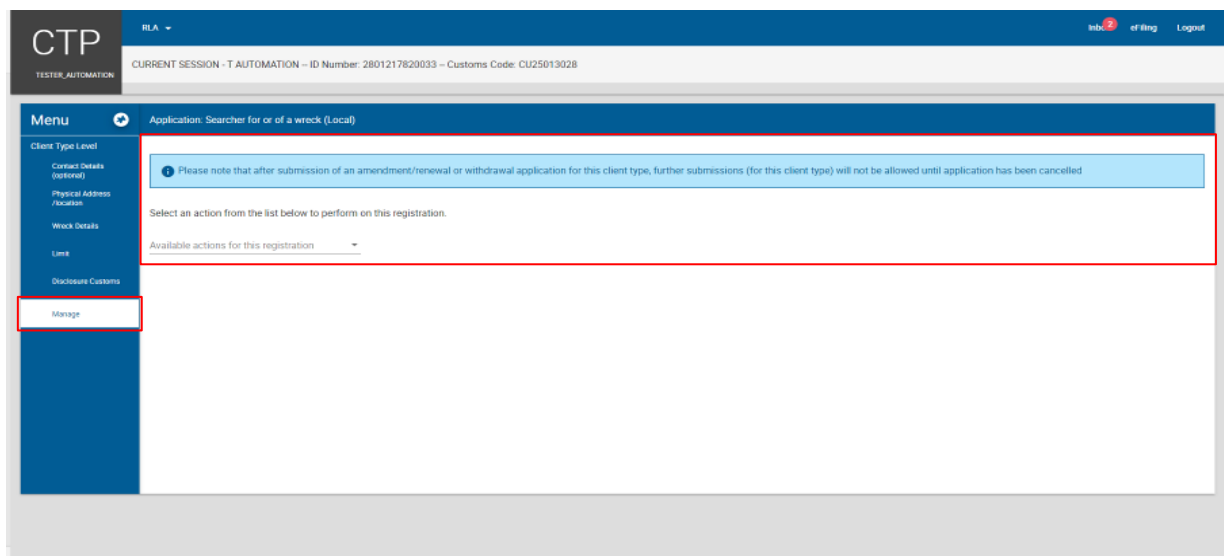
iv) The system displays the Client Type Level page.



The screenshot shows the 'Client Type Level' page in the CTP system. The page title is 'Contact Details (Optional)'. The left-hand menu is highlighted, with 'Manage' selected. The main content area contains several input fields for contact information:

- Home Tel No (with a '+' icon to add a new number)
- Business Tel No (with a '+' icon to add a new number)
- Fax No (with a '+' icon to add a new number)
- Cell No (with a '+' icon to add a new number and a checkbox for 'I do not have a Cell Number')
- Email (with a '+' icon to add a new email address and a checkbox for 'I do not have an email Address')
- Web Address
- Contact Person Name

v) The user clicks on the Manage link under Menu and the system displays the Manage page.



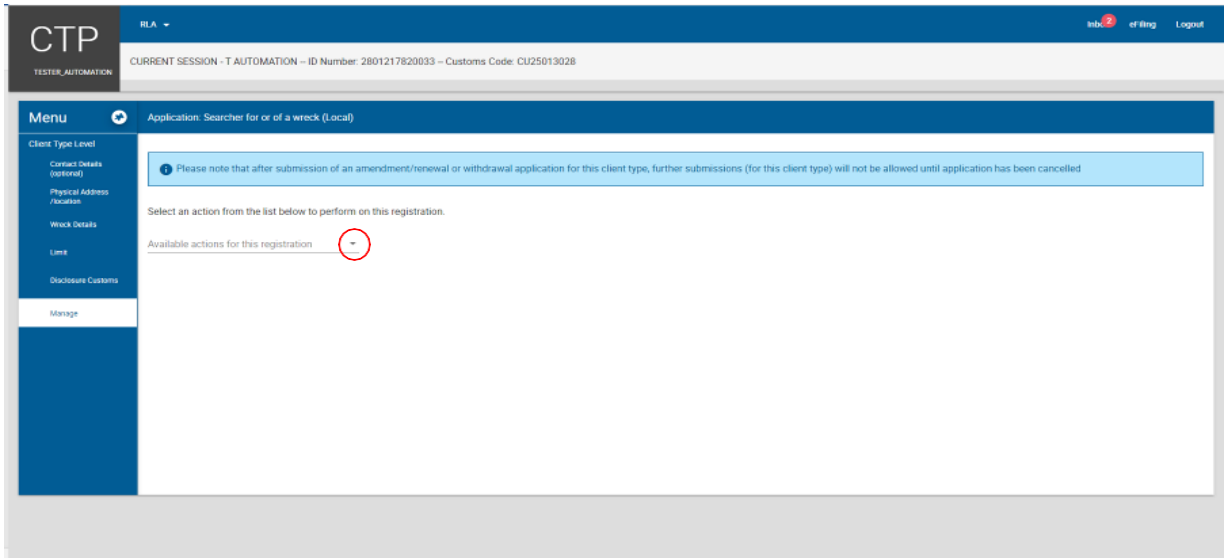
The screenshot shows the 'Manage' page in the CTP system. The left-hand menu is highlighted, with 'Manage' selected. The main content area displays a blue information box with the following text:

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

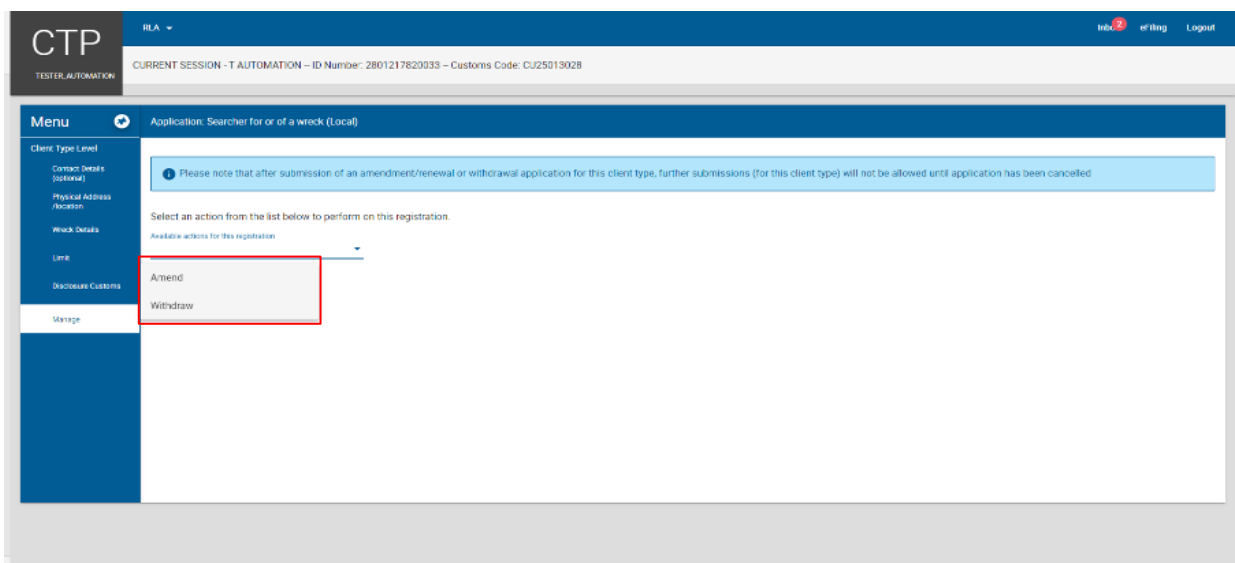
Below the information box, there is a section titled 'Select an action from the list below to perform on this registration.' with a dropdown menu labeled 'Available actions for this registration'.

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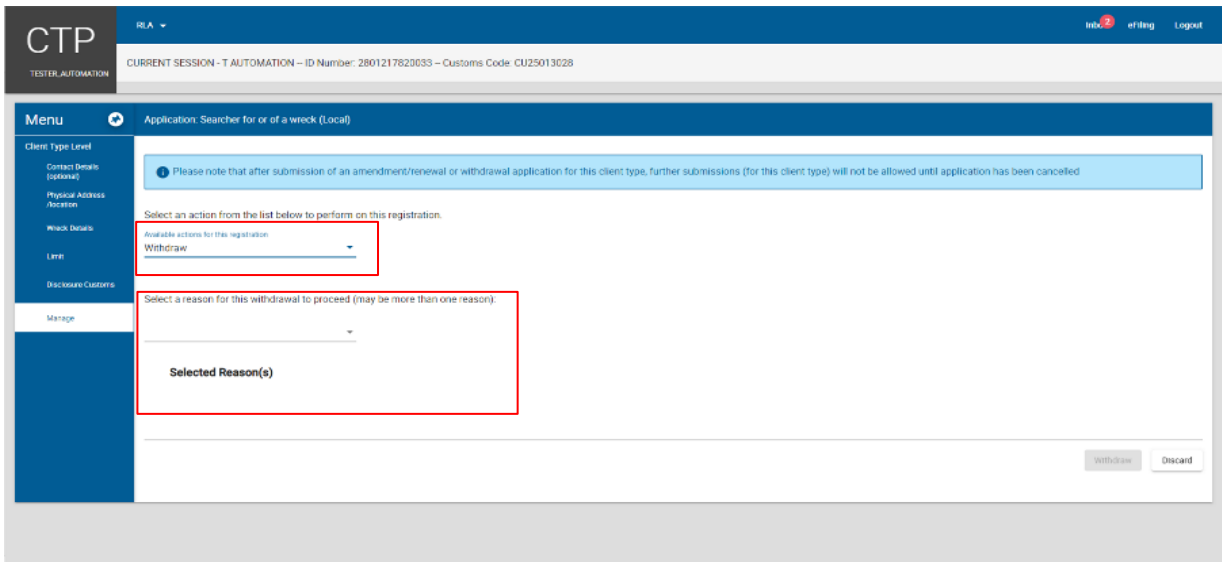
vi) The user clicks on the Available actions for this registration dropdown arrow.



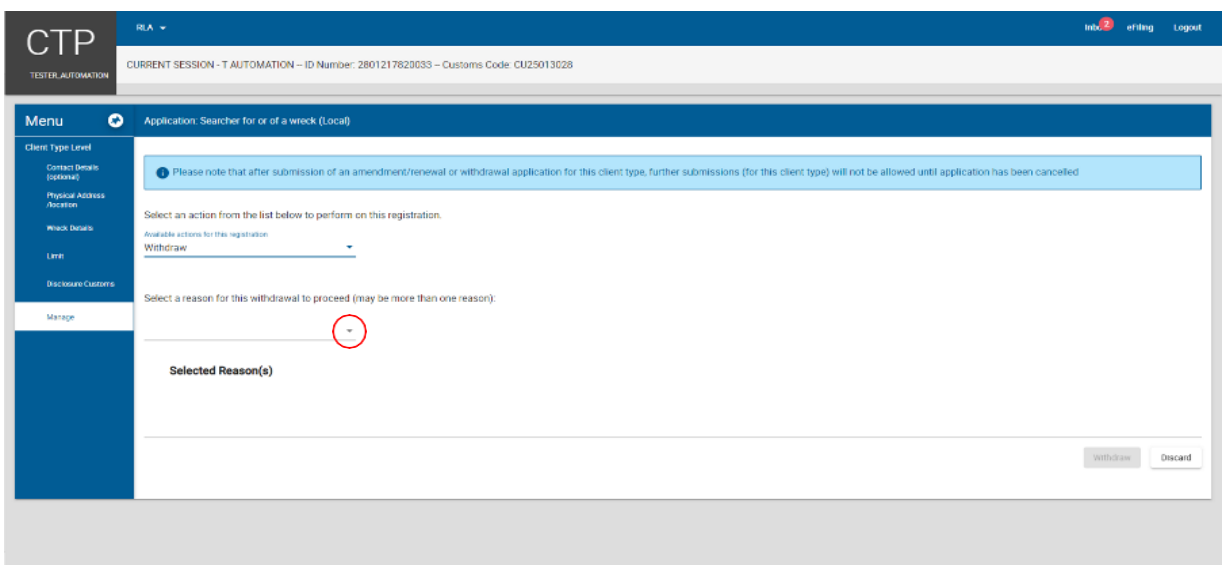
vii) The system displays a dropdown box with the available actions for this registration and the user clicks on the Withdraw action.



- viii) The system:
 - A) Populates the action Withdraw under the Available action for this registration field;
 - B) Displays:
 - I) A message to the user to select a reason for the withdrawal request; and
 - II) The Selected Reason(s) dropdown arrow.

