SARS eFiling for quick and easy Customs registrations

Go to www.sars.gov.za > Customs and Excise > New Customs Legislation Update > RLA for more info

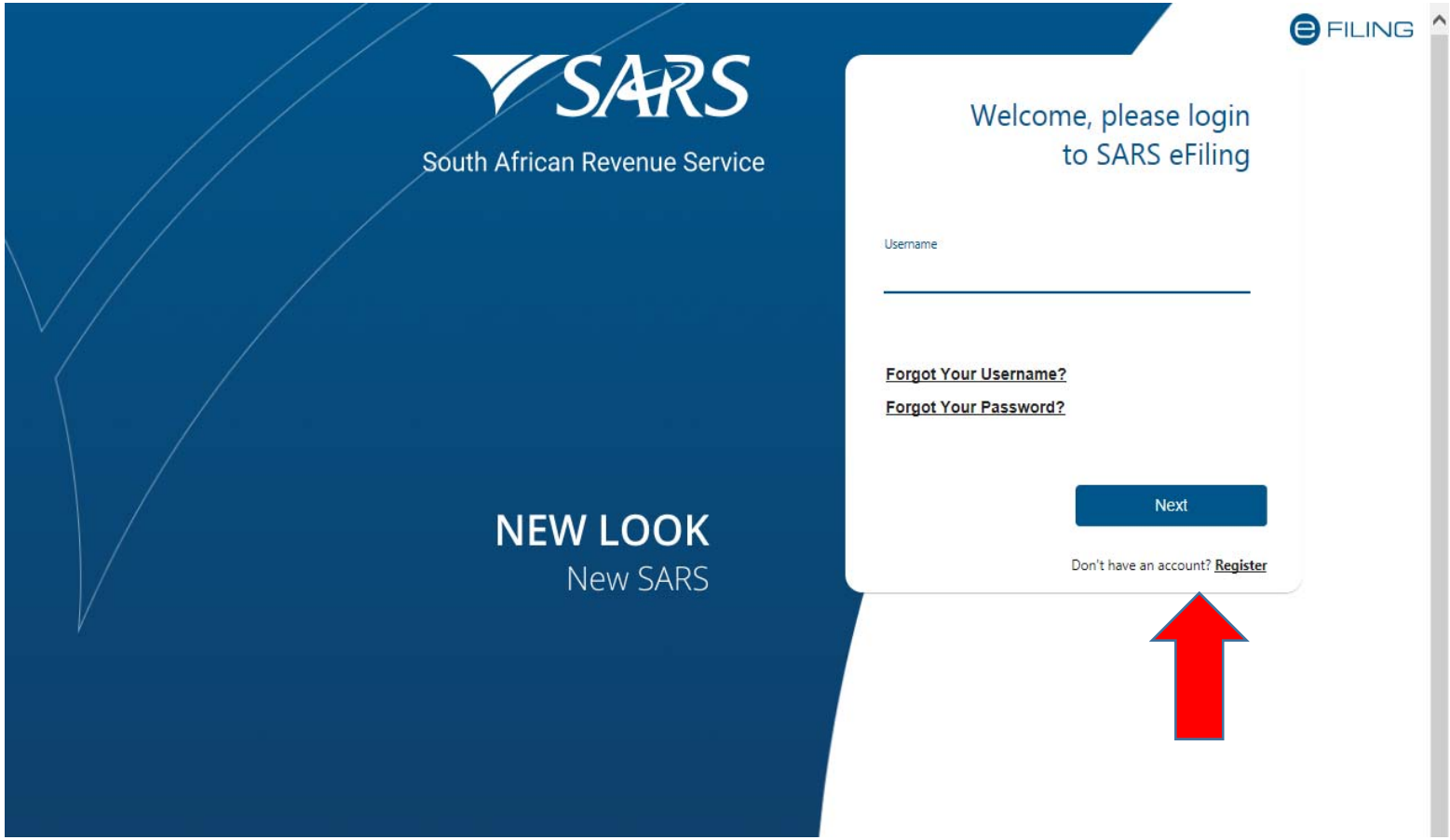
RLA Registration via eFiling

South African Revenue Service

Registration, Licensing and Accreditation (RLA)

How to register for eFILING

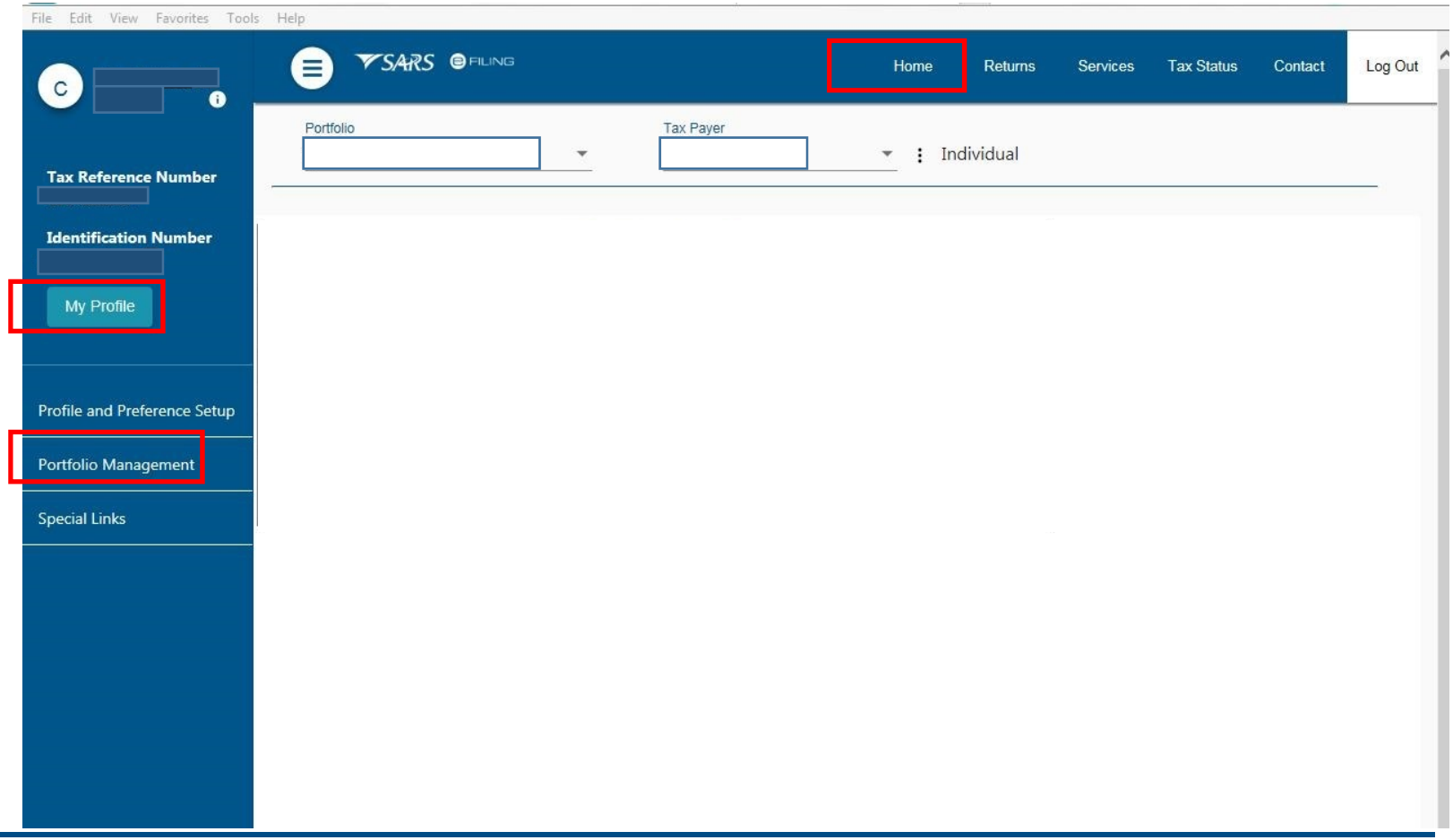
Once the client has been registered with SARS, the client can then register for eFiling if not already an eFiler. This can be done by logging onto the SARS website



Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from Individual to Organisation

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

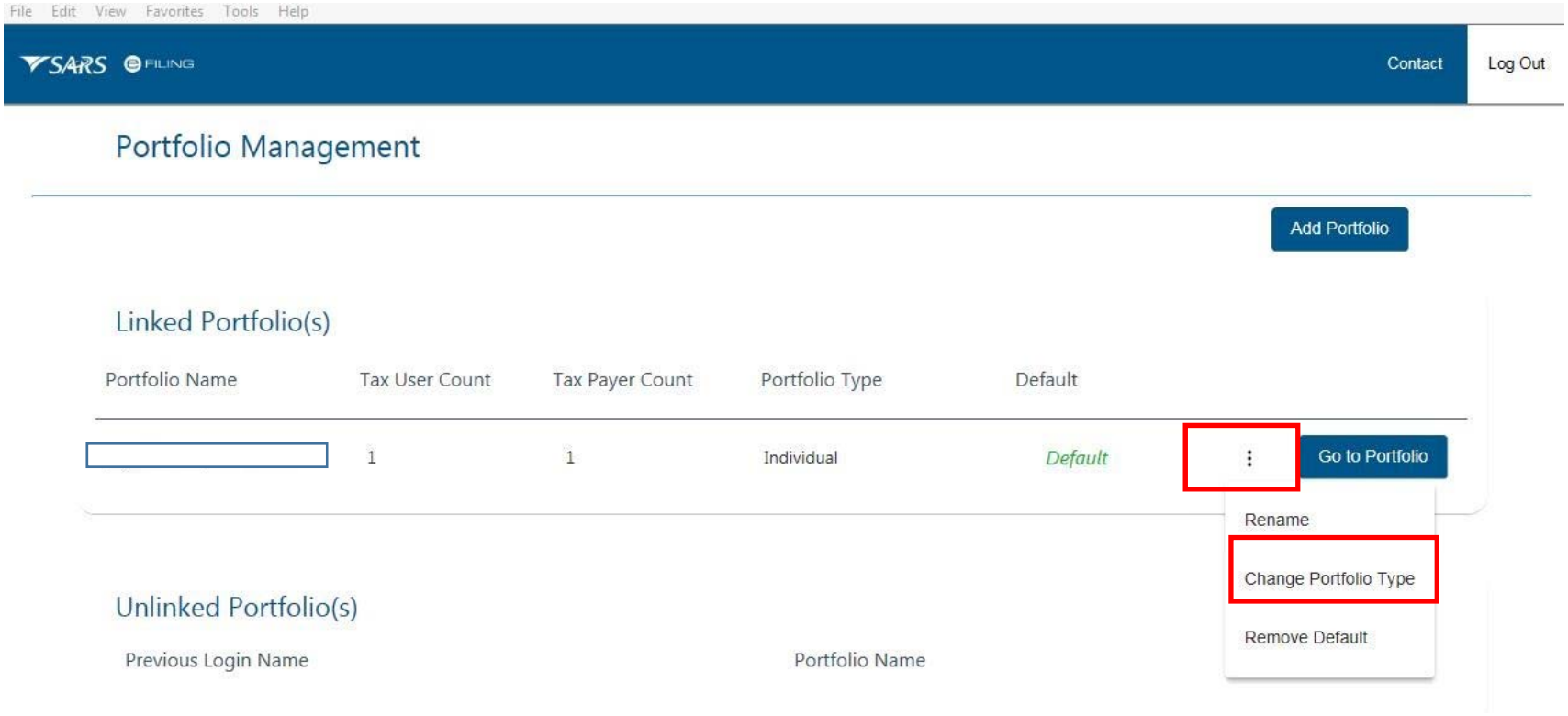


South African Revenue Service

Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from individual to Organisation

