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CUSTOMS TRADER PORTAL FOR REGISTRATION, LICENSING AND ACCREDITATION

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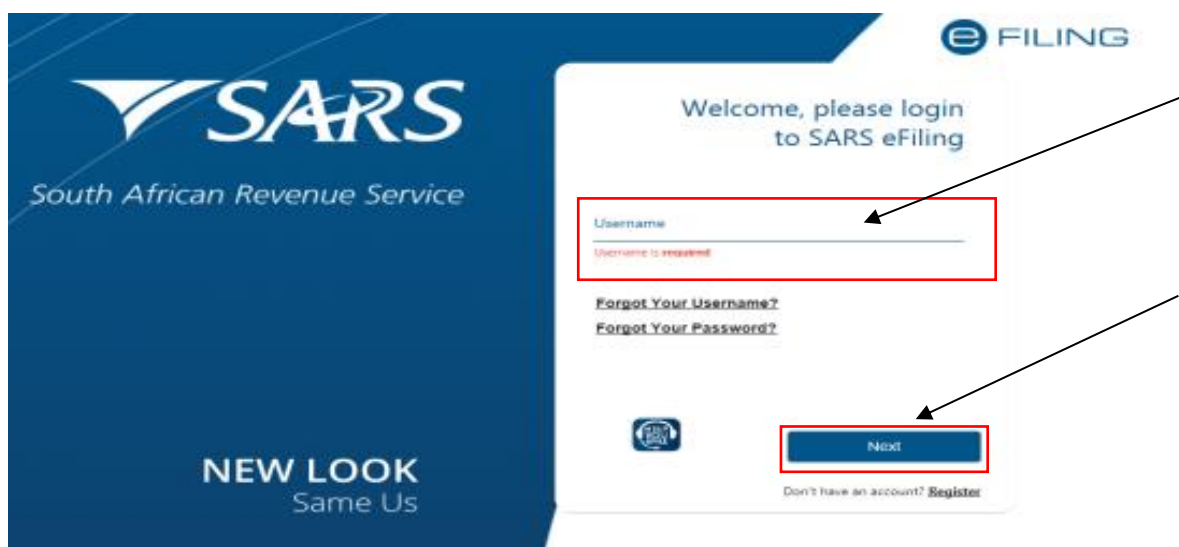
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1 SUMMARY

- a) Electronic submission
 - i) The application types indicated in SC-CF-19-A01 with 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 licence.
- b) When applying for a Customs client type manually as indicated in SC-CF-19-A01 with an M in the submission channels, the application must:
 - i) Complete the DA 185 and the relevant annexure manually; and
 - ii) Submit to any Customs Branch Office the:
 - A) Manually completed DA 185, the relevant annexure; and
 - B) The relevant supporting documents as prescribed in:
 - I) The DA 185;
 - II) The relevant annexure; and
 - III) SC-CF-19-A01.

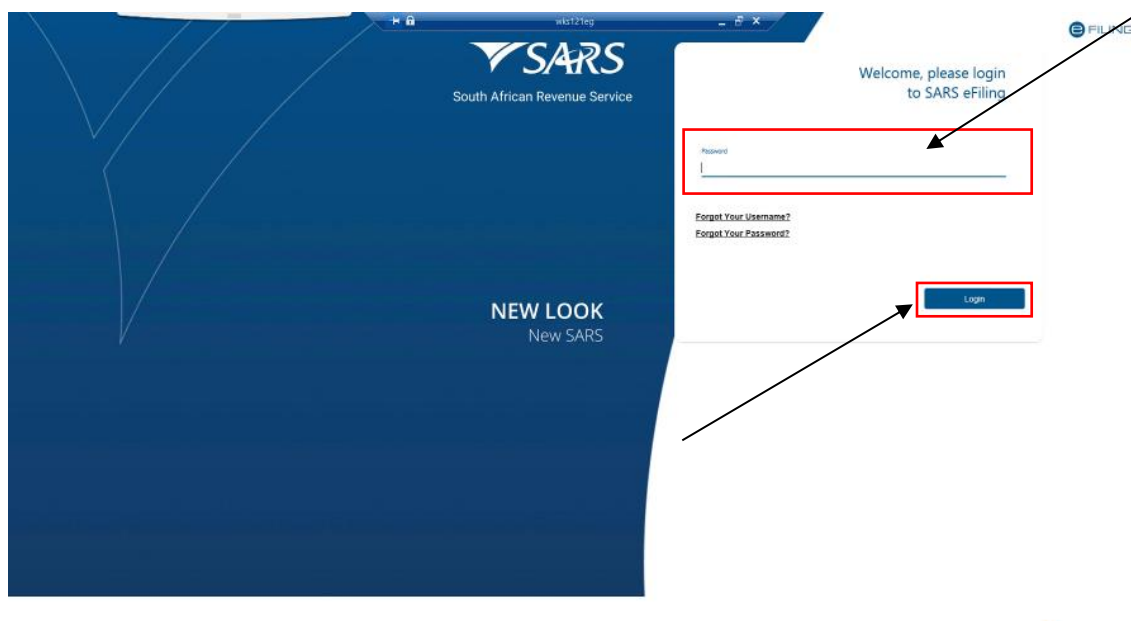
2 LOG IN TO EFILING

- 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.

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- 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 portal interface. On the left is a sidebar with the user's name 'Mr. JOHANNES MARTHINUS ANDRIES STEENKAMP' and various menu options. The main content area has a top navigation bar with links like Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, and Contact. Below this, there are two main sections: 'Taxpayers' and 'Users'.

The 'Taxpayers' section contains a table with the following data:

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

The 'Users' section contains a 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	1	2010-10-18 12:35	2010-10-26 10:01	2011-07-05 08:43

An arrow points from the 'Date of Invite' column in the 'Users' table to the 'Date of Invite' field in the 'Taxpayers' table.

3 CHANGE PORTFOLIO TYPE AND TAXPAYER DETAILS ON EFILING

3.1 If the user is an individual

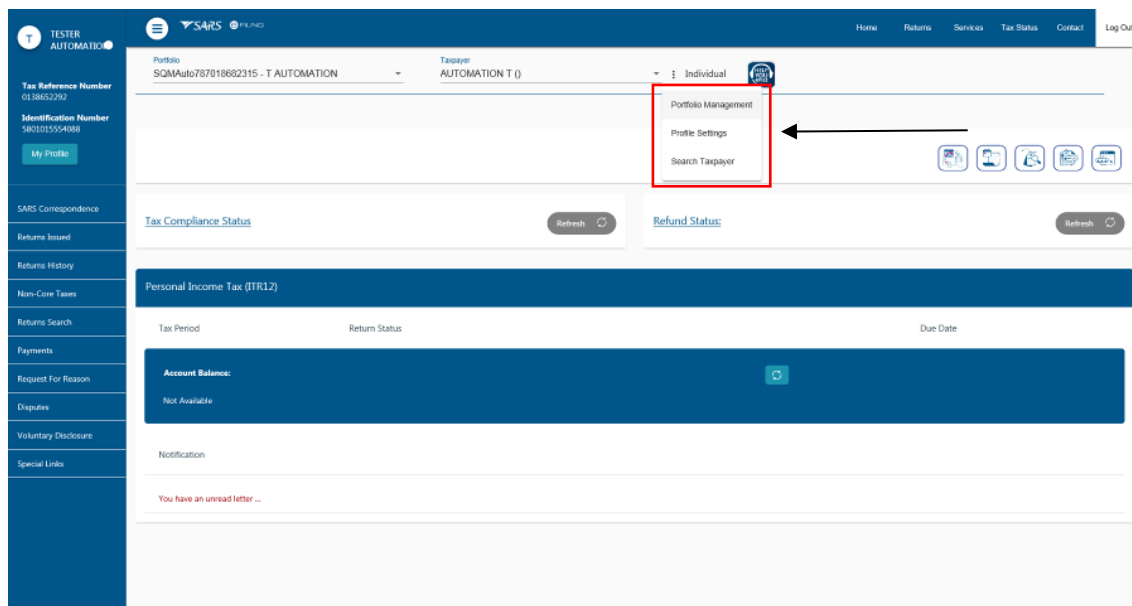
- a) The user must change his/her portfolio type from individual to organisation in order to submit an application for a Customs client type through eFiling. The user clicks on the three dots next to his/her portfolio type individual.

The screenshot shows the SARS eFiling portal interface. The top navigation bar includes links like Home, Returns, Services, Tax Status, and Contact. The main content area has a top section with 'Portfolio' and 'Taxpayer' dropdowns. The 'Portfolio' dropdown is set to 'Individual'. An arrow points to the 'Individual' option in the dropdown menu.

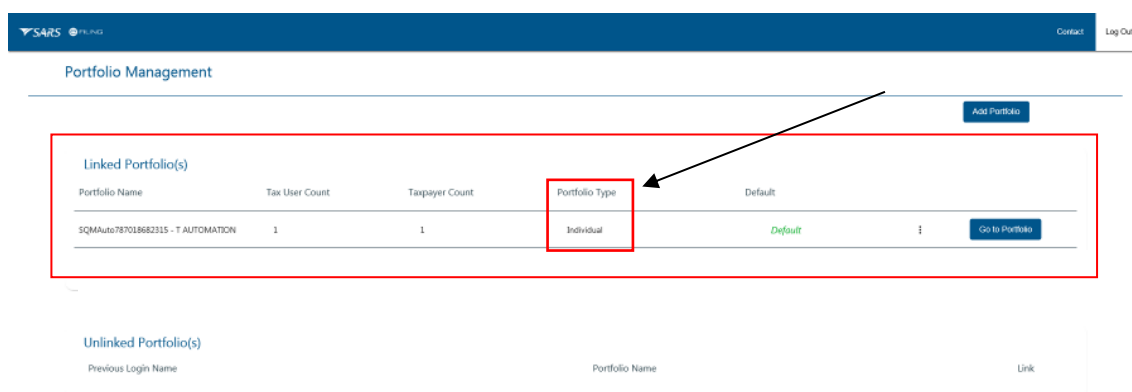
Below the dropdowns, there are sections for 'Tax Compliance Status', 'Refund Status', 'Personal Income Tax (ITR12)', 'Account Balance', and 'Notification'.

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

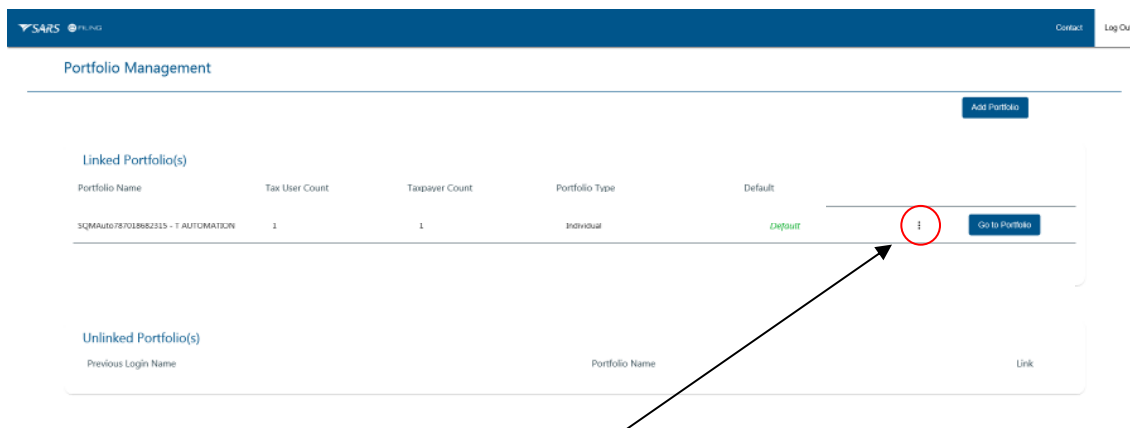


- c) The system displays the Portfolio Management page and the details of the user (see GEN-ELEC-18-G01).

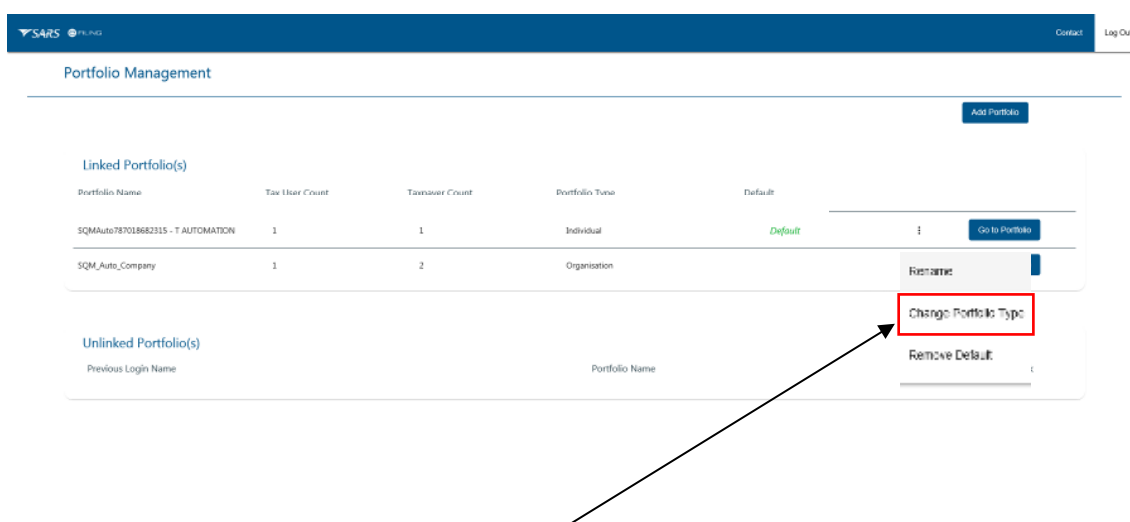


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- d) The user clicks on the three dots, next to Go to Portfolio.

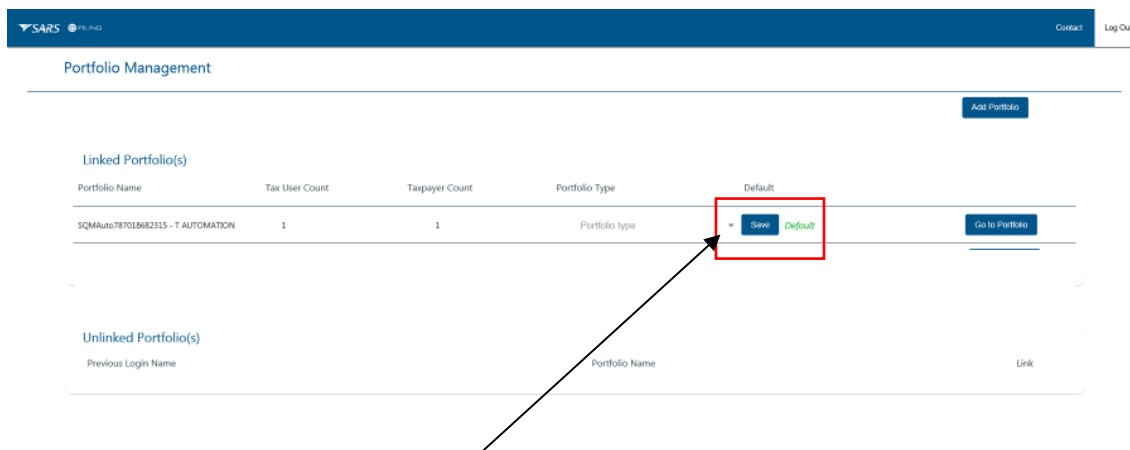


- e) The system displays a dropdown list. The user clicks on Change Portfolio type.



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



Portfolio Management

Add Portfolio

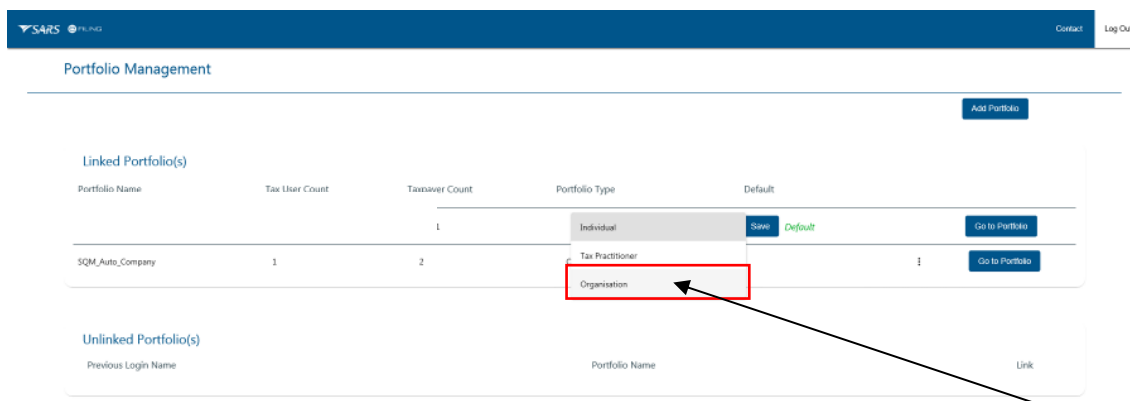
Linked Portfolio(s)

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

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

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



Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
		1	Individual	Save Default	Go to Portfolio
SQM_Auto_Company	1	2	Tax Practitioner		Go to Portfolio
			Organisation		

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
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- h) The system changes the portfolio type from individual to organisation. In order to save the changes, the user clicks 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

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

- 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 Save	Go to Portfolio

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

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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.

The screenshot shows the SARS eFiling interface for a user named 'TESTER AUTOMATION'. The top navigation bar includes links for Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, and Contact. The left sidebar lists various services like Tax Reference Number, Identification Number, My Profile, SARS Correspondence, Returns Issued, Returns History, Returns Search, Levies and Duties, Third Party Data, Non-Core Taxes, Payments, Third Party Appointments, Request For Reason, Disputes, Voluntary Disclosure, PAYE Maintenance, and Tax Reference Number Request. The main content area shows 'Taxpayers' and 'Users' sections. A red box highlights the top navigation bar, and an arrow points to the 'Organisation' dropdown menu.

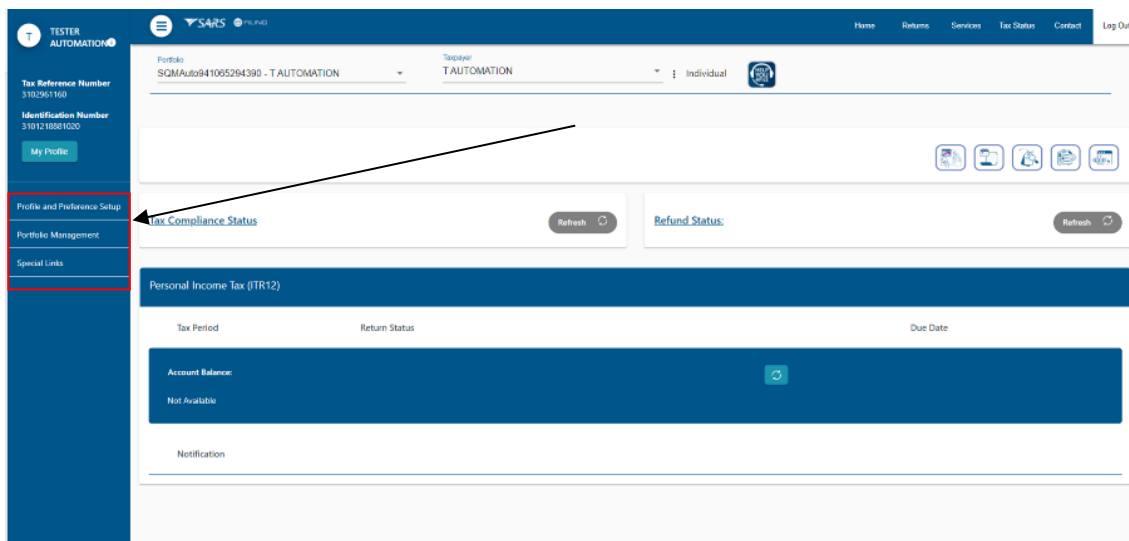
3.2 If the user needs to confirm whether the organisation profile is linked to his/her profile

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

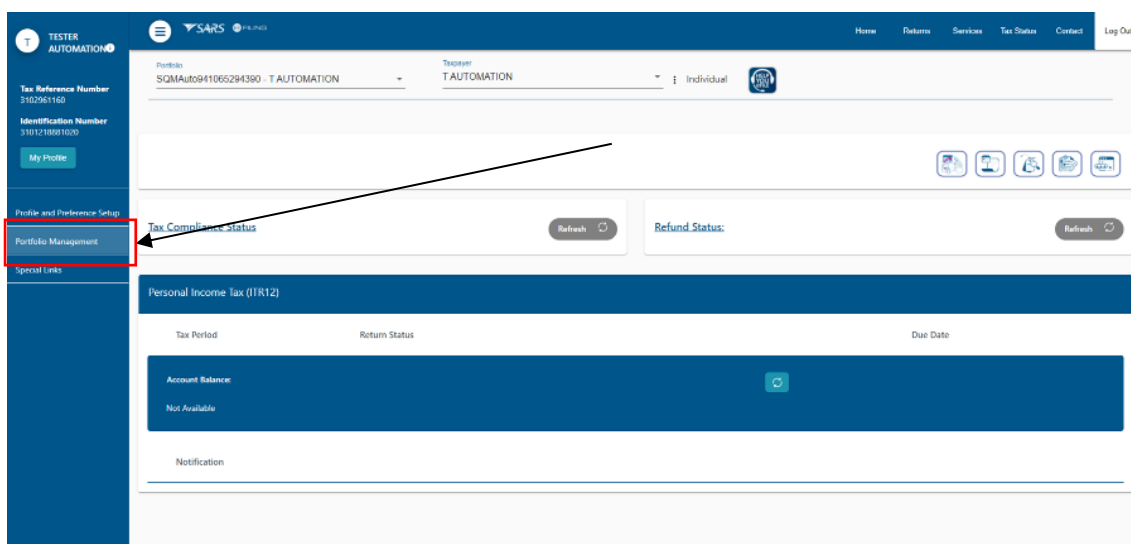
The screenshot shows the SARS eFiling interface for a user named 'TESTER AUTOMATION'. The top navigation bar includes links for Home, Returns, Services, Tax Status, and Contact. The left sidebar lists various services like Tax Reference Number, Identification Number, My Profile, SARS Correspondence, Returns Issued, Returns History, Returns Search, Payments, Request For Reason, Disputes, Voluntary Disclosure, and Special Links. The main content area shows 'Tax Compliance Status', 'Refund Status', 'Personal Income Tax (IIR12)', 'Account Balance', and 'Notification'. A red box highlights the 'My Profile' button in the left sidebar, and an arrow points to it.

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

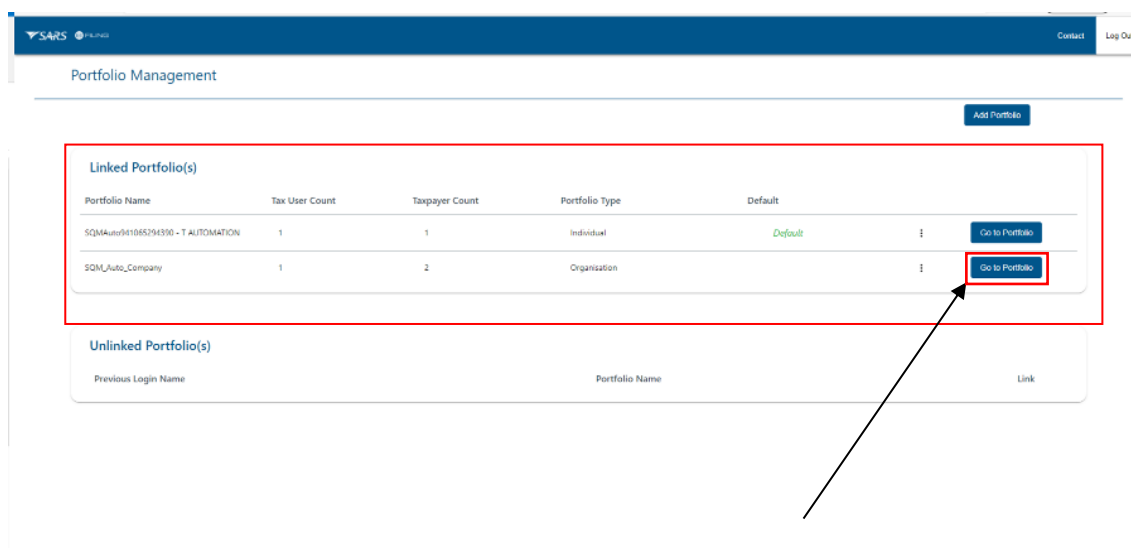


- c) The user clicks on Portfolio Management.