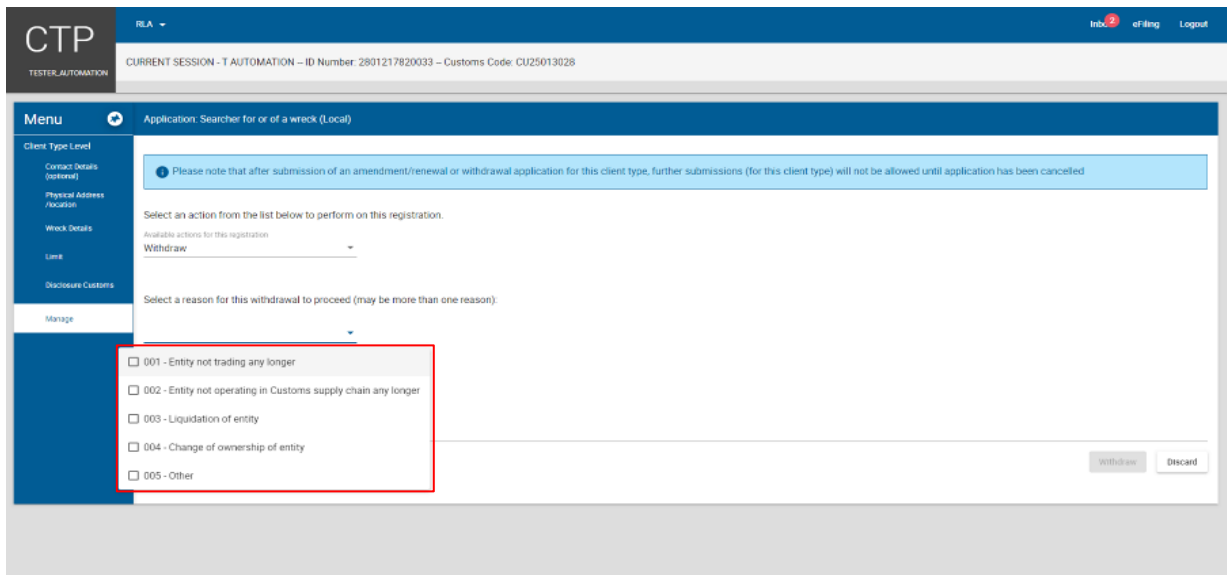


- ix) The user clicks on the Select Reason(s) dropdown arrow.



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x) The system displays a dropdown box with the reason(s) for withdrawal.

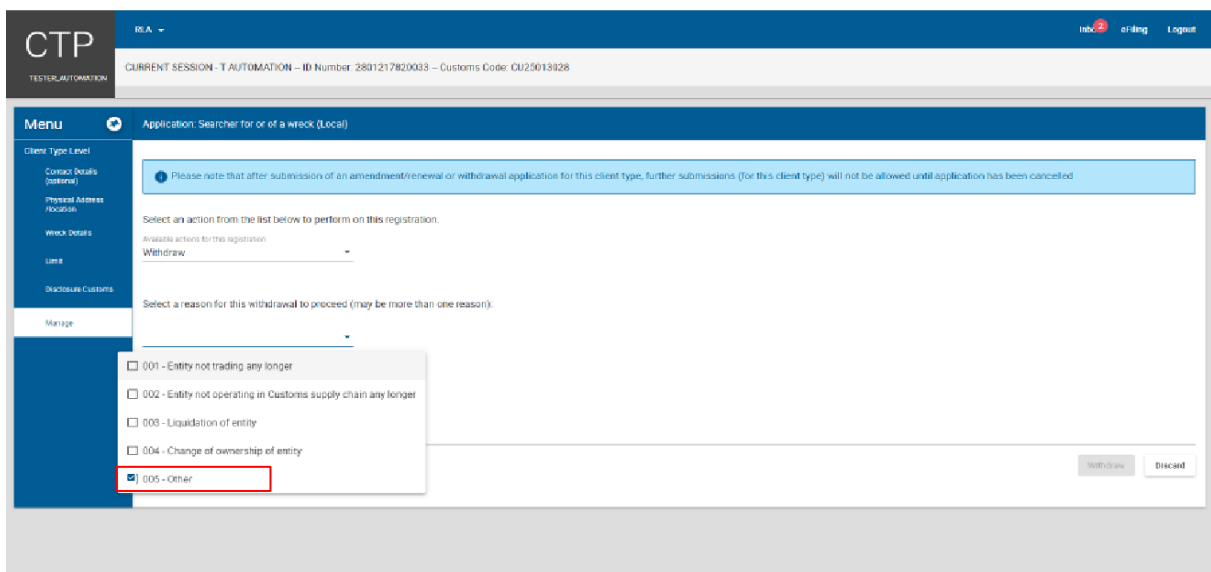


The screenshot shows the CTP (Customs Trader Portal) interface. The user is logged in as 'TESTER_AUTOMATION'. The current session is 'T AUTOMATION' with ID Number 2801217820033 and Customs Code CU25013028. The application is 'Searcher for or of a wreck (Local)'. A notification states: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled'. Below this, the user is prompted to 'Select an action from the list below to perform on this registration.' The available action is 'Withdraw'. The user is then asked to 'Select a reason for this withdrawal to proceed (may be more than one reason):'. A dropdown menu is open, showing the following options:

- 001 - Entity not trading any longer
- 002 - Entity not operating in Customs supply chain any longer
- 003 - Liquidation of entity
- 004 - Change of ownership of entity
- 005 - Other

The '005 - Other' option is highlighted with a red box. Buttons for 'Withdraw' and 'Discard' are visible at the bottom right.

A) If the reason for withdrawal is not listed in the dropdown box:
 I) The user selects Other.



This screenshot is identical to the previous one, but the '005 - Other' option in the dropdown menu is now selected, indicated by a red box around the checkbox and the text '005 - Other'.

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- II) The system displays the reason for withdrawal Other under Selected Reason(s) and the user captures his/her reason for withdrawal in the free text field.

CTP
TESTER_AUTOMATION

RA A

CURRENT SESSION - ACME Automation-521293 - Registration Number: 2019/921489/07 - Customs Code: CU25010916

Menu Application: Storage Warehouse (05) - Imported Goods

Client Type Level
Contact details (review)
Physical Address (review)
LIVE
Disclosure Customs

Storage

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled

Select an action from the list below to perform on this registration.
Available actions for this registration
Withdraw

Select a reason for this withdrawal to proceed (may be more than one reason):
005

Selected Reason(s)
005 - Other
Other Reason

Withdraw Discard

- III) The system activates the Withdraw button and the user continues with the process prescribed in paragraph B)II) below.

CTP
TESTER_AUTOMATION

RA A

CURRENT SESSION - ACME Automation-521293 - Registration Number: 2019/921489/07 - Customs Code: CU25010916

Menu Application: Storage Warehouse (05) - Imported Goods

Client Type Level
Contact details (review)
Physical Address (review)
LIVE
Disclosure Customs

Message

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled

Select an action from the list below to perform on this registration.
Available actions for this registration
Withdraw

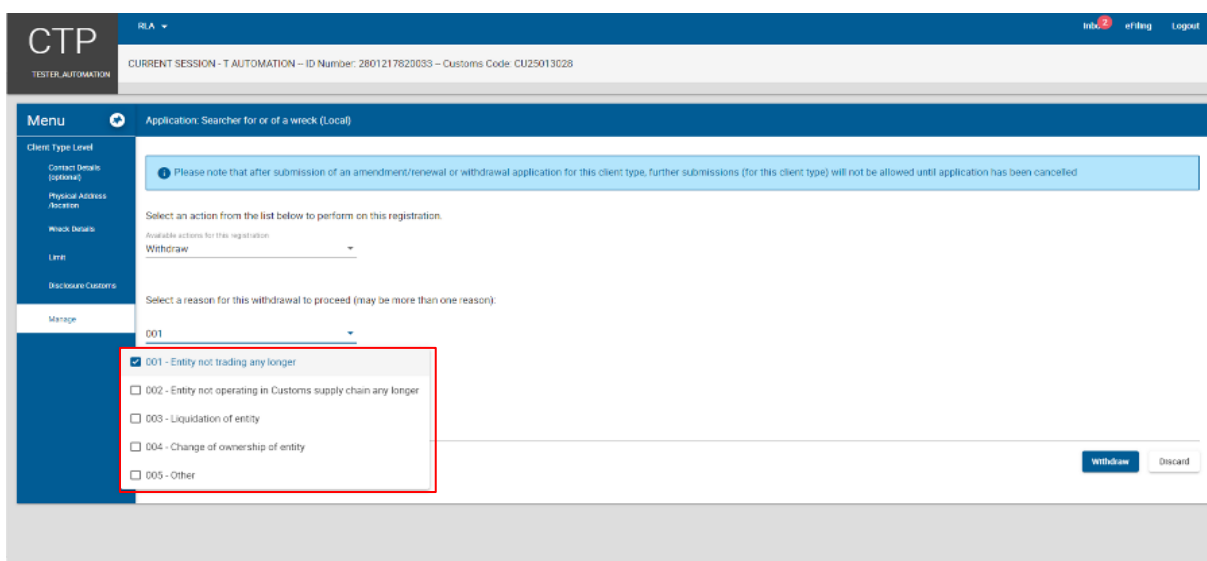
Select a reason for this withdrawal to proceed (may be more than one reason):
005

Selected Reason(s)
005 - Other
Other Reason

Withdraw Discard

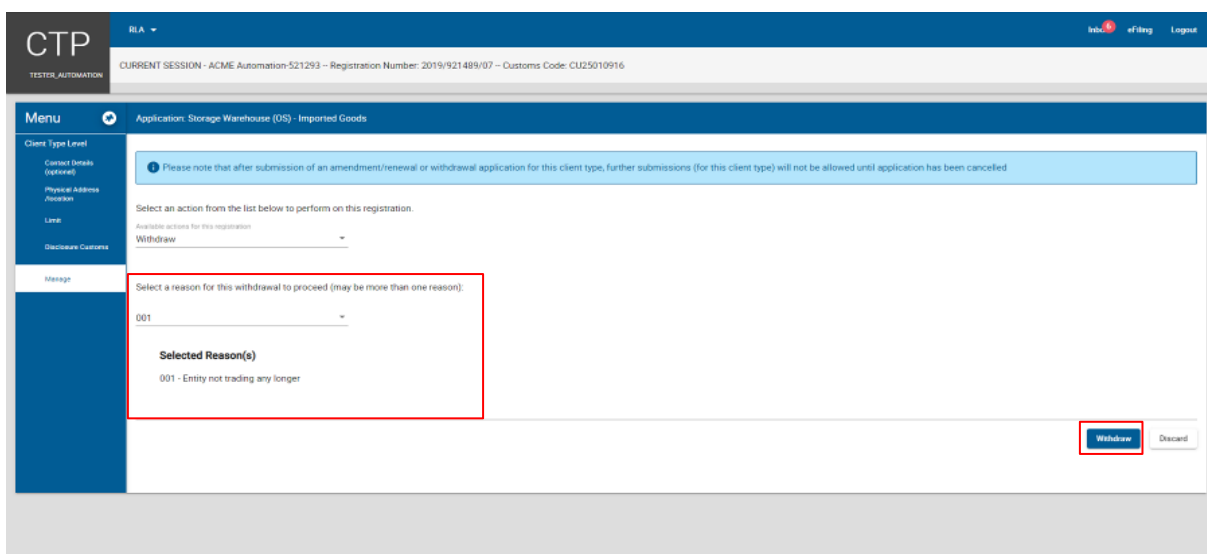
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- B) If the reason for withdrawal is listed in the dropdown box:
- I) The user selects the box(es) next to the reason(s) for withdrawal.



The screenshot shows the CTP (Customs Trader Portal) interface for a 'Local' application. The user has selected 'Withdraw' as the action. A dropdown menu is open, showing several reasons for withdrawal, with '001 - Entity not trading any longer' selected. The 'Withdraw' button is highlighted in red.

- II) The system displays the selected reason for withdrawal under Selected Reason(s) and the user clicks on the Withdraw button.



The screenshot shows the CTP interface for a 'Storage Warehouse (DS) - Imported Goods' application. The 'Withdraw' button is selected. The 'Selected Reason(s)' field is populated with '001 - Entity not trading any longer'. The 'Withdraw' button is highlighted in red.

- xi) The user continues with the proceses prescribed in paragraph 9 to 11.
- xii) Upon submission of the withdrawal request, the client's registration or licence status is immediately changed to pending withdrawal to prevent the client from processing any new transactions.

f) Renewal of existing RLA client's licence:

- i) After he/she logged in to eFiling as prescribed in paragraph 2 to 3 above, the system displays the following warning messages if the client's licence(s) is:
 - A) Due for renewal (orange) – this message is displayed thirty (30) calendar day's before the client's licence expires; or
 - B) Overdue for renewal (red) – this message is displayed when the client failed to renew his/her licence before his/her licence expired. If the client fails to submit his/her renewal

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application within the validity period the system will change the client's status from Active to suspended.

The screenshot shows the CTP dashboard with the following sections:

- Header:** CTP logo, R.A. dropdown, and user info (Info, eFiling, Logout).
- Session Info:** CURRENT SESSION - ACME Automation-403598 - Registration Number: 2019/548088/07 - Customs Code: CUZ5012420
- Alerts:** Two warning banners at the top. The first is orange and says "These client types are due for renewal. Apply for renewal in the Registered Client Types Dashboard below." The second is red and says "These client types are overdue for renewal and are in grace period before they will be withdrawn. Apply for renewal in the Registered Client Types Dashboard below."
- Applications Table:**

Client Type	Product Code	Application No.	Sub-No.	Application Type	Case No.	Status	Submission Date
Searcher for or of a vessel (Local)	CUZ5012420	IRPLA-20210721-0013-00-01	[Dropdown]	NEW	1800028403	In Progress	2021-07-27
Cleaning Agent	CUZ5012420	IRPLA-20210721-0011-01-01	[Dropdown]	WITHDRAWAL	1800034388	In Progress	2021-07-29
Own Goods Carrier: Full Cargo	CUZ5012420	IRPLA-20210804-0009-00-01	[Dropdown]	NEW	1800028510	In Progress	2021-08-04
- Products Table:**

Product Code	Registered Name	FAN No.	Effective Date	Valid To	Status
CUZ5012420	ACME Automation-403598	9125012975	2021-07-13	2024-12-31	ACTIVE

ii) The user clicks on the client type under Registered Client Types.