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

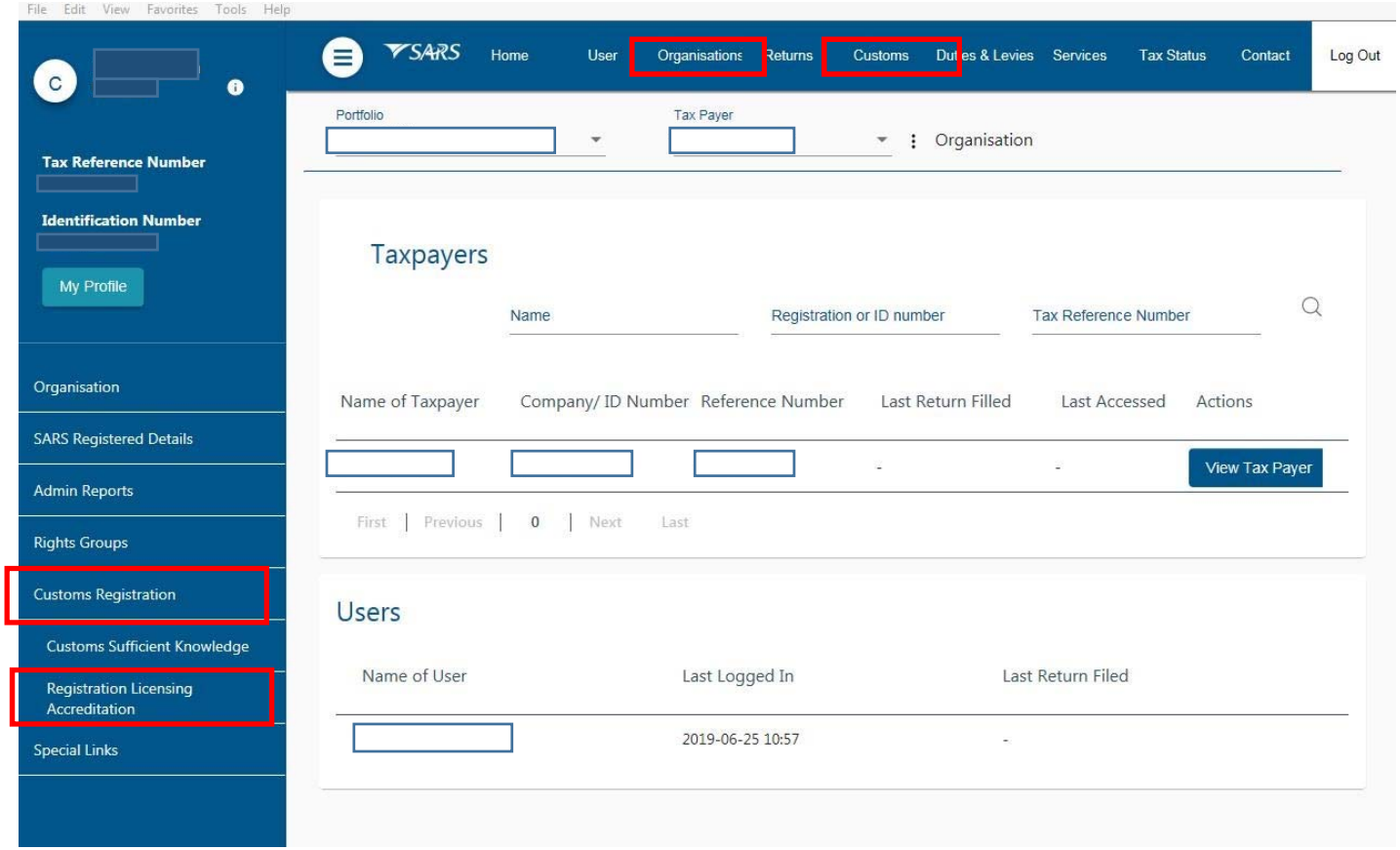


South African Revenue Service

Registration, Licensing and Accreditation (RLA)

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

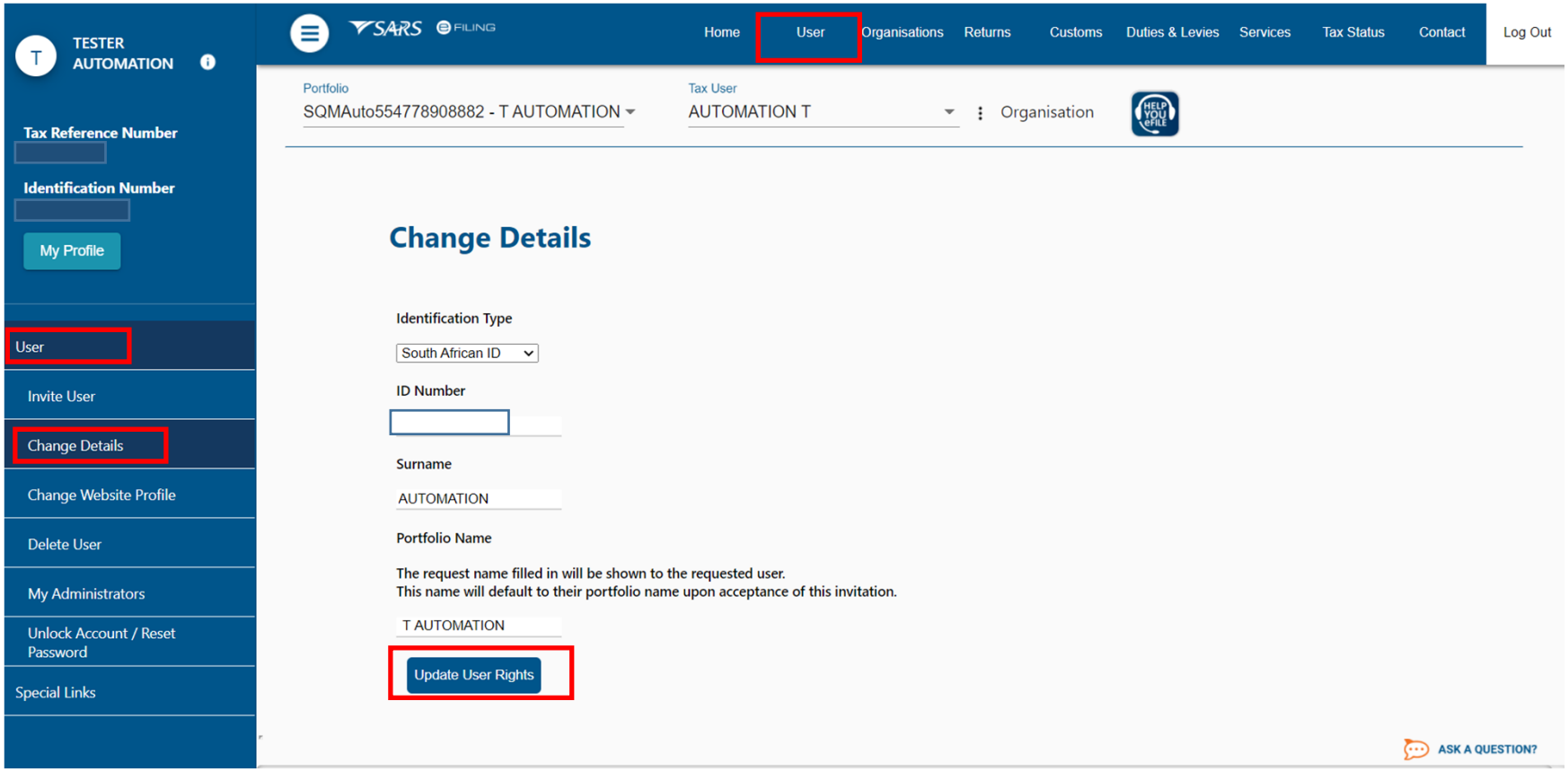


South African Revenue Service

Registration, Licensing and Accreditation (RLA)

