



*South African Revenue Service*

**PKI**  
**(PUBLIC KEY INFRASTRUCTURE)**  
**APPLICATION PROCEDURE**

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## **1. PKI Application Procedure**

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### **1.1 Client Procedure**

#### **1.1.1 Existing EDI Clients using the Internet:**

1. For EDI clients that currently use the Internet to transfer data, the client must complete a DA185.4A6 to request a Digital Certificate from SARS. Although the applicant already completed this form when the application was lodged originally to request Electronic Communication, it needs to be completed again for verification purposes.
2. In addition to the documents required in Section F on the DA185.4A6, the application must be accompanied by the following documents.
  - A Covering letter requesting a Digital Certificate from SARS. This covering letter must state, over and above the company particulars, the client's Customs/Agent Code and whether the applicant is a new or existing EDI user. This covering letter must be printed on an official company letterhead.
  - DA185.4A6
    - All sections on the DA185.4A6 are mandatory and must be completed.
  - ID Book/Valid Passport of the authorized person in terms of Section D (Authority to apply) of the DA185.4A6.
  - Certified copy of the ID document/Valid Passport of the above mentioned authorized person.

**Note:** It should be noted that the person designated in Section D of the DA185.4A6, who also appears on the resolution/consent or any other authority, must present the application in person and will be subjected to the verification process.

The cell phone number and e-mail address are mandatory requirements and must be completed.

The application must be handed in at either the SARS Head Office in Pretoria or at a Customs Branch Office.

**Head Office:**

**Note:** If the application is hand-delivered to SARS' Head Office it must be handed to Emelia Holtzhausen / Annamarie de la Rey at the address specified below. Please note that the authorized person in terms of Section D (Authority to apply) of the DA185.4A6 must present the application in person.

**The EDI Business Administrator  
(Emelia Holtzhausen / Annamarie de la Rey)  
90 Florence Ribeiro Street (corner of Florence Ribeiro & Totius Streets)  
Nieu Muckleneuck  
Pretoria  
0181**

**Tel. number: (012) 422-6981 / 5087  
Cell number: 083 555 3506 / 071 673 6072**

**Branch Office:**

**Note:** If choosing to hand-deliver the application to a Branch Office it must be handed to the Client Interface Team. Please note that the authorized person in terms of Section D (Authority to apply) of the DA185.4A6 must present the application in person.

- As stated earlier, clients may submit their applications to either the SARS Head Office or any Customs Branch Office.
  - Handing the applications in at Head Office is the preferred route as this will result in a speedier response to clients.
  - Should applications be handed in at a Branch Office, cognisance must be taken of the fact that this process will take considerably longer as the documents need to be couriered to Head Office for final processing.
3. Physical verification of documents, and the authorized person, will be performed by the authorised SARS officer receiving the application.
  4. On a successful application the client will receive an Acknowledgement Of Receipt, i.e. a signed copy of the attached Annexure A.

**Note:** The successful acceptance of application forms will depend on the adherence to the criteria specified and will be rejected if incorrect.

5. Once a PKI application has been accepted and processed, the client will be notified via E-mail once the Digital Certificate has been issued. A One-Time Pass-Code to enable the download of the certificate will be sent via SMS to the cell number supplied on the application form.

### **1.1.2 New EDI Clients:**

1. New EDI clients must, over and above the documents/procedures specified above, also submit a completed DA185 and the User Agreement, which are downloadable from the SARS web site.
2. The user Agreement must be signed by the applicant as well as two witnesses.
3. The applicant as well as the witnesses must initial all pages of the User Agreement.

*SARS reserves the right to change the processes and details as contained in this document, and others related hereto, from time to time without prior notice.*

ANNEXURE A: – Acknowledgement of Receipt

<b>Checking document: All fields are mandatory</b>	
<b><u>AGENT DETAILS</u></b>	
Agent Name: _____	Applicant name: _____
Agent Code: _____	Cell Number _____
Dual	E-mail Address _____
<b><u>SARS DETAILS</u></b>	
Name of officer: _____	Branch Office: _____
New EDI Client <input type="checkbox"/>	Existing EDI Client <input type="checkbox"/>
Covering letter	
Signed DA185.4A6 (Ensure all sections were completed)	
A signed Resolution/consent or other authority	
The person appearing in the abovementioned resolution/consent or other authority matches the person designated in Section D of the DA185.4A6	
Certified copy of the ID of the person authorized in Section D of the DA185.4A6	
Certified copy matches the physical ID Book	
Positive identification of the person presenting the application, verified against the ID Book/Valid Passport presented	
DA185 ( <b>New EDI Clients only</b> )	
Signed User Agreement ( <b>New EDI Clients only</b> )	
Signature of officer: _____	Date: _____