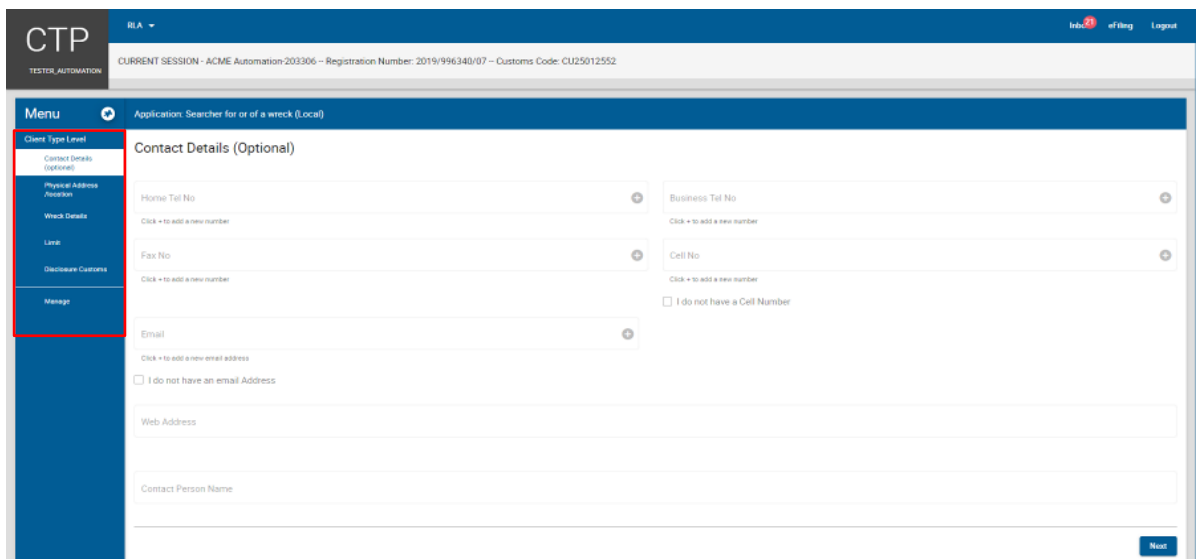
The screenshot shows the "Registered Client Types" table with the following data:

Product Code	Sub-No.	Depot Code	Territorial Code	BIC Code	SCAC Code	IATA Code	SARS Code in lieu of BIC/SCAC Code	SARS Code in lieu of IATA Code	Carrier Code(for Rate)	Status	Effective Date	Valid To	Renewal To	Acci Level
CUZ5012501										ACTIVE	2021-07-20	2021-12-31		
CUZ5012591	[Dropdown]	01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-07-11	2021-09-09	2021-04-09	N/A
CUZ5012591	[Dropdown]		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-05	2021-12-31	2023-01-30	N/A
CUZ5012591	[Dropdown]		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-05	2021-12-31	2022-01-30	N/A
CUZ5012591	[Dropdown]		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-07	2021-12-31	2022-01-30	N/A
CUZ5012591	[Dropdown]		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-26	2021-12-31	2022-01-30	N/A
CUZ5012591	[Dropdown]		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-07-19	2021-12-31	2022-01-30	N/A
CUZ5012591	[Dropdown]	32	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-07-19	2021-12-31	2022-01-30	N/A

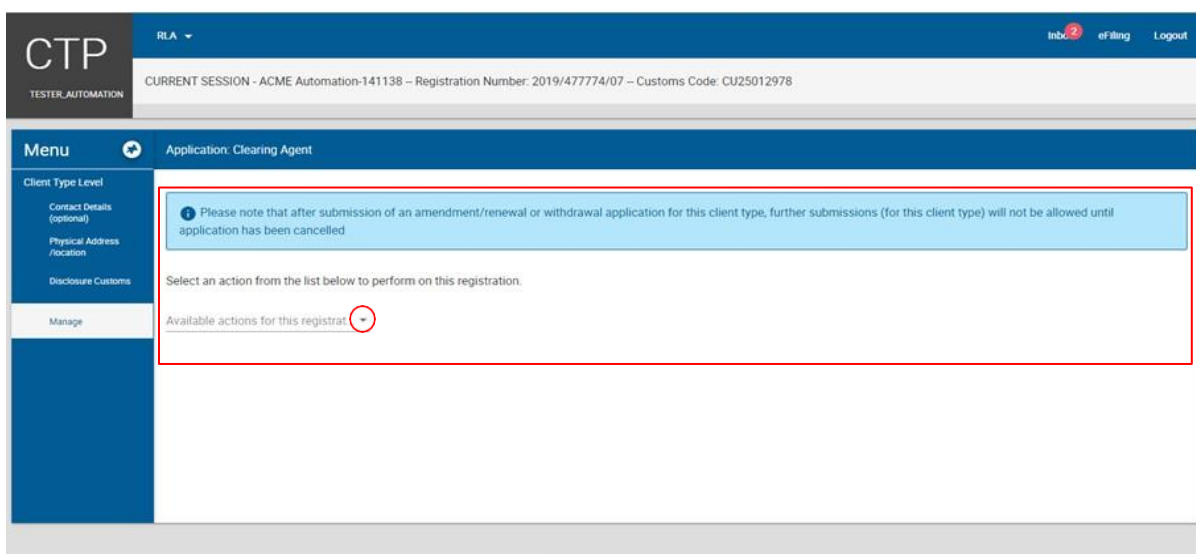
Legend: ■ Ready to renew ■ Applied for renewal ■ Renewal Overdue No Action Required

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- iii) The system displays the Client Type Level page and the user clicks on the Manage link under Menu.

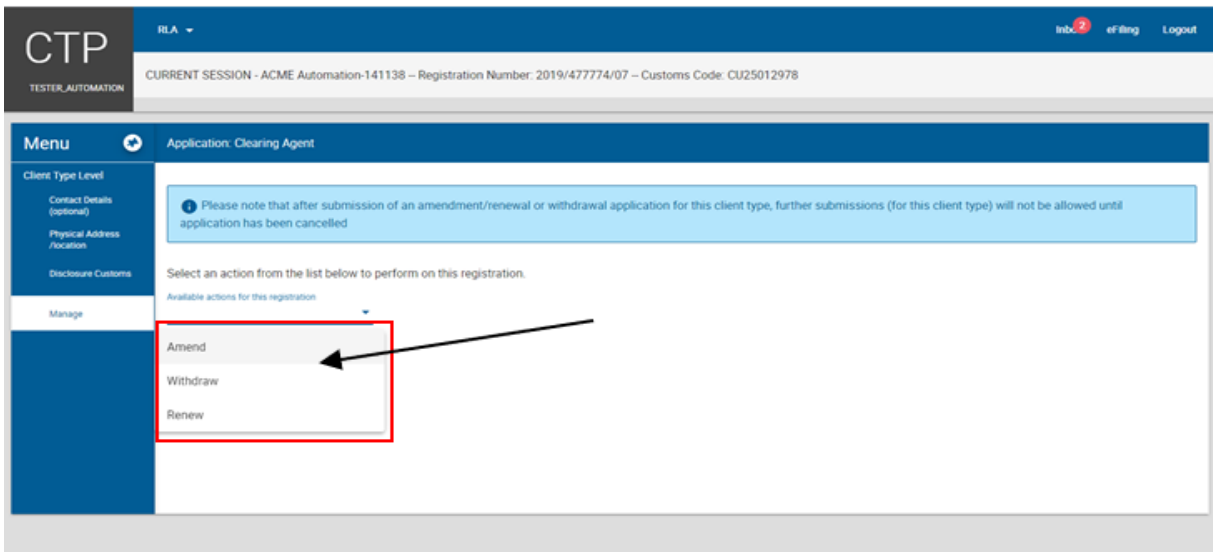


- iv) The system displays the Manage page and the user clicks on the dropdown arrow.

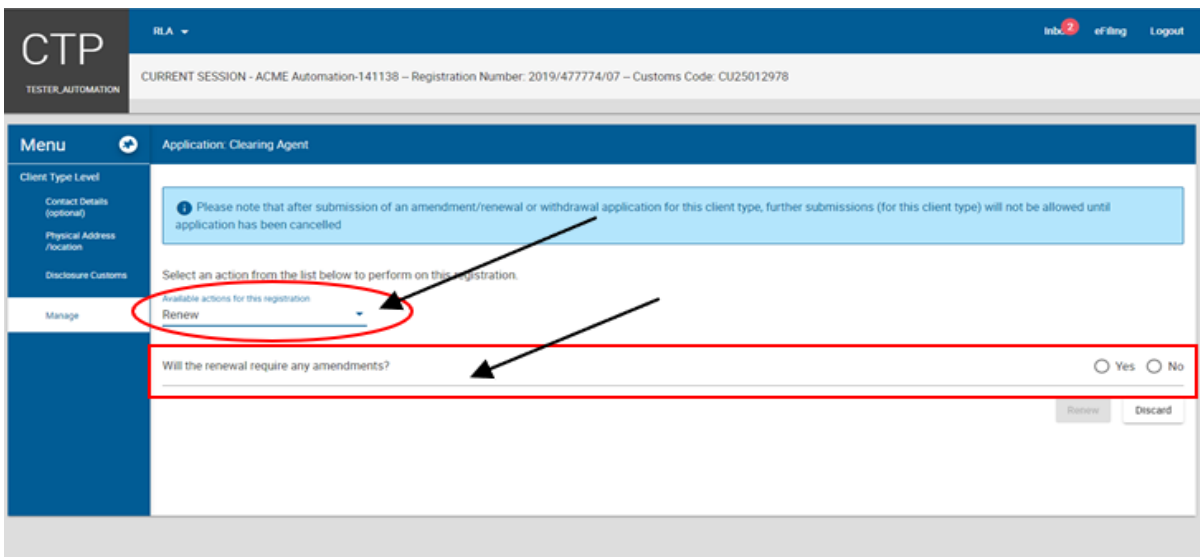


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- v) The system displays the available actions for this registration dropdown list and the user clicks on Renew.



- vi) The system:
- Displays the action Renew selected by the user under the Available action for this registration field; and
 - Asks whether an amendment is required.



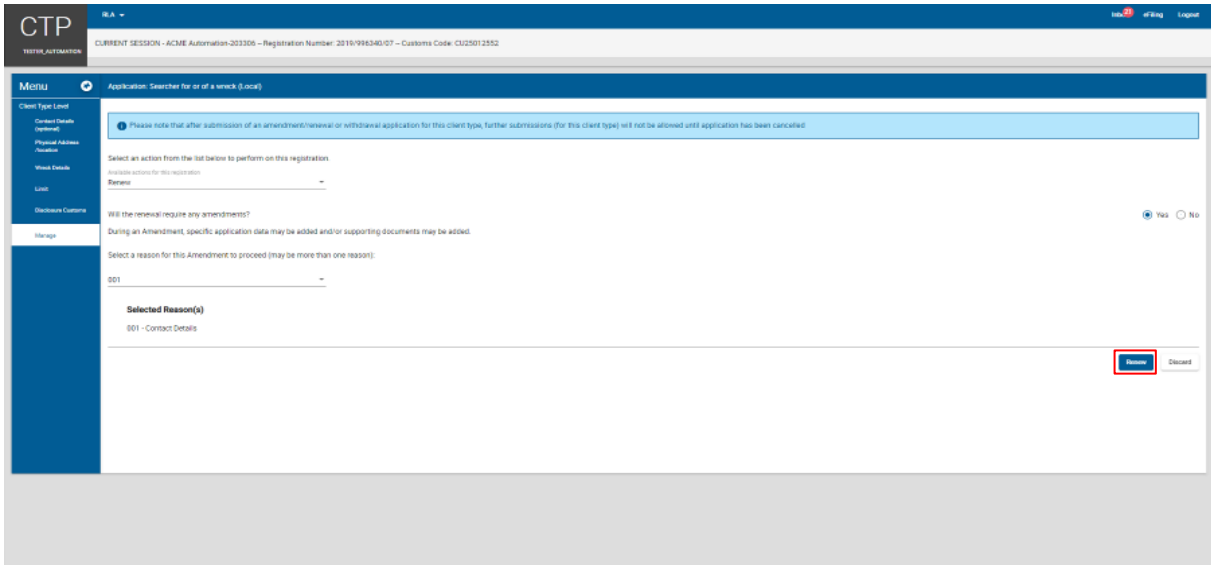
- vii) If an amendment is required:
- A) The user selects the radio button Yes.
 - B) The system displays the Select Reason(s) for amendment dropdown arrow.

The screenshot shows the CTP application interface. At the top, it displays 'CTP TESTER AUTOMATION' and 'CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552'. The main content area is titled 'Application: Searcher for or of a wreck (Local)'. A blue notification bar states: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled'. Below this, there's a section 'Select an action from the list below to perform on this registration.' with 'Available actions for this registration' set to 'Renew'. A question asks 'Will the renewal require any amendments?' with the 'Yes' radio button selected. A message box states: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' Below this, a dropdown menu for 'Selected Reason(s)' is open, showing a downward arrow. At the bottom right, there are 'Renew' and 'Discard' buttons.

- C) The user continues with the processes as prescribed above in order to select the applicable reason(s) for amendment.