Role allocation on eFiling

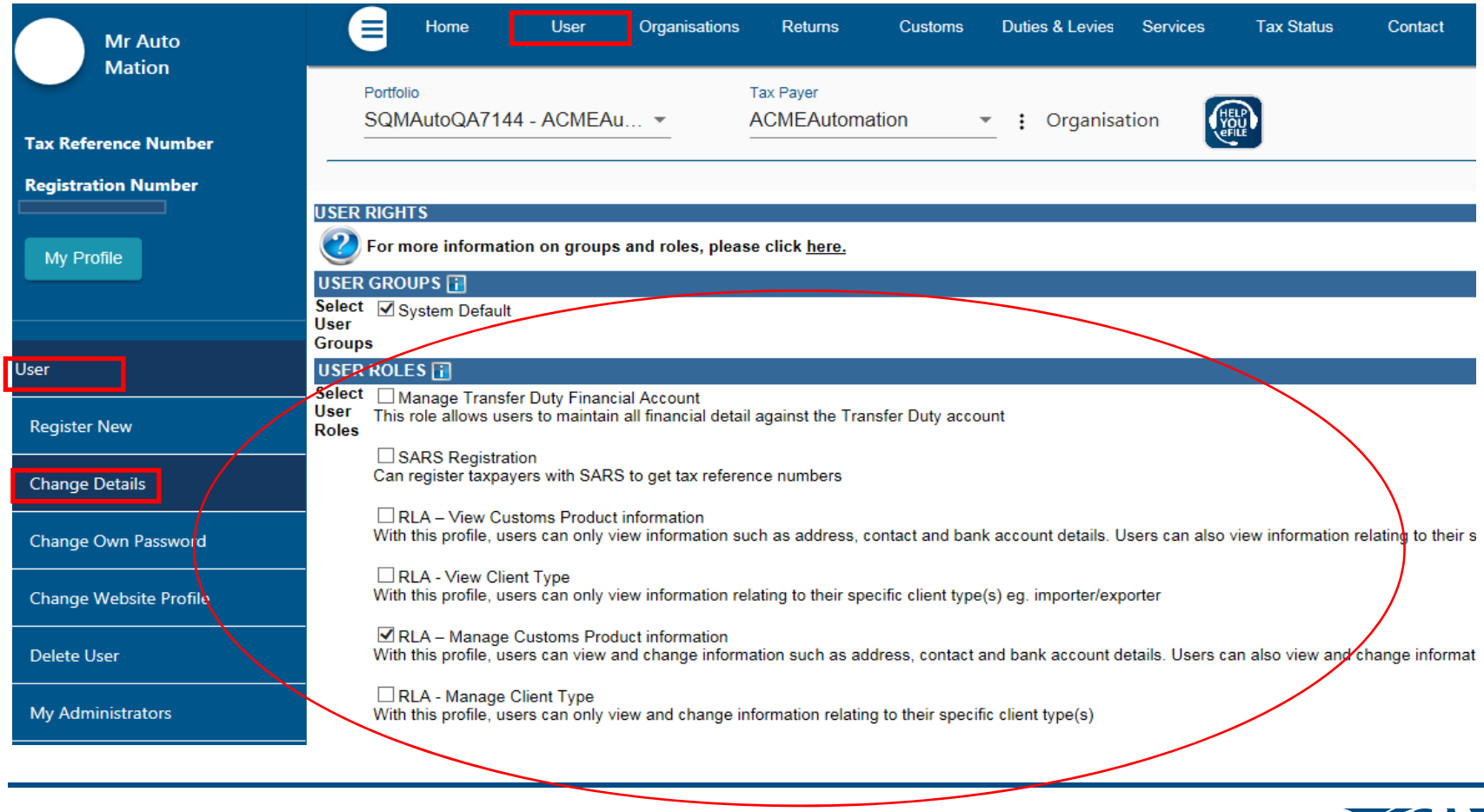
Click on “User” on the top menu bar, then “User” on the left menu bar, then “Change Details” and then on the “Update User Rights” button in order to make a role selection.



Registration, Licensing and Accreditation (RLA)

Role allocation on eFiling

Select the relevant RLA User role.



South African Revenue Service

Registration, Licensing and Accreditation (RLA)

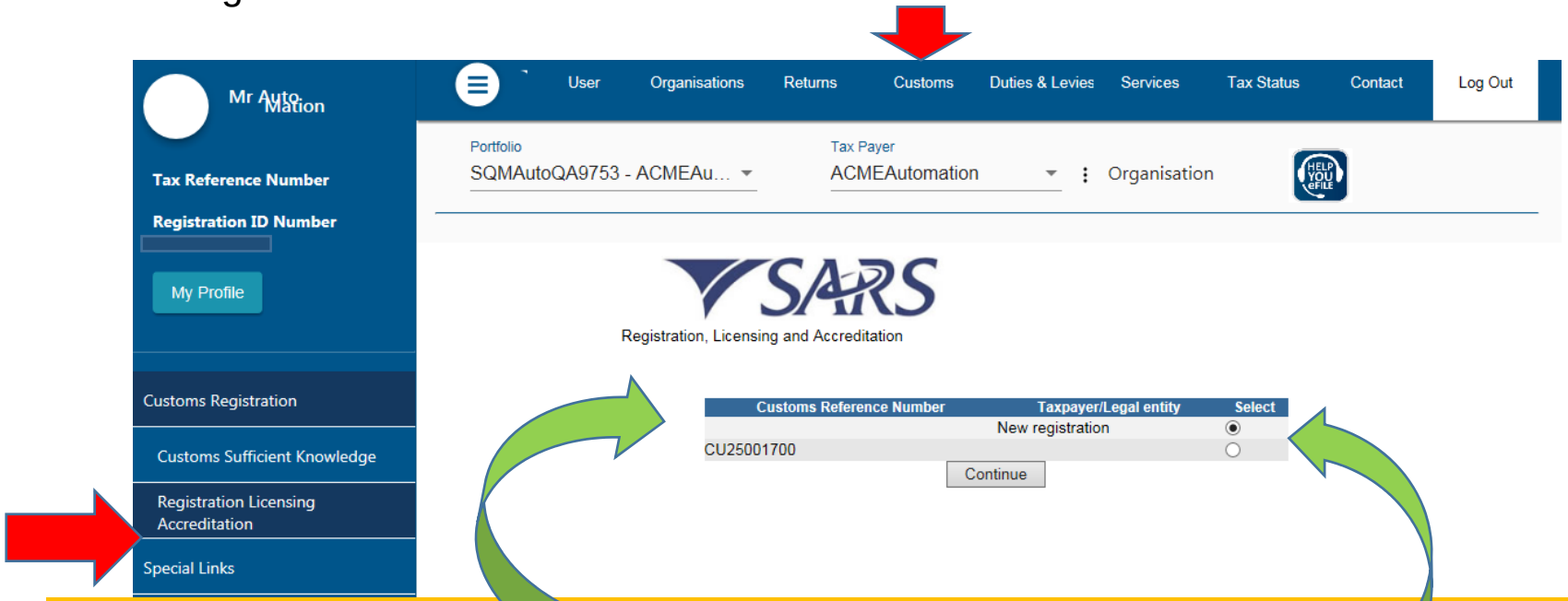
Role allocation on eFiling

- 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.

Registration, Licensing and Accreditation (RLA)