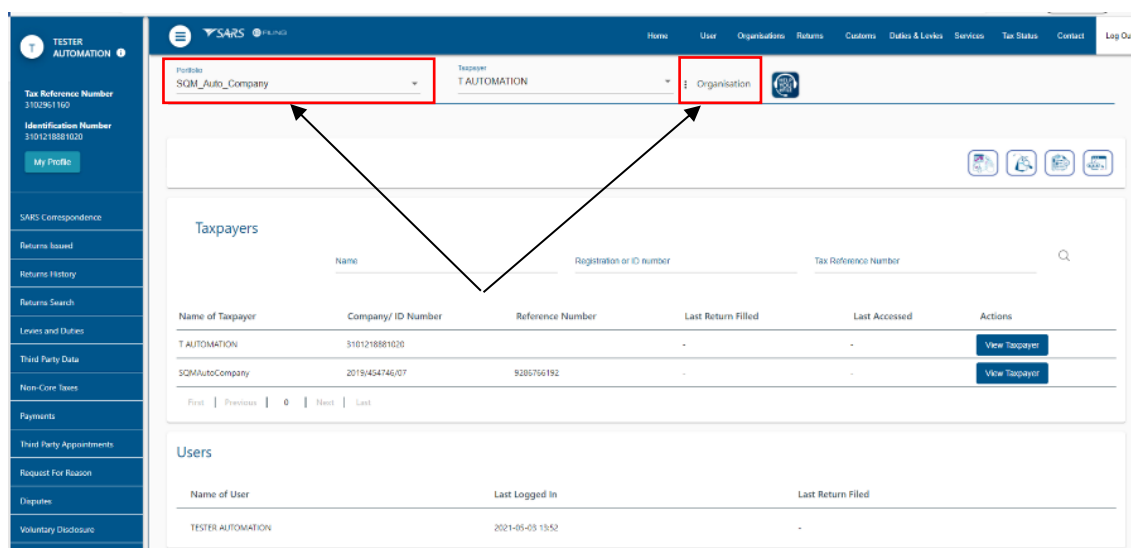


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- d) The system displays the Portfolio Management page indicating the organisation portfolios that are linked to user's portfolio. The user must click on the Go to Profile button of the organisation on whose behalf the user wishes to apply for an RLA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

The screenshot shows the SARS eFiling portal interface. On the left is a sidebar with navigation links. The main content area has a top navigation bar with 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this, there's a 'Portfolio' section with a dropdown menu showing 'SQMAutoCompany'. A dropdown menu is open, showing 'T AUTOMATION' and 'SQMAutoCompany'. An arrow points to the 'SQMAutoCompany' option. Below this, there's a 'Taxpayers' section with a table listing taxpayers. The table has columns: Name, Company/ID Number, Reference Number, Last Return Filled, Last Accessed, and Actions. The table shows two entries: 'T AUTOMATION' and 'SQMAutoCompany'. Below the table, there's a 'Users' section with a table listing users, including 'TESTER AUTOMATION'.

Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
T AUTOMATION	3101215881020	-	-	-	View Taxpayer
SQMAutoCompany	2019/454746/07	9286766192	-	-	View Taxpayer

Name of User	Last Logged In	Last Return Filled
TESTER AUTOMATION	2021-05-03 14:29	-

3.3 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.

The screenshot shows the SARS eFiling portal interface. On the left is a sidebar with navigation links. The main content area has a top navigation bar with 'Home', 'Returns', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this, there's a 'Portfolio' section with a dropdown menu showing 'SQMAuto787010882315 - T AUTOMATION'. A dropdown menu is open, showing 'SQMAuto787010882315 - T AUTOMATION'. An arrow points to the dropdown menu. Below this, there's a 'Tax Compliance Status' section with a 'Refresh' button. Below that, there's a 'Personal Income Tax (ITR12)' section with a table listing tax periods, return status, and due dates. The table shows one entry: 'Not Available'.

Tax Period	Return Status	Due Date
Not Available		

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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 interface. The 'Portfolio' dropdown is set to 'SQMAuto687453886785 - T AUTOMATION'. Below it, the 'SQM_Auto_Company' is selected and highlighted with a red box. An arrow points from this box to the 'Tax Types Details' table. The 'Taxpayer' dropdown is set to 'T AUTOMATION'. The 'Contact Person Details' section shows 'AUTOMATION' as the contact name, with contact details: Cell: 0828677146 and Email: automation@nowhere.com.

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 interface. The 'Portfolio' dropdown is set to 'SQM_Auto_Company'. The 'Taxpayer' dropdown is set to 'T AUTOMATION'. The 'Organisation' dropdown is highlighted with a red box. An arrow points from this box to the 'Tax Types Details' table. The 'Contact Person Details' section shows 'AUTOMATION' as the contact name, with contact details: Cell: 0828677146 and Email: automation@nowhere.com.

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 interface. The 'Portfolio' dropdown is set to 'SQM_Auto_Company'. The 'Taxpayer' dropdown is highlighted with a red box and set to 'T AUTOMATION'. An arrow points from this box to the 'Contact Person Details' section. The 'Organisation' dropdown is set to 'Organisation'. The 'Contact Person Details' section shows 'AUTOMATION' as the contact name, with contact details: Cell: 0828677146 and Email: automation@nowhere.com.

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.

The screenshot shows the SARS FILING portal interface. On the left is a sidebar with the user's profile (TESTER AUTOMATION) and various menu items. The main content area has a top navigation bar with links like Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, and Contact. Below this, there's a 'Portfolio' section with a dropdown menu currently showing 'SQM_Auto_Company'. A dropdown menu is open, showing 'T AUTOMATION' and 'SQMAutoCompany' (which is highlighted with a red box). An arrow points from 'SQMAutoCompany' to the 'Tax Types Details' table below. The table has columns for 'Tax Type Description', 'Reference Number', and 'Status'. It shows 'No Return Type Found' and 'N/A'.

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

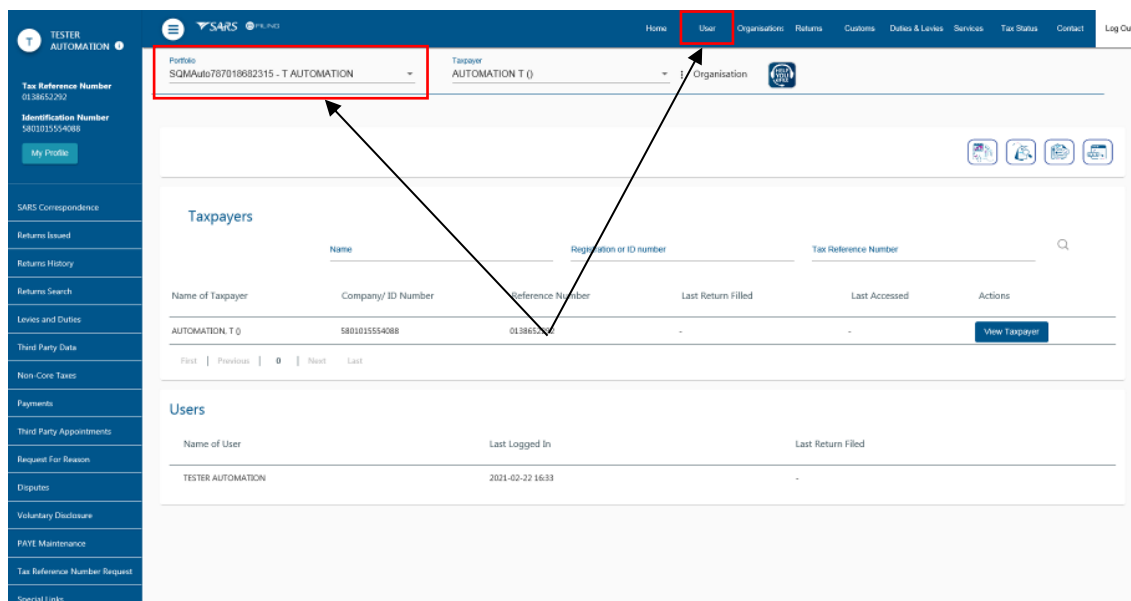
The screenshot shows the SARS FILING portal interface. The 'Portfolio' dropdown menu is still set to 'SQM_Auto_Company'. The 'Taxpayer' dropdown menu is now open, showing 'SQMAutoCompany' (highlighted with a red box). An arrow points from 'SQMAutoCompany' to the 'Tax Types Details' table. The table now displays two rows of data:

Tax Type Description	Reference Number	Status
Organisation Income Tax (ITR14/IT12E/ITR12T)	9344574182	Successfully Activated
IT Admin Penalty	9344574182	Successfully Activated

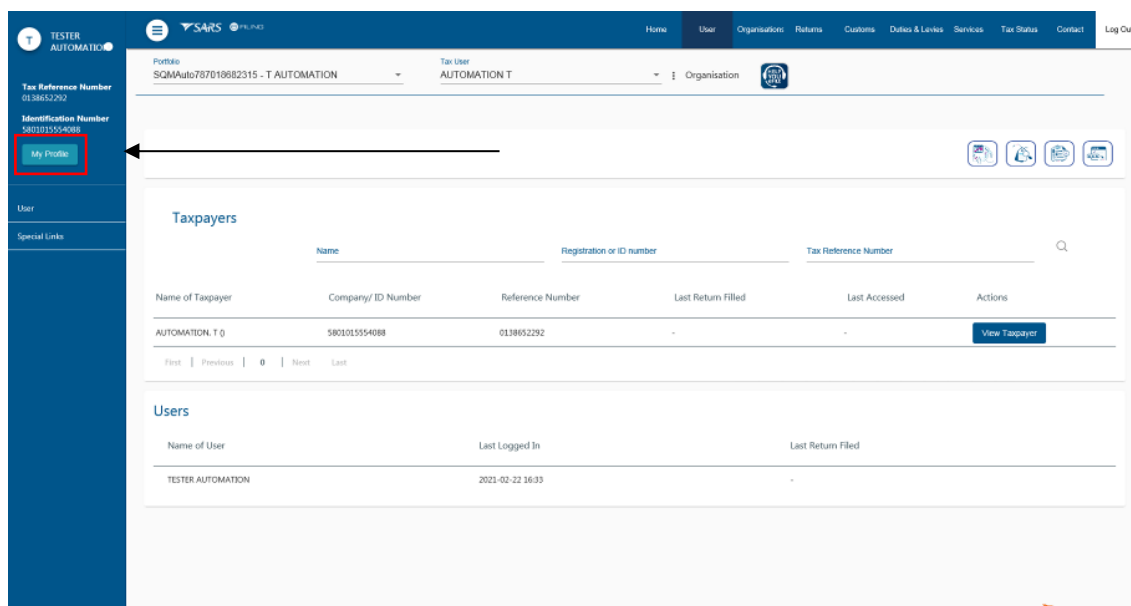
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4 ASSIGN RLA USER RIGHTS OR ROLES ON eFILING

- 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.

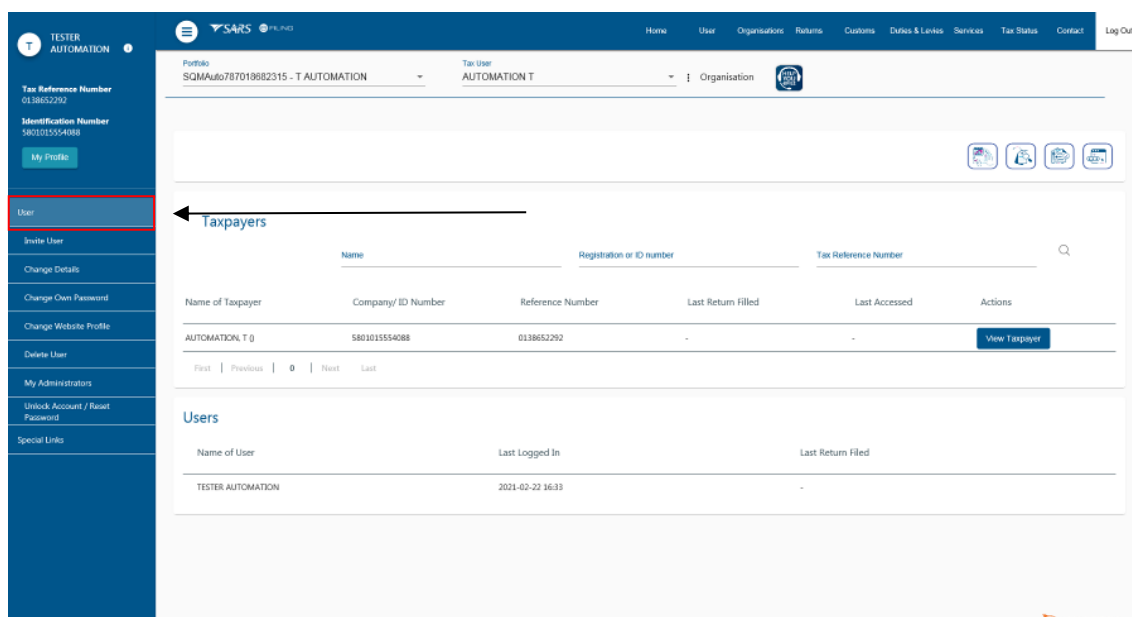


- b) The system displays the user's taxpayer and user details. The user clicks on the User option displayed on the left side of the screen.

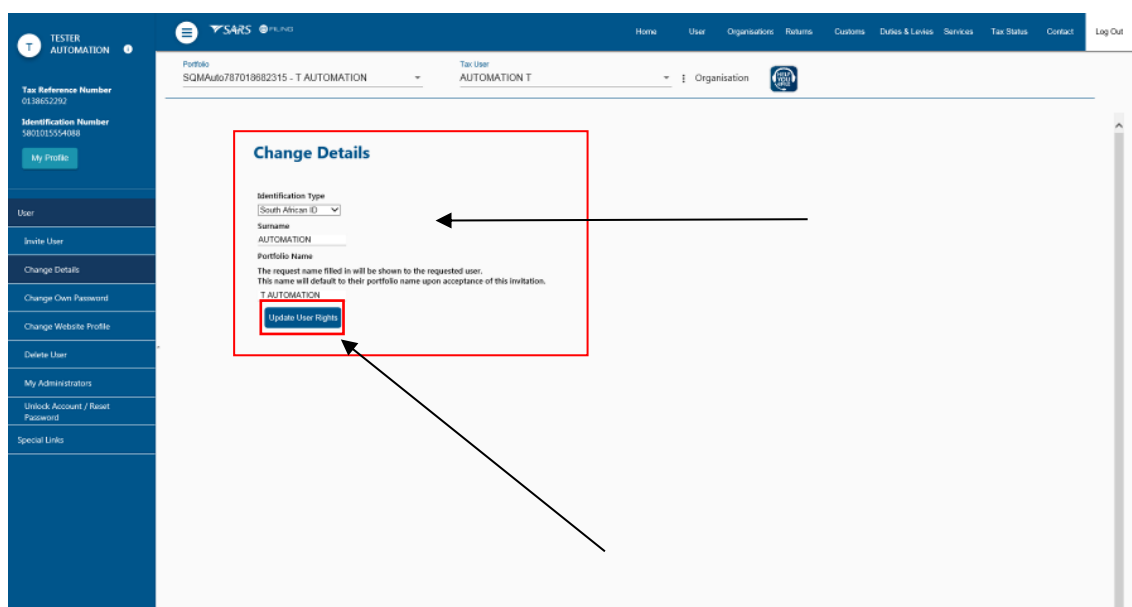


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- c) The system displays the User Menu option. The user clicks on the Change Details option under the User Menu.

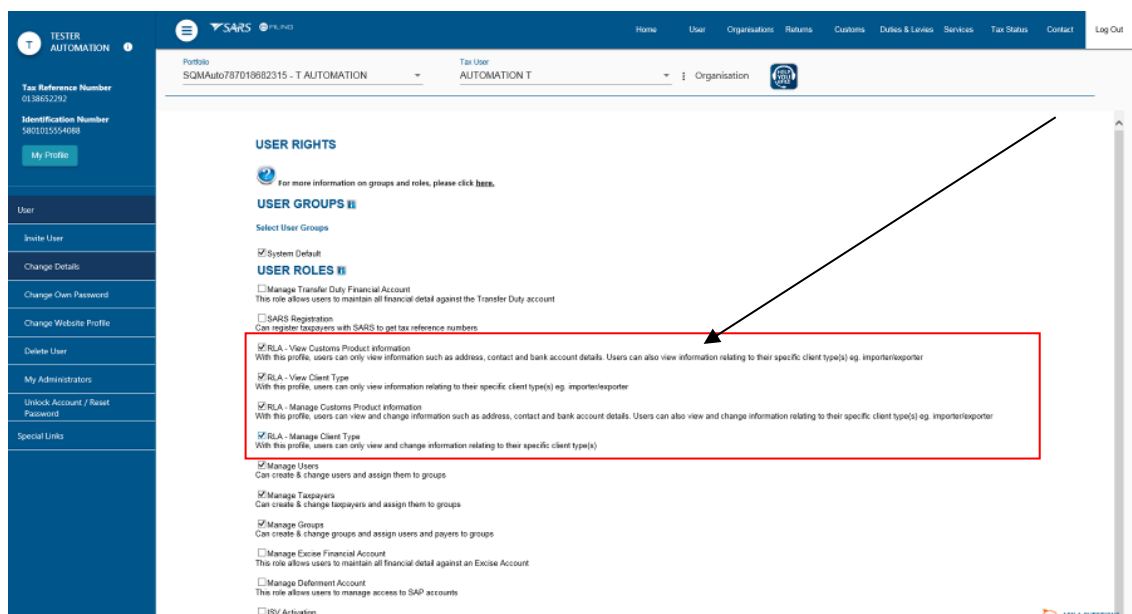


- d) The system displays the Change Details page. The user:
- Verifies his/her identification type, surname and profile name; and
 - Clicks on Update User Rights.



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- 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.

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- g) In order to submit a new Customs client type application, the user:
- 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.
 - Clicks on the continue button if in agreement with his/her selection.

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

USER GROUPS

Select User Groups

☒ System Default

USER ROLES

☐ Manage Transfer Duty Financial Account
This role allows users to maintain all financial detail against the Transfer Duty account

☐ SARS Registration
Can register taxpayers with SARS to get tax reference numbers

☐ RLA - View Customs Product information
With this profile, users can only view information such as address, contact and bank account details. Users can also view information relating to their specific client type(s) eg. importer/exporter

☒ RLA - Manage Customs Product Information
With this profile, users can view and change information such as address, contact and bank account details. Users can also view and change information relating to their specific client type(s) eg. importer/exporter

☐ RLA - Manage Client Type
With this profile, users can only view and change information relating to their specific client type(s)

☒ Manage Users
Can create & change users and assign them to groups

☒ Manage Taxpayers
Can create & change taxpayers and assign them to groups

☒ Manage Groups
Can create & change groups and assign users and payers to groups

☐ Manage Excise Financial Account
This role allows users to maintain all financial detail against an Excise Account

☐ Manage Deferment Account
This role allows users to manage access to SAP accounts

☐ ISV Activation
This role allows users access to the ISV activation screen

☐ Directives

☐ Perform Bulk and Additional Payments
This role allows a user without full admin rights to perform bulk and additional payments.

Note: If no groups or roles are assigned to a user, the user will have limited access and be logged out of the system.

[Continue](#) [Back](#)

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

USER SUMMARY

GROUPS SELECTED

System Default

ROLES SELECTED

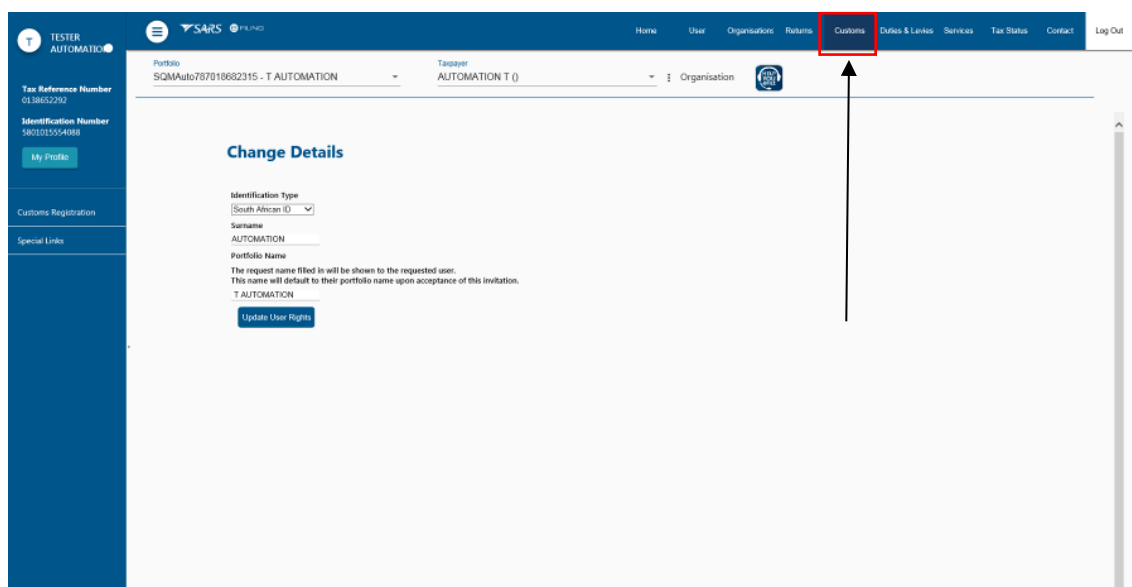
- With this profile, users can view and change information such as address, contact and bank account details. Users can also view and change information relating to their specific client type(s) eg. Importer/exporter.
- Can create and change users and assign them to groups.
- Can create and change taxpayers and assign them to groups.
- Can create and change groups and assign users and payers to groups.

[Continue](#)

5 CAPTURING RLA CLIENT APPLICATION

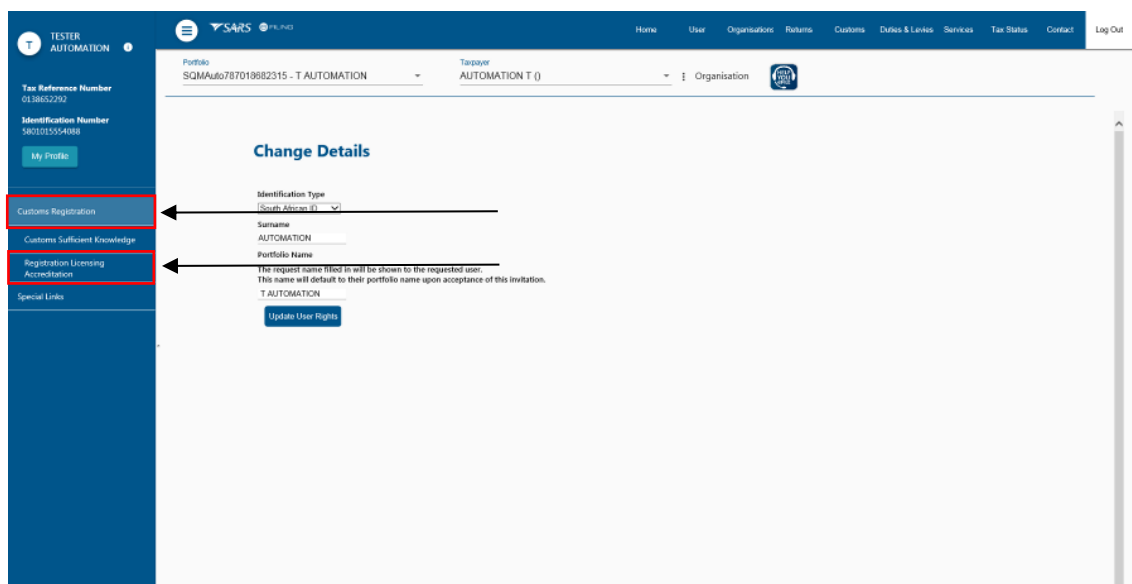
5.1 Access RLA functionality

- 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.

The screenshot shows the SARS Registration, Licensing and Accreditation page. The left sidebar contains a menu with options like 'My Profile', 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Returns Search', 'Levies and Duties', 'Third Party Data', 'Non-Core Taxes', 'Payments', 'Third Party Appointments', 'Request For Review', 'Disputes', 'Voluntary Disclosure', 'PAYE Maintenance', and 'Tax Reference Number Request'. The main content area displays the SARS logo and a message for new Customs clients. A red circle highlights the 'New' radio button next to 'New registration'.

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

The screenshot shows the SARS Registration, Licensing and Accreditation page for an existing Customs client. The left sidebar contains a menu with options like 'Auto Mation', 'Tax Reference Number', 'Identification Number', 'My Profile', 'Customs Registration', 'Customs Sufficient Knowledge', 'Registration Licensing Accreditation', and 'Special Links'. The main content area displays the SARS logo and a message for existing Customs clients. A red circle highlights the 'Select' radio button next to 'ACTIVE'.

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- d) The user clicks on the Continue button.

The screenshot shows the SARS web portal interface. On the left is a blue sidebar with navigation links: 'Auto Mation', 'Tax Reference Number' (3601218958058), 'My Profile', 'Customs Registration', 'Customs Sufficient Knowledge', 'Registration Licensing Accreditation', and 'Special Links'. The main content area has a top navigation bar with links: 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below the navigation bar, the 'Portfolio' is set to 'SQM_Auto_Company' and the 'Taxpayer' is 'SQMAutoCompany'. The central section displays the SARS logo and the heading 'Registration, Licensing and Accreditation'. A table shows the 'Customs Reference Number' as 'CU25003567' and the 'Status' as 'ACTIVE'. A red box highlights the 'Continue' button, which is pointed to by an arrow.

- 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.

The screenshot shows the SARS RLA Dashboard. The top header is 'CTP' with 'RIA' selected. Below the header, there is a green notification ribbon with the text 'Trader Representative MTHOKOZISI SIPHWE MKHWANAZI'. The main content area is divided into two sections: 'Applications' and 'Products'. The 'Applications' section contains a table with columns: Client Type, Product Code, Application No, Sub No, Application Type, Case No, Status, and Submission Date. The 'Products' section contains a table with columns: Product Code, Registered Name, RAN No, Effective Date, Valid To, and Status.