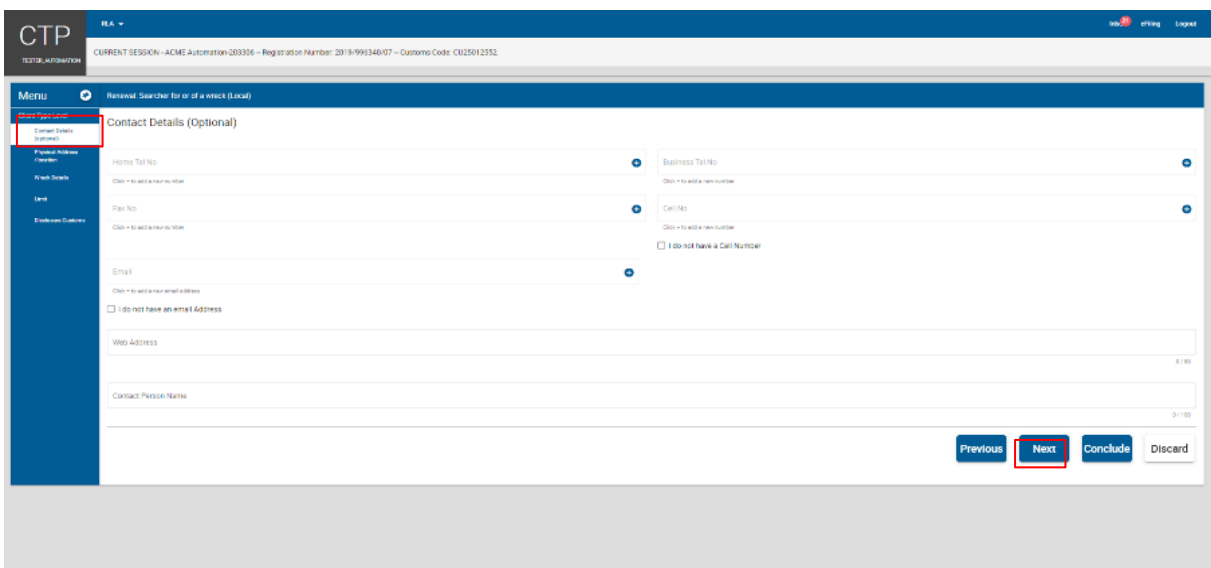
This screenshot shows the same CTP application interface as the previous one. The 'Yes' radio button remains selected. The dropdown menu for 'Selected Reason(s)' is now populated with the text '001 - Correct Details'. The 'Renew' button is now highlighted in blue, indicating it is the active action.

D) The user clicks on the Renew button.



The screenshot shows the 'Renew' page in the CTP system. The page title is 'Renew: Search for or of a vessel (Local)'. A blue notification banner at the top states: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled'. Below this, there is a section for 'Available actions for this registration' with a 'Renew' button. A question asks 'Will the renewal require any amendments?' with 'Yes' and 'No' radio buttons. A 'Selected Reason(s)' section shows '001 - Contact Details'. At the bottom right, the 'Renew' button is highlighted with a red box.

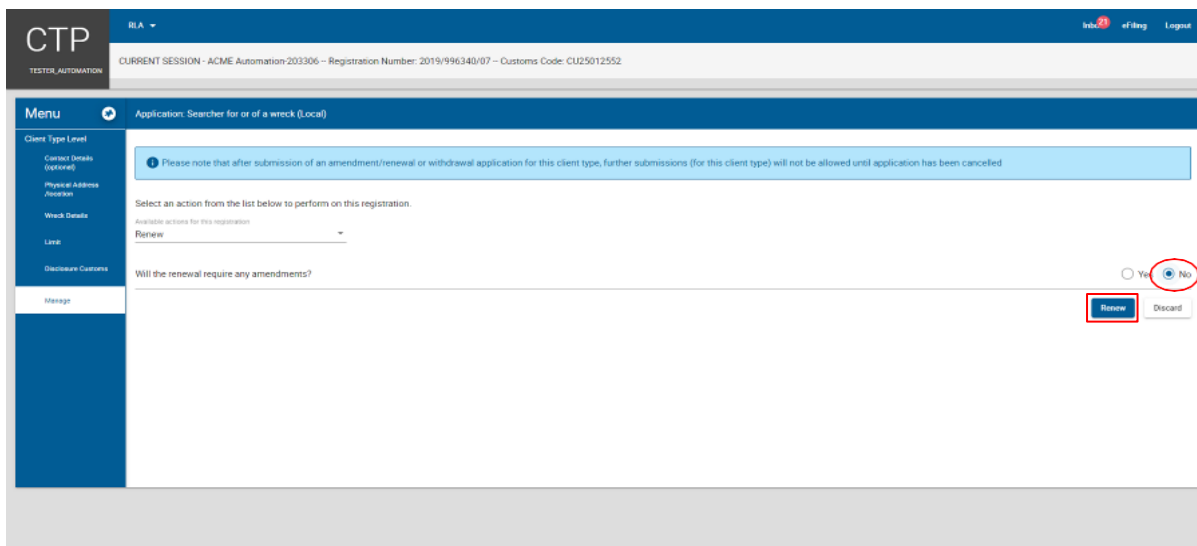
E) The system displays the Client Type Level page. The user continues with the processes prescribed above.



The screenshot shows the 'Contact Details (Optional)' page in the CTP system. The page title is 'Renewal: Search for or of a vessel (Local)'. The left sidebar has 'Contact Details (Optional)' highlighted with a red box. The main form contains fields for 'Business TEL No', 'Cell No', 'Email', and 'Web Address', each with a 'Do not have a [field type] number/address' checkbox. At the bottom right, the 'Next' button is highlighted with a red box.

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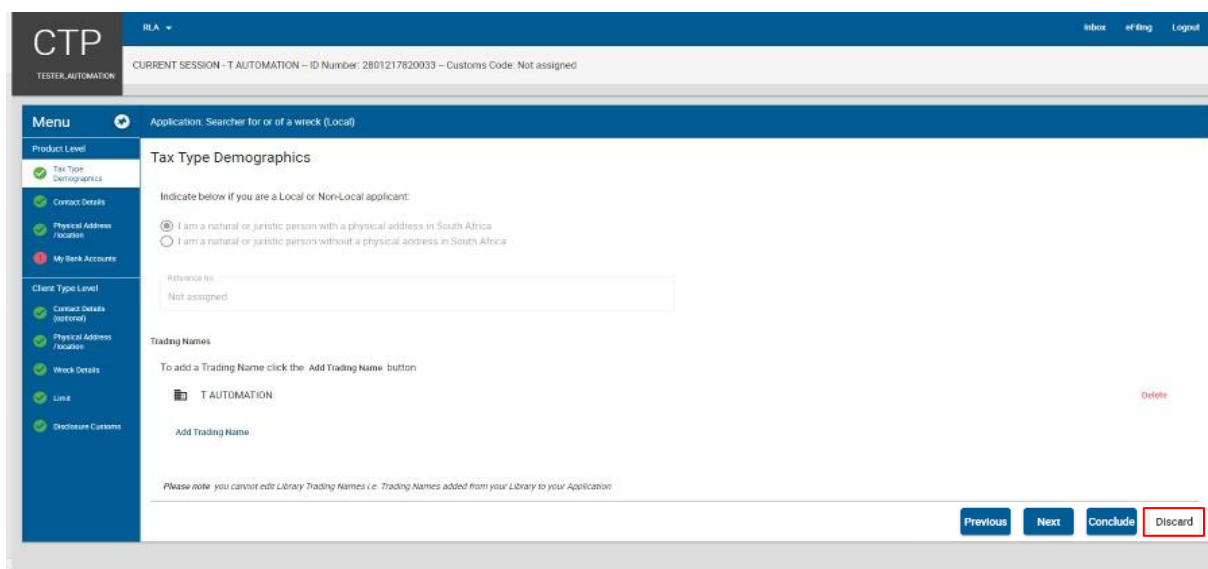
- viii) If no amendment is required:
 - A) The user:
 - I) Selects the radio button No; and
 - II) Clicks on the Renew button.



- B) The system displays the Disclosure Customs page and the user continues with the process prescribed in paragraph 9 below.

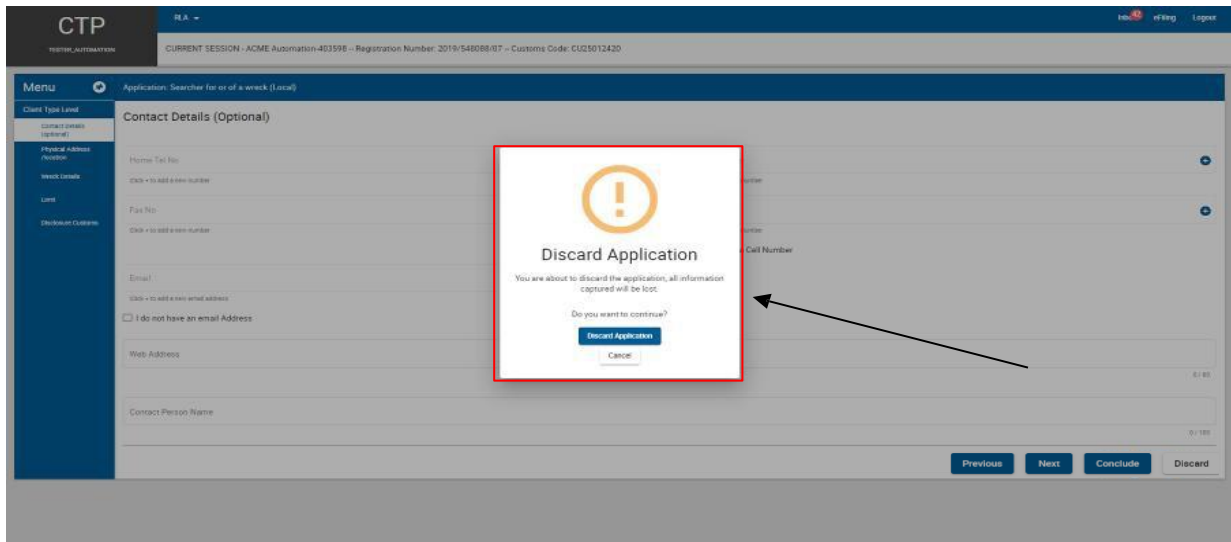
9 DISCARDING OF APPLICATION

- a) A user can at any time during the capturing process of his/her application click on the Discard button.



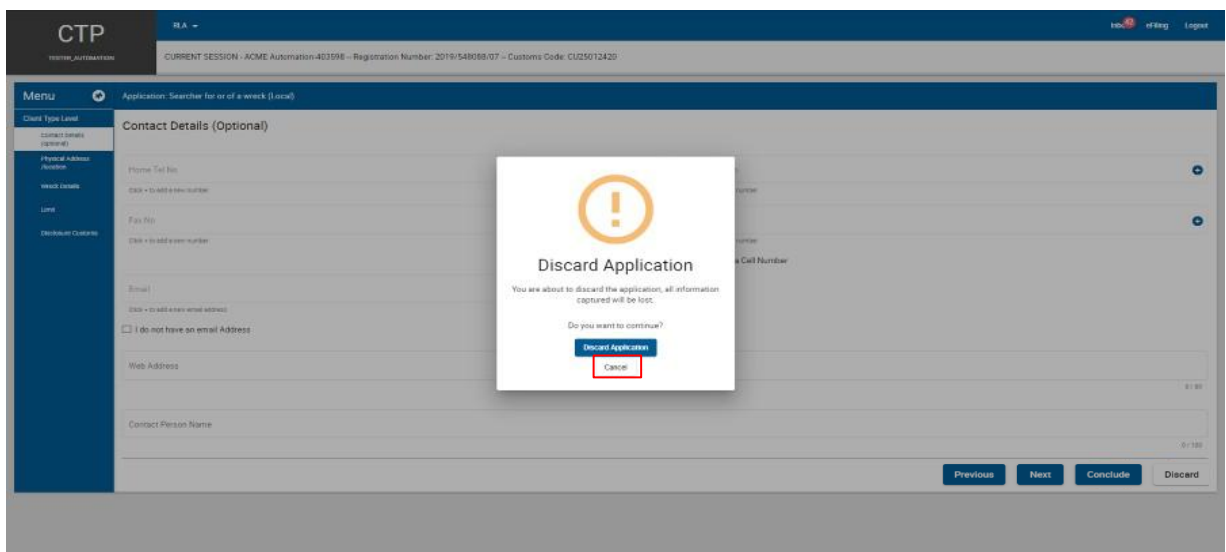
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- b) The system displays a message that the user is about to discard the application and that all the information captured will be lost.