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



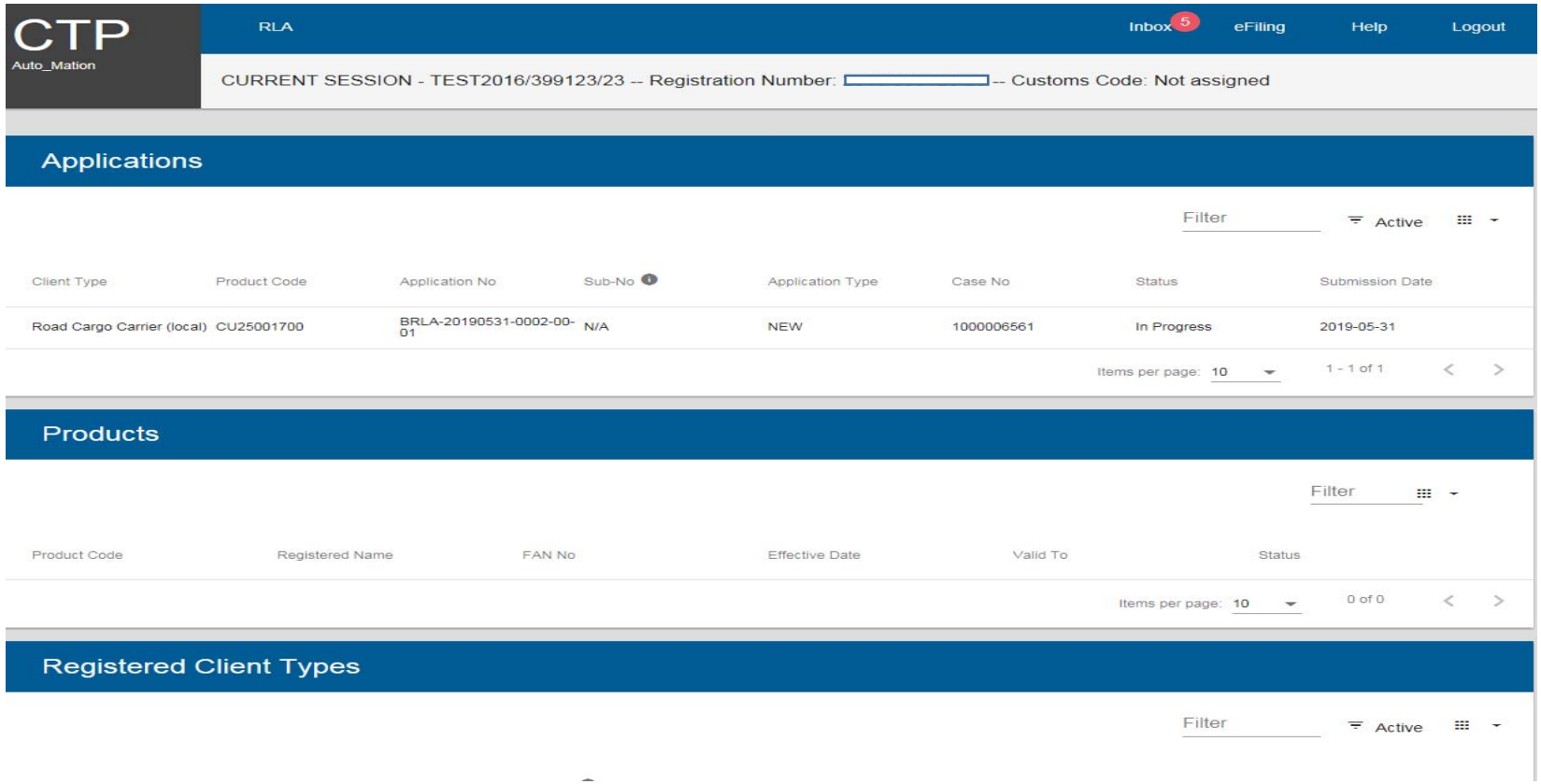
Once on this screen:

- Existing Trader – select the displayed Customs Code;
- New Trader – select new registration option;
- NB – if you are an existing trader, the new registration option will not be displayed.

Registration, Licensing and Accreditation (RLA)

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



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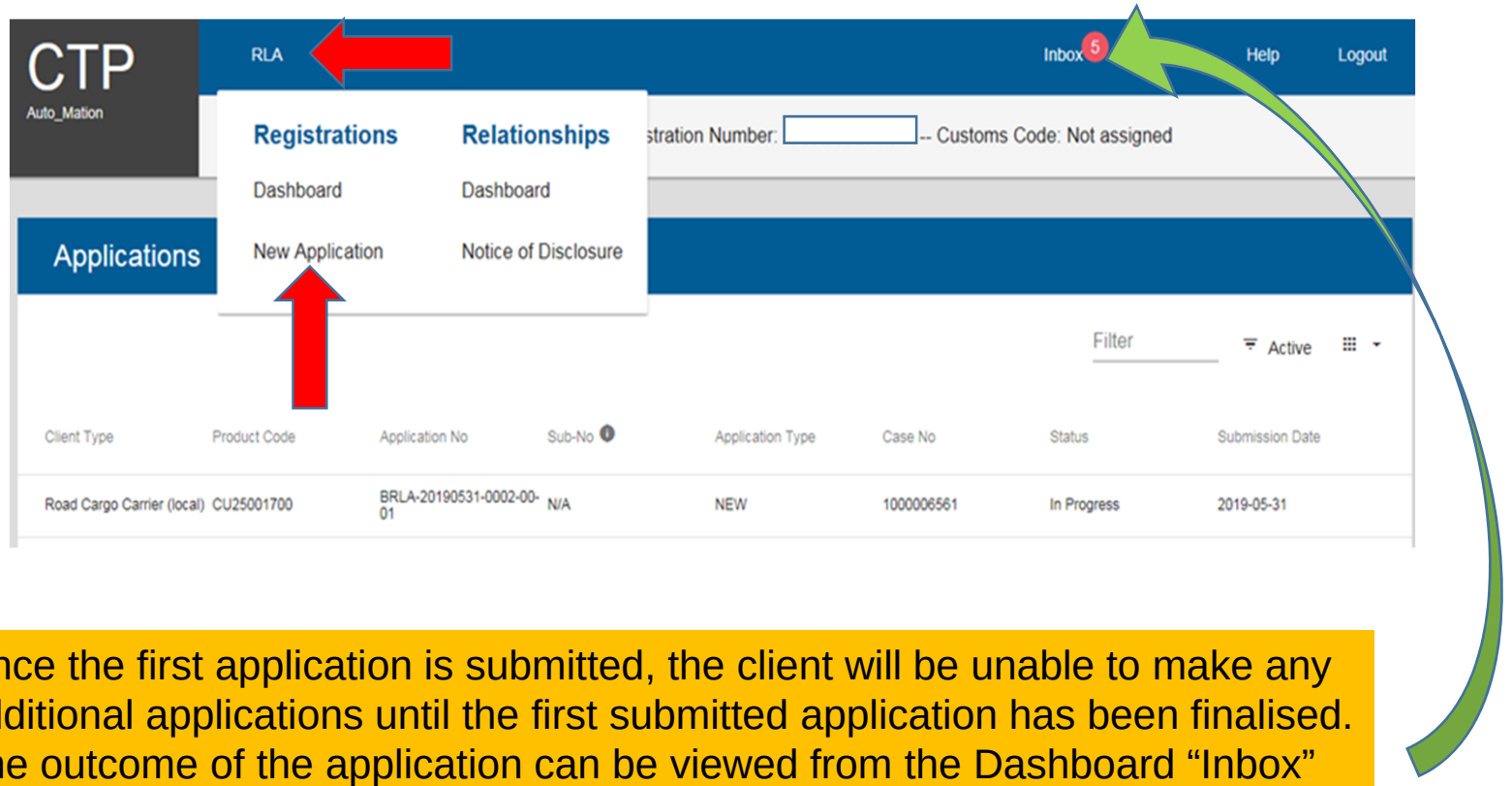
Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