Client Type	Product Code	Application No	Sub No	Application Type	Case No	Status	Submission Date
Registered agent Importers (non-local)	CU25013540	BRLA-20220414-0014-00-01	N/A	NEW	1000026145	In Progress	2022-04-14
Clearing Agent	CU25013540	BRLA-20220720-0002-00-01	N/A	NEW	1000026335	In Progress	2022-07-20
Container depot	CU25013540	BRLA-20220916-0001-00-01	N/A	NEW	1000026408	In Progress	2022-09-16
Exporter for GSP - AGOA (DCA)	CU25013540	BRLA-20220920-0001-00-01	N/A	NEW	1000026410	In Progress	2022-09-20

Product Code	Registered Name	RAN No	Effective Date	Valid To	Status
CU25013540	ACME Automation-112185	8125013809	2022-04-12		ACTIVE

Effective Date: 19 April 2024

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

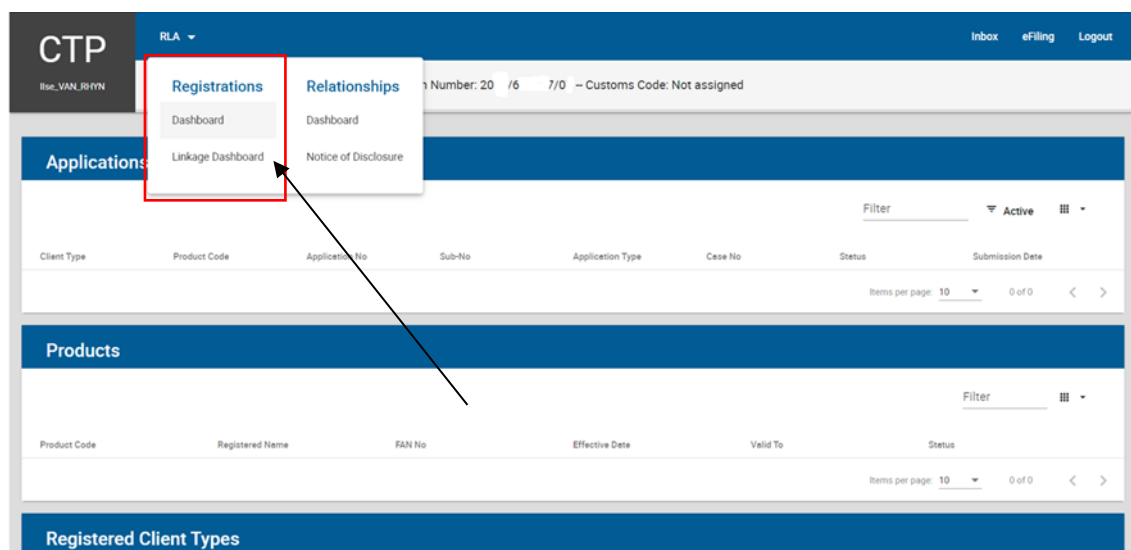
The screenshot shows the CTP (Customs Trader Portal) interface. At the top, there is a header bar with the CTP logo, the user name 'TESTER_AUTOMAT', and the session information 'CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned'. On the right side of the header, there are links for 'Inbox', 'eFiling', and 'Logout'. Below the header, there are three main sections: 'Applications', 'Products', and 'Registered Client Types'. Each section has a table with various columns and a 'Filter' button. The 'Applications' table has columns for Client Type, Product Code, Application No, Sub-No, Application Type, Case No, Status, and Submission Date. The 'Products' table has columns for Product Code, Registered Name, FAN No, Effective Date, Valid To, and Status. The 'Registered Client Types' table has columns for Client Type, Reg/Lic No, Product Code, Sub-No, Accr. Level, Status, Effective Date, Valid To, and Renewal Date. In the top left corner, there is a dropdown menu labeled 'RLA' with a downward arrow. A red box highlights this dropdown menu, and an arrow points to it from the text 'f) The user clicks on the RLA dropdown arrow to display the RLA Menu.'

- g) The system displays the RLA Menu.

The screenshot shows the CTP (Customs Trader Portal) interface with the RLA dropdown menu open. The menu is divided into two columns: 'Registrations' and 'Relationships'. The 'Registrations' column contains links for 'Dashboard', 'New Application', and 'Linkage Dashboard'. The 'Relationships' column contains links for 'Dashboard' and 'Notice of Disclosure'. Arrows point from the 'Registrations' and 'Relationships' columns to the 'Applications' table in the background. The 'Applications' table has columns for Client Type, Product Code, Application No, Sub-No, Application Type, Case No, Status, and Submission Date. The 'Products' table has columns for Product Code, Registered Name, FAN No, Effective Date, Valid To, and Status. The 'Registered Client Types' table has columns for Client Type, Reg/Lic No, Product Code, Sub-No, Accr. Level, Status, Effective Date, Valid To, and Renewal Date. The RLA dropdown menu is highlighted with a red box, and arrows point from the text 'g) The system displays the RLA Menu.'

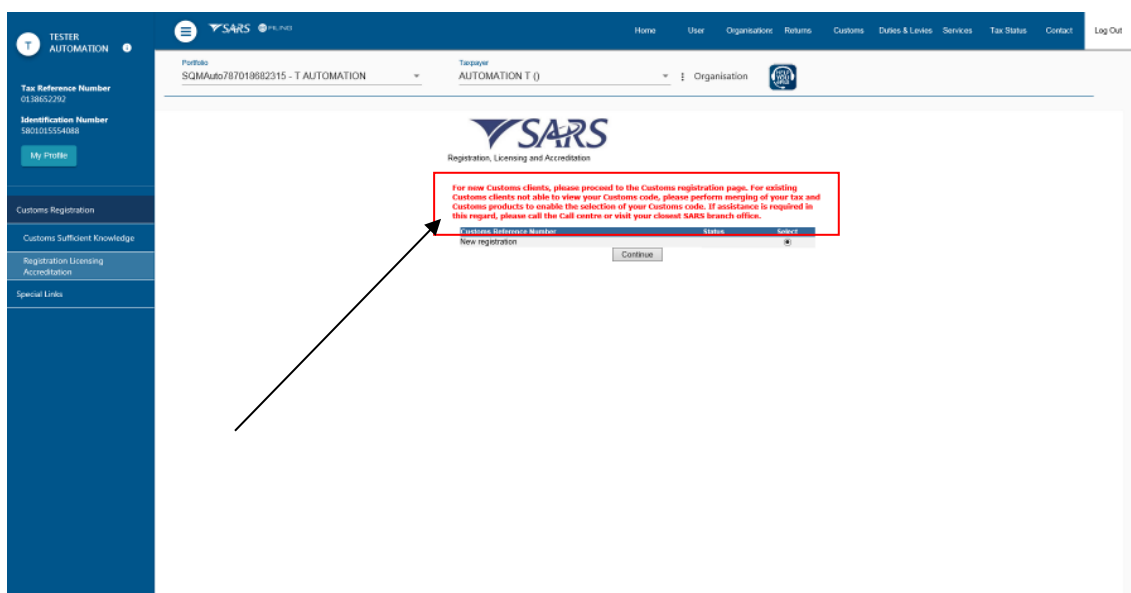
Effective Date: 19 April 2024

- 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.



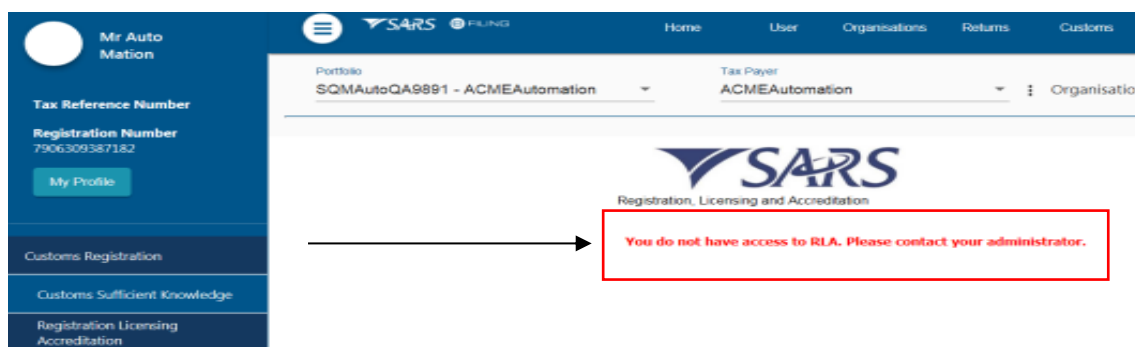
- i) Resolving error messages

- 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.

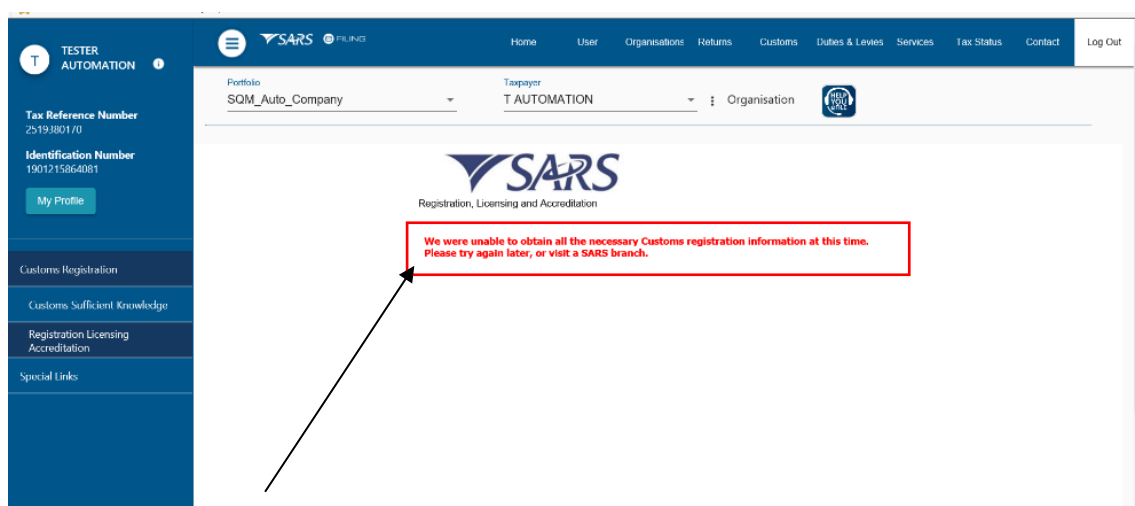


Effective Date: 19 April 2024

- 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.

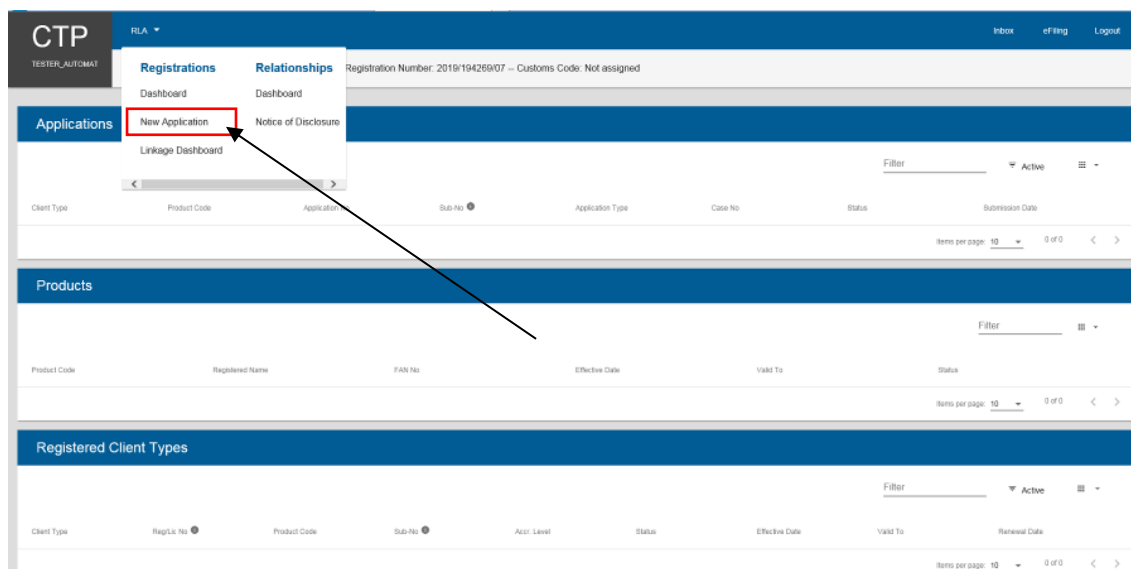


- iii) If the system displays a message that the necessary Customs registration information is not available, the user must check if he/she:
- Selected the correct RLA user role as prescribed in paragraph 4; or
 - Changed his/her portfolio from individual to company as prescribed in paragraph 3.



5.2 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:
- The user selects the applicable radio button to indicate if the applicant is a natural or juristic person:
 - With a physical address in South Africa: or
 - Without a physical address in South Africa.
 - The user clicks on the Submit button and proceeds with paragraph ii)A) below.

Effective Date: 19 April 2024

- 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:
- Clicking on the dropdown arrow next to the applicable category to select the RLA client type from the dropdown list; or
 - Capturing the name of the RLA client type in the search field.

CTP

RLA

TESTER_AUTOMATION

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

Inbox eFiling Logout

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

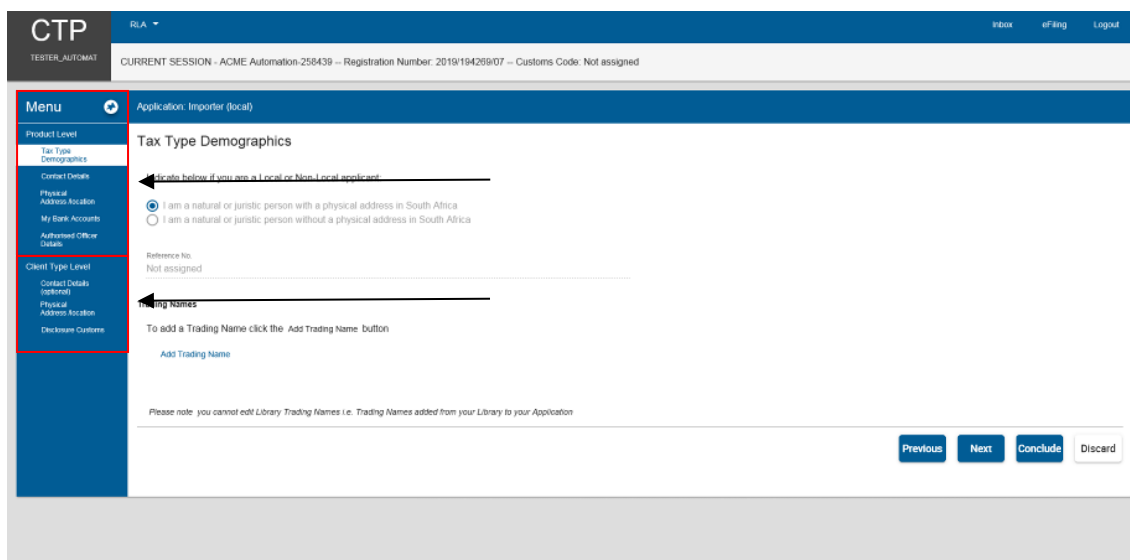
Special Storage Warehouse (SOS) - Inbound and Outbound duty and tax free shop

Special Storage Warehouse (SOS) - Supply Ship/Aircraft stores

Special Storage Warehouse (SOS) -Supply Duty and Tax free shops and Ship/Aircraft stores

Effective Date: 19 April 2024

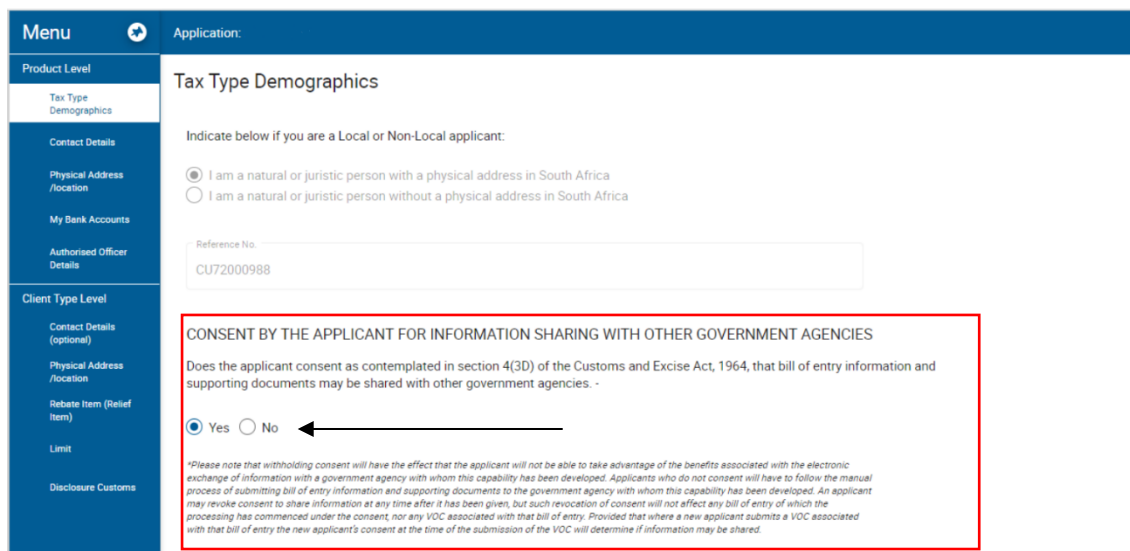
- b) The system displays the required details to be captured by the user.
- If applying for an RLA client type for the first time, the user must capture the applicant's Product level details (see paragraph 5.3 below) and client Level details (see paragraph 5.4 below).
 - If an existing RLA client is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



5.3 Product level details

5.3.1 Tax type demographics

- 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.
- When applying for an importer or exporter client type you are therefore required to tick the:
 - Yes radio button to grant SARS consent; or
 - No radio button to refuse consent.



Effective Date: 19 April 2024

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

The screenshot shows the CTP interface. The header includes 'CTP' and 'R/LA'. The main content area has a 'Trading Names' section with a red arrow pointing to the 'Add Trading Name' button. The interface also includes a menu on the left and a footer with 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

- 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.

The screenshot shows the 'Add trading name' window. The window is titled 'Add trading name' and contains a 'Library Items' section. A red box highlights the 'Library Items' section, and a red arrow points to the 'Add new trading name' button. The window also includes a 'Cancel' and 'Submit' button at the bottom.

Effective Date: 19 April 2024

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

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

Effective Date: 19 April 2024

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

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

Tax Type Demographics

Indicate below if you are a Local or Non-Local applicant:

☒ I am a natural or juristic person with a physical address in South Africa
☐ I am a natural or juristic person without a physical address in South Africa

Reference No.
Not assigned

Trading Names

To add a Trading Name click the Add Trading Name button

Trading as Warehouse Auto

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

- 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.

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

Tax Type Demographics

Indicate below if you are a Local or Non-Local applicant:

☒ I am a natural or juristic person with a physical address in South Africa
☐ I am a natural or juristic person without a physical address in South Africa

Reference No.
Not assigned

Trading Names

To add a Trading Name click the Add Trading Name button

Trading as Warehouse Auto

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

Effective Date: 19 April 2024

- 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 the 'Tax Type Demographics' form. On the left is a blue sidebar with navigation links: '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 a section 'Trading Names' with a table containing one entry 'Trading as Warehouse Auto' and an 'Add Trading Name' button. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude' (highlighted with a red box), and 'Discard'. A red arrow points from the 'Delete' text to the 'Conclude' button.

- 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. However, in this instance, the 'Discard' button at the bottom right is highlighted with a red box, and a red arrow points from the 'Delete' text to it.

5.3.2 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.

Effective Date: 19 April 2024

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

The screenshot shows the 'Contact Details' form in the CTP system. The form is titled 'Contact Details' and is part of the 'Application: Importer (local)' process. The form includes the following fields:

- 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)

The form also includes a 'Menu' on the left side with options like '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', and 'Disclosures / Customs'. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and '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.

This screenshot is similar to the one above, but it highlights the 'Cell No' field with a red box. A black arrow points to the plus icon next to the 'Cell No' field, indicating that the user should click on it to add a new cell phone number. The form structure and other fields are identical to the previous screenshot.

Effective Date: 19 April 2024

- 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:
- Verified, the user will not be required to upload the supporting documents.
 - Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.

CTP RLA inbox eFiling Logout

CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194299/07 -- 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
- Disclosure Customs

Contact Details

Home Tel No: 0124224000

Click + to add a new number

Fax No: Click + to add a new number

Email: Click + to add a new email address

☐ I do not have an E-mail address *

Web Address: Click + to add a new web address

Contact Person Name *
Field is mandatory

Add cellphone number

Library Items Add new cellphone number

The following cellphone numbers appear in your library. To add from your library below, select the item with the applicable cellphone number:

cellphone number	Status	Usage
XXXXXXXX	Verified	INCOME_TAX 9020017271

Items per page: 5 1 - 1 of 1

Cancel Submit

Previous Next Conclude Discard

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

CTP RLA inbox eFiling Logout

CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194299/07 -- Customs Code: Not assigned

Menu Application: Exporter (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
- Disclosure Customs

Contact Details

Home Tel No: Click + to add a new number

Fax No: Click + to add a new number

Email: Click + to add a new email address

☐ I do not have an E-mail address *

Web Address: Click + to add a new web address

Contact Person Name *
Field is mandatory

Add cellphone number

Library Items Add new cellphone number

Please complete the following fields to add a new cellphone number:

Cell No * 0 / 15

Please retype Cell No * 0 / 15

Cancel Submit

- The system displays the Add cell phone capturing window.

Effective Date: 19 April 2024

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

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

Effective Date: 19 April 2024

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:
- Verified, the user will not be required to upload the supporting documents.
 - Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.

Effective Date: 19 April 2024

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

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

Effective Date: 19 April 2024

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

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

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

- 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.

Effective Date: 19 April 2024

- 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.

CTP
TESTER_AUTOMAT

RLA ▾

Inbox eFiling Logout

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

Menu

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

Disclosures Customers

Limit

Application: Importer (local)

Contact Details

Home Tel No
01244224000
Click + to add a new number

Business Tel No
01244224000
Click + to add a new number

Fax No
Click + to add a new number

Email
XXXXXXXXXX@GOV.ZA
Click + to add a new email address

Web Address

Contact Person Name *
XXXXXXXXXX

Previous Next Conclude Discard

5.3.3 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.

CTP
TESTER_AUTOMATION

RLA ▾

Inbox eFiling Logout

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

Menu

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

Application: Storage Warehouse (OS) - Imported Goods

Physical Address /location

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

Add Address

Unit No (if applica... Complex (If applicable)

Street No Street / Farm Name

Suburb / District

- 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.

Effective Date: 19 April 2024

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

CTP
Tariffing Gateway

RLA -

Inbox Logout

CURRENT SESSION - ACME Automation-956503 -- Registration Number: 2019/908951/07 -- Customs Code: CU25003689

S9999008 capturing on behalf of ACME

Menu

- Client Type Level
- Contact Details (optional)
- Physical Address Allocation
- Carrier Details
- Limit
- Disclosure Customs

Physical Address Allocation

To add an address

Add Address

Please note: you must add a physical address to your profile.

Add address

Library Items

The following addresses appear in your library. To add from your library below, select the item with the applicable address.

Street No.	Street/Farm	Suburb/District	City/Town	Status
229	Bronkhorst street	New Mucklenouk	Pretoria	Verified

Items per page: 5 1 - 1 of 1 < >

Cancel Submit

Previous Next Conclude Discard

- c) If the physical address / location is not displayed under the Library Items, the user:
- Clicks Add new address to display the Add Address capture window.
 - Captures the following mandatory information:
 - The Street / Farm Name;
 - The City / Town; and
 - The Postal code; and
 - 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:
- Correctly, the user clicks on Submit; or

Effective Date: 19 April 2024

- ii) Incorrectly, the user clicks on Cancel to recapture the physical address / location mandatory information.

- f) After submitting the added physical address the system:

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

- g) 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.

- 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.

Effective Date: 19 April 2024

5.3.4 Bank account

- The user must provide SARS with a valid South African bank account to effect payments.
- 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.

CTP
TESTER_AUTOMAT

RLA

INBOX eFiling Logout

CURRENT SESSION - ACME Automation-256439 -- 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

To add bank account details to your application, click the **Add Bank Account** button

Add Bank Account

Bank Account Holder Declaration

Account Type Account Number

Bank Name Branch No

Branch Name

Account Holder Name (Name as Registered at bank)
ACME Automation-256439

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

Usage: Refunds / Outgoing *

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

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

CTP
Auto_Mation

RLA

INBOX Logout

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

Menu

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
Disclosure Customs

Add bank account

Library Items

The following bank accounts appear in your library. To add from your library below, select the item with the applicable bank account.

Account Holder Name	Account Number	Account Type	Bank Name	Branch Number	Branch Name	Status	Usages
No records found							
No status							

Records per page: 10 2 of 0

CANCEL **Submit**

Field is mandatory

Usage: Refunds / Outgoing *

Field is mandatory

Effective Date: 19 April 2024

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

CTP RLA Inbox Logout

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

Menu →

Add bank account

Library Items **Add new bank account**

The following bank accounts appear in your library. To add from your library below, select the item with the applicable bank account:

Account Holder Name	Account Number	Account Type	Bank Name	Branch Number	Branch Name	Status	Usages
No records found							

Items per page: 5 0 of 0

CANCEL

Field is mandatory

Usage: Refunds / Outgoing *

Field is mandatory

Yes No

Yes No

- e) The user captures the following mandatory information:

CTP RLA Inbox Logout

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

Menu → Application: Importer (local)

My Bank Accounts

To add bank account details to your application

Add Bank Account

Bank Account Holder Declaration *

Account Type *

Account Number *

Bank Name *

Branch No *

Branch Name *

Account Holder Name (Name as Registered at bank) *

ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank.

Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

CANCEL Submit

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

Yes No

Yes No

Effective Date: 19 April 2024

- 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

The screenshot shows the 'Add bank account' form in the SARS system. The 'Bank Account Holder Declaration' dropdown is highlighted with a red box and a red circle, with an arrow pointing to it. The dropdown menu is open, showing two options: '001 - I use SA Bank Account' and '002 - I use 3rd Party SA Bank Account'. The '002' option is highlighted with a red box. The form also includes fields for 'Account Number', 'Branch No', 'Branch Name', and 'Account Holder Name'.

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

The screenshot shows the 'Add bank account' form in the SARS system. The 'Reason for 3rd Party Account' dropdown is highlighted with a red box and a red circle, with an arrow pointing to it. The form also includes fields for 'Account Type', 'Account Number', 'Bank Name', and 'Branch No'.