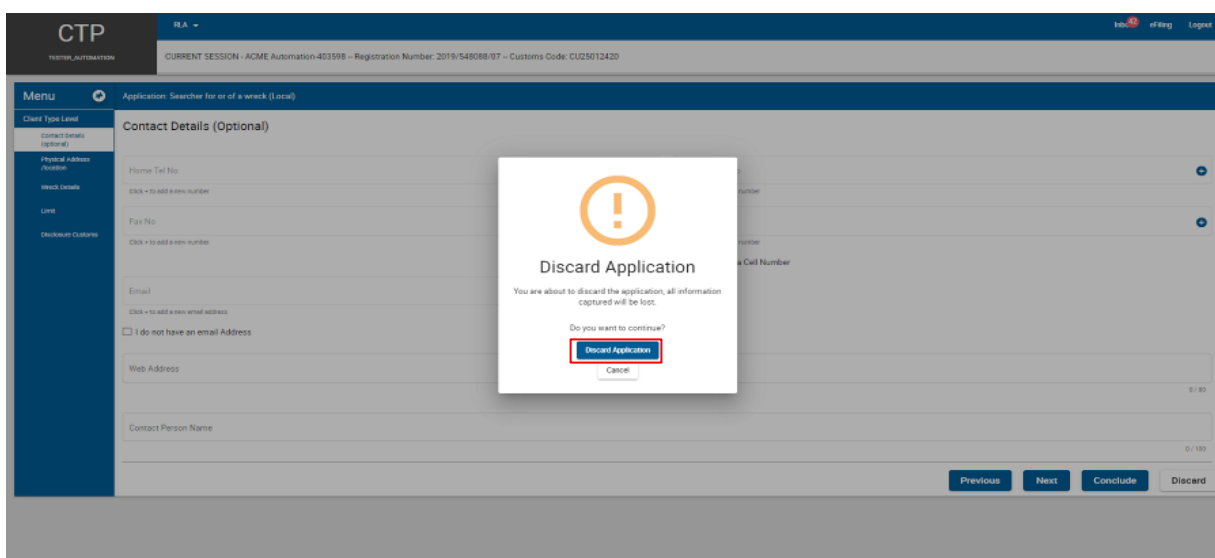
- c) The user can:

- i) Continue the current application by clicking on the Cancel button; or



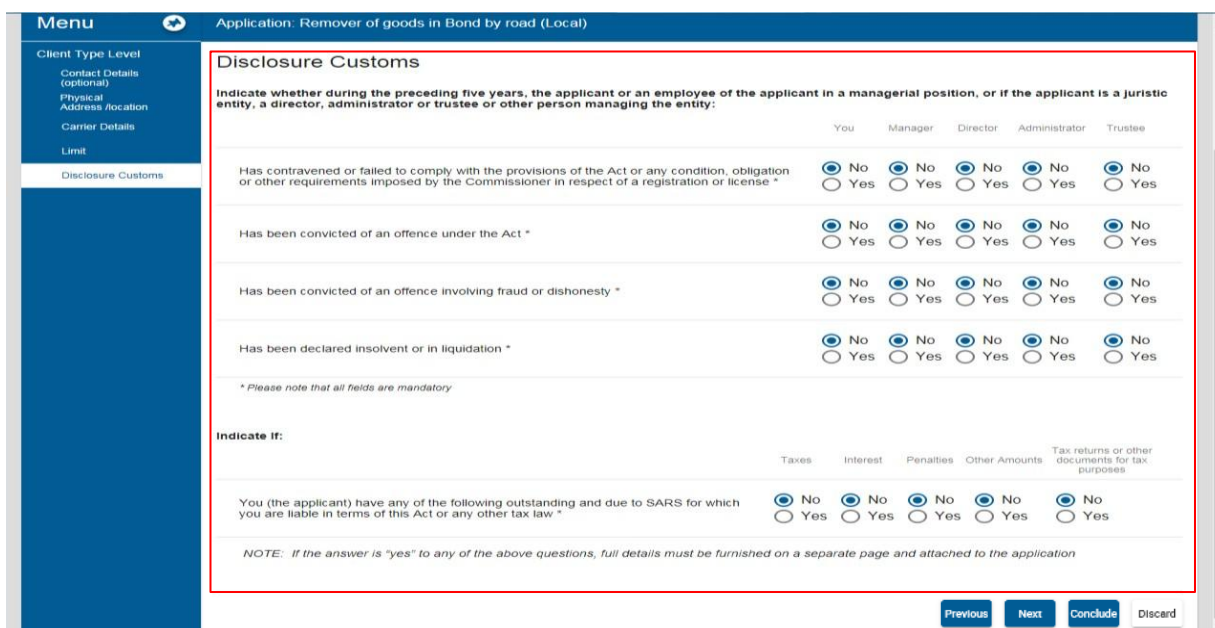
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- ii) Discard the current application by clicking on Discard button and the system returns to the user's RLA Dashboard, see paragraph 5.4 above.



10 DISCLOSURE CUSTOMS QUESTIONNAIRE

- a) The user must answer all the questions [prescribed in paragraph 2.9 a) of SC-CF-19] listed under Disclosure Customs by selecting either Yes or No.
- b) If any of the questions do not pertain to the applicant, the user must select No.
- c) If any of the answers to the question(s) is Yes. The user must furnish a motivation on a separate page that contains all the details. This motivation must then be uploaded at the end of the RLA application process, with all the other required (supporting) documents, see paragraph 10.



- d) Once all the questions have been answered, the user clicks the Conclude button. The system validates all the details captured under each field.

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e) The system will after all the details captured has been verified, indicate next to each field whether the details captured is correct or incorrect.

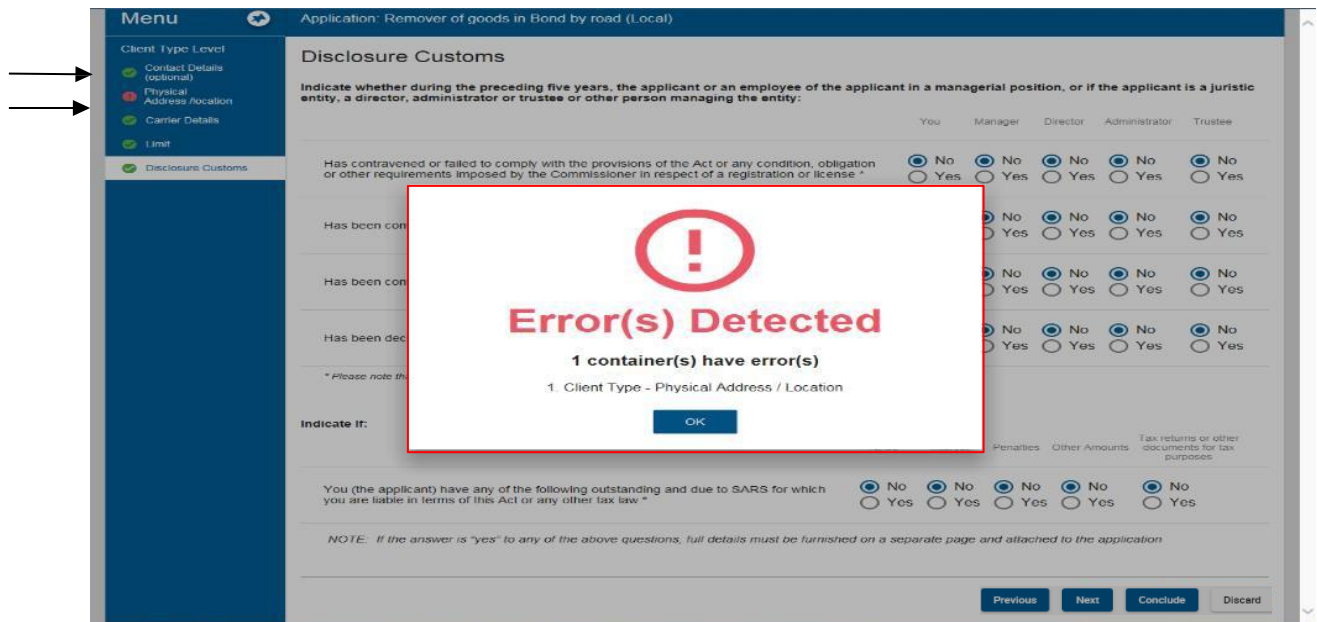
i) If incorrect:

A) The system displays an error message.

B) The user clicks on the Ok button; and

C) The system displays an “” next to the field incorrect in red; and

ii) If correct, the system displays a “” in green next to each field.

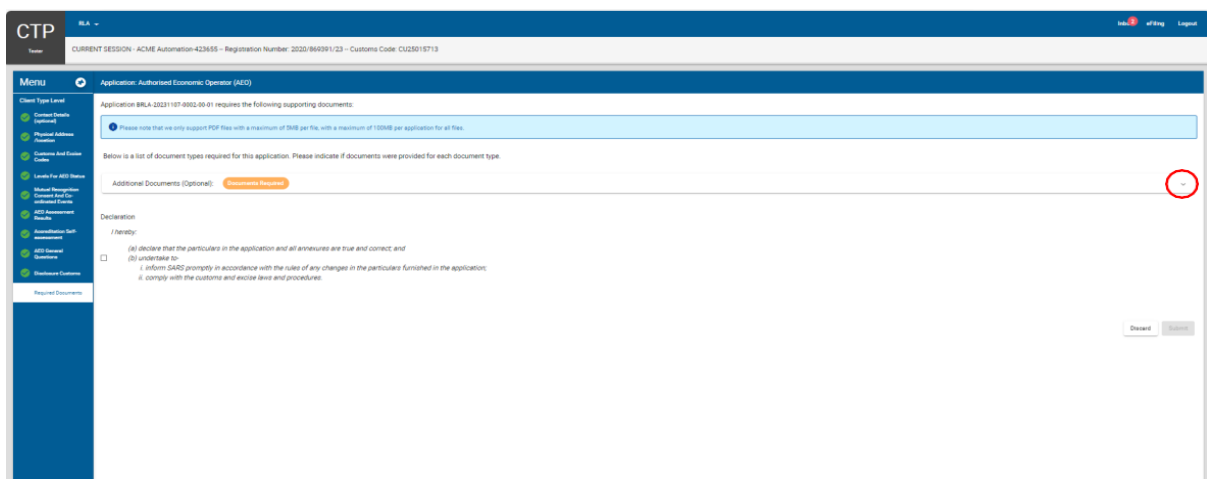


11 UPLOADING OF REQUIRED SUPPORTING DOCUMENT(S)

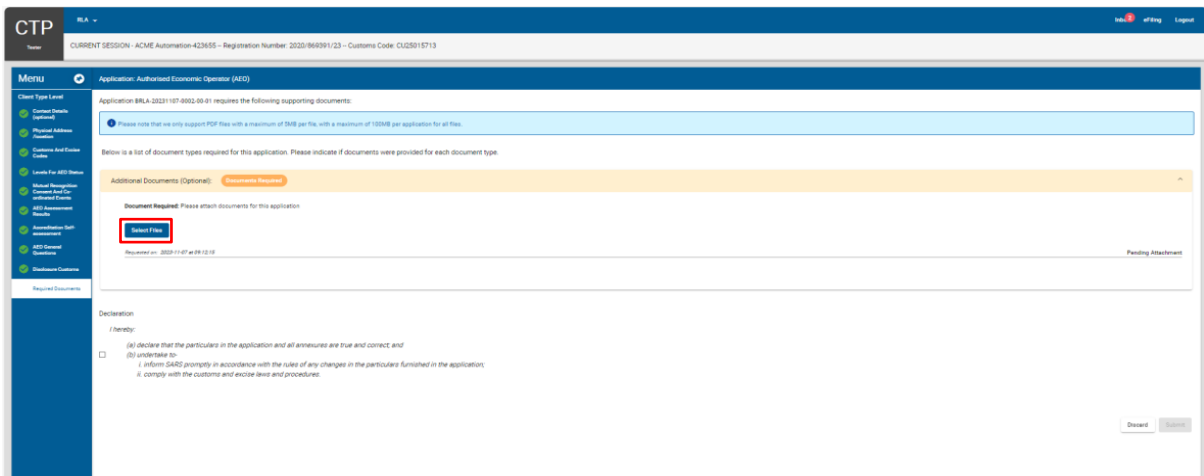
a) Once the system has concluded that all the details captured is valid and correct, the system displays the list of required (supporting) documents that must be uploaded.

b) All required documents to be uploaded must be in PDF format and certified as a copy of the original, if so required in terms of the Rules to the Act. The required documents must be uploaded within seven (7) calendar days. Failure to upload the required documents within seven (7) calendar days will result in the application being removed automatically and a new application must be submitted.

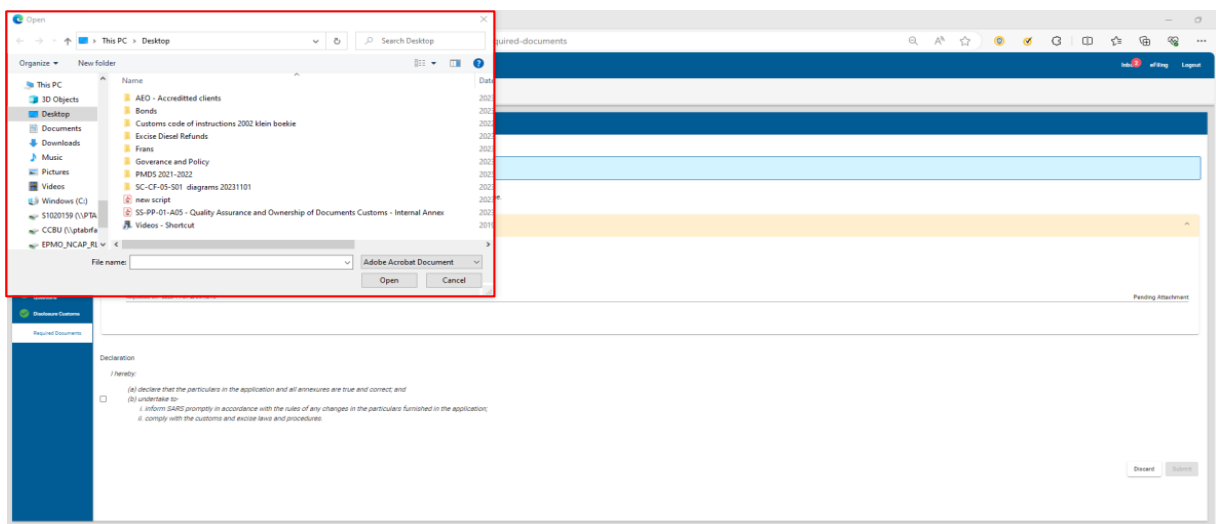
c) The user clicks on the **dropdown arrow** under each required document to be provided.



