

RLA Registration via eFiling



How to register for eFILING

Once the client has been registered with SARS, the client can then register for eFiling if not already an eFiler. This can be done by logging onto the SARS website

South African Revenue Service	Welcome, please login to SARS eFiling
	Usemame Forgot Your Username? Forgot Your Password?
NEW LOOK New SARS	Next Don't have an account? <u>Register</u>



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Changing your eFiling profile from Individual to Organisation

Click on "Home", followed by "My Profile" on the left then "Portfolio Management"





Changing your eFiling profile from individual to Organisation

Click on the 3 dots, select "Change Portfolio Type", change it to "Organisation" and save

					Contact
Portfolio Man	agement				
					Add Portfolio
Linked Portfolic	o(s)				
Portfolio Name	Tax User Count	Tax Payer Count	Portfolio Type	Default	
	1	1	Individual	Default	Go to Portfolio
					Rename
	lio(c)				Change Portfolio Type
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Changing your eFiling profile from Individual to Organisation

"Organisation" and "Customs" is now available in the top menu. Click "Customs Registration" on the left menu bar, then "Registration Licensing Accreditation" to launch RLA

Tax Poference Number	Portfolio	Tax Payer	• : Organisation	n	
Identification Number	Taxpayers	Registration	or ID number	Tax Reference Number	Q
Organisation SARS Registered Details	Name of Taxpayer Compa	any/ ID Number Reference Number	Last Return Filled	Last Accessed	Actions
- Admin Reports			u.	-	View Tax Payer
Rights Groups	First Previous 0	Next Last			
Customs Registration	Users				
Customs Sufficient Knowledge Registration Licensing Accreditation	Name of User	Last Logged In	Las	t Return Filed	
Special Links		2019-06-25 10:57	-		



Role allocation on eFiling

Click on "User" on the top menu bar, then "User" on the left menu bar, then "Change Details" and then on the "Update User Rights" button in order to make a role selection.



Role allocation on eFiling

Select the relevant RLA User role.

Mr Auto Mation	Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact
Tax Reference Number	Portfolio Tax Payer SQMAutoQA7144 - ACMEAu • ACMEAutomation • : Organisation
Registration Number	USER RIGHTS
My Profile	For more information on groups and roles, please click <u>here.</u> IISER GROUPS []
	Select ♥ System Default User Groups
User	USER ROLES
Register New	Select Manage Transfer Duty Financial Account User This role allows users to maintain all financial detail against the Transfer Duty account Roles
Change Details	□ SARS Registration Can register taxpayers with SARS to get tax reference numbers
Change Own Password	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 s
Change Website Profile	☐ RLA - View Client Type With this profile, users can only view information relating to their specific client type(s) eg. importer/exporter
Delete User	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 informat
My Administrators	□ RLA - Manage Client Type With this profile, users can only view and change information relating to their specific client type(s)

Role allocation on eFiling

- Once registered on eFiling, the user will need to ensure that roles were allocated correctly, in order to apply via RLA. This can be done via your internal eFiling administrator.
- The user will be allowed to select only ONE of the following user roles:
 - RLA View Customs Product
 - RLA View Client Type
 - RLA Manage Customs Product (This role allows full submission rights)
 - RLA Manage Client Type
- Please note the description of each of the roles, as not all roles allow submission of applications on RLA:
 - RLA View role only view access and no submission capabilities;
 - RLA Manage role allows submission capabilities.

Accessing RLA

Once the role allocation has been finalised, the user can then click through to submit an application via RLA by selecting the "Customs" tab and thereafter selecting "Registration Licensing Accreditation" from the menu on the left

Mr Auto Mation Tax Reference Number	User Organisations Portfolio SQMAutoQA9753 - ACMEAu ▼	Returns Customs Tax Payer ACMEAutomation	Duties & Levies Services	s Tax Status Contact	Log Out
Registration ID Number	Registration, Licens	SARS ing and Accreditation			
Customs Registration Customs Sufficient Knowledge Registration Licensing Accreditation Special Links	CU2500	Customs Reference Number 11700	Taxpayer/Legal entity New registration	y Select	
Once on this screen: Existing Trader – s New Trader – sele NB – if you are an	select the displayed oct new registration existing trader, the	d Customs C option; e new registr	ode; ation option	will not be dis	splayed.