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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 'Account Type' dropdown menu is open, displaying three options: '1 - Cheque', '2 - Savings', and '3 - Transmission'. The dropdown is highlighted with a red box, and an arrow points to it. The form also includes fields for 'Bank Account Holder Declaration', 'Branch No', 'Branch Name', and 'Account Holder Name'. The 'Bank Account Holder Declaration' is set to '001 - I use SA Bank Account'. The 'Branch No' is '632005' and the 'Branch Name' is 'UNIVERSAL'. The 'Account Holder Name' is 'ACME Automation-258439'. The form has 'CANCEL' and 'Submit' buttons at the bottom.

- 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 'Account Number' field is highlighted with a red box and an arrow points to it. The field contains the value '1111111111'. The form also includes fields for 'Bank Account Holder Declaration', 'Account Type', 'Branch No', 'Branch Name', and 'Account Holder Name'. The 'Bank Account Holder Declaration' is set to '001 - I use SA Bank Account'. The 'Account Type' is set to '1 - Cheque'. The 'Branch No' is '632005' and the 'Branch Name' is 'UNIVERSAL'. The 'Account Holder Name' is 'ACME Automation-258439'. The form has 'CANCEL' and 'Submit' buttons at the bottom.

Effective Date: 19 April 2024

- 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:
- Cancel if any of the mandatory bank details have been incorrectly captured and recaptures the required mandatory bank account details; or
 - Submit if correct.

CTP RLA ▾ Inbox 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
- Declare Customs

My Bank Accounts

To add bank account details to your application

Add Bank Account

Bank Account Holder Declaration *

001 - I use SA Bank Account

Account Type *

1 - Cheque

Account Number *

1111111111 10 / 18

Bank Name

002 - ABSA

Branch No

632005 6 / 6

Branch Name

UNIVERSAL

Account Holder Name (Name as Registered at bank) *

ACME Automation-258439 9 / 120

Non selection of the "Refunds/Outgoing" bank

Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

CANCEL Submit

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

- 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.

CTP RLA ▾ Inbox 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
- Declare Customs

My Bank Accounts

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

Change Bank Account

Bank account status: UNVERIFIED

Bank Account Holder Declaration

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

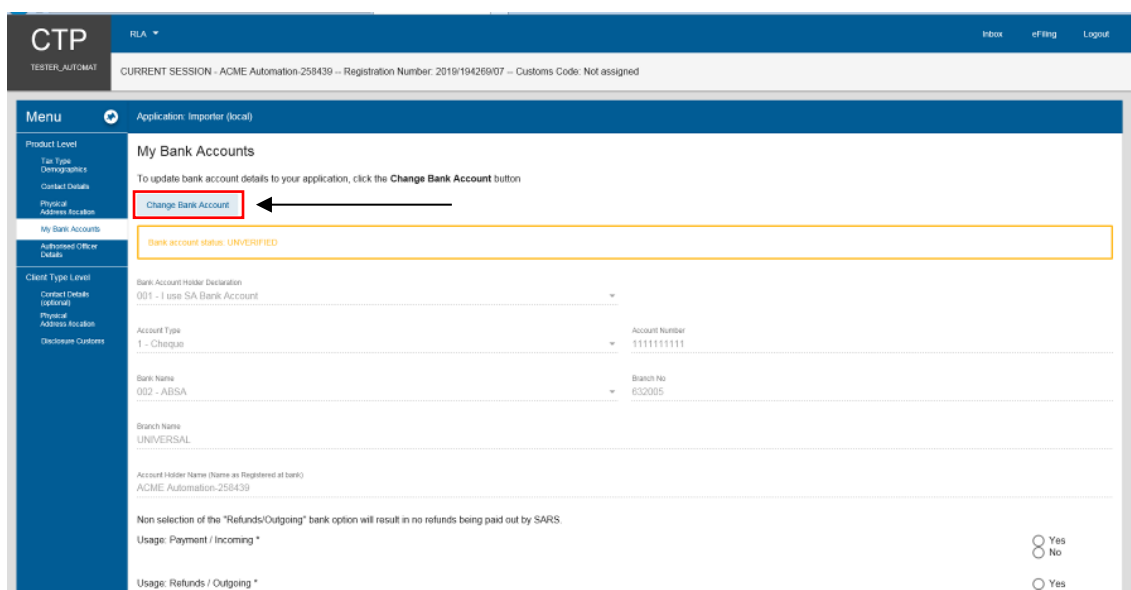
Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

Effective Date: 19 April 2024

- 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

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

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

Change Bank Account

Bank account status: UNVERIFIED

Bank Account Holder Declaration
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.

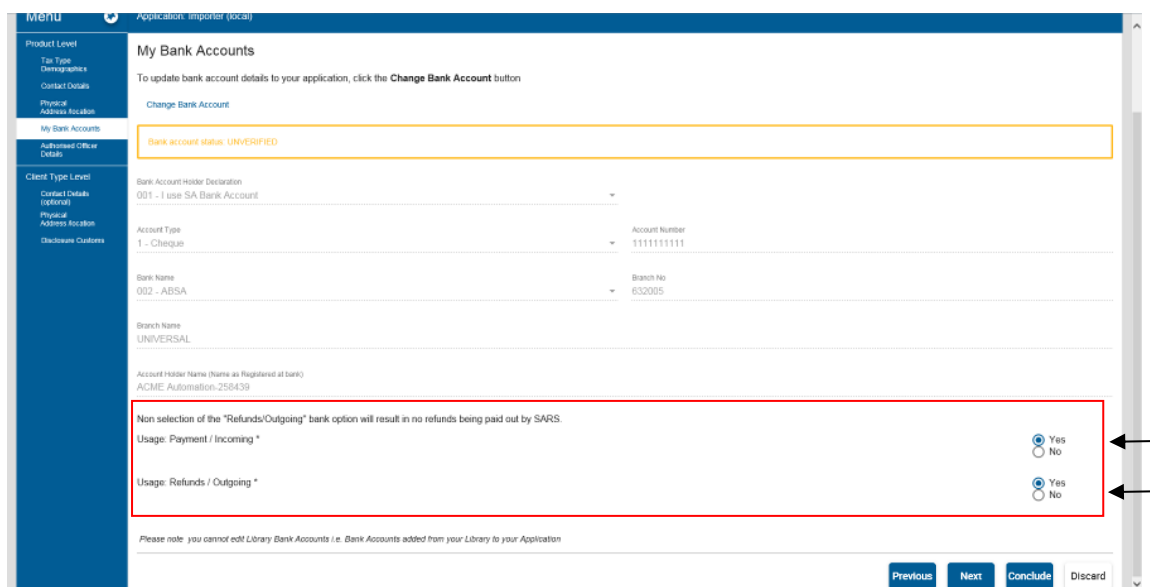
Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

Yes No
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.



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

Bank Account Holder Declaration
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 *

Usage: Refunds / Outgoing *

Yes No
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

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

My Bank Accounts

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

Change Bank Account

Bank account status: UNVERIFIED

Bank Account Holder Declaration
001 - I use SA Bank Account

Account Type
1 - Cheques

Account Number
1111111111

Bank Name
002 - ABSA

Branch No
602005

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 *

Usage: Refunds / Outgoing *

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

Previous Next Conclude Discard

- 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.

5.3.5 Authorised Officer Details (mandatory if a company)

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

CTP RLA Auto_Mation

INBOX Logout

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

Menu Application: Importer (local)

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
Disclosure Customs

Authorised Officer Details

At least one of Home, Business, or Cell telephone numbers is Mandatory

Name of Authorised Officer
Name is mandatory

ID Type
ID type is mandatory

Number
Identifying number is mandatory

Designation of Capacity
Designation is mandatory

Citizenship
Citizenship is mandatory

Contact Details

Physical Address

Previous Next Conclude Discard

Effective Date: 19 April 2024

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

5.4 Client type level

5.4.1 Contact details

- The client type level contact details are optional except for cell phone number, email address or contact person.
- 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.

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5.4.2 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.

CTP
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RLA ▾

Inbox eFiling Logout

CURRENT SESSION - ACME Automation-426686 -- Registration Number: 2019/178139/07 -- Customs Code: Not assigned

Menu

Product Level

- Tax Type Demographics
- Contact Details
- Physical Address / Location
- My Bank Accounts
- Authorised Officer Details

Client Type Level

- Contact Details (optional)

Application: Exporter (local)

Physical Address / Location

At least one entry required

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

Add Address

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

Previous Next Conclude Discard

- 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?

CTP
TESTER AUTOMATION

RLA ▾

Inbox eFiling Logout

CURRENT SESSION - ACME AUTOMATION 687295 -- Registration Number: 2019/515079/07 -- Customs Code: CU21932748

Menu

Product Level

- Tax Type Demographics
- Contact Details
- Physical Address / Location
- My Bank Accounts
- Authorised Officer Details

Client Type Level

- Contact Details (optional)

Application: Storage Warehouse (CIS) - Imported Goods

Physical Address / Location

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

Add Address

Florence Rabeni, Pretoria, 0181

Country Code: ZA - SOUTH AFRICA

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

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

Previous Next Conclude Discard

Effective Date: 19 April 2024

- 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?

Effective Date: 19 April 2024

- 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
TESTER AUTOMATION

RLA

CURRENT SESSION - ACME AUTOMATION-887295 - Registration Number: 2019515079/07 - Customs Code: CU21902746

Menu

Application: Storage Warehouse (CIS) - Imported Goods

Physical Address /location

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

Add Address

Physical Address /location

Florence Robers, Pretoria, 0181

Client Type Level

Physical Address /location

Link

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

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

Next

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

CTP
TESTER AUTOMATION

RLA

CURRENT SESSION - ACME AUTOMATION-887295 - Registration Number: 2019515079/07 - Customs Code: CU21902746

Menu

Application: Storage Warehouse (CIS) - Imported Goods

Physical Address /location

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

Add Address

Physical Address /location

Florence Robers, Pretoria, 0181

Client Type Level

Physical Address /location

Link

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

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

Next

- 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

Next

Effective Date: 19 April 2024

5.4.3 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.

Effective Date: 19 April 2024

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

The screenshot shows the 'Aircraft' section of the 'Carrier Details' form. It includes a table with columns for 'Aircraft Registration Name', 'Aircraft Registration Code', and 'Action'. The first row shows 'Boeing 347' and '12345678'. The 'Delete' button is highlighted with a red box. Below the table, the 'Carriage Of' section has three checkboxes: 'Goods In/Out RSA', 'Goods not free circulation within the RSA', and 'Travellers In/Out RSA'. The 'Travellers In/Out RSA' checkbox is checked. Below this, there is a question 'Do you have an International Air Transport Association (IATA) 3 digit code?' with 'Yes' and 'No' radio buttons. The 'IATA Code' field is empty. The 'Previous', 'Next', 'Conclude', and 'Discard' buttons are at the bottom right.

- vi) The user must indicate if he/she has an International Air Transport Association (IATA) code by selecting the correct radio button:
- If Yes:
 - The user captures the 3 digit IATA code.
 - The same IATA code may be used for multiple registered aircrafts link to one (1) air carrier.
 - The system validates the IATA code captured to ensure it is not linked to another active air carrier.
 - The application will be rejected, if the IATA code is already being used by another active air carrier.
 - 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.

The screenshot shows the 'Aircraft' section of the 'Carrier Details' form. It includes a table with columns for 'Aircraft Registration Name', 'Aircraft Registration Code', and 'Action'. The first row shows 'Boeing 347' and '12345678'. The 'Delete' button is highlighted with a red box. Below the table, the 'Carriage Of' section has three checkboxes: 'Goods In/Out RSA', 'Goods not free circulation within the RSA', and 'Travellers In/Out RSA'. The 'Travellers In/Out RSA' checkbox is checked. Below this, there is a question 'Do you have an International Air Transport Association (IATA) 3 digit code?' with 'Yes' and 'No' radio buttons. The 'Yes' radio button is selected and highlighted with a red box. The 'IATA Code' field contains '123'. The 'Previous', 'Next', 'Conclude', and 'Discard' buttons are at the bottom right.

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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.

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e) Sea carriers

i) The user clicks on Add Vessel.

CTP

TESTER_AUTO/TESTER

CURRENT SESSION - ACME Automation-426686 -- Registration Number: 2019/178139/07 -- Customs Code: CU25816797

Menu

Client Type Level

Carrier Details

Modality

001 - Sea

Vessel

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

Add Vessel

Vessel Name

Call Sign

Action

Carriage Of

☐ Goods In/Out of RSA

☐ Goods not free circulation within the RSA

☐ Travellers In/Out of RSA

Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)? *

☐ Yes ☐ No

Previous Next Conclude Discard

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.

Carrier Details - Sea

Modality

Sea

Vessel

Please note that at least one Vessel needs to be added

Add Vessel

Vessel Name

Carriage of

Please select at least one of the following

☐ Goods In / Out of RSA

☐ Goods not free circulation within RSA

☐ Travellers In / Out of RSA

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

Add Vessel

Vessel Name *

Vessel Call Sign *

Cancel Save

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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

CURRENT SESSION - ACME Automation-425686 -- Registration Number: 201917813907 -- Customs Code: CU25010797

Menu

Application: Sea Cargo Carrier (local)

Client Type Level

Carrier Details

Monicity

001 - Suez

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

Cargoes 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

CURRENT SESSION - ACME Automation-425686 -- Registration Number: 201917813907 -- Customs Code: CU25010797

Menu

Application: Sea Cargo Carrier (local)

Client Type Level

Carrier Details

Monicity

001 - Suez

Vessel

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

Add Vessel

Vessel Name

Call Sign

Address

Cargoes 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

Effective Date: 19 April 2024

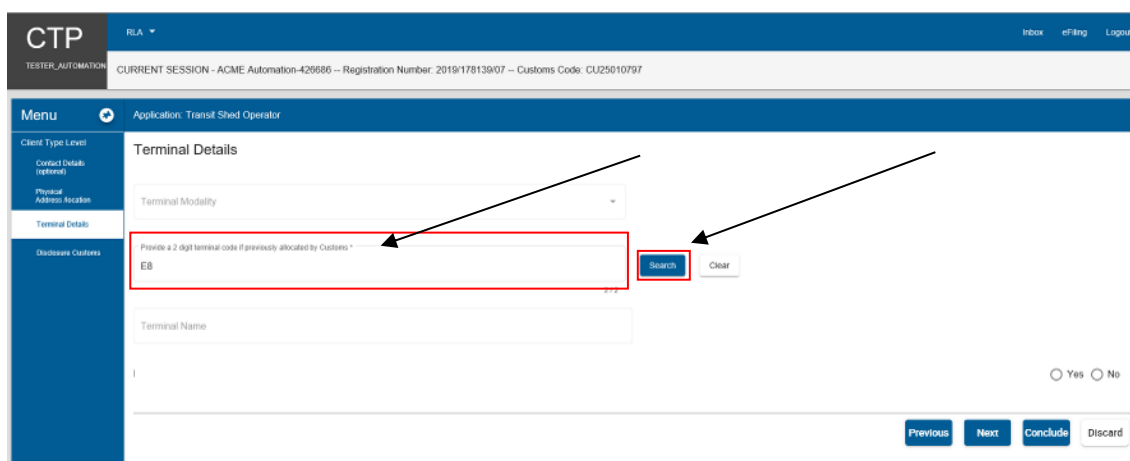
- vi) If Yes:
A) The user captures the BIC and / or SCAC code(s).

- 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.

Effective Date: 19 April 2024

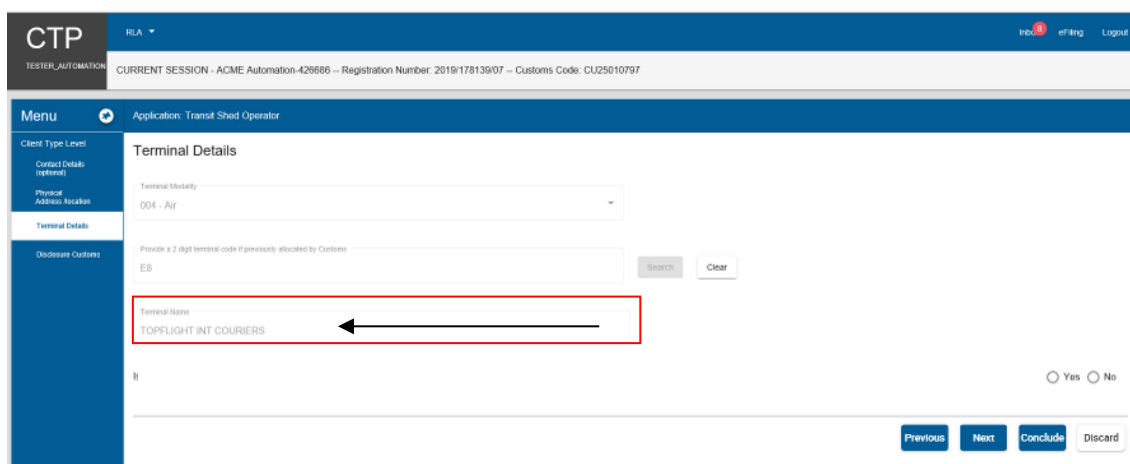
5.4.4 Terminal details

- 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' dropdown is set to '004 - Air'. The 'Provide a 2 digit terminal code if previously allocated by Customs' field contains the value 'EB'. A red box highlights this field, and an arrow points to it from the text in step b). Another red box highlights the 'Search' button, with an arrow pointing to it from the text in step b). The 'Terminal Name' field is empty. The 'It' field has radio buttons for 'Yes' and 'No'. At the bottom, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- 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 the search. The 'Terminal Modality' dropdown is still '004 - Air'. The 'Provide a 2 digit terminal code if previously allocated by Customs' field still contains 'EB'. The 'Terminal Name' field is now populated with the value 'TOPFLIGHT INT COURIERS'. A red box highlights this field, and an arrow points to it from the text in step c). The 'It' field has radio buttons for 'Yes' and 'No'. At the bottom, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

Effective Date: 19 April 2024

- 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.

5.4.5 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.

Effective Date: 19 April 2024

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

The screenshot shows the 'Depot Details' form in the CTP system. The 'Depot Name' field is highlighted with a red box, and an arrow points to it, indicating where the user should enter the CIPC registered name. The form also includes a search bar for a 2-digit depot code, a 'Clear' button, and a question about whether the premises are already licensed for another licence type, with 'Yes' and 'No' radio buttons. Navigation buttons 'Previous', 'Next', 'Conclude', and 'Discard' are at the bottom right.

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

The screenshot shows the 'Depot Details' form. The question 'Is the premises or facility already licensed for another licence type, including an Excise licence?' is highlighted with a red box, and an arrow points to it, indicating where the user should select the correct radio button ('Yes' or 'No'). The form also includes a search bar for a 2-digit depot code, a 'Clear' button, and the 'Depot Name' field. Navigation buttons 'Previous', 'Next', 'Conclude', and 'Discard' are at the bottom right.

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.

The screenshot shows the 'Depot Details' form. The 'Next' button is highlighted with a red box, and an arrow points to it, indicating where the user should click to progress to the next field. The form also includes a search bar for a 2-digit depot code, a 'Clear' button, and the 'Depot Name' field. Navigation buttons 'Previous', 'Next', 'Conclude', and 'Discard' are at the bottom right.

Effective Date: 19 April 2024

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 'Provide a 2 digit depot code if previously allocated by Customs' field contains the value '01'. A red rectangular box highlights this input field. An arrow points from the bottom of the page towards the 'Search' button, which is also highlighted with a red box. The 'Clear' button is visible next to it. The form includes a sidebar menu with options like 'Client Type Level', 'Contact Details', 'Physical Address Location', 'Depot Details', and 'Disclosure Outcomes'. The main content area shows the 'Depot Name' field and a question about whether the premises are already licensed for another licence type.

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

The screenshot shows the 'Depot Details' form after the search. The 'Depot Name' field is now populated with the text 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD'. A red rectangular box highlights this field, and an arrow points to it from the right. The 'Search' and 'Clear' buttons are still visible. The form structure and sidebar menu remain the same as in the previous screenshot.

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

The screenshot shows the 'Depot Details' form with the 'Clear' button highlighted by a red box. An arrow points to the 'Clear' button from the bottom of the page. The 'Depot Name' field still contains the text 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD'. The 'Search' button is also visible. The form structure and sidebar menu are consistent with the previous screenshots.

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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 CTP interface with the 'Depot Details' form. The left menu has 'Disclosure Customs' highlighted. The form contains a 'Depot Name' field with '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?'. The 'Next' button is highlighted, and an arrow points from it to the 'Disclosure Customs' link in the menu.

- 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.

5.4.6 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 CTP interface with the 'Wreck Details' form. The left menu has 'Disclosure Customs' highlighted. The form contains a question 'Is the location known for the wreck to be searched?' with 'Yes' and 'No' radio buttons. The 'No' radio button is selected. An arrow points from the 'No' radio button to the 'Disclosure Customs' link in the menu.

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

The screenshot shows the 'Wreck Details' form. A red box highlights two input fields: 'GPS Coordinate (Latitude)' and 'GPS Coordinate (Longitude)'. Both fields have a red box around them and a red arrow pointing to the right, indicating the input format. The 'GPS Coordinate (Latitude)' field contains the value '07140' and the 'GPS Coordinate (Longitude)' field contains the value '07710'.

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

The screenshot shows the 'Wreck Details' form. A red box highlights the 'Type of wreck' dropdown menu. The dropdown arrow is pointing to the right, indicating it is being clicked. Below the dropdown menu, there are several other input fields: '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, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- 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.

The screenshot shows the 'Wreck Details' form. A red box highlights the list of wreck types. The list contains two items: '001 - Vessel' and '002 - Aircraft'. A red arrow points to the '002 - Aircraft' item, indicating it is the selected option. Below the list, there are several other input fields: '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, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

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

The screenshot shows the 'Wreck Details' form. On the left is a sidebar with 'Client Type Level' (Contact Details (optional), Physical Address/location, Wreck Details, Limit, Disclosure Customs). The main form has the title 'Wreck Details'. It contains a question 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' (selected) and 'No'. Below this are two text input fields for 'GPS Coordinate (Latitude)' and 'GPS Coordinate (Longitude)', both with a character count of '0 / 10'. A dropdown menu for 'Type of wreck *' is highlighted with a red box, showing '001 - Vessel' as the selected option. Below the dropdown is another dropdown for 'Do you wish to specify a specific wreck or any wreck? *'. At the bottom are two date input fields: 'Date of commencement with operations (CCYYMMDD) *' and 'Date when operations will be ended (CCYYMMDD) *', both with a calendar icon.

- 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 top screenshot shows the 'Wreck Details' form with the 'Do you wish to specify a specific wreck or any wreck? *' dropdown menu highlighted by a red box. An arrow points to the dropdown arrow. The bottom screenshot shows the same form with the dropdown menu expanded, displaying two options: '001 - Specific Wreck' and '002 - Known Wreck'. A red box highlights the 'Date when operations will be ended (CCYYMMDD) *' field. At the bottom of the form are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

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

Wreck Details

Is the location known for the wreck to be searched? * ☐ Yes ☐ No

Type of wreck *
001 - Vessel

Do you wish to specify a specific wreck or any wreck? *
002 - Known Wreck

Date of commencement with operations (CCYYMMDD) *

Date when operations will be ended (CCYYMMDD) *

Previous **Next** **Conclude** **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.

Wreck Details

Is the location known for the wreck to be searched? * ☐ Yes ☒ No

Type of wreck *
001 - Vessel

Do you wish to specify a specific wreck or any wreck? *
002 - Known Wreck

Date of commencement with operations (CCYYMMDD) *

Date when operations will be ended (CCYYMMDD) *

Previous **Next** **Conclude** **Discard**

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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.

5.4.7 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.

5.4.8 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.

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

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

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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.

The screenshot shows the CTP system interface. The main window is titled 'Add Rebate (Relief Item)'. It contains a text input field labeled 'Tariff heading/subheading' and a 'Search' button. The background window is titled 'Rebate Item (relief Item) And Rebate Code (relief Code)'. It has a menu on the left with options like 'Client Type Level', 'Control Details', 'Physical', 'Rebate Item (Relief Item)', and 'Rebate Code (Relief Code)'. The main content area of the background window shows 'Rebate Item (Relief Item)' with 'No Rebate Items added'.

- 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.

The screenshot shows the CTP system interface. The main window is titled 'Add Rebate (Relief Item)'. The 'Tariff heading/subheading' field now contains the value '151190'. The 'Search' button is highlighted with a red box. The background window is the same as in the previous screenshot.

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

The screenshot shows the CTP system interface. The main window is titled 'Add Rebate (Relief Item)'. The 'Description' field is highlighted with a red box and contains the value 'Other'. The 'Tariff heading/subheading' field still contains '151190'. The background window is the same as in the previous screenshots.

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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.

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

- 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.

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

CTP
15/10/2018 14:00:00

CURRENT SESSION - ACME Automation-426606 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu Application: Storage Warehouse (CG) Imported Goods - Stockist

Client Type Level
Control Code (optional)
Physical Address (optional)
Level
Rebate Item (Relief Item) And Rebate Code (Relief Code)
Rebate Item (Relief Item)
Rebate Code (Relief Code)

Rebate Item (Relief Item) And Rebate Code (Relief Code)
At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.
Add Rebate Item (Relief Item)

Rebate Item (Relief Item)
No Rebate Items added

Add Rebate (Relief Item)

Tariff heading/Subheading
151190
Clear Search

Other
Description
Palm stearin, not chemically modified, for the manufacture of edible fats
15/100

Rebate Item (Relief Item)
30301
5/5

Rebate Code (Relief Code)
0106
4/4

Cancel Add

Previous Next Conclude Discard

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

CTP
15/10/2018 14:00:00

CURRENT SESSION - ACME Automation-426606 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu Application: Storage Warehouse (CG) Imported Goods - Stockist

Client Type Level
Control Code (optional)
Physical Address (optional)
Level
Rebate Item (Relief Item) And Rebate Code (Relief Code)
Rebate Item (Relief Item)
Rebate Code (Relief Code)

Rebate Item (Relief Item) And Rebate Code (Relief Code)
At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.
Add Rebate Item (Relief Item)

Rebate Item (Relief Item)
Rebate Item (Relief Item) - 30301

Previous Next Conclude Discard

- 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.