- d) The system displays a message to attach the document(s) for this application. The user clicks on the Select Files button.

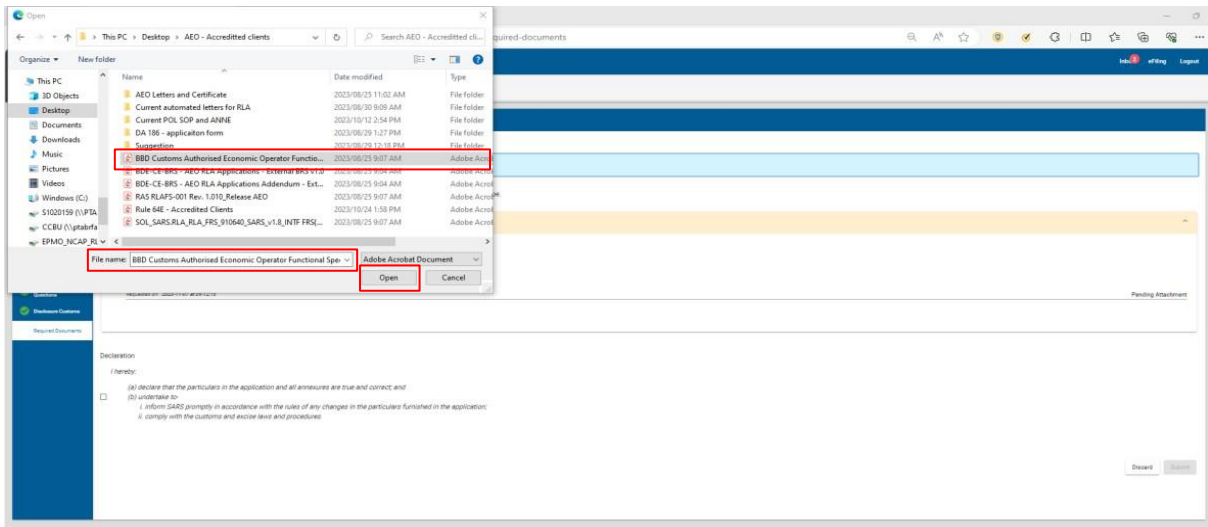


- e) The Choose File to Upload screen will pop up.

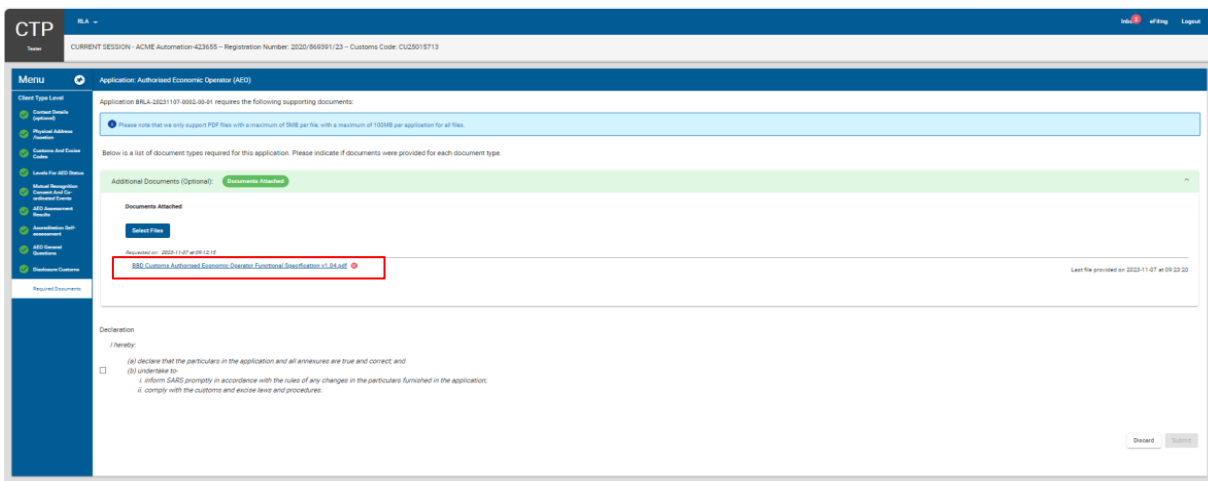


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- f) The user selects the required document(s) to be uploaded and clicks the **Open** button. The document(s) will then be attached to the user's application.



- g) The required document(s) is then uploaded to the application case. The same processes mentioned in the above paragraph [c) to f)] must be followed until all the required (supporting) document(s) have been successfully uploaded to the RLA or AEO application case.

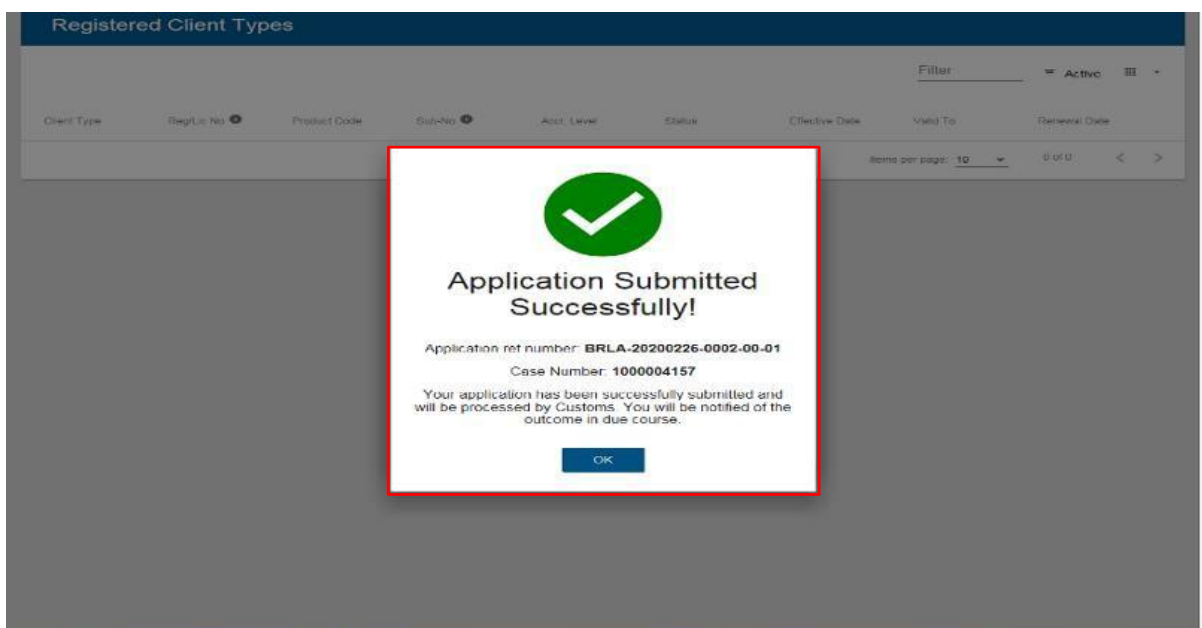


12 DECLARATION

- a) This field is mandatory the user must once all the required (supporting) document(s) has been successfully uploaded:
 - i) Select the declaration box; and
 - ii) Click on the Submit button to submit his/her RLA or AEO application to Customs for processing.

The screenshot shows a web application interface. On the left is a navigation menu with items like 'Address location', 'My Bank Accounts', 'Authorised Officer Details', 'Client Type Level', 'Contact Details (optional)', 'Physical Address location', 'Limit', and 'Disclosure Customs'. The 'Required Documents' section is active. The main content area shows two uploaded documents: 'How to join a teams meeting if you do not have a licence_.pdf' and 'Test RLA Bank statement.pdf'. Below this is the 'Declaration' section with the text: 'I hereby: (a) declare that the particulars in the application and all annexures are true and correct, and (b) undertake to- i. inform SARS promptly in accordance with the rules of any changes in the particulars furnished in the application; ii. comply with customs and excise laws and procedures.' A red box highlights a checked checkbox to the left of this text. At the bottom right, a red box highlights a 'Submit' button.

- b) The system displays:
 - i) A message that his/her application have been submitted successfully;
 - ii) The application's reference number; and
 - iii) Case number.
- c) The user clicks on the Ok button to close his/her application case.



- d) The system:
 - i) Forwards an acknowledgement of submission notification to the user via SMS or email. The notification includes the application case number; and

- ii) Returns to the RLA Dashboard and displays:
 - A) The case under Application; and
 - B) Case status e.g. in Progress.

CTP Auto_Mation RLA - Inbox Logout

CURRENT SESSION - ACME Automation-932877 -- Registration Number 2019/430822/07 -- Customs Code: Not assigned

Applications

Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status	Submission Date
Importer (local)		BRLA-20200226-0002-00-01	N/A	NEW	1000004157	In Progress	2020-02-26

Items per page: 10 1 - 1 of 1

- e) The user will be able to register / license another client type provided the first application has been finalised. If the first application has been approved, the system will display the client type registered or licensed under Registered Client Types and Customs Product level details.

CTP Auto_Mation RLA - Inbox Logout

CURRENT SESSION - ACME Automation-932877 -- Registration Number 2019/430822/07 -- Customs Code: Not assigned

Applications

Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status	Submission Date
Importer (local)		BRLA-20200226-0002-00-01	N/A	NEW	1000004157	In Progress	2020-02-26

Items per page: 10 1 - 1 of 1

Products

Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CUJ25001527	ABC Wholesale PTY LTD	8125901411	2020-02-26	2030-02-26	ACTIVE

Items per page: 10 1 - 1 of 1

Registered Client Types

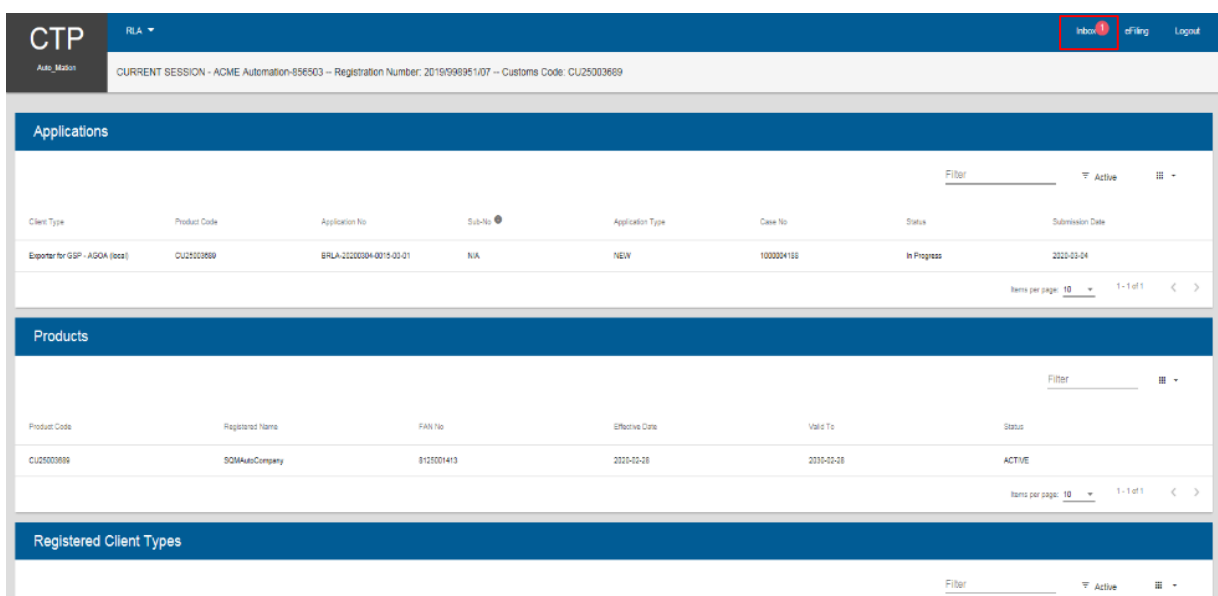
Client Type	Reg/Lic No	Product Code	Sub No	Appr. Level	Status	Effective Date	Valid To	Renewal Date
Importer (local)	CUJ80001018	CUJ25001527	N/A	N/A	Active	2020-02-26	2030-02-26	2030-01-27