Registration for RLA via eFiling

Once the client has selected "Registration, Licensing and Accreditation" from the eFiling menu, the client will be presented with the Customs Trader Portal (CTP) dashboard, which on first access will be blank

CTP	RLA					Inbox 5	eFiling	Help	Logout
Auto_Mation	CURRENT SESSIO	ON - TEST2016/3991	23/23 Regis	stration Number:	Customs	s Code: Not assi	gned		
Applications									
						Filter		≂ Active	III ~
Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status		Submission Date	
Road Cargo Carrier (local)	CU25001700	BRLA-20190531-0002-00- 01	N/A	NEW	1000006561	In Progress		2019-05-31	
						Items per page: 10	•	1 - 1 of 1	< >
Products									
								Filter III	•
Product Code	Registered Name	FAN No		Effective Date	Valid To		Status		
						Items per page:	<u>10</u> •	0 of 0	< >
Registered C	lient Types								
						Filter		₹ Active	
			-						

Registration for RLA via eFiling

From the dashboard, the client will click on "RLA" and select "New Application" from the pop up.

СТР	RLA			Inbox 6 Help Logout										
Auto_Mation	Registration	ns Relation	iships	stration Number:	Customs C	ode: Not assigned								
Applications	New Application	n Notice of E	Disclosure											
						Filter	₹ Active	∷ •						
Client Type	Product Code	Application No	Sub-No 0	Application Type	Case No	Status	Submission Date							
Road Cargo Carrier (local)	CU25001700	BRLA-20190531-0002-00- 01	N/A	NEW	1000006561	In Progress	2019-05-31							

Once the first application is submitted, the client will be unable to make any additional applications until the first submitted application has been finalised. The outcome of the application can be viewed from the Dashboard "Inbox"

Registration for RLA via eFiling

Select or Search for Client Type from Wizard selection

Registration for RLA via eFiling

Application form customised depending on client type. Capture all required information.

CTP	RA +		Inbox eFiling	Logout
TESTER AUTOMATION	CURRENT SESSION - ACME Automation-521293 Registration Number:			
Menu 🔗	Application: Storage Warehouse (OS) - Imported Goods			
Product Level	Contact Details			
Tax Type Demographics				
Contact Details Physical Address	Home Tel No	Business Tel No		0
/location	Click + to add a new number	Chick + to add a new number		
Authorised Officer	Fax No O	Cell No		0
Details Client Type Level	Chick + to add a new number	click - to add a new number		
Contact Details		I do not have a Cell Number *		c
(optional) Physical Address	Email			
/iocation	Click - to add a new email address			
Disclosure Customs	L TUU IIU IIU IIU IIU IIU IIU IIU IIU IIU			
	Web Address			
				0/80
	Contact Person Name *			
				0 / 100
		P	evious Next	Conclude

Registration for RLA via eFiling

Upload required supporting documents, accept declaration and submit application

CTP	RLA -	ox eFiling Logout
TESTER_AUTOMATION	CURRENT SESSION - ACME Automation-521293 - Registration Numbe Customs Code: Not assigned	
Menu 😵	Application: Storage Warehouse (OS) - Imported Goods	
Product Level	Application BRLA-20210310-0024-00-01 requires the following supporting documents:	
Tax Type Demographics	Please note that we only support PDF files with a maximum of SMB per file, with a maximum of 100MB per application for all files.	
Contact Details	Contact Details Documentation: Cellphone Numbe	
My Bank Accounts	2021 Calendar pdf 🛛 🗙	0
Authorised Officer Details	Requested or: 2021-02-10-09-41-64	UPLOADED
Client Type Level	Proof of Address: 299, Bronkhorst Street, Brooklyn, Pretoria *	
Contact Details (optional)	2021 Celender.pdf X	0
 /location Umit 	Requested or: 2021-03-10-09-41-64	UPLOADED
Ø Disclosure Customs	Additional Documents (Optional):	
Required Documents	Salact Film	0
	Requested on: 2022-02-10 De-NT-64	AWAITING
	Declaration	
	I hereby: (a) declare that the particulars in the application and all annexures are true and correct, and (b) undertake to- i. inform SARS promptly in accordance with the rules of any changes in the particulars furnished in the application; ii. comply with customs and excise laws and procedures. 	

Registration for RLA via eFiling

Message with reference number on successful submission

Registration, Licensing and Accreditation (RLA) Renewal Functionality for Client Types already on RLA

• RLA dashboard has colour-coding for eligible renewal applications

Registration, Licensing and Accreditation (RLA) Renewal Functionality

• Client types requiring renewal highlighted on RLA dashboard in ORANGE and RED. Select and submit renewal application.

