**Tsela ya ho ingodisetsa VAT ho eFiling**

**Latela mehato ena e bonolo e ka tlase mona ho ingodisetsa VAT ho eFiling:**

**Mohato wa 1**

Kena profaeleng ya hao ya eFiling

**Mohato wa 2**

Fetela tshebetsong ya *SARS Registered Details*:

* Potfoliong ya hao, kgetha *Home* mme o fumane tshebetso ya *SARS Registered Details* menyung o ka ho le letshehadi
* Potfoliong ya eFiling ya Ditsebi tsa Lekgetho le ya Mekgatlo, tshebetso ya *SARS Registered Details* e ka tlasa menyu wa Mekgatlo

**Mohato wa 3**

Kgetha Maintain *SARS Registered Details* menyung o ka ho le letshehadi

**Mohato wa 4**

Ho tla hlahella sekerini sa *Maintain SARS Registered Details*. Kgetha *I Agree* ho tiisa hore o na le tumello ya ho etsa ditshebetso tsa khampani kapa motho ya ngodisitsweng.

**Mohato wa 5**

Tobetsa *VAT* tlasa *My tax products* > *Revenue* menyung o ka ho le letshehadi

**Mohato wa 6**

Kgetha *Add new product* registration ho ngodisa botjha kapa ngodiso ya tlatsetso lekala la VAT:

**Mohato wa 7**

Foromo ya RAV01 e tla buleha le sekgeo sa VAT:

 Bakeng sa **dingodiso tse ntjha tsa VAT** letsatsi la sekoloto sa VAT ha le a lokela ho ballwa morao ho feta dikgwedi tse tshelela ho tloha letsatsing la kajeno. Ebang letsatsi la sekoloto le feta dikgwedi tse tshelela, o tla lokela hore o etele lekala la SARS ka ditokomane tsa tshehetso tse kang diteitemente tsa ditjhelete, dikontraka tse saenilweng kapa di-invoise tse ntshitsweng (ditokomane tse hlokehang tsa tshehetso) ho kopa hore ho be le ho ballwa morao ho hong.

 Bakeng sa **dingodiso tse teng tsa VAT** ha ho ho ballwa morao ha sekoloto sa VAT ho tlang ho dumellwa ka tsela ya kanale ya eFiling. O lokela ho etela lekala la SARS ka ditokomane tse hlokehang tsa tshehetso ho kopa tokiso ya letsatsi la sekoloto sa VAT.

 Bakeng sa **dingodiso tsa boithaopi tse ntjha tsa VAT**, letsatsi la ho ballwa morao ha sekoloto le ke ke la dumellwa mme mokgwatshebetso o tla e kgutlisetsa ho letsatsi la kajeno ("today’s date”). Moo ebang o ile wa lefiswa VAT pele ho ngodiso, kopa ho ballwa morao ka ho etela lekala la SARS ka ditokomane tse hlokehang tsa tshehetso ho pakahatsa ho ballwa morao ha letsatsi la sekoloto sa VAT. Ho tla hlahella molatesa wa temoso ebang letsatsi la sekoloto le sa kenngwa ka nepo mmoho taelo ya hore o etele lekala ka ditokomane tse hlokehang.

**Ka kopo hlokomela: Letsatsi la Sekoloto sa VAT ha le a tlameha ho ba pele ho la 01 Loetse 1991 le ho feta dikgwedi tse 3 tsa kamoso:**

[**Mohato wa 8**](https://www.sars.gov.za/vat-reg-02-g01-guide-for-completion-of-vat-application-external-guide/)

Ha o kgetha sekgeo sa khoutu ya ketsahalo ya kgwebo, ho tla hlahella lebokose la VAT Business Activity hore o kgethe karolo e amanang le kgwebo ya hao. Dikhoutu di ka fumanwa ho tswa ho VAT-Reg-02-G01- Guide for Completion of the VAT Application and the VAT 403 – Vendors and Employers: Trade Classification Guide.

**Ka kopo hlokomela: Jwalo ka karolo ya dipehelo tse ntjha tse itshetlehileng hodima diphetoho tsa molao tse mabapi le Dingodiso tsa Boithaopi,kgetho ena jwale e dumella bakopi ba sokang ba feta diphepelo tse lefiswang lekgetho tsa moedi wa R50 000 ho tswela pele ka ngodiso ebang ditokomane tse amehang tsa tshehetso tse mabapi le ketso ya kgwebo e kgethilweng, di ka fumaneha kapa tsa nyehelwa ka nako ya puisano.**

**Mohato wa 9**

Ebang o kgetha sekgeo sa khoutu ya ketsahalo ya kgwebo, ho tla hlahella dikhoutu tsa Ketsahalo ya Bohwai (Farming Activity) hore o kgethe dikhoutu tse amehang tsa karolo ya kgwebo ya hao.

**Ka kopo hlokomela: Ebang o kgetha khoutu e fapaneng ya ketsahalo ya kgwebo ka mora hore o fumenae dikgeo tsa ditumello tsa Disele, o tla fumana molaetsa wa phoso o reng: 'Mark here if you derive farming income in addition to your main business activity income: Ebang o kgetha sena, sekgeo sena sa “Farming Activity Code” e tla ba se o tlamang hore o se tlatse.**

**Mohato wa 10**

Ebang karabo ya hao potsong ena e reng ‘Taxable supply exceeded R50,000 in the preceding 12 months’, ke ‘Y’ e bolelang hore o re 'E", seo se tla be se bolela hore paloyohle ya diphepelo tsa sekgahla sa ha ho letho di tlameha ho feta R50,000. Ebang karabo ya hao potsong ena e reng ‘Taxable Supplies exceeded in the preceding 12 months’’, ke ‘N’ e bolelang hore o re 'Tjhe, seo se boella hore potsong ya Diphepelo tse lefiswang lekgetho ho ne ho lebelletswe karabo ya 'E" mme ebang o arabile ka "E" ntlheng ya hore ha o soka o feta bokaalo bona, o lokela hore o bontshe hore ke neng le mokgwa ke ofe moo o tlang ho lebella ho fihella Tjhelete e Keneng e lefiswang lekgetho ya R50 000. Dipotso tsena ke tse tlamang mme o ka se kgone ho fetela pele ebang o soka o di araba.

**O abelwa nomoro e ntjha ya referense ya VAT hanghang ha o qeta ho etsa kopo**

SARS e tla ntsha nomoro e ntjha ya referense ya VAT hanghang ho motho ofe kapa ofe ya faneng ka kopo ya ngodiso ka tsela ya eFiling kapa ka ho eta ebang ho se tse ka bakang kotsi tse hlokometsweng. Ditokomane tse laetsweng tsa tshehetso di ka eFiling, [SARS website online query system](https://www.sars.gov.za/contact-us/send-us-a-query/) kapa ka ho eta, ena ya ho qetela e etswa ka ho hlophisa kopano feela. Boha tataiso ya morao tjena bakeng sa lesedi.

**Barekisi ba VAT ba ka boela ba kopa le ho fumana Tsebiso ya Ngodiso ya VAT ho eFiling:**

Latela mehato ena e bonolo:

**Mohato wa 1**

Kena ho  [www.sars.gov.za](http://www.sarsefiling.co.za/)

**Mohato wa 2**

Leba menyung wa sehlooho o reng *Organizations*

**Mohato wa 3**

Tobetsa *SARS Registered details* menyung o ka lehlakoreng

**Mohato wa 4**

Kgetha *Notice of Registration*

**Mohato wa 5**

Kgetha *VAT*.