CTP
15/10/2018 14:00:00

CURRENT SESSION - ACME Automation-426606 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu Application: Storage Warehouse (CG) Imported Goods - Stockist

Client Type Level
Control Code (optional)
Physical Address (optional)
Level
Rebate Item (Relief Item) And Rebate Code (Relief Code)
Rebate Item (Relief Item)
Rebate Code (Relief Code)

Rebate Item (Relief Item) And Rebate Code (Relief Code)
At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.
Add Rebate Item (Relief Item)

Rebate Item (Relief Item)
Rebate Item (Relief Item) - 30301

Previous Next Conclude Discard

Effective Date: 19 April 2024

CTP

RLA

CURRENT SESSION - ACME Automation-425686 – Registration Number: 2019/178138/07 – Customs Code: CU25010797

Menu

Application: Storage Warehouse (OS) Imported Goods - Stocklist

Client Type Level

Customs Details

Physical Address Location

Local

Rebate Item (Relief Item) And Rebate Code (relief Code)

At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)

Rebate Item (Relief Item) - 30301

Tariff heading/ Sub-heading

15190

Description

15190 Other

Palm oleates, not chemically modified, for the manufacture of edible fat

Rebate Item (Relief Item)

30301

Rebate Code (Relief Code)

0100

Delete

Previous Next Conclude Discard

- 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.

CTP

RLA

CURRENT SESSION - ACME Automation-425686 – Registration Number: 2019/178138/07 – Customs Code: CU25010797

Menu

Application: Storage Warehouse (OS) Imported Goods - Stocklist

Client Type Level

Customs Details

Physical Address Location

Local

Rebate Item (Relief Item) And Rebate Code (relief Code)

At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)

Rebate Item (Relief Item) - 30301

Tariff heading/ Sub-heading

15190

Description

15190 Other

Palm oleates, not chemically modified, for the manufacture of edible fat

Rebate Item (Relief Item)

30301

Rebate Code (Relief Code)

0100

Delete

Previous Next Conclude Discard

- 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.

CTP

RLA

CURRENT SESSION - ACME Automation-425686 – Registration Number: 2019/178138/07 – Customs Code: CU25010797

Menu

Application: Storage Warehouse (OS) Imported Goods - Stocklist

Client Type Level

Customs Details

Physical Address Location

Local

Rebate Item (Relief Item) And Rebate Code (relief Code)

At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)

Rebate Item (Relief Item) - 30301

Tariff heading/ Sub-heading

15190

Description

15190 Other

Palm oleates, not chemically modified, for the manufacture of edible fat

Rebate Item (Relief Item)

30301

Rebate Code (Relief Code)

0100

Delete

Previous Next Conclude Discard

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

5.4.9 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.

The screenshot shows the CTP application interface. The left menu has a red box around the 'CCA Number' link. The main content area is titled 'Rebate Item (relief item) And Rebate Code (relief Code)'. It contains a form with fields for 'Rebate Item (relief item)' and 'Rebate Code (relief Code)'. The 'Rebate Item (relief item)' field is highlighted with a red box. The 'Next' button at the bottom right is also highlighted with a red box. Arrows indicate the flow from the menu link to the form field and from the 'Next' button back to the menu link.

- c) The system displays the CCA Number capture window.

The screenshot shows the CTP application interface. The left menu has a red box around the 'CCA Number' link. The main content area is titled 'CCA Number'. It contains a form with a 'CCA Number' field and a 'Yes/No' question: 'Is the premises or facility already licensed for another licence type, including an Excise licence?'. The 'CCA Number' field is highlighted with a red box. An arrow points from the 'CCA Number' link in the menu to the 'CCA Number' field in the form.

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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 v6.0 - [User] Logout

CURRENT SESSION - T AUTOMATION - ID Number: A05191705188 - Customs Code: CU20017705

Menu Application: Manufacturing Warehouse (MAG) OLA Integrated Any goods (Other than goods held to Export Duty Free Levy and Environmental Levy)

Client Type Level Customer Supplier Partner Location Land Address Name and Address Date and Land Code CCA Number Environment Number	<p>CCA Number</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <input type="text" value="CCA1200104"/> </div> <p><small>Is the premises or facility already licensed for another science type, including an Exotic Science?</small></p> <p style="text-align: center;"> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No </p>
--	--

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.

The screenshot shows the 'CCA Number' section of the CTP application form. The 'CCA Number' field is populated with 'CCA1200102'. Below this, a red box highlights the question: 'Is the premises or facility already licensed for another licence type, including an Excise licence?'. The question has two radio buttons: 'Yes' (selected) and 'No'. A black arrow points to the 'Yes' button. The form also includes a 'Previous' button and a 'Next' button.

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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.

The screenshot shows the CTP interface with the 'CCA Number' field. The 'Next' button is highlighted with a red box, and an arrow points to it from the 'Disclosure Customs' link in the left-hand menu. The interface includes a header with 'CTP' and 'SARS', a left-hand menu with 'Disclosure Customs' highlighted, and a main content area with the 'CCA Number' field and a 'Next' button.

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

5.4.10 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.

The screenshot shows the CTP interface with the 'Relief Item, Compensating Product, By Product, Waste' page. The 'Add Relief (Rebate) Item' button is highlighted with a red box, and an arrow points to it from the left-hand menu. The interface includes a header with 'CTP' and 'SARS', a left-hand menu with 'Add Relief (Rebate) Item' highlighted, and a main content area with the 'Relief (Rebate) Items' section and an 'Add Relief (Rebate) Item' button.

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

The screenshot shows the CTP (Customs Trader Portal) interface. The main window is titled 'Add Rebate (Relief Item)'. It features a text input field for 'Tariff Heading / Sub-heading', a 'Clear' button, and a 'Search' button. The background window is titled 'Relief (Rebate) Items' and displays a message: 'At least one Relief (Rebate) item is required. Please Click "Add Relief (Rebate) item" button below to add items.'

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

The screenshot shows the CTP (Customs Trader Portal) interface. The main window is titled 'Add Rebate (Relief Item)'. It features a text input field for 'Tariff Heading / Sub-heading', a 'Clear' button, and a 'Search' button. The background window is titled 'Relief (Rebate) Items' and displays a message: 'At least one Relief (Rebate) item is required. Please Click "Add Relief (Rebate) item" button below to add items.'

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

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

The screenshot shows the 'Add Rebate (Relief Item)' modal form in the CTP system. The form is titled 'Add Rebate (Relief Item)' and contains several fields: 'Tariff heading / Sub-heading' (854460), 'Description' (Electric conductors for electric vehicles), 'Rebate item (Relief item)' (31604), 'Rebate Code (Relief Code)' (0106), and 'Estimated quantity of raw materials used' (5000 units). The 'Add' button is highlighted with a red box. Arrows point to each field and the 'Add' button.

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

The screenshot shows the 'Relief (Rebate) Items' page in the CTP system. The page displays a table with one row: 'Relief (Rebate) item - 31604'. The table is titled 'Relief (Rebate) Items' and has a 'Update' button next to the item. Arrows point to the item name and the 'Update' button.

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f) If any of the Rebate (Relief) item details have been incorrectly captured, the user:

- i) Clicks on the Delete button; and
- ii) Recaptures the information as prescribed in paragraph b) above.

The screenshot shows the CTP application interface. The top navigation bar includes the CTP logo, a dropdown menu, and user information. The main content area is titled 'Relief Item, Compensating Product, By Product, Waste'. It features a sidebar with navigation options and a main panel with two sections: 'Relief (Rebate) Items' and 'Relief (Rebate) item - 31604'. The 'Relief (Rebate) item - 31604' section contains details such as 'Tariff heading/ Sub-heading', 'Description', 'Rebate item (Relief item)', 'Rebate Code (Relief Code)', and 'Estimated quantity of raw materials used'. A red box highlights the 'Delete' button in the top right corner of this section, with an arrow pointing to it from the right.

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

The screenshot shows the same CTP application interface as the previous one. The 'Add Compensating Product' button in the 'Relief (Rebate) Items' section is highlighted with a red box. An arrow points to this button from the right, indicating the user's action.

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

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

The screenshot shows the CTP application interface. A modal dialog titled 'Add Compensating (Finished) Product' is open. It contains a text input field labeled 'Tariff heading / Tariff sub-heading' with the value '0000'. To the right of the input field is a 'Search' button. Arrows point to the input field and the 'Search' button. The background shows the 'Relief Item, Compensating Product, By Product, Waste' screen. It includes a 'Relief (Rebate) Items' table with one item: 'Relief (Rebate) item - 31604'. Below the table are buttons for 'Add Compensating Product' and 'Add by Product'. To the right of the table is a 'Description' field with the text: '804400 Other electric conductors, for a voltage exceeding 1 000 V Electric conductors for electric vehicles'. Below the description are fields for 'Rebate item (Relief item)' (31604), 'Rebate Code (Relief Code)' (0106), and 'Estimated quantity of raw materials used' (5000 units).

- 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 contains a text input field labeled 'Tariff heading / Tariff sub-heading' with the value '0000'. Below the input field is a message: 'This is a valid Tariff Heading/Sub-heading, but has no description'. Arrows point to the input field and the message. The background shows the 'Relief Item, Compensating Product, By Product, Waste' screen. It includes a 'Relief (Rebate) Items' table with one item: 'Relief (Rebate) item - 31604'. Below the table are buttons for 'Add Compensating Product' and 'Add by Product'. To the right of the table is a 'Description' field with the text: '804400 Other electric conductors, for a voltage exceeding 1 000 V Electric conductors for electric vehicles'. Below the description are fields for 'Rebate item (Relief item)' (31604), 'Rebate Code (Relief Code)' (0106), and 'Estimated quantity of raw materials used' (5000 units).

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- ii) If the tariff heading or subheading of the compensating (finished) product has been incorrectly captured, the user:
- Clicks on clear; and
 - 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:
- The user captures:
 - The description of the compensating (finished) product – this field is optional;
 - The Trade / Registered Name of Compensating Product – this field is mandatory; and
 - The expected yield of the final product obtained from the raw or rebated material used (per volume or number) – this field is mandatory; and
 - The user clicks on:
 - Add if correct, or
 - 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.

CTP | RLA | Info | e-filing | Logout
TESTER AUTOMATION | CURRENT SESSION - T AUTOMATION - ID Number: 4601019785188 - Customs Code: CU25011785

Menu | Application: Rebate User

Client Type Level
Contact Details (optional)
Physical Address / Location
Relief Item
Compensating Product, By Product
Items
Disclosure Customs

Relief Item, Compensating Product, By Product, Waste
At least one Relief (Rebate) item is required. Please Click 'Add Relief (Rebate) item' button below to add items.

Add Relief (Rebate) Item

Relief (Rebate) Items

- > Relief (Rebate) item - 31604
- > **Compensating (Finished) Product - 0000**

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

Delete

Previous **Next** **Conclude** **Discard**

- 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.

CTP | RLA | Info | e-filing | Logout
TESTER AUTOMATION | CURRENT SESSION - T AUTOMATION - ID Number: 4601019785188 - Customs Code: CU25011785

Menu | Application: Rebate User

Client Type Level
Contact Details (optional)
Physical Address / Location
Relief Item
Compensating Product, By Product
Items
Disclosure Customs

Relief Item, Compensating Product, By Product, Waste
At least one Relief (Rebate) item is required. Please Click 'Add Relief (Rebate) item' button below to add items.

Add Relief (Rebate) Item

Relief (Rebate) Items

- > Relief (Rebate) item - 31604
- > **Compensating (Finished) Product - 0000**

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

Delete

Previous **Next** **Conclude** **Discard**

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

The screenshot shows the CTP interface with the following elements:

- Header:** CTP, TESTER AUTOMATION, RL A, CURRENT SESSION - T AUTOMATION - ID Number: 4601019785188 - Customs Code: CU25011785, Inbox, e-filing, Logout.
- Menu:** Client Type Level, Contact Details (optional), Physical Address / Location, Add Relief (Rebate) Item, Compensating Product By Product, Links, Disclosure Customs.
- Main Content:**
 - Relief (Rebate) Items:**
 - > Relief (Rebate) Item - 31604
 - > Compensating (Finished) Product - 0000
 - Buttons: Add Compensating Product, **Add By Product** (highlighted with a red box and an arrow).
 - 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: Previous, Next, Conclude, Discard.

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

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

The screenshot shows the CTP interface with the 'Add By-Product' modal window open. The modal window contains:

- Text Box:** Tariff heading / Sub-heading * (highlighted with a red box and an arrow).
- Buttons:** Cancel, Add, Search (highlighted with a red box and an arrow).

The background interface is dimmed, showing the same 'Relief (Rebate) Items' and 'Compensating (Finished) Product' sections as the previous screenshot.

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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:
- Clicks on clear; and
 - Recaptures the tariff heading or subheading as prescribed in paragraph j) above.

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- 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.

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

The screenshot shows the CTP application interface. The top navigation bar includes 'CTP', 'RLA', and user information. The main content area is titled 'Relief Item, Compensating Product, By Product, Waste'. It features a left sidebar with a 'Menu' section containing 'Client Type Level', 'Contact Details', 'Physical Address', 'Relief Item', 'Compensating Product', 'By Product', 'Limit', and 'Disclosure Customs'. The 'By Product' section is currently active. The main form area contains two panels: 'Relief (Rebate) Items' and 'By-Product - 0000'. The 'By-Product - 0000' panel has a red 'Delete' button highlighted with a red box and an arrow pointing to it. The 'Relief (Rebate) Items' panel shows a list of items with a 'By Product - 0000' button highlighted. At the bottom right, there are 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

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

This screenshot is similar to the previous one, showing the same CTP application interface. However, the 'Next' button in the bottom right corner is highlighted with a red box and an arrow pointing to it. The 'Delete' button in the 'By-Product - 0000' panel is also highlighted with a red box. The 'Limit' link in the left sidebar menu is also highlighted with a red box. The 'By Product - 0000' button in the 'Relief (Rebate) Items' panel is also highlighted with a red box.

- 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.

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

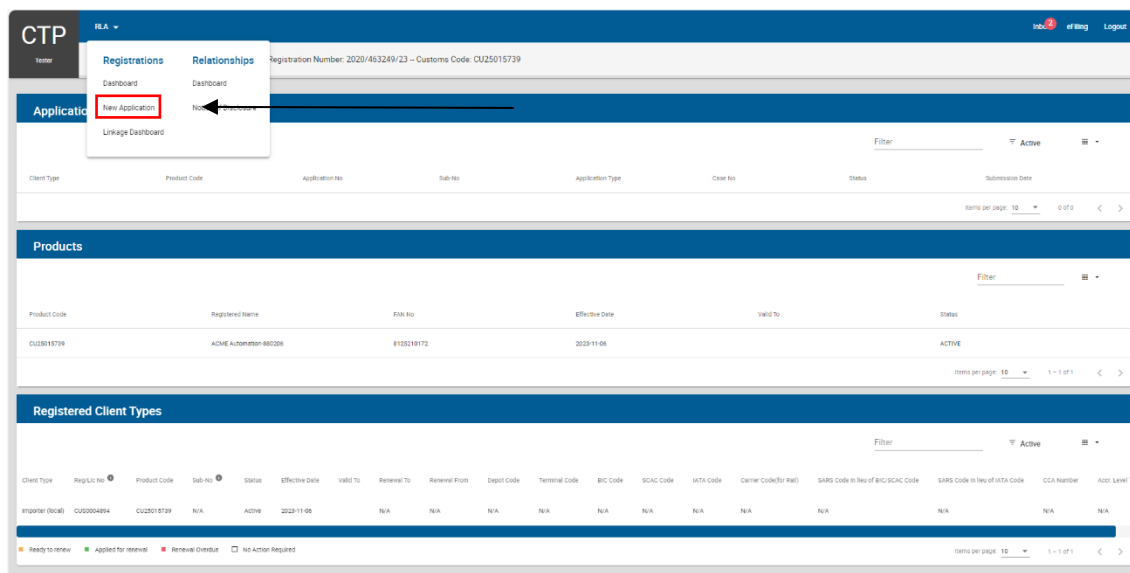
- c) The system populates the rebate item 498.02, tariff heading and rebate code from Schedule 4.

- d) The user clicks on the:
- Disclosure Customs link under Menu; or
 - Next button and continues with the process prescribed in paragraph 9 below.

6 ACCREDITATION

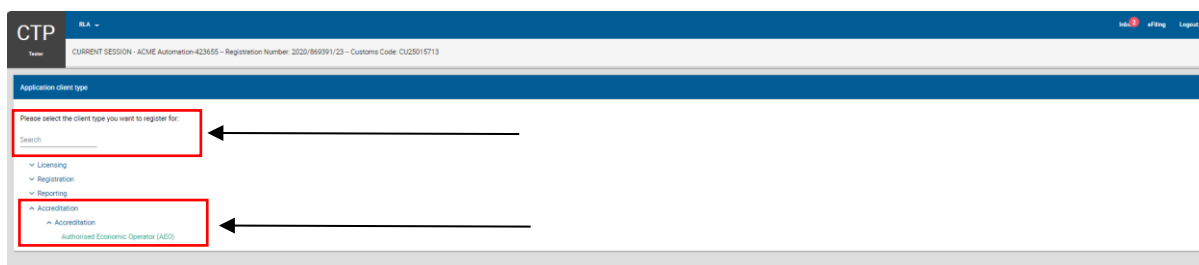
6.1 Selection of the client type Authorised Economic Operator

- 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.



6.2 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

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- 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.

6.3 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.

6.4 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.

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- 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.

6.5 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.

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

The screenshot shows the CTP application interface. The left menu has 'AEO Assessment Results' highlighted with a red box. An arrow points from this menu item to the 'Next' button at the bottom right of the main content area. The main content area displays a consent form for information sharing.

6.6 AEO Assessment Results

- 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.
- 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.

The screenshot shows the 'AEO Assessment Results' screen. A table lists assessment results for a client named 'Plants Williams'. The 'Add Results' button at the bottom right is highlighted with a red box and an arrow pointing to it. The table has columns for origin, name, surname, ID No., Passport No., Country of origin, Assessment Results, Assessment Date, and Validity Date.

origin	name	surname	ID No.	Passport No.	Country of origin	Assessment Results	Assessment Date	Validity Date
Client	Plants	Williams	6602115111087			90 %	2023-11-07	2025-08-07

- If no data exists in the AEO Assessment System (SC-CF-37) for the applicant:
 - The system displays a message that no results were found and if:
 - No AEO assessment test has been taken the user must select the AEO assessment not taken tick box.

The screenshot shows the 'AEO Assessment Results' screen with a 'No results found' message. The 'AEO Assessment not taken' checkbox at the bottom right is highlighted with a red box and an arrow pointing to it. The table is empty.

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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].

The screenshot shows the 'AEO Assessment Results' page in the CTP system. The page title is 'AEO Assessment Results'. Below the title, there is a table with columns: Origin, Name, Surname, ID No., Passport No., Country Of Origin, Assessment Results, Assessment Date, and Validity Date. A message 'No results found.' is displayed in a yellow box. At the bottom right, there is a button labeled 'Add Results' which is highlighted with a red box and an arrow pointing to it. Other buttons like 'Discard', 'Previous', 'Next', and 'Conclude' are also visible.

- 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.

The screenshot shows the 'AEO Assessment Results' page with the 'Add/Edit AEO Assessment Results' modal form open. The form contains the following fields: 'Name of employee undertaking assessment' (with value 'I'), 'Surname of employee undertaking assessment' (with value 'Williams'), 'ID or Passport' (with value '002 - RSA ID Number'), 'ID Number' (with value '660211511087'), 'Assessment Results' (with value '90'), 'Assessment Date' (with value '11/2/2023'), and 'Validity Date' (with value '1/13/2025'). The 'Save' button is highlighted with a red box and an arrow pointing to it. Other buttons like 'Cancel', 'Discard', 'Previous', 'Next', and 'Conclude' are also visible.

- 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.

The screenshot shows the 'AEO Assessment Results' page with the 'Add/Edit AEO Assessment Results' modal form open. The form contains the following fields: 'Name of employee undertaking assessment' (with value 'Rais'), 'Surname of employee undertaking assessment' (with value 'Williams'), 'ID or Passport' (with value '002 - RSA ID Number'), 'ID Number' (with value '660211511087'), 'Assessment Results' (with value '90'), 'Assessment Date' (with value '11/2/2023'), and 'Validity Date' (with value '1/13/2025'). The 'Save' button is highlighted with a red box and an arrow pointing to it. Other buttons like 'Cancel', 'Discard', 'Previous', 'Next', and 'Conclude' are also visible.

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- 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.

CTP

Menu

Client Type Level

Application: Authorised Economic Operator (AEO)

AEO Assessment Results

The AEO Assessment Results are listed below. To capture new AEO Assessment Results, click 'Add Results'. Choose the rows that you would like to use for the application.

Origin	Name	Surname	Id No.	Passport No.	Country of Origin	Assessment Results	Assessment Date	Validity Date	
Client	Frans	Williams	6602115111087			90 %	2023-11-07	2025-08-07	Edit Delete

Buttons: Add Results, Discard, Previous, Next, Conclude

6.7 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.

CTP

Menu

Application: Authorised Economic Operator (AEO)

Accreditation Self-Assessment

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

Name of System(s): EDI

2. Also indicate if a full audit trail of all Customs activities is maintained, verifiable procedures for backup, recovery, fail-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

Buttons: Discard, Previous, Next, Conclude

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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 form. On the left, a blue 'Menu' sidebar contains various links. The 'AEO General Questions' link is highlighted with a red box, and an arrow points from it to the main form area. The main form area is titled 'Accreditation Self-assessment' and contains several sections with questions and radio button options for 'Yes' or 'No'. At the bottom right of the form, there are four buttons: 'Discard', 'Previous', 'Next', and 'Conclude'. The 'Next' button is highlighted with a red box, and an arrow points from it to the right.

6.8 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.

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c) The user clicks on the:

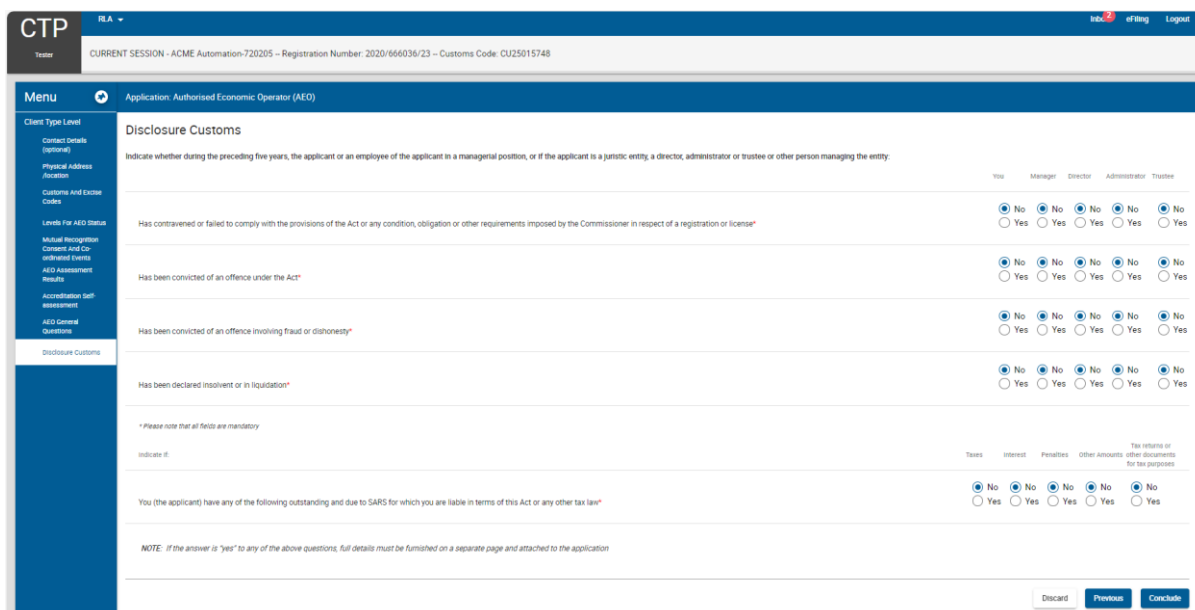
- i) Next button to progress to the next field which is the Disclosure Customs page; or
- ii) Disclosure Customs link under the Menu.

The screenshot displays the SARS CTP interface for an Authorised Economic Operator (AEO). The left-hand menu is titled 'Menu' and includes various options. The 'Disclosure Customs' link is highlighted with a red box and an arrow pointing to it. The main content area is titled 'AEO General Questions' and contains a list of 22 questions. Each question has three radio button options: 'Yes', 'No', and 'N/A'. The 'Yes' option is selected for all questions. At the bottom right of the form, there are four buttons: 'Discard', 'Previous', 'Next', and 'Conclude'. The 'Next' button is highlighted with a red box and an arrow pointing to it.