Items per page: 10 1 - 1 of 1

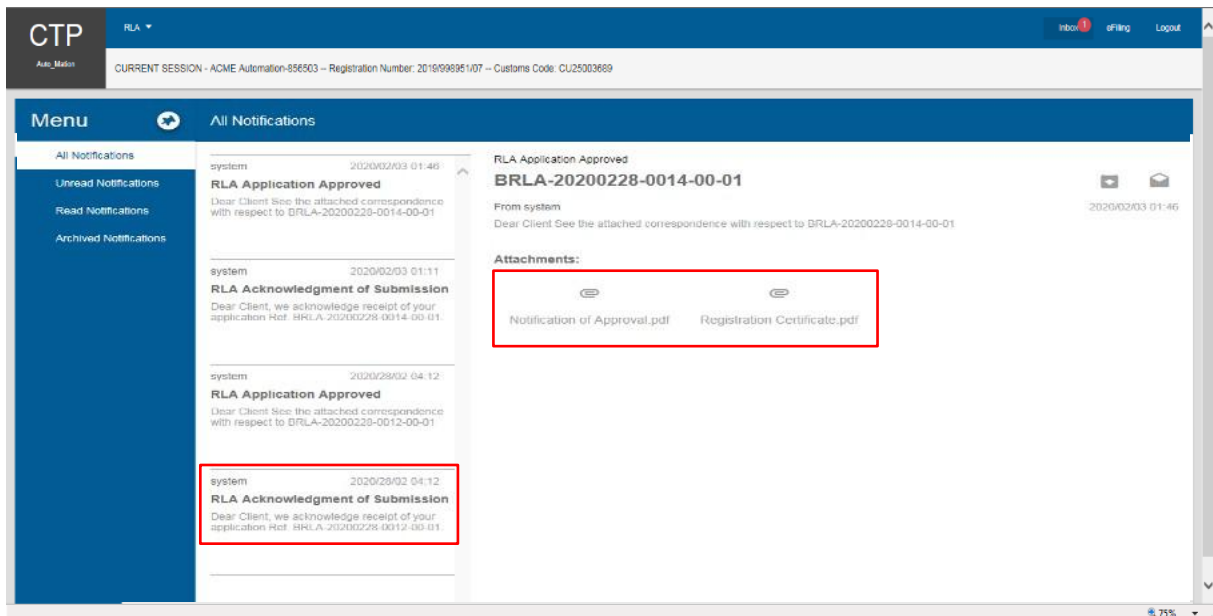
13 INBOX ON THE RLA DASHBOARD

13.1 Viewing of notification issued

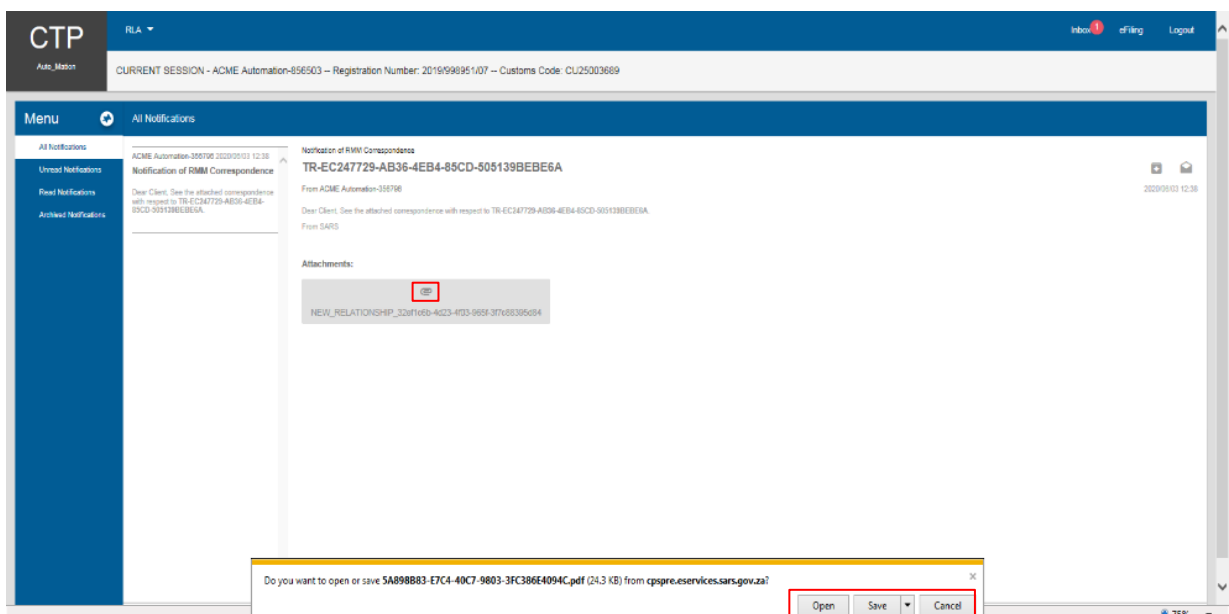
- a) Various notifications are sent to clients via email to inform them that there is new correspondence available in relation to applications that have been submitted. These notifications are visible in the Inbox on the client's RLA dashboard.
- b) Once the user has successfully logged in onto the client's RLA Dashboard via eFiling, the user clicks on the Inbox link in the top Menu to navigate to the Inbox. The number that is displayed in red next to the Inbox link on the user's RLA dashboard indicates the number of unread messages.



- c) The system displays the RLA Inbox.
- d) The subject and notes for the notification is displayed as well as a:
 - i) Link to view the attached PDF letter; or
 - ii) Hyperlink to the appropriate page for example in the case where the user is requested to upload supporting documents.



- e) To view, save or print an attachment:
- i) The user clicks on the attachment icon.
 - ii) The system asks if you want to Open or Save the attachment.
 - iii) The user clicks on the:
 - A) Open button to view or print the attachment: or
 - B) Save button to save the attachment to his/her computer.

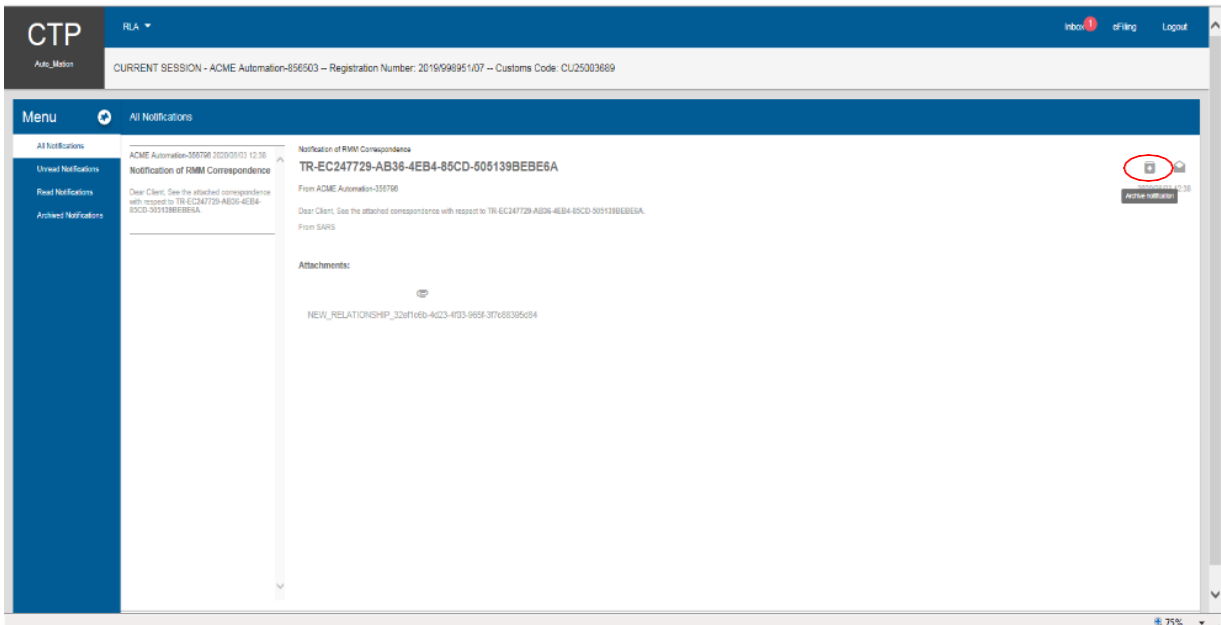


13.2 Archiving of Notification

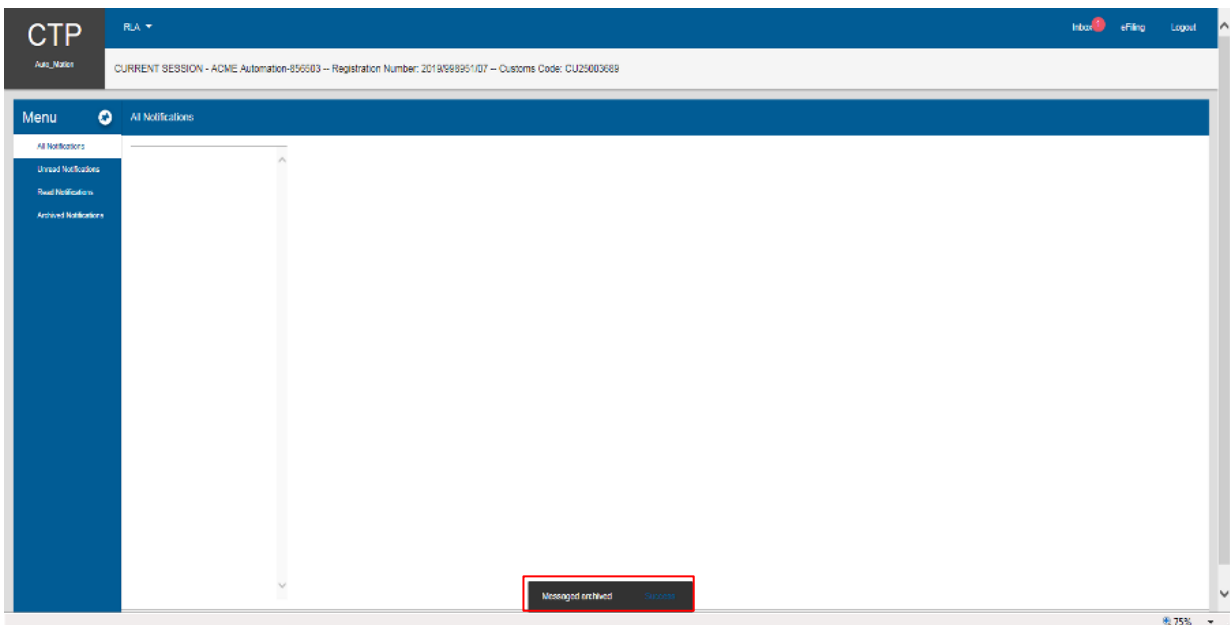
- a) After the user has viewed, printed or saved the attached notification:
- i) The user clicks on the Archive Notification Icon;
 - ii) The system:
 - A) Moves the notification from the All Notifications folder to the Archived Notifications folder; and

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- B) Updates the number of unread messages displayed in red next to the Inbox link.

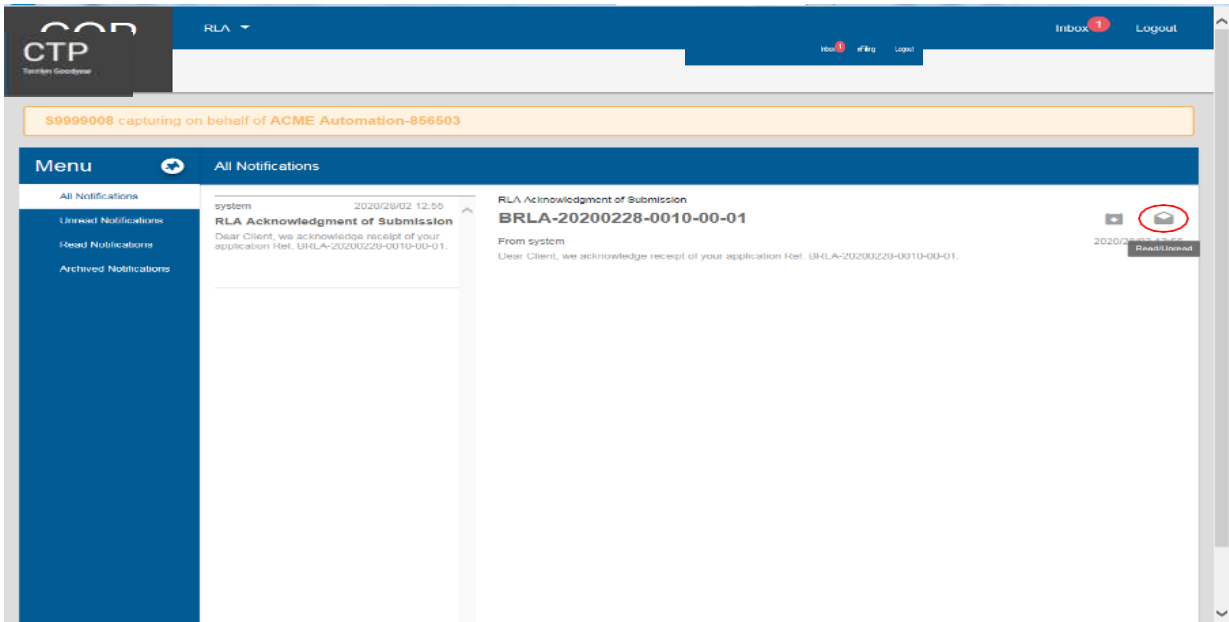


- b) The system displays a message that the notification has been successfully archived.