Home	🗙 🔞 Custor	ns Trader Portal	× +											Ų	0 5 2
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												Filter		ш	•
Product Code		Registered N	977.0		FAN NO		Effective Date		Valid To		Stat	125			
CU25012501		ADVE Auton	nation-424574		8125012956	í.	2821-07-20		2021-12-31		ACT	IVE			
											items pe	røzge. <u>10</u>	• 1 - 1 of 1	<	>
Desister	red Client Tunes														
Register	red Client Types									FR	er		* Active		
Product Code	SLD-NO O	Cuper Code	Terrinal Code	BIC Code	SCAC Dode	W/A Code	SARS Code in the of EIC/SCAC Code	SARS Code in liter of IATA Code	Carrier Code(for Karl)	Status	Effective Date	Valid To	RenewallTo	Acc: Lo	0
CU25012501	N/A	N/A	N/A	N/A	N/A	8/A	N/A	N/A	N/A	Acres	2021-06-06	2021-00-05	2021-09-04	NIA	
CU25012501		01	N/A	N/A	N/A	N/A	N/A	8/A	N/A	Active	2021-07-11	2021-09-09	2021-10-09	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	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	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	2021-06-26	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	٣	32	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-07-19	2021-12-31	2022-01-30	N/A	
 Ready to renew 	 Applied far renewol 	Renewal Direrdue	No Action P	equined							iteri s pe	røtge <u>10</u>	• 1 – 8 of 8	<	>
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Registration, Licensing and Accreditation (RLA) Renewal Functionality

Client type renewals submitted highlighted on RLA dashboard in GREEN

												Filter				Active		H •
Client Type	Product Code	Application No		Sub-No 🛛		Ap	plicetion Type			Cape N	0	Status			Dubrnission Def			
Rebete User	CU25011631	BRL4-20210714-0002-00-01				NE	w			100002	u782	In Progress			2021-07-14			
Rebete User	CU25011831	BRLA-20210723-0002-00-01				NE	w			100002	W921	In Error						
Special Storage Warehouse (SOS) - Dutiable Imported Goods	CLQ5011831	BRLA-20210725-0019-00-01				NE	w			100002	04940	Dreft						
Special Storage Warehouse (SOS) - Supply Ship/Aircraft stores	0.025011851	BRLA-20210511-0012-00-01				NE	w			100002	15142	Dreft						
Clearing Agent	CU25011831	BRLA-20210812-0002-01-01		N/A		RE	NEWAL			100002	15171	In Progress			2021-08-16			
Rebete Uber	0JQ5011831	BRLA-20210518-0001-00-01				NE	9W			100002	15212	in Error						
Special Storage Warehouse (SOS) - Inbound duty and tax free shop	0U25011831	BRLA-20210518-0011-00-01				NE	w			100002	15213	Dreft						
															itemo p	erpege <u>10</u>		7 <u>3 3</u>
Products																		
															Filter			# •
Product Code	Registered Name		FAN No			Eff	ective Date				Valid To		Der	tuo †				
CU25011831	TAUTOMATION		8125012420			20	21-05-24						AC	TIVE				
															harro r	er cener 10	¥ 1=1:	. 2.5
															toger og p	e prope		
Registered Client Types																		
												Filter				F Active		# •
Client Type			Regilio No 🖲	Product Code	Sub-No O	Depot Code	Terminal Code	BIC Code	SCAC Code	IATA Code	SARS Code in lieu of BIC/SCAC Code	SARS Code in Seu of IATA Code	Carrier Code(for Rail)	Otetuo	Effective Date	Velid To	Renewal To	Acor Level O
Clearing Agent			CUSC004227	CU25011851	N/A	NA	NA	N/A :	NA	NA	N/A	NA .	N/A	Active	2021-06-27	2021-12-51	2022-01-30	N/A
Degrouping depot			CU\$0003799	CU25011851		67	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-05-24	2021-12-81	2022-01-80	N/A
Container depot			CU50003800	CU25011851	*	NA	N/A	N/A	N/A	N/A	N/A	N/A	NA	Active	2021-05-24	2021-12-31	2022-01-30	N/A
Menufacturing Warehouse (VM) CCA Enterprise) Any goods (Other the	n goods liable to Excise Duty. Fuel Levy and Environmental Levy)		CU50003823	CU25011851	*	N/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	Active	2021-05-25	2021-12-31	2022-01-30	NA
Container Territinel Operator			CU50003825	CU25011851	N/A	N/A	G7	N/A	N/A	N/A	N/A	NA	NA	Active	2021-05-25		NA	N/A
Container Terminal Operator			CUS0003864	CU25011851	N/A	NA	09	N/A	N/A	N/A	NA	NA	N/A	Active	2021-05-28		N/A	N/A
Reedy to renew Applied for renewal Renewal Overd	Lee 🔲 No Action Required														Parts of	ernene: 10	· 1-6	x 2 5