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

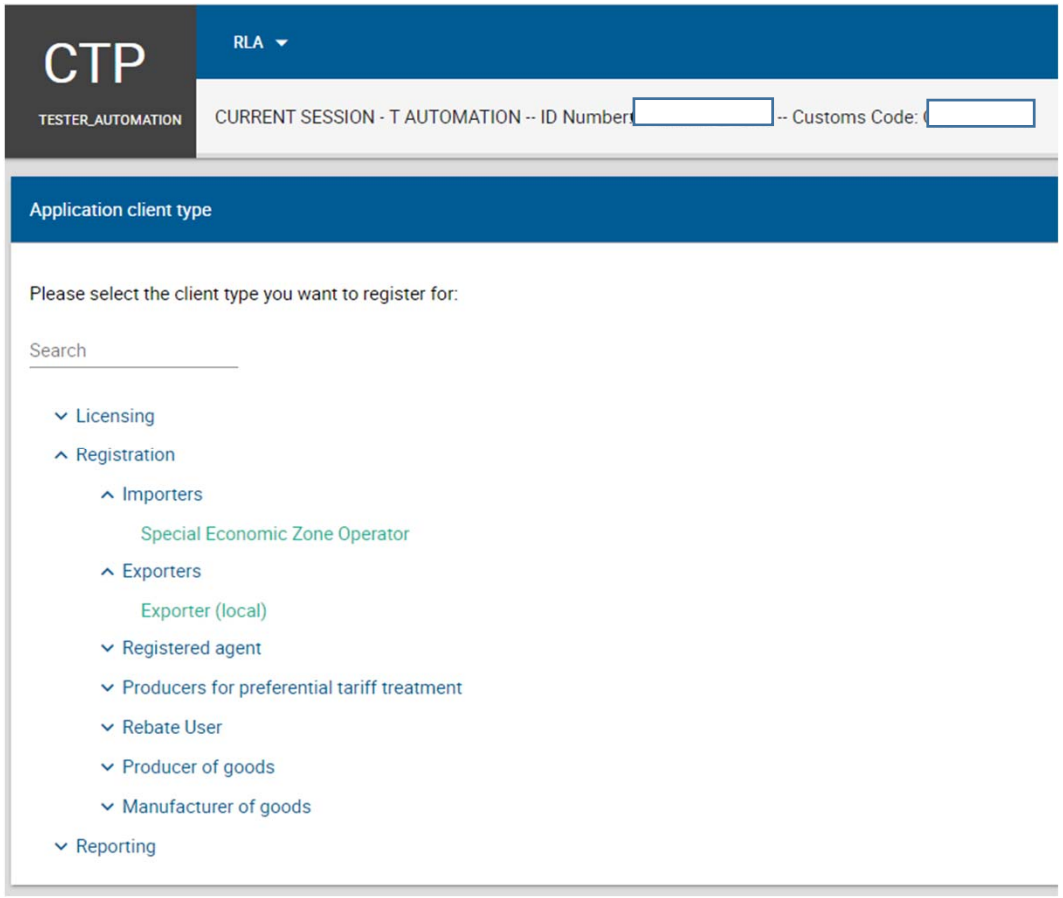


Once the first application is submitted, the client will be unable to make any additional applications until the first submitted application has been finalised. The outcome of the application can be viewed from the Dashboard “Inbox”

Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

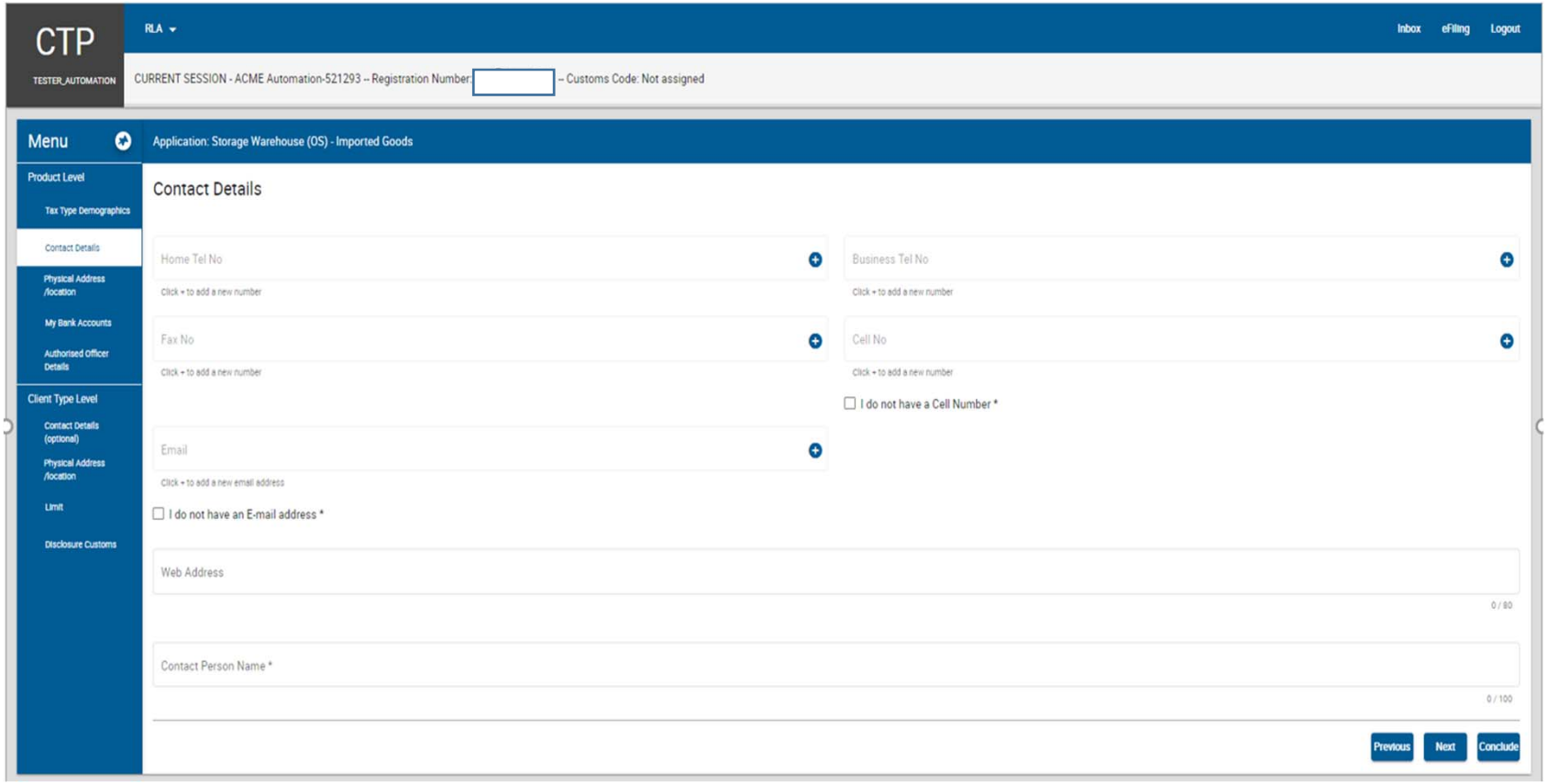
Select or Search for Client Type from Wizard selection



Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

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

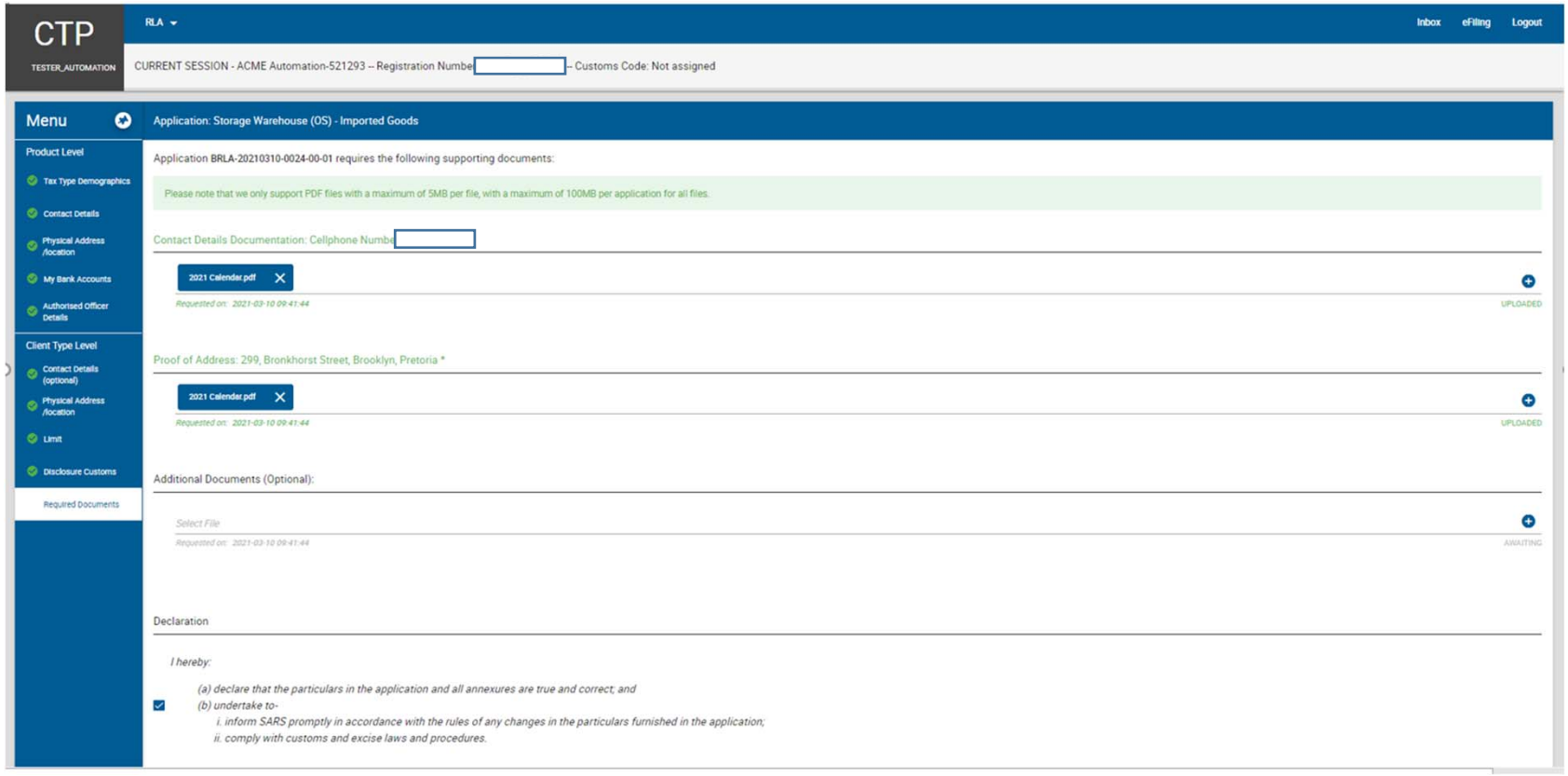


South African Revenue Service

Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

Upload required supporting documents, accept declaration and submit application

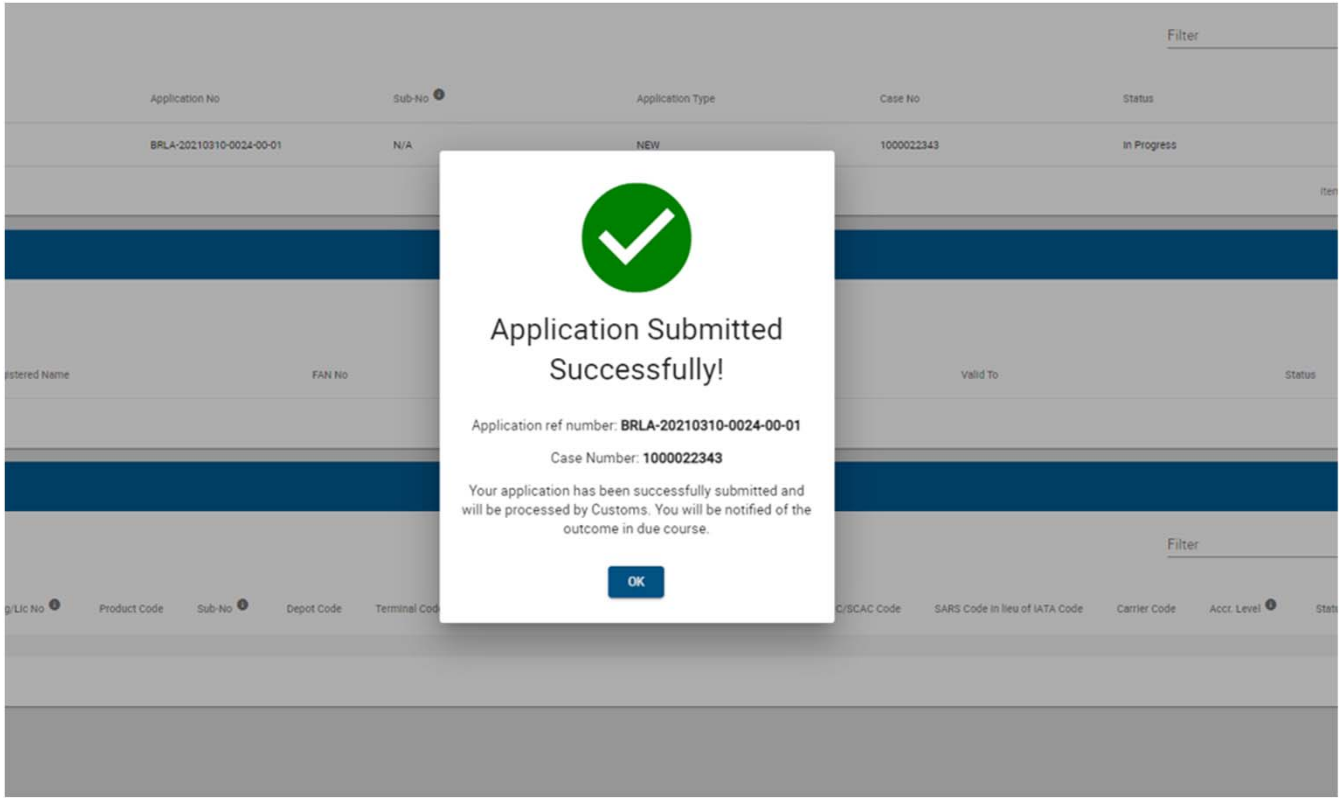


South African Revenue Service

Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

Message with reference number on successful submission