Number	Question	Yes	No	N/A
1	Have any applications for Customs authorizations/certifications been refused, or existing authorizations been suspended or revoked? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Do employees understand and are they able to implement processes to ensure the security of goods? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
4	Are your internal control processes regularly subjected to internal and external audit? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Do you have procedures in place to check for incorrect or incomplete recording of computerised and/or manual transactions? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Are there documented procedures indicating compliance measures to ensure the integrity and security of: *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.1	Cargo Security *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.2	Building and Premises *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.3	Business Partner Security *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.4	Personnel Security *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Is your company subject to ISO 15489 compliance management systems regarding the management of commercial records? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
11	Does the business have a documented internal training system for trade security? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Are training records maintained so that they may be verified by SARS? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
14	Is there periodic training for employees on crisis management and emergency response procedures? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Have all relevant employees been adequately trained on Customs laws and regulations? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
17	Are there existing barriers and implemented documented processes to prevent and control entry by unauthorised person(s) and vehicles? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Do visitors wear temporary identification badges, and are they escorted by staff? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	Are there written procedures outlining criteria for evaluating the supply chain security of business partners? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
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"/>	<input type="radio"/>	<input type="radio"/>
22	Are drivers and other personnel that conduct security inspection of empty conveyances and Instrument of International Traffic (ITT) trained to inspect their conveyances/Instrument of International Traffic (ITT) for security purposes? *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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



7 MANAGE – AMEND, WITHDRAW OR RENEW

- a) The requirements in terms of the amendment of existing information, the cancelation of existing clients or renewal of client's licences are described in SC-CF-19.
- b) Under the field Manage a user can:
- i) Amend:
 - A) Product details as prescribed in paragraph 5.3 above; or
 - B) Existing RLA client details as prescribed in paragraph 5.4.1 or 5.4.2 above.
 - C) The mutual recognition and co-ordinated event consent status provided at the time of application as indicated in paragraph 6.5 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 licence 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 in paragraph 2 to 3 above.

CTP TELUS AUTOMATION R.A. - CURRENT SESSION - ACME Automation-S21293 - Registration Number: 2019/921489/07 - Customs Code: CU25E10916

Applications

Client Type	Product Code	Application No.	Sub-No.	Application Type	Cover No.	Status	Submission Date
Special Storage Warehouse (SOS - Outlets Imported Goods)	CU25E10916	WHA-20210110-0001	N/A	NEW	1000000005	In Error	

Items per page: 10 | 1 - 1 of 1

Products

Product Code	Registered Name	RUC No.	Effective Date	Valid To	Status
CU25E10916	ACME Automation-S21293	RP20211010	2021-03-10	2021-09-10	ACTIVE

Items per page: 10 | 1 - 1 of 1

Registered Client Types

Client Type	Reg Loc No.	Product Code	Sub-No.	Page Code	Territorial Code	BIC Code	ISOC Code	LATA Code	SAME CODE IN ROW OF BIC/ISOC CODE	SAME CODE IN ROW OF LATA CODE	CENTER CODE(OR NAME)	STATUS	EFFECTIVE DATE	VALID TO	REMOVED TO	ACTION LINK
Storage Warehouse (SOS - Imported Goods)	CU25005479	CU25E10916	PS40050230	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-09-10	2021-09-10	N/A	N/A
Exporter (Good)	CU25005543	CU25E10916	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-03-10	2021-03-10	N/A	N/A
Importer (Good)	CU25005581	CU25E10916	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-03-10	2021-03-10	N/A	N/A

- ii) The system displays the client's Product level page (see paragraph 5.3).

[illegible]

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

CTP
TESTER_AUTOMATION

RLA -

CURRENT SESSION - T AUTOMATION - ID Number: 2801217829033 - Customs Code: CU25013028

Menu

Product Level

- Tax Type Demographics
- Contact Details
- Physical Address /Location
- My Bank Accounts
- Manage**

Application:

Tax Type Demographics

Indicate below if you are a Local or Non-Local applicant:

☒ I am a natural or juristic person with a physical address in South Africa

☐ I am a natural or juristic person without a physical address in South Africa

Reference No: 2512260130228

Trading Names

To add a Trading Name click the Add Trading Name button

T AUTOMATION

Add Trading Name

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

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

CTP
TESTER_AUTOMATION

RLA -

CURRENT SESSION - ACME Automation-521293 - Registration Number: 2019/921489/07 - Customs Code: CU23010916

Menu

Product Level

- Tax Type Demographics
- Contact Details
- Physical Address /Location
- My Bank Accounts
- Authorized Officer Details
- Manage**

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

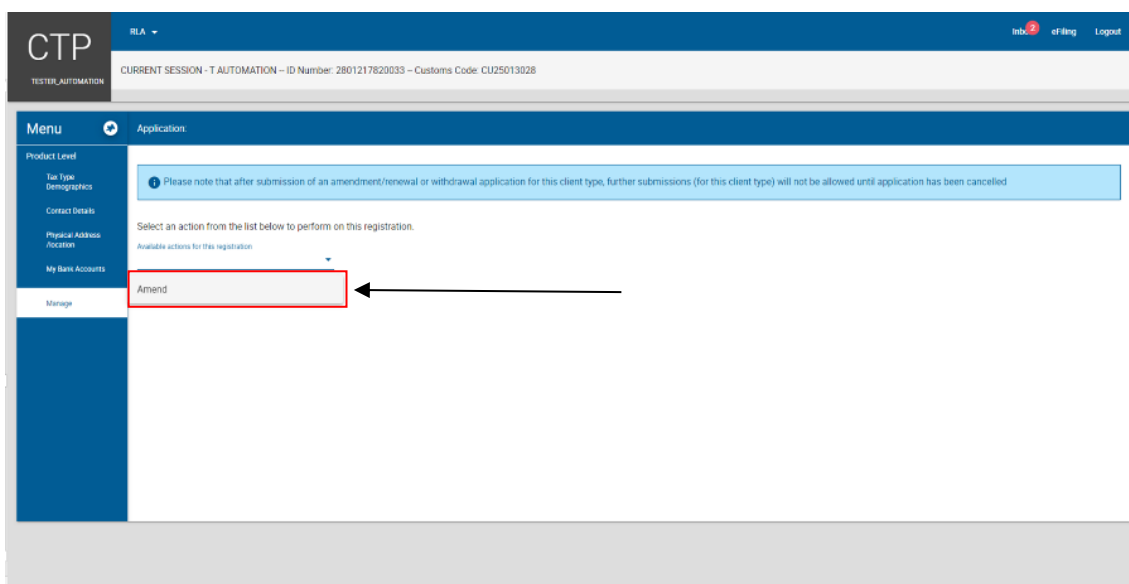
Select an action from the list below to perform on this registration

Available actions for this registration

-

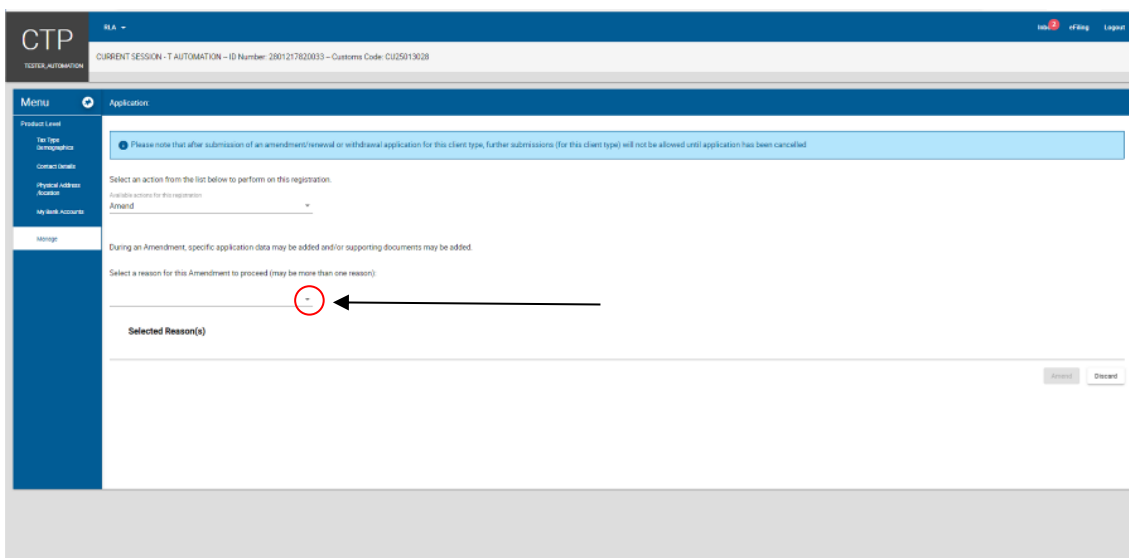
Effective Date: 19 April 2024

- v) The system displays the dropdown list of actions. The action withdraw or renew will not display as only amend is applicable. A client's Product will automatically be withdrawn by the system when the client's last active client type has been withdrawn.



The screenshot shows the CTP (Customs Trader Portal) interface. The header includes the SARS logo and the text 'South African Revenue Service'. The main navigation bar shows 'CTP' and 'TESTER AUTOMATION'. The current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left sidebar contains a 'Menu' with options: 'Product Level', 'Tax Type Demographics', 'Contact Details', 'Physical Address', 'Account', 'My Bank Accounts', and 'Manage'. The main content area is titled 'Application' and contains a blue notification box stating: '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.' and 'Available actions for this registration:'. A dropdown menu is open, showing 'Amend' as the selected option, which is highlighted with a red box and an arrow pointing to it.

- vi) After selecting the applicable action from the dropdown list the user clicks on the Select Reason(s) dropdown arrow.



The screenshot shows the CTP interface after selecting the 'Amend' action. The main content area now displays: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' and 'Select a reason for this Amendment to proceed (may be more than one reason):'. Below this, there is a 'Selected Reason(s)' section with a dropdown arrow highlighted by a red circle and an arrow pointing to it. At the bottom right, there are 'Cancel' and 'Proceed' buttons.

Effective Date: 19 April 2024

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

The screenshot shows the CTP (Customs Trader Portal) Application page. The page title is "CTP" and the subtitle is "TESTER AUTOMATION". The current session is "T AUTOMATION" with ID Number: 2801217820033 and Customs Code: CU25013028. The page displays a dropdown menu for "Reason for Amendment" with the following options:

- ☐ 001 - Contact Details
- ☐ 002 - Physical Address Details
- ☐ 003 - Bank Account Details
- ☐ 004 - Contact Person
- ☐ 005 - Authorised Officer Details
- ☐ 006 - Enclosure of Circumstances
- ☐ 007 - Bond Limits
- ☐ 008 - LPI Particulars
- ☐ 009 - Other

An arrow points to the "005 - Authorised Officer Details" option.

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

The screenshot shows the CTP (Customs Trader Portal) Application page. The page title is "CTP" and the subtitle is "TESTER AUTOMATION". The current session is "T AUTOMATION" with ID Number: 2801217820033 and Customs Code: CU25013028. The page displays a dropdown menu for "Reason for Amendment" with the following options:

- ☐ 001 - Contact Details
- ☐ 002 - Physical Address Details
- ☐ 003 - Bank Account Details
- ☐ 004 - Contact Person
- ☐ 005 - Authorised Officer Details
- ☐ 006 - Enclosure of Circumstances
- ☐ 007 - Bond Limits
- ☐ 008 - LPI Particulars
- ☒ 009 - Other

An arrow points to the "009 - Other" option.

Effective Date: 19 April 2024

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

CTP
TESTER AUTOMATION

RLA -

sub 6 eFiling Logout

CURRENT SESSION - ACME Automation-521283 - Registration Number: 2019/921489/07 - Customs Code: CU20010916

Menu

Product Level

Tax Type

Demographic

Contact Details

Physical Address

Business

My bank Accounts

Authorised officer

Details

Settings

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):

009

Selected Reason(s)

009 - 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 -

sub 6 eFiling Logout

CURRENT SESSION - ACME Automation-521283 - Registration Number: 2019/921489/07 - Customs Code: CU20010916

Menu

Client Type Level

Contact Details

Demographic

Physical Address

Location

Limit

Blacklisted Customers

Settings

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):

009

Selected Reason(s)

009 - Other

Other Reason

Amend title and layout (pdf)

Amend Discard

Effective Date: 19 April 2024

- 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 SARS CTP Application page. The 'Amend' button is highlighted with a red box and an arrow. The dropdown menu is open, showing a list of reasons for amendment. The selected reasons are '001 - Contact Details' and '005 - Authorised Officer Details'.

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

The screenshot shows the SARS CTP Application page. The 'Selected Reason(s)' section is highlighted with a red box and an arrow, showing the selected reasons: '001 - Contact Details' and '005 - Authorised Officer Details'.

Effective Date: 19 April 2024

viii) The user clicks on the amend button.

The screenshot shows the CTP (Customs Trader Portal) Application page. The header includes the CTP logo, a dropdown menu for 'RLA', and user information: 'Info', 'Billing', and 'Logout'. Below the header, the current session details are displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2807217620033 - Customs Code: CU25013028'. The main content area is titled 'Application' and contains 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, there is a section for 'Available actions for this registration' with a dropdown menu set to 'Amend'. A message states: '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):'. A dropdown menu shows '001 (x1 other)'. Under 'Selected Reason(s)', two reasons are listed: '001 - Contact Details' and '005 - Authorised Officer Details'. At the bottom right, there are two buttons: 'Amend' (highlighted with a red box and an arrow) and 'Discard'.

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

The screenshot shows the CTP Amendment page. The header includes the CTP logo, a dropdown menu for 'RLA', and user information: 'Info', 'Billing', and 'Logout'. Below the header, the current session details are displayed: 'CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number: 2009/037269/23 - Customs Code: CU25005336'. The main content area is titled 'Amendment: Tax Type Demographics'. It contains a section for 'Indicate below if you are a Local or Non-Local applicant:' with 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 this is a 'Reference No.' field with the value 'CU72000988'. A section titled 'CONSENT BY THE APPLICANT FOR INFORMATION SHARING WITH OTHER GOVERNMENT AGENCIES' 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.' with 'Yes' selected. A disclaimer note is provided at the bottom. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'. The left sidebar menu is visible, with 'Product Level' highlighted in red.

Effective Date: 19 April 2024

- x) 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.

- xi) The user clicks on the Conclude button.

Effective Date: 19 April 2024

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

CTP HLA + info 22 of 81g 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

Amendment:
To update bank account details for your application click the **Change Bank Account** button

Summary ←

Required Documents

Change Bank Account

Bank Account Holder Declaration
001 - I Use SA Bank Account

Account Type
1 - Cheque

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

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

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

Usage: Refunds / Outgoing *

Please note: you cannot edit / delete Bank Accounts / n. Bank Accounts added from your / library to your Application

Next

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

CTP HLA + info 22 of 81g 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

Amendment:
To update bank account details for your application click the **Change Bank Account** button

Summary ←

Required Documents

Change Bank Account

Bank Account Holder Declaration
001 - I Use SA Bank Account

Account Type
1 - Cheque

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

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

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

Usage: Refunds / Outgoing *

Please note: you cannot edit / delete Bank Accounts / n. Bank Accounts added from your / library to your Application

Next

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

Effective Date: 19 April 2024

- 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.

CTP TELER AUTOMATION R.A. - CURRENT SESSION - T AUTOMATION – ID Number 2801217K20033 – Customs Code CU25013028

Applications

Client Type	Product Code	Application No.	Sub No.	Application Type	Credit No.	Status	Submission Date

Items per page: 10 1 of 1 < >

Products

Product Code	Registered Name	PAS No.	Effective Date	Valid To	Status
CU25013028	T AUTOMATION	812013340	2021-09-11		Active

Items per page: 10 1 of 1 < >

Registered Client Types

Client Type	Registration No.	Product Code	Sub No.	Export Code	Nominal Code	BIC Code	SEAC Code	LATA Code	Same Code as flow of BIC to SEAC	Same Code as flow of LATA code	Customs Code (if any)	Status	Effective date	Valid to	Renewed to	Action Level
Demonstrator for all of a vendor (LATA)	CU25004229	CU25013028	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-09-11	2021-12-31	2022-01-30	N/A

☐ Ready to receive
 ☒ Applied for renewal
 ☐ Renewal Disputed
 ☐ No action required

Items per page: 10 1 of 1 < >

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

CTP

TESTER AUTOMATION

RLA -

Info 2 ertling Logout

CURRENT SESSION - T AUTOMATION -- ID Number: 2801217820033 -- Customs Code: CU25013028

Menu

Client Type Level

Contact Details (optional)

Physical Address / Location

Vehicle Details

Links

Discourage Customers

Manage

Application: Searcher for or of a wreck (Local)

Contact Details (Optional)

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

☐ I do not have a Cell Number

Email

Click + to add a new email address

☐ I do not have an email Address

Web Address

Contact Person Name

Effective Date: 19 April 2024

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: 19 April 2024

- 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 top navigation bar includes the SARS logo, 'Inbox', 'eFiling', and 'Logout' links. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The main content area is titled 'Menu' and 'Application: Searcher for or of a wreck (Local)'. A message box 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, a section titled 'Select an action from the list below to perform on this registration.' contains a list of 'Available actions for this registration'. The 'Amend' action is highlighted with a red box and an arrow pointing to it. The 'Withdraw' action is also visible below it.

- 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.

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo, 'Inbox', 'eFiling', and 'Logout' links. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The main content area is titled 'Menu' and 'Application: Searcher for or of a wreck (Local)'. A message box 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, a section titled 'Select an action from the list below to perform on this registration.' contains a list of 'Available actions for this registration'. The 'Amend' action is highlighted with a red box and an arrow pointing to it. Below the 'Amend' action, a message states: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' Below this, a section titled 'Select a reason for this Amendment to proceed (may be more than one reason):' contains a dropdown menu for 'Selected Reason(s)'. The dropdown menu is highlighted with a red box and an arrow pointing to it. At the bottom right, there are 'Amend' and 'Discard' buttons.

Effective Date: 19 April 2024

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

CTP
TESTER_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu

Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (optional)

Physical Address /Location

Wreck Details

Limit

Disclosure Customs

Manage

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):

001 - Contact Details

002 - Physical Address Details

003 - Bank Account Details

004 - Contact Person

005 - Authorised Officer Details

006 - Disclosure of Circumstances

007 - Bond Limits

008 - EDI Particulars

009 - Other

Amend Discard

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

CTP
TESTER_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu

Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (optional)

Physical Address /Location

Wreck Details

Limit

Disclosure Customs

Manage

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):

004 (+1 other)

001 - Contact Details

002 - Physical Address Details

003 - Bank Account Details

004 - Contact Person

005 - Authorised Officer Details

Amend Discard

Effective Date: 19 April 2024

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

The screenshot shows the CTP interface with the 'Amend' action selected. The 'Selected Reason(s)' dropdown is highlighted with a red box. The reasons listed are '004 - Contact Person' and '005 - Authorised Officer Details'. Arrows point from the text 'Selected Reason(s)' to the dropdown and from the text '004 - Contact Person' to the first reason listed.

- A) If the user selected the incorrect reason(s) for amendment he/she:
- Clicks on the Select reason(s) dropdown arrow;
 - Unselects the incorrect reason(s) for amendment box(es); and
 - 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.

The screenshot shows the CTP interface with the 'Amend' action selected. The 'Amend' button is highlighted with a red box. An arrow points from the text 'Amend button' to the button.

Effective Date: 19 April 2024

- x) The system displays the Client Type Level page.

- xi) The user clicks on the applicable link under Menu, changes or adds the required details as prescribed in paragraph 5.4 above and if:
- Not in agreement with the amendment(s) the user continues with the process prescribed in paragraph 8; or
 - In agreement with the amendment(s) the user continues with the process prescribed in paragraph 9 below.
- xii) After the user completed the Disclosure Customs questionnaire prescribed in paragraph 9 below the system displays the Summary field page indicating the changes or amendments on the page:
- Green indicates the amended details captured by the user; and
 - Red indicates the original details captured by the user at the time of application.

- CTP

102301 AUTOMATION

RLA

CURRENT SESSION - ACME Automation-521293 - Registration Number: 2019-1521489-07 - Customs Code: CUG25010918

Client Type Level

Contact Details (Optional)

Physical Address (Optional)

Work Details

Line

Disclose Customs

Summary

Required Documents

Summary of changes made for review

CONTACT DETAILS

Contact Details (Optional)

Home Tel No

Click + to add a new number

Business Tel No

Click + to add a new number

Cell No

Original value: Previously not captured

0831231234

Original value: Previously not captured

☐ I do not have a Cell Number

Email

Click +

SQMAutomation@nowhere.gov.za

Original value: Previously not captured

☐ I do not have an email Address

Web Address

Contact Person Name

Original value: Previously not captured

Frans Williams

Original value: Previously not captured

Next

- 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.

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Effective Date: 19 April 2024

iv) The system displays the Client Type Level page.

CTP
TESTER_AUTOMATION

RLA ▾

Info 2 of filing Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu

Client Type Level

Contact Details (Optional)

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
☐ I do not have a Cell Number

Email
Click + to add a new email address
☐ 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.

CTP
TESTER_AUTOMATION

RLA ▾

Info 2 of filing Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu

Client Type Level

Contact Details (Optional)

Physical Address / Location

Wreck Details

Limits

Disclosure Customs

Manage

Application: Searcher for or of a wreck (Local)

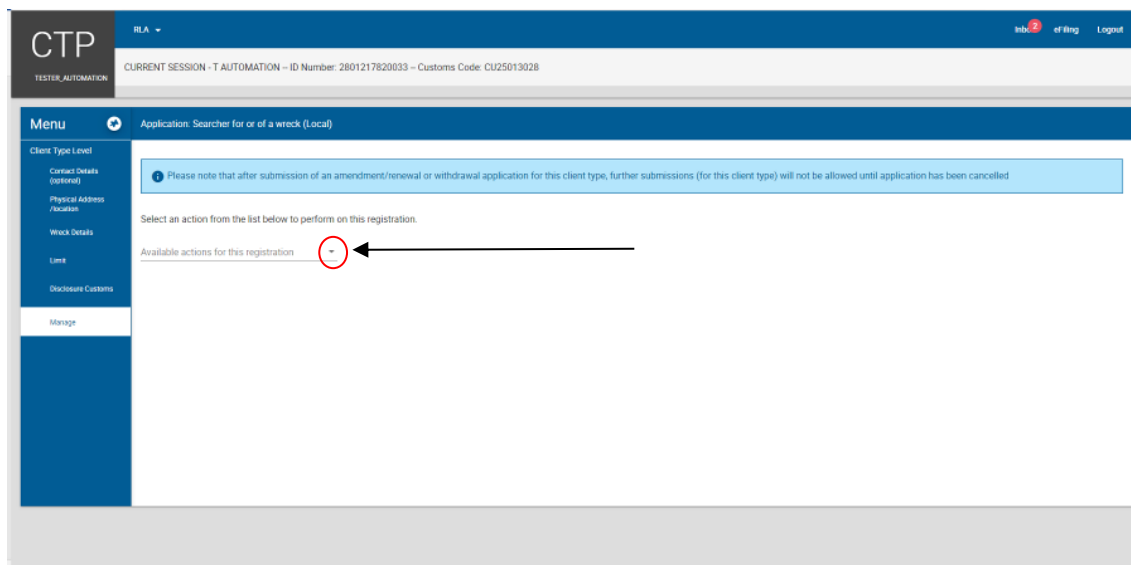
Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled

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

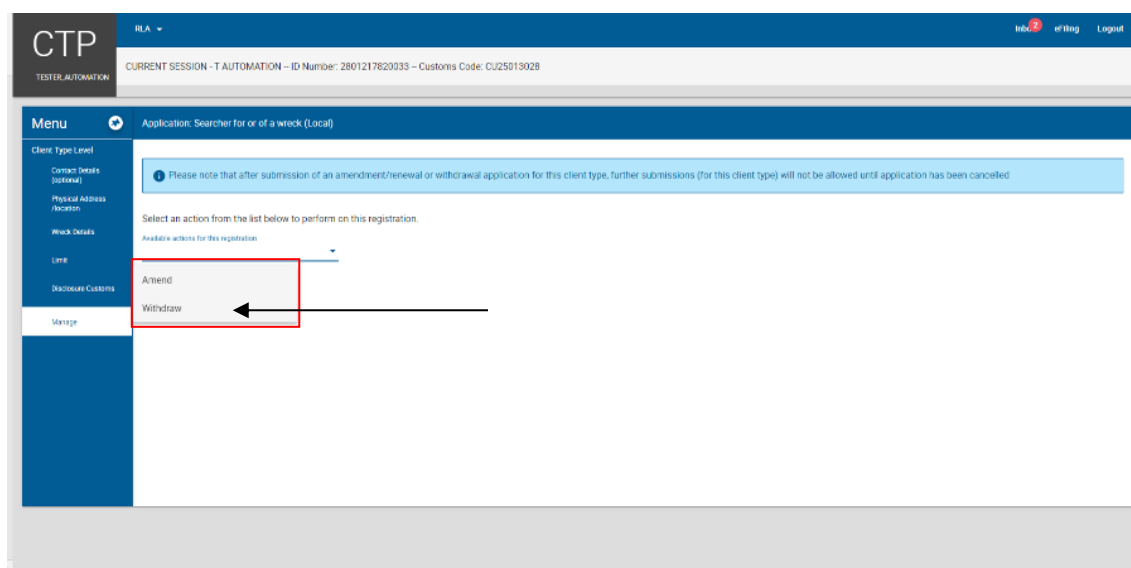
Available actions for this registration ▾

Effective Date: 19 April 2024

- 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.



Effective Date: 19 April 2024

- 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.

CTP
TESTER AUTOMATION

RLA ▾

Info 2 eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (updated)

Physical Address /Location

Wreck Details

License

Disclosure/Customs

Manage

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):

Selected Reason(s)

Withdraw Discard

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

CTP
TESTER AUTOMATION

RLA ▾

Info 2 eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (updated)

Physical Address /Location

Wreck Details

License

Disclosure/Customs

Manage

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):

Selected Reason(s)

Withdraw Discard

Effective Date: 19 April 2024

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

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The main content area is titled 'Application: Searcher for or of a wreck (Local)'. It contains a dropdown menu for 'Withdraw' and a list of reasons for withdrawal. The reasons are: 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, and 005 - Other. An arrow points to the '005 - Other' option.

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

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The main content area is titled 'Application: Searcher for or of a wreck (Local)'. It contains a dropdown menu for 'Withdraw' and a list of reasons for withdrawal. The reasons are: 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, and 005 - Other. The '005 - Other' option is selected, indicated by a red box and an arrow.