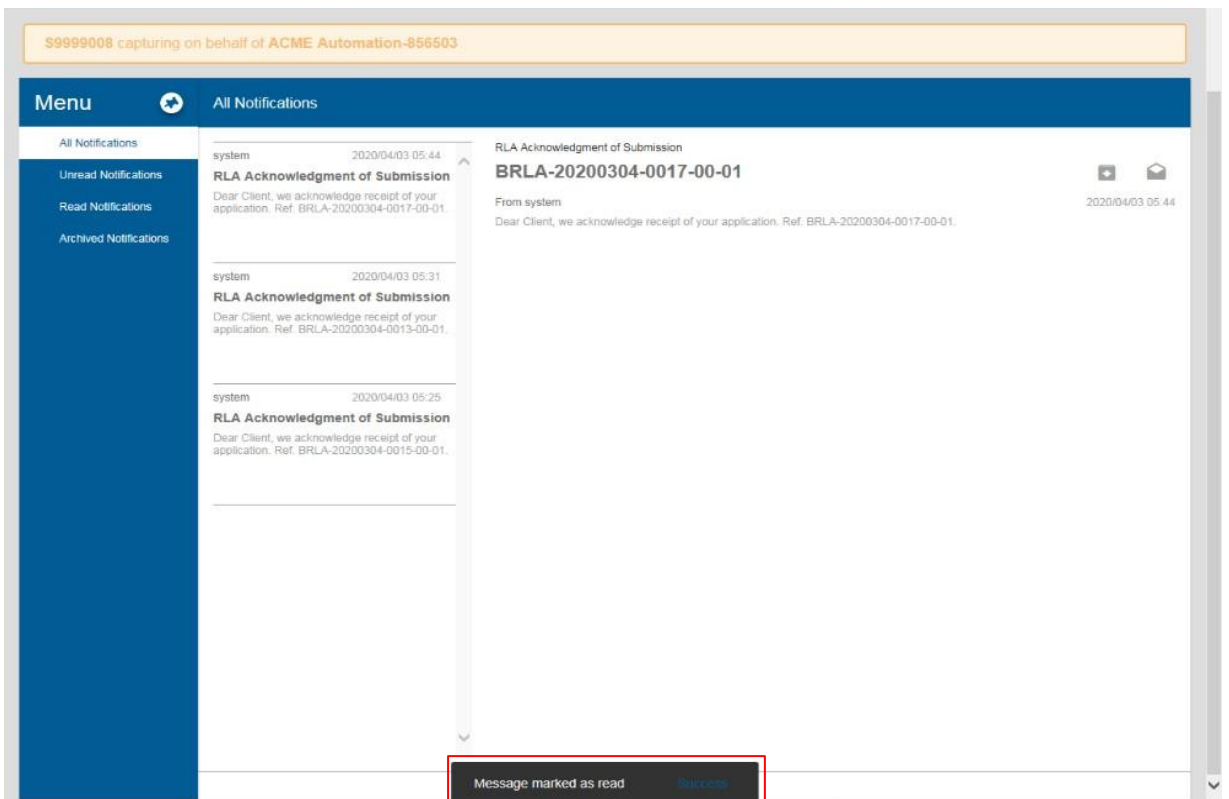


13.3 Mark notification as read or unread

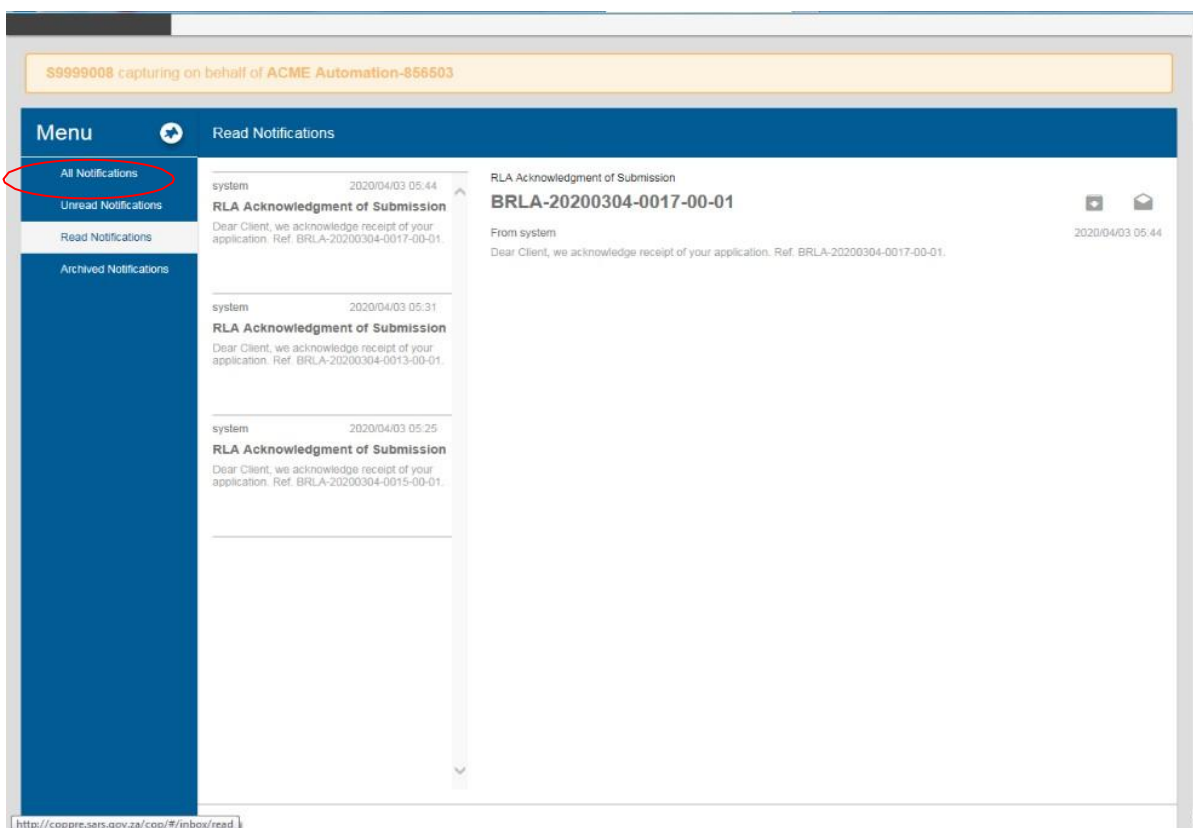
- a) The user can also move notifications from the Read Notifications folder to the Unread Notifications folder by clicking on the Read/Unread icon.



- b) The system indicates that the message is marked as read.



- c) The system moves the message from the All Notifications folder to the Read Notifications folder.



14 REFERENCES

14.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	<p>Customs and Excise Act No. 91 of 1964: Sections 1(1), 4, 4(3D), 8, 18, 18A, 19, 19A, 21, 21A, 22, 23, 25, 27, 34, 36, 36A, 38, 38A; 41, 43, 44, 44A, 46A, 47, 47A, 47B, 48, 49, 51, 54FD, 59, 59A, 60 – 64, 64A – G, 65, 73, 75, 77, 78 to 86A, 98, 99, 99A 101, 101A 105, 107A, 113(1), 113(2) 114, 116 and 120</p> <p>Customs and Excise Rules: 00.03, 8.03, 8.04, 8.06, 8.08, 18.01 - 18.15; 18A.01 - 18A.06; 19.09.02 – 19.09.05; 19A.02, 21A.01 to 21A.13, 27.02, 27.03, 34.01, 38.01 to 38.16, 38A.03, 39.04 to 39.08, 39.14, 41.01 to 41.05, 45.01 to 45.02, 46A1.01 – 46A5A21, 47B.01 – 47B.06, 49A, 49D, 49F, 49G, 59A, 60 – 64, 64A – G, 65.01 to 65.03, 75.01 to 75.24, 101.01 to 101.03, 101.03(a) 101A.01 to 101A.12, 110.01 – 110.02; 120.03 to 120.04, 120A.03, and 120.08 to 120.09</p> <p>Schedule 3: Industrial Rebates of Customs Duties</p> <p>Schedule 4: General Rebates of Customs Duties, Fuel Levy and Environmental Levy</p> <p>Schedule 5: Specific Drawbacks and Refunds of Customs Duties, Fuel Levy and Environmental Levy</p> <p>Schedule 6: Refunds and Rebates of Excise Duties, Fuel Levy and Environmental Levy</p> <p>Schedule 8</p> <p>Schedule 10: Part - This Schedule provides for the publication of agreements as a part of Customs legislation in order to give effect there to:</p>

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TYPE OF REFERENCE	REFERENCE
	a) Part 1A – Agreement on Trade Development and Co-operation between the European Community and their Member States and the Republic of South Africa; and b) Part 1B – Economic Partnership Agreement (EPA) between the SADC EPA States, of the one Part and the European Union and its Member States, of the other Part; c) Part 1C – Economic Partnership Agreement between the Southern African Customs Union (SACU) Member States and Mozambique, of the One Part and the United Kingdom of Great Britain and Northern Ireland, of the Other Part; d) Part 2 – Treaty of the Southern African Development Community (SADC) and Protocols concluded under the provisions of Article 22 of the Treaty; e) Part 3 – Agreement between the Government of the Republic of South Africa and the Government of the United States of America regarding Mutual Assistance between their Customs Administrations; f) Part 4 – Southern African Customs Union (SACU) Agreement between the Governments of the Republic of Botswana, Kingdom of eSwatini; the Kingdom of Lesotho, the Republic of Namibia and the Republic of South Africa; g) Part 5 – Memorandum of Understanding between the Government of the Republic of South Africa and the Government of the People’s Republic of China on promoting Bilateral Trade and Economic Co-operation; h) Part 6 – Free Trade Agreement between the EFTA States and the SACU States; i) Part 7 - Preferential Trade Agreement between MERCOSUR and SACU; and Part 8 – Agreement establishing the African Continental Free Trade Area (AfCFTA)
Other Legislation:	None
International Instruments:	None

14.2 Cross References

DOCUMENT #	DOCUMENT TITLE
GEN-ELEC-15-G01	Guide to the Entity Merge Functionality on eFiling – External Guide
GEN-ELEC-18-G01	How to register for eFiling and manage your user profile – External Guide
GEN-GEN-41-G01	Change of Banking Details – External Guide
GEN-GEN-51-G01	SARS Online Query System – External Guide
GEN-REG-01-G04	How to complete the registration Amendments and Verification Form (RAV01) – External Guide
SC-CC-38	Reporting of Conveyances and Goods – External Policy
SC-CF-07	Accreditation – External Policy
SC-CF-19-A01	Documentary Requirements – External Annex
SC-CF-19-A02	Facility Code List – External Annex
SC-CF-26	Application to submit cargo reports – External Manual
SC-CF-37	Sufficient Knowledge Competency Assessment for AEO – External Guide
SC-CF-50	Relationship Management – External Guide
SC-CF-55	Clearance Declaration - External Policy
SC-CO-01-02	Offence and Penalties – External Policy
SC-CW-01-07	Duty- and Tax-Free Shops – External Policy
SC-DT-B-02	Deferments – External Policy
SC-DT-C-13	Refunds and Drawbacks – External Policy
SC-PR-01-02	Rebate item 470.03 – External Guide
SC-RO-02	Administration of Trade Agreements – External Policy
SC-SE-05	Bonds – External Policy

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DOCUMENT #	DOCUMENT TITLE
SC-TR-01-05	Removal of Goods – External Policy
SE-ADV-02	Ad Valorem Excise Duty – External Policy
SE-AK-02	Aviation Kerosene – External Policy
SE-BIO-02	Biodiesel – External Policy
SE-BON-02	Bonds -External Policy
SE-CBT-02	Carbon Tax – External Policy
SE-CD-02	Environmental Levy on Carbon Dioxide Emissions on New Motor Vehicles Manufactured in South Africa – External Policy
SE-DEL-02	Diamond Export Levy – External
SE-ELC-02	Environmental Levy on Electricity Generated in South Africa – External Policy
SE-MB-02	Malt Beer – External Policy
SE-OFB-02	Other Fermented Beverages – External Policy
SE-OIL-02	Oil Industry – External Policy
SE-PB-02	Environmental Levy on Plastic Bags Manufactured in South Africa – External Policy
SE-SB-02	Health Promotion Levy on Sugary Beverages – External Policy
SE-SP-02	Spirits – External Policy
SE-TAB-02	Traditional African Beer – External Policy
SE-TL-02	Environmental Levy on Tyres – External Policy
SE-TOB-02	Tobacco – External Policy
SE-WV-02	Wine and Vermouth – External Policy

14.3 Quality Records

NUMBER	TITLE
DA 185	Application form: Registration / Licensing of Customs and Excise Clients
DA 185.4A1	Importer
DA 185.4A2	Exporter
DA 185.4A3	Rebate User
DA 185.4A4	Manufacturer
DA 185.4A5	Manufacturing warehouse (APDP)
DA 185.4A7	Producer
DA 185.4A10	Manufacturer in terms of drawback items 501.00 to 521.00
DA 185.4A11	SEZ and or designation of a CCA
DA 185.4A13	Registered agent
DA 185 C	Security Particulars
DA 185.4B1	Special manufacturing warehouse
DA 185.4B2	Manufacturing warehouse
DA 185.4B3	Storage warehouse
DA 185.4B4	Special storage warehouse
DA 185.4B5	Clearing agent
DA 185.4B6	Remover of goods in bond (Local or foreign)
DA 185.4B9	Storage warehouse (Customs Controlled Area Enterprise)
DA 185.4B10	Manufacturing warehouse (Customs Controlled Area Enterprise)
DA 185.4B14	De-grouping depot
DA 185.4B15	Searcher of or searching for wreck
DA 185.4B16	Container depot
DA 186	Application for Accredited Client
DA 261	Application for a license to search / search for a wreck
DA 46A.01	Exporter's application for Registration for the purposes of the GSP
DA 46A1.02	Exporter's Application for Registration for the purposes of the AGOA.
DA 46A1.03	Manufacturer's Application for Registration for the purposes of the AGOA
DA 49A.02	Application for approved exporter status
DA 8	Application for registration to submit reporting documents for sea cargo
DA 8A	Application for registration to submit reporting documents for air cargo
DA 8B	Application for registration to submit reporting documents for rail cargo

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NUMBER	TITLE
DA 8C	Application for registration to submit reporting documents for road cargo
RAV01	Registration, Amendments and Verification form

15 DEFINITIONS AND ACRONYMS

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

16 DISCLAIMER

- a) The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation or seek a formal opinion from a suitably qualified individual.
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 - ii) Make a booking to visit the nearest SARS branch;
 - iii) Contact your own tax advisor / tax practitioner;
 - iv) If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277);
or
 - v) If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).