Effective Date: 19 April 2024

- 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

RIA

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

Menu

Client Type Level

Contact Details (optional)

Physical Address (optional)

Line

Discipline Customs

Storage

Application: Storage Warehouse (05) - 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

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

RIA

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

Menu

Client Type Level

Contact Details (optional)

Physical Address (optional)

Line

Discipline Customs

Storage

Application: Storage Warehouse (05) - 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

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

Effective Date: 19 April 2024

- 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.

CTP
TESTER AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (optional)

Physical Address / Location

Wreck Details

License

Disclose Customs

Manage

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):

001

☒ 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

Withdraw Discard

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

CTP
TESTER AUTOMATION

RLA

Info eFiling Logout

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

Menu Application: Storage Warehouse (OS) - Imported Goods

Client Type Level

Contact Details (optional)

Physical Address / Location

License

Disclose Customs

Manage

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):

001

Selected Reason(s)

001 - Entity not trading any longer

Withdraw Discard

- 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.

CTP R.A. inc. 49 eSling Logout

CURRENT SESSION - ACME Automation 403598 - Registration Number: 2019/548088/07 - Customs Code: CU25012420

Warning Banners:

- These client types are due for renewal. Apply for renewal in the Registered Client Types Dashboard below.
- 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

Client Type	Product Code	Application No.	Sub No.	Application Type	Case No.	Status	Submission Date
Searcher for or of a vessel (Local)	CU25012420	8PLA-20210727-0012-00-01		NEW	100002443	In Progress	2021-07-27
Cleaning agent	CU25012420	8PLA-20210727-0011-01-01		WITHDRAWAL	100002489	In Progress	2021-07-28
Own Goods Carrier Ref: Cargo	CU25012420	8PLA-20210804-0001-00-01		NEW	100002510	In Progress	2021-08-04

Items per page: 10 1 - 3 of 3

Products

Product Code	Registered Name	PAN No.	Effective Date	Valid To	Status
CU25012420	ACME Automation 420598	9125012959	2021-07-13	2024-12-31	ACTIVE

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

Registered Client Types

Product Code	Sub No.	Copper Code	Terminal Code	BIC Code	SCAC Code	WTA Code	SARS Code in lieu of BIC/SCAC Code	SARS Code in lieu of WTA Code	Carrier Code (for Rat)	Status	Effective Date	Valid To	Renewal To	Alert Level
CU25012501	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-05	2021-09-05	2021-09-04	N/A
CU25012501	01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-07-11	2021-09-09	2021-09-09	N/A
CU25012501	N/A	N/A	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
CU25012501	N/A	N/A	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
CU25012501	N/A	N/A	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
CU25012501	N/A	N/A	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
CU25012501	N/A	N/A	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
CU25012501	32	N/A	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

☒ Ready to renew
 ☒ Applied for renewal
 ☒ Renewal Overdue
 ☐ No Action Required

Items per page: 10 1 - 8 of 8

Effective Date: 19 April 2024

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

CTP
TESTER_AUTOMATION

RLA ▾

Incub 2 eFiling Logout

CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (Optional)

Physical Address

Wreck Details

Line

Disclosure Customs

Manage

Contact Details (Optional)

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

☐ I do not have a Cell Number

Email Click + to add a new email address

☐ I do not have an email Address

Web Address

Contact Person Name

Next

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

CTP
TESTER_AUTOMATION

RLA ▾

Incub 2 eFiling Logout

CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978

Menu Application: Clearing Agent

Client Type Level

Contact Details (Optional)

Physical Address

Disclosure Customs

Manage

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

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

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the CTP logo, a user profile dropdown (RLA), and links for 'Int. 2', 'eFiling', and 'Logout'. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978'. The main content area is titled 'Application: Clearing Agent'. A blue notification box 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, a message says: 'Select an action from the list below to perform on this registration.' A dropdown menu titled 'Available actions for this registration' is open, showing three options: 'Amend', 'Withdraw', and 'Renew'. A red box highlights the dropdown menu, and an arrow points to the 'Renew' option.

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

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the CTP logo, a user profile dropdown (RLA), and links for 'Int. 2', 'eFiling', and 'Logout'. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978'. The main content area is titled 'Application: Clearing Agent'. A blue notification box 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, a message says: 'Select an action from the list below to perform on this registration.' A dropdown menu titled 'Available actions for this registration' is open, showing three options: 'Amend', 'Withdraw', and 'Renew'. The 'Renew' option is selected and highlighted with a red box. Below the dropdown, a question is displayed: 'Will the renewal require any amendments?'. This question is also highlighted with a red box. Below the question are two radio buttons: 'Yes' and 'No'. Arrows point to the 'Renew' option and the question.

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

CTP
TESTER_AUTOMATION

RLA

CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552

Menu

Client Type Level

Contact Details (optional)

Physical Address (optional)

Work Details

Link

Database Contents

Manage

Application: Searcher for or of a wreck (Local)

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

Renew

Will the renewal require any amendments?

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):

Selected Reason(s)

Yes No

Renew Discard

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

CTP
TESTER_AUTOMATION

RLA

CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552

Menu

Client Type Level

Contact Details (optional)

Physical Address (optional)

Work Details

Link

Database Contents

Manage

Application: Searcher for or of a wreck (Local)

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

Renew

Will the renewal require any amendments?

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):

Selected Reason(s)

001 - Contact Details

Yes No

Renew Discard

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D) The user clicks on the Renew button.

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the CTP logo, a user menu (RLA), and links for Help, eFiling, and Logout. The main header displays the current session information: 'CURRENT SESSION - ACME Automation-202306 - Registration Number: 2019/994340/07 - Customs Code: CU25012352'. The left sidebar contains a 'Menu' section with options: Client Type Level, Contact Details (optional), Physical Address (optional), Work Details, Land, and Electronic Customs. The main content area is titled 'Application: Searcher for or of a vessel (Local)'. It contains a blue notification bar stating: '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 'Select an action from the list below to perform on this registration.' with a dropdown menu set to 'Renew'. A message states: 'Will the renewal require any amendments? During an Amendment, specific application data may be added and/or supporting documents may be added.' with radio buttons for 'Yes' (selected) and 'No'. Another message asks: 'Select a reason for this Amendment to proceed (may be more than one reason):' with a dropdown menu set to '001'. Below this, a 'Selected Reason(s)' section shows '001 - Contact Details'. At the bottom right, there are 'Renew' and 'Discard' buttons. A red box highlights the 'Renew' button, and an arrow points to it from the bottom right of the image.

E) The system displays the Client Type Level page. The user continues with the processes prescribed in paragraph d)xi) to d)xiii) above.

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the CTP logo, a user menu (RLA), and links for Help, eFiling, and Logout. The main header displays the current session information: 'CURRENT SESSION - ACME Automation-202306 - Registration Number: 2019/994340/07 - Customs Code: CU25012352'. The left sidebar contains a 'Menu' section with options: Client Type Level, Contact Details (optional), Physical Address (optional), Work Details, Land, and Electronic Customs. The main content area is titled 'Renewal: Searcher for or of a vessel (Local)'. It contains a section for 'Contact Details (Optional)'. This section includes several input fields with dropdown menus: 'Physical Tel No', 'Business Tel No', 'Cell No', 'Email', 'VMS Address', and 'Contact Person Name'. Each field has a dropdown menu with options: 'Do not add a new number', 'Do not add a new number', 'Do not add a new number', 'Do not add a new email address', 'Do not add a new email address', and 'Do not have an email address'. There are also checkboxes for 'I do not have a Cell Number' and 'I do not have an email address'. At the bottom right, there are 'Previous', 'Next', 'Conclude', and 'Discard' buttons.

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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.

The screenshot shows the CTP interface with the 'Renew' button highlighted by a red box and an arrow. The 'No' radio button for 'Will the renewal require any amendments?' is also highlighted by a red circle and an arrow. The interface includes a menu on the left, a header with 'CTP' and 'R.A.', and a main content area with a 'Renew' button and a 'Discard' button.

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

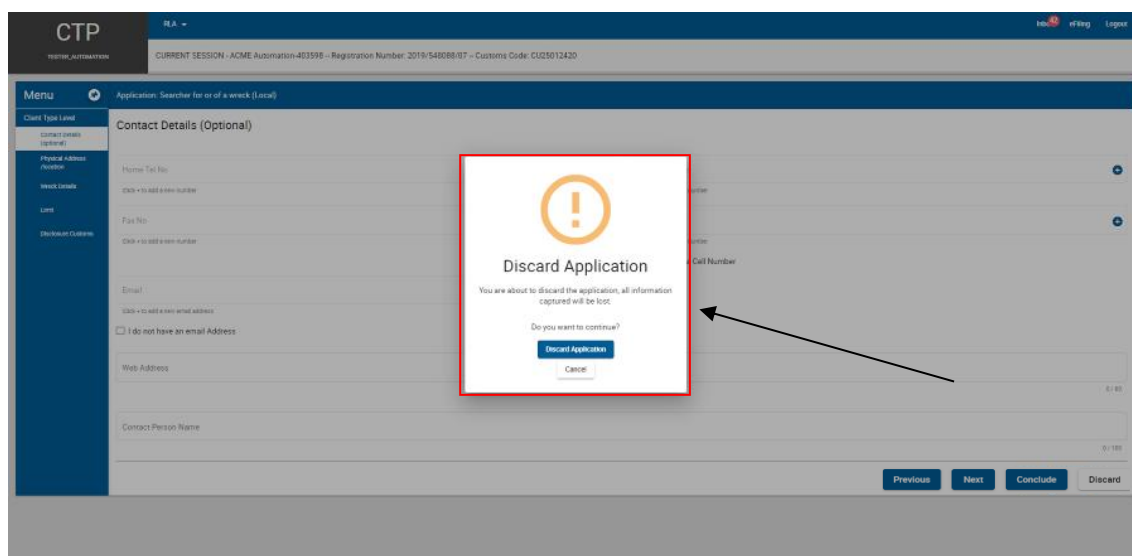
8 DISCARDING OF APPLICATION

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

The screenshot shows the CTP interface with the 'Discard' button highlighted by a red box and an arrow. The interface includes a menu on the left, a header with 'CTP' and 'R.A.', and a main content area with a 'Discard' button and a 'Previous' button. The 'Discard' button is located at the bottom right of the page.

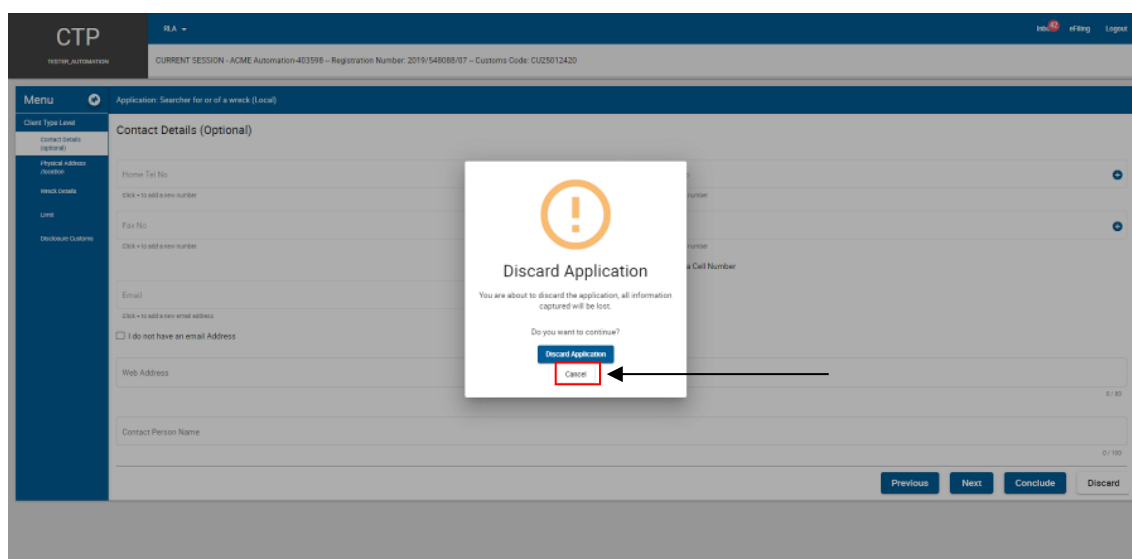
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- b) The system displays a message that the user is about to discard the application and that all the information captured will be lost.



- 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.

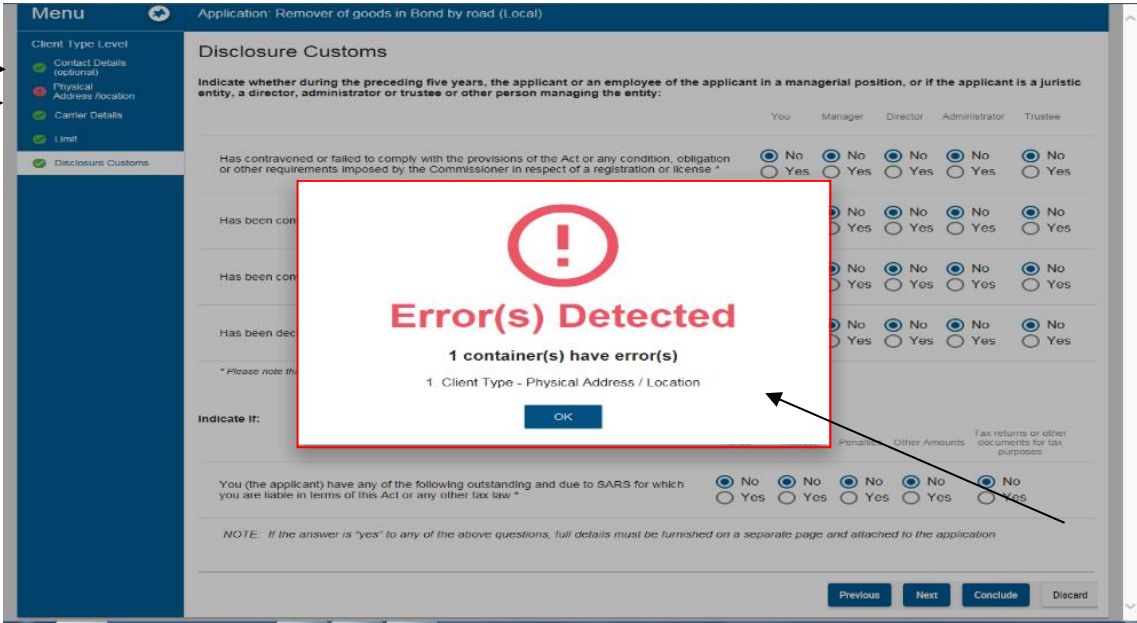
9 DISCLOSURE CUSTOMS QUESTIONNAIRE

- 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.

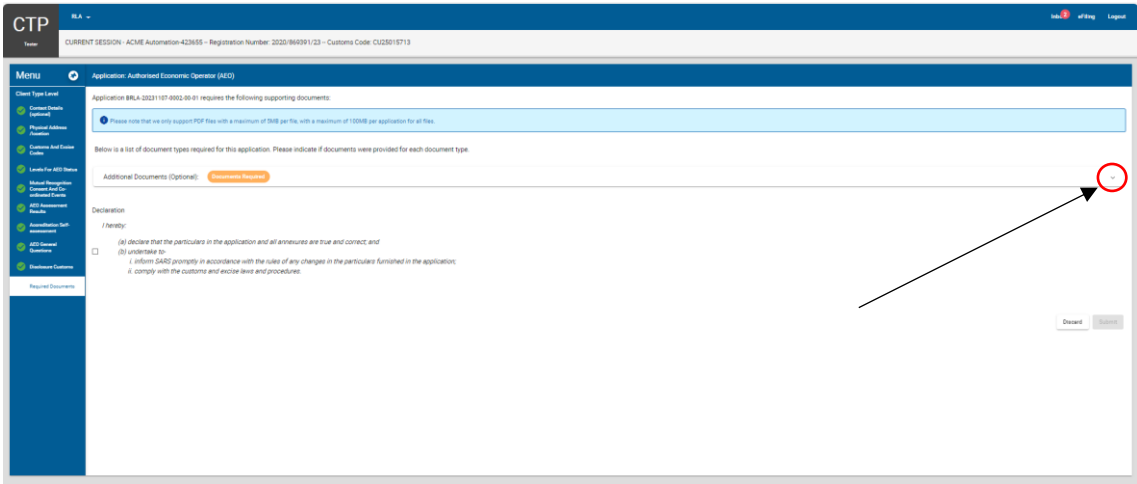
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- e) The system will after all the details captured has been verified, indicate next to each field whether the details captured is correct or incorrect.
- i) If incorrect:
- The system displays an error message.
 - The user clicks on the Ok button; and
 - 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.



10 UPLOADING OF REQUIRED SUPPORTING DOCUMENT(S)

- Once the system has concluded that all the details captured is valid and correct, the system displays the list of required (supporting) document that must be uploaded.
- 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.
- The user clicks on the dropdown arrow under each required document to be provided.

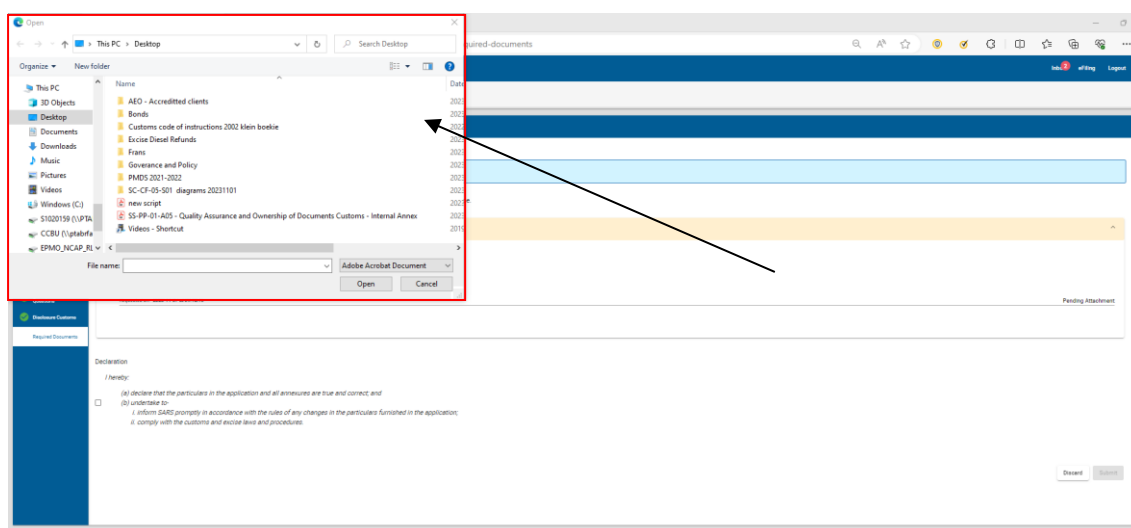


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- d) The system displays a message to attach the document(s) for this application. The user clicks on the Select Files button.

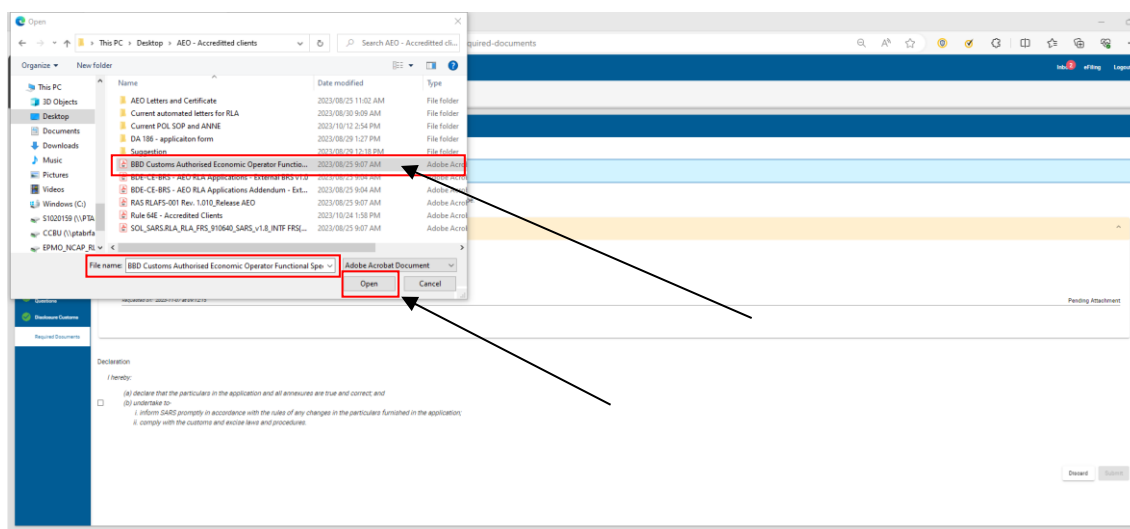
The screenshot shows the SARS CTP application interface. The top navigation bar includes 'CTP', 'RLA', and user information. The main content area is titled 'Application: Authorised Economic Operator (AEO)'. It displays a message about supporting documents and a list of required document types. In the 'Additional Documents (Optional)' section, a 'Select Files' button is highlighted with a red box and an arrow. Below this, there is a declaration section with checkboxes and a 'Download' button.

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

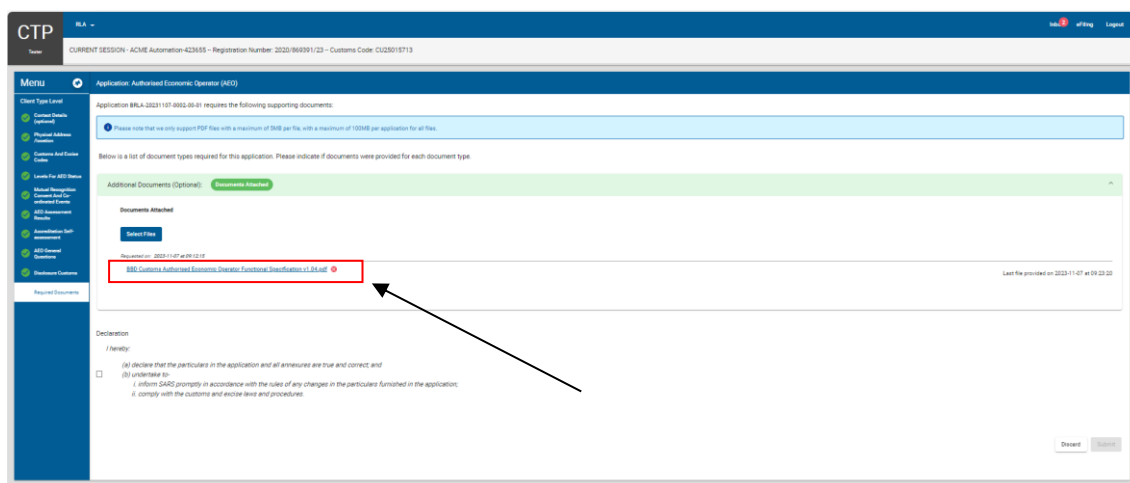


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- f) The user selects the required document(s) to be uploaded and clicks the Open button. The document(s) will then be attached to the user's application.



- 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.



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11 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 the SARS application interface. On the left is a sidebar with navigation links: Address/location, My Bank Accounts, Authorised Officer Details, Client Type Level, Contact Details (optional), Physical Address/location, Limit, Disclosure Customs, and Required Documents. The main area displays a list of uploaded documents: 'How to join a teams meeting if you do not have a licence_.pdf' and 'Test RLA Bank statement.pdf', both marked as 'UPLOADED'. Below this is the 'Declaration' section. It contains a checkbox labeled 'I hereby:' which is checked. To the right of the checkbox are two sub-points: (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. At the bottom right of the form, a blue 'Submit' button is highlighted with a red rectangular box. Two black arrows originate from the text instructions: one points to the checked checkbox, and the other points to the 'Submit' button.

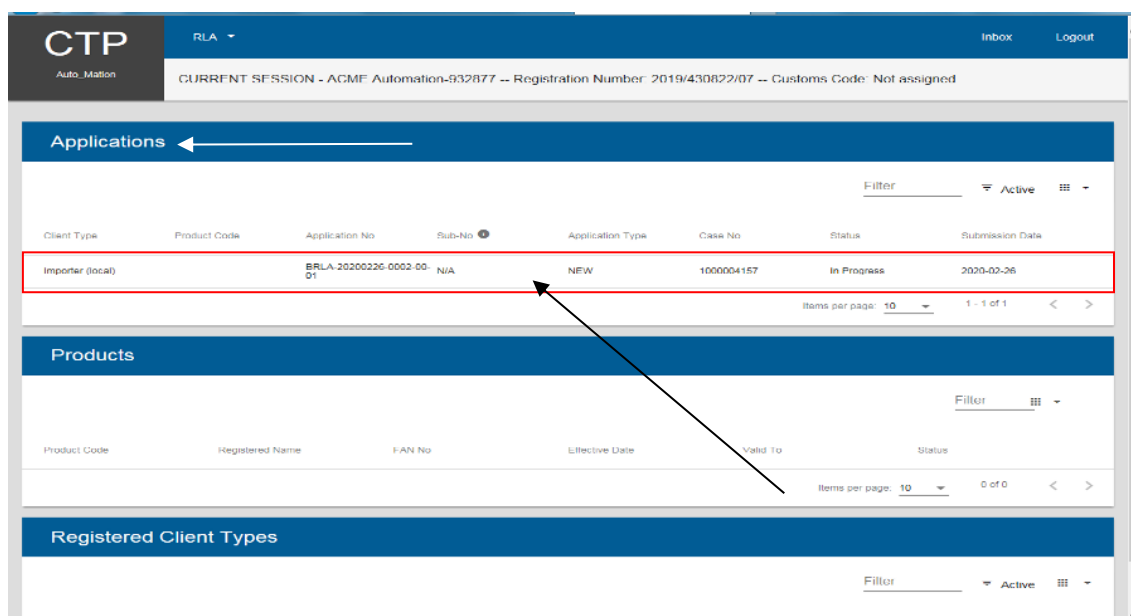
- b) The system displays:
 - i) A message that his/her application have been submitted successfully;
 - ii) The application's reference number; and
 - iii) Case number.
- c) The user clicks on the Ok button to close his/her application case.

The screenshot shows a table titled 'Registered Client Types' with columns: Client Type, Reg/Lic No, Product Code, Sub-No, App. Level, Status, Effective Date, Valid To, and Renewal Date. A modal dialog box is centered over the table. The dialog box has a green checkmark icon at the top, followed by the text 'Application Submitted Successfully!'. Below this, it displays 'Application ref number: BRLA-20200226-0002-00-01' and 'Case Number: 1000004157'. A message states: 'Your application has been successfully submitted and will be processed by Customs. You will be notified of the outcome in due course.' At the bottom of the dialog box is a blue 'OK' button. A black arrow points from the text instructions to this 'OK' button.

- 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

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

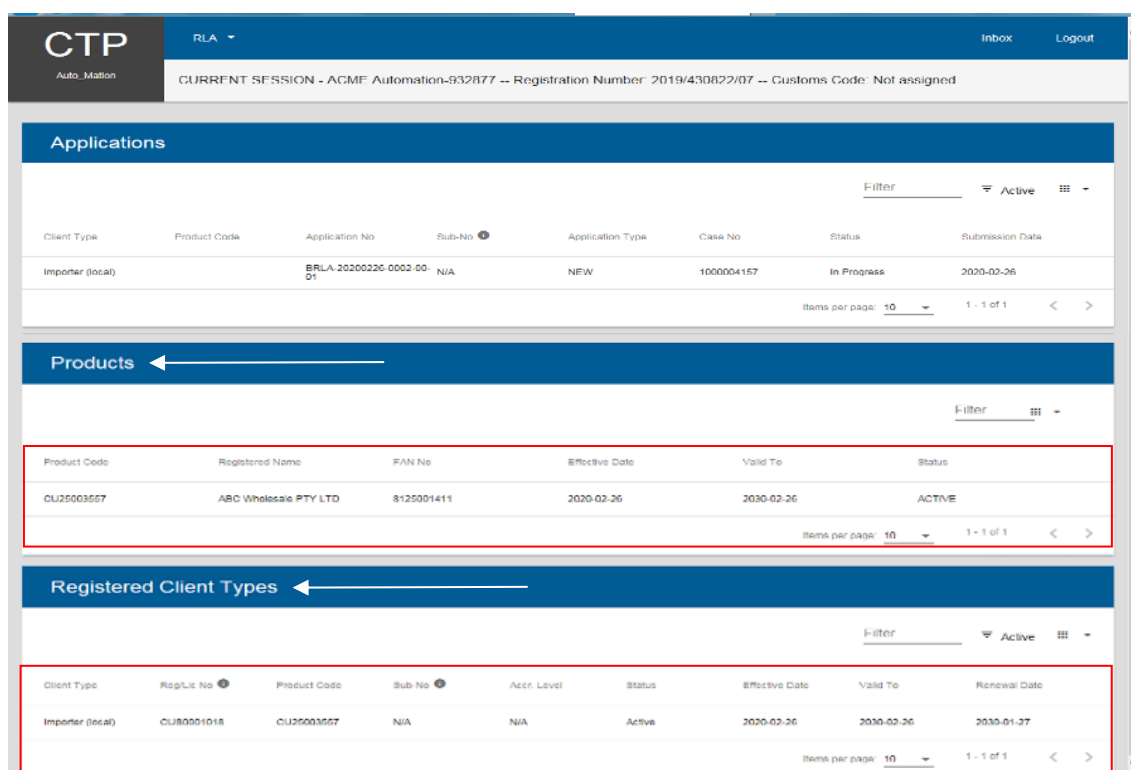


Applications							
Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status	Submission Date
Importer (local)		BRLA-20200226-0002-00-01	N/A	NEW	1000004157	In Progress	2020-02-26

Products					
Product Code	Registered Name	FAN No	Effective Date	Valid To	Status

Registered Client Types							
Client Type	Reg/Lic No	Product Code	Sub No	Accr. Level	Status	Effective Date	Valid To
Importer (local)	CU80001018	CU25003557	N/A	N/A	Active	2020-02-26	2030-01-27

- 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.



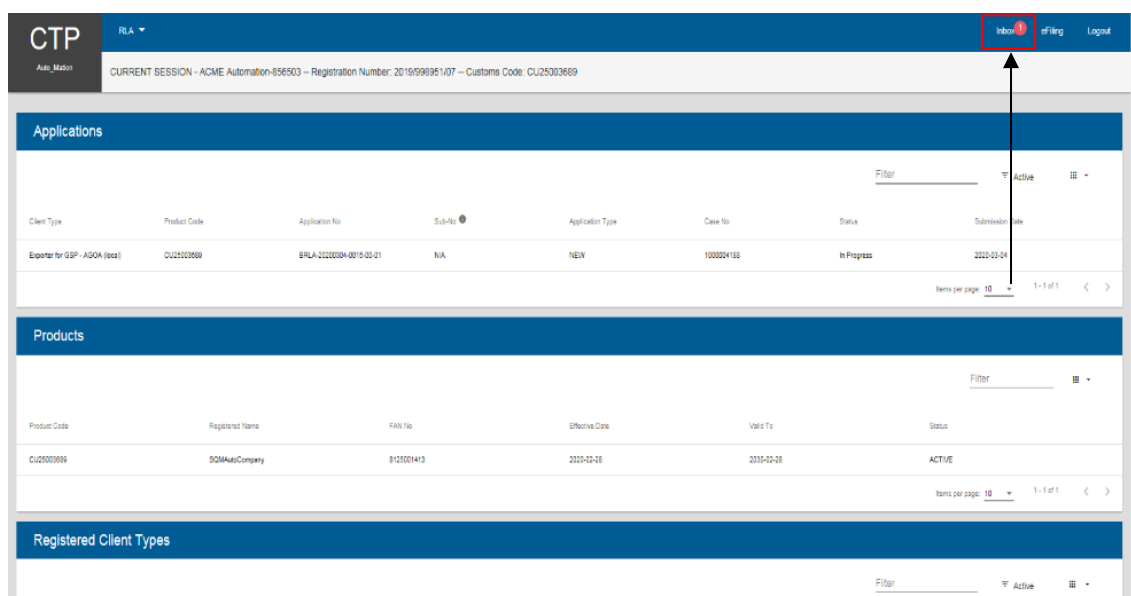
Products					
Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CU25003557	ABC Wholesale PTY LTD	8125001411	2020-02-26	2030-02-26	ACTIVE

Registered Client Types							
Client Type	Reg/Lic No	Product Code	Sub No	Accr. Level	Status	Effective Date	Valid To
Importer (local)	CU80001018	CU25003557	N/A	N/A	Active	2020-02-26	2030-01-27

12 INBOX ON THE RLA DASHBOARD

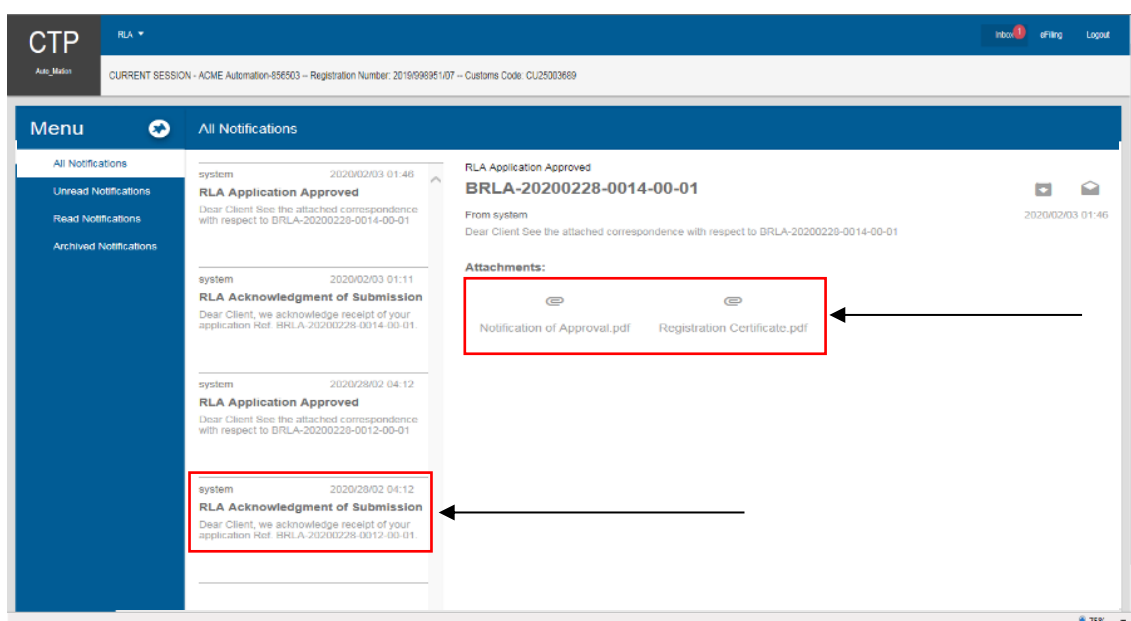
12.1 Viewing of notification issued

- 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.

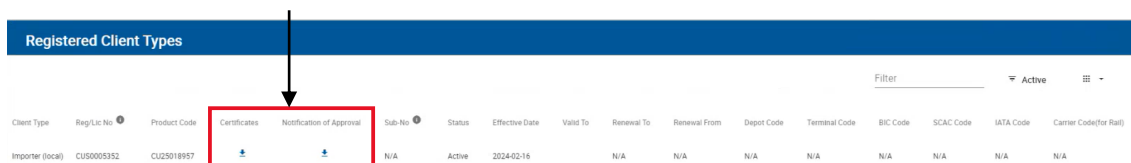


- c) The system displays the RLA Inbox.
- d) When clicking on a specific notification, the subject and notes for the notification is displayed as well as a:
 - i) Link to view the attached PDF letter; or
 - ii) Hyperlink to the appropriate page for example in the case where the user is requested to upload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

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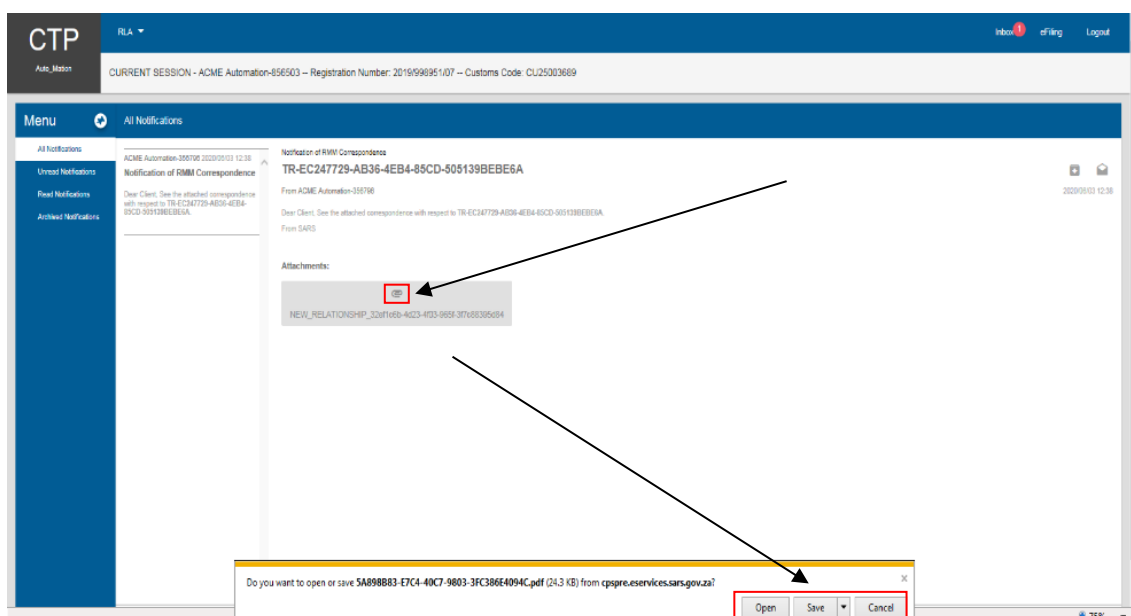


- iii) Alternatively, the notification of approval and registration certificate may be downloaded directly from the dashboard.



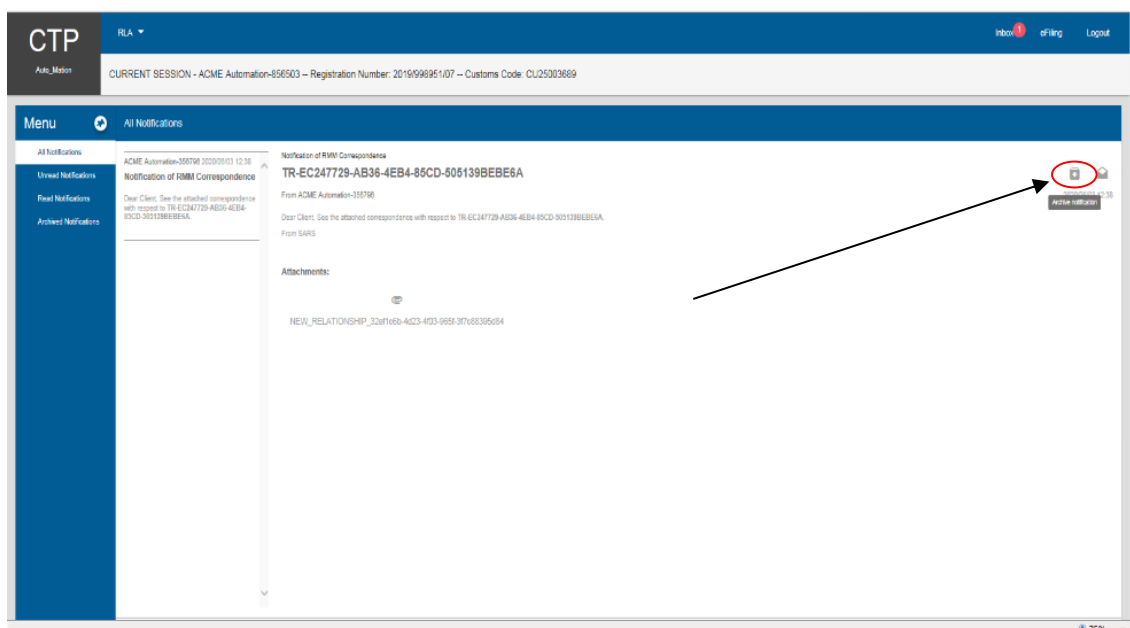
e) In order to view, save or print an attachment:

- The user clicks on the attachment icon.
- The system asks if you want to Open or Save the attachment.
- The user clicks on the:
 - Open button to view or print the attachment: or
 - Save button to save the attachment to his/her computer.

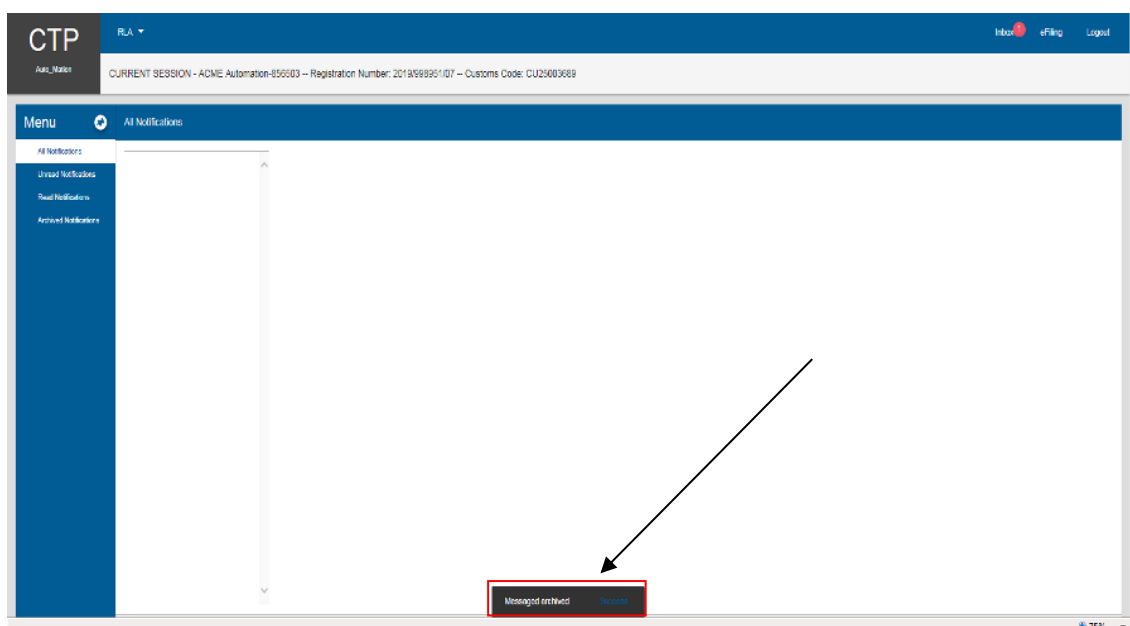


12.2 Archiving of Notification

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

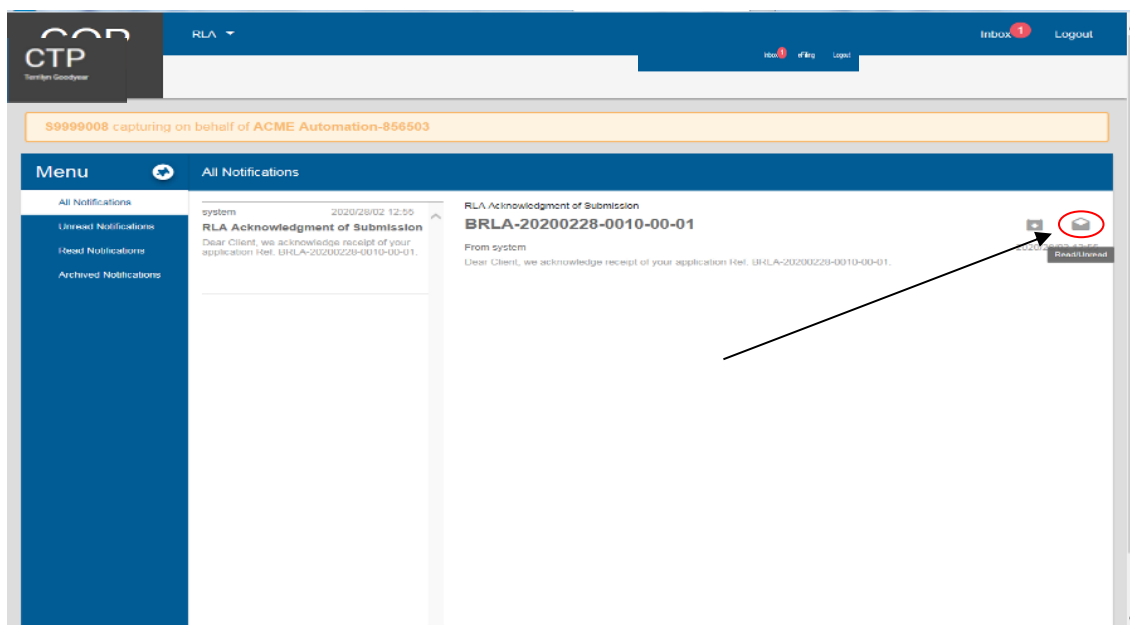


- b) The system displays a message that the notification has been successfully archived.

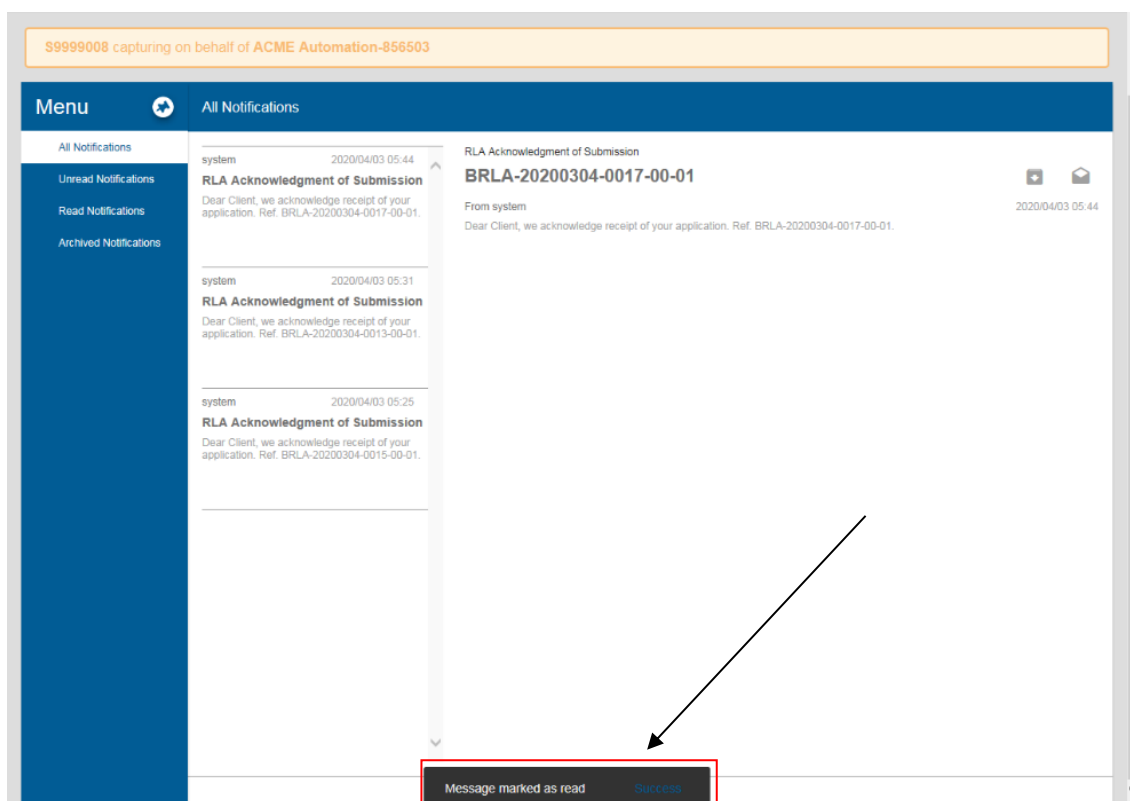


12.3 Mark notification as read or unread

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

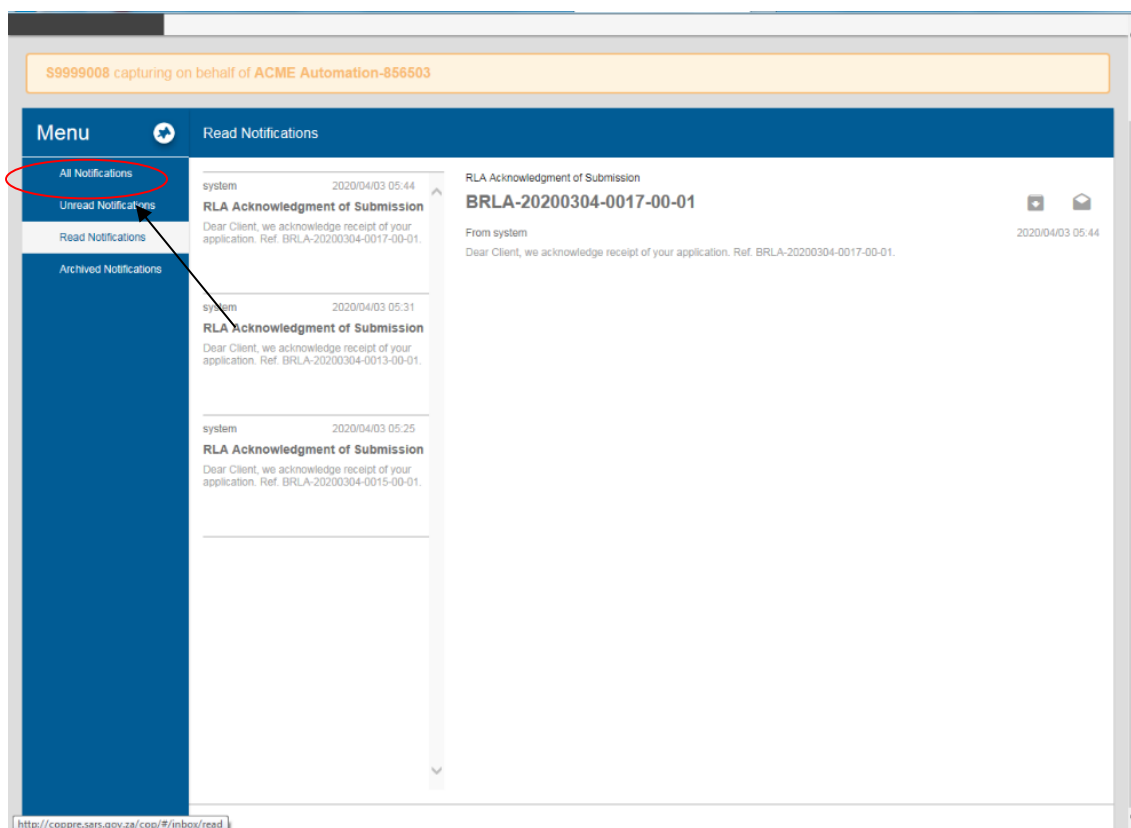


- b) The system indicates that the message is marked as read.



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



13 REFERENCES

13.1 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

13.2 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 Levey 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

13.3 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 licence 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

14 DEFINITIONS AND ACRONYMS

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

15 DISCLAIMER

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

16 DOCUMENT MANAGEMENT

Business Owner	Head Accreditation and Licensing
Author	D A Jacob
Detail of change	a) Updated the dashboard download function for notification of approval and registration certificate.