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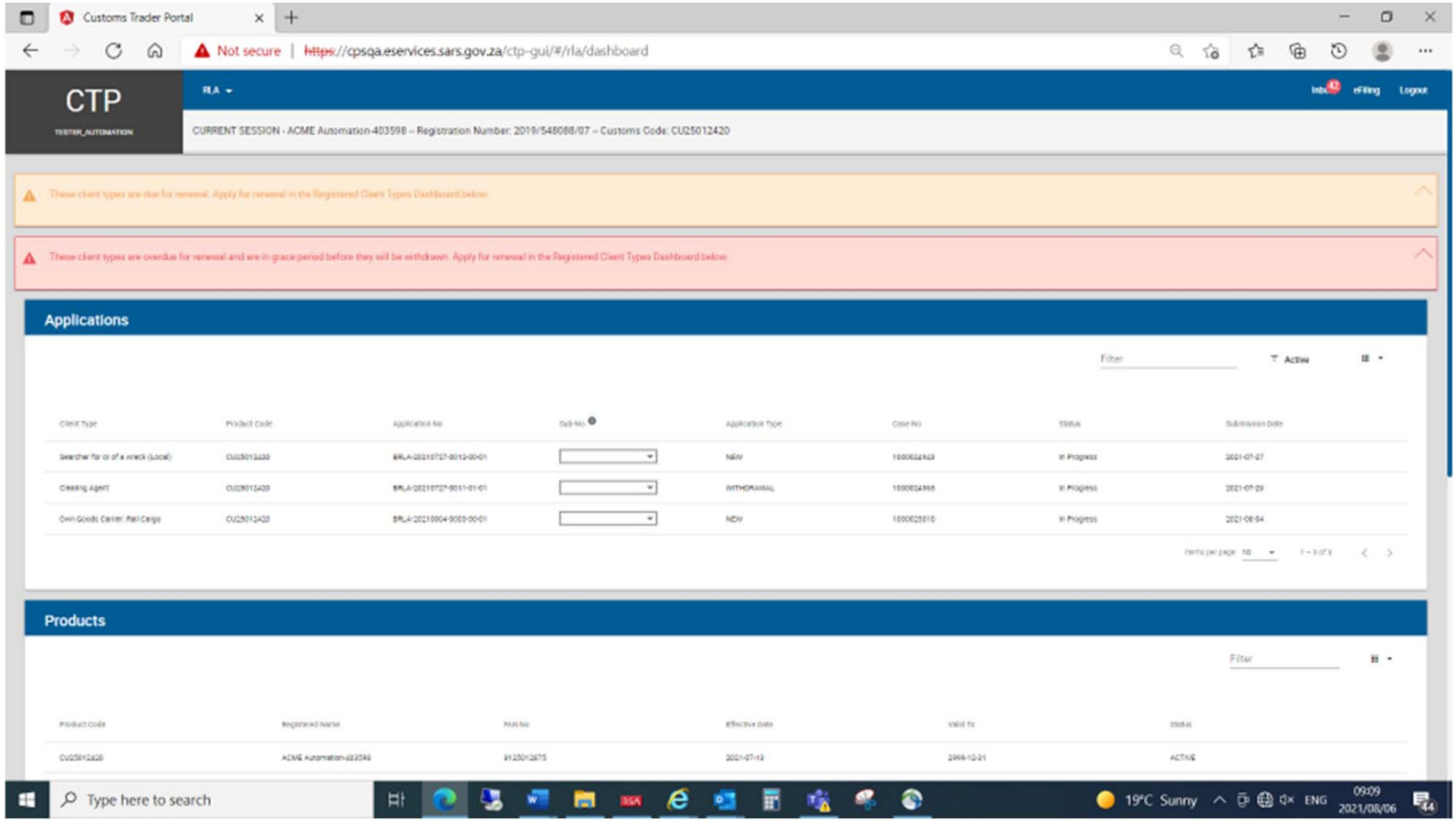
Registration, Licensing and Accreditation (RLA)

Renewal Functionality for Client Types already on RLA

- RLA dashboard has colour-coding for eligible renewal applications

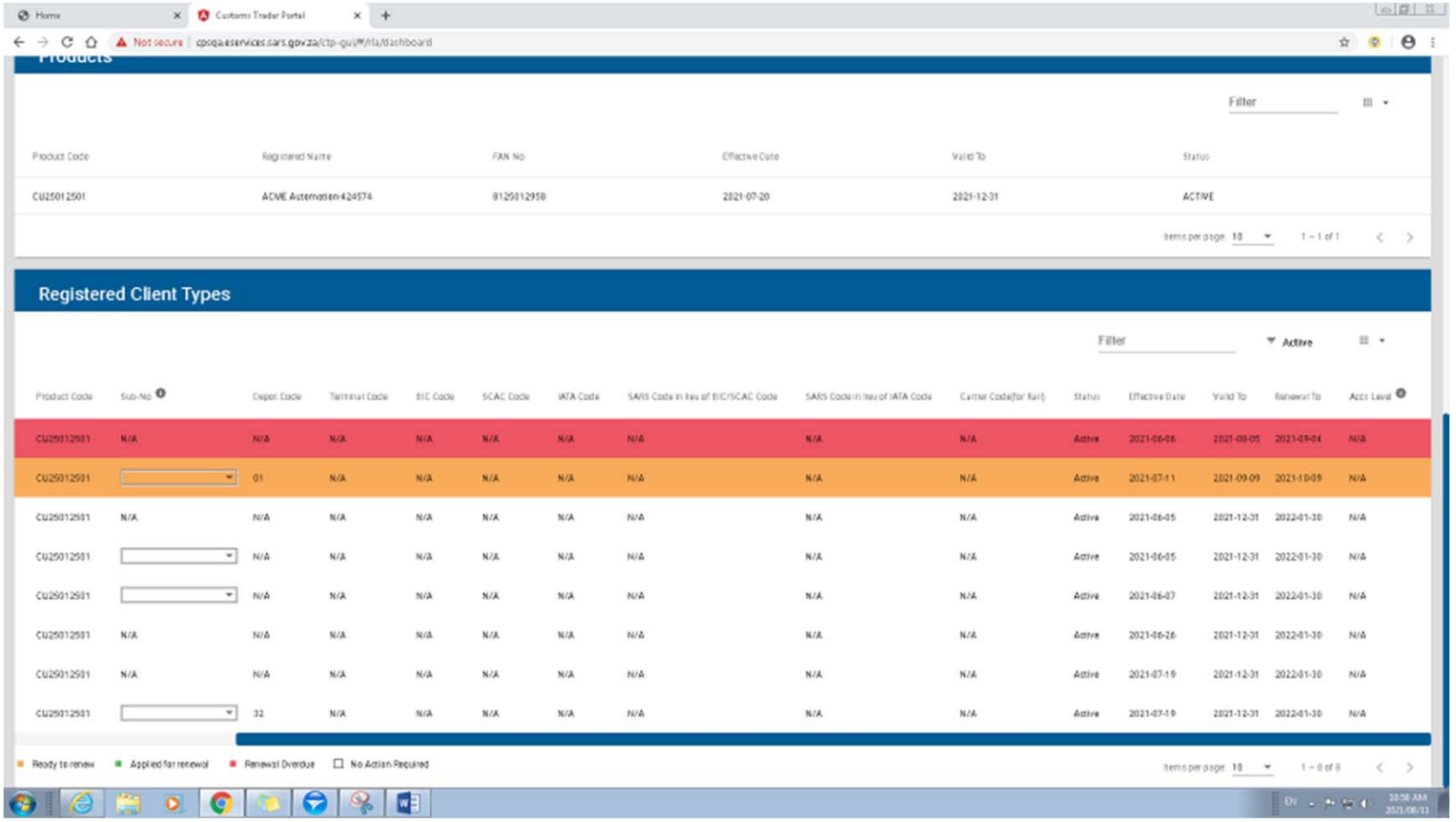


South African Revenue Service

Registration, Licensing and Accreditation (RLA)

Renewal Functionality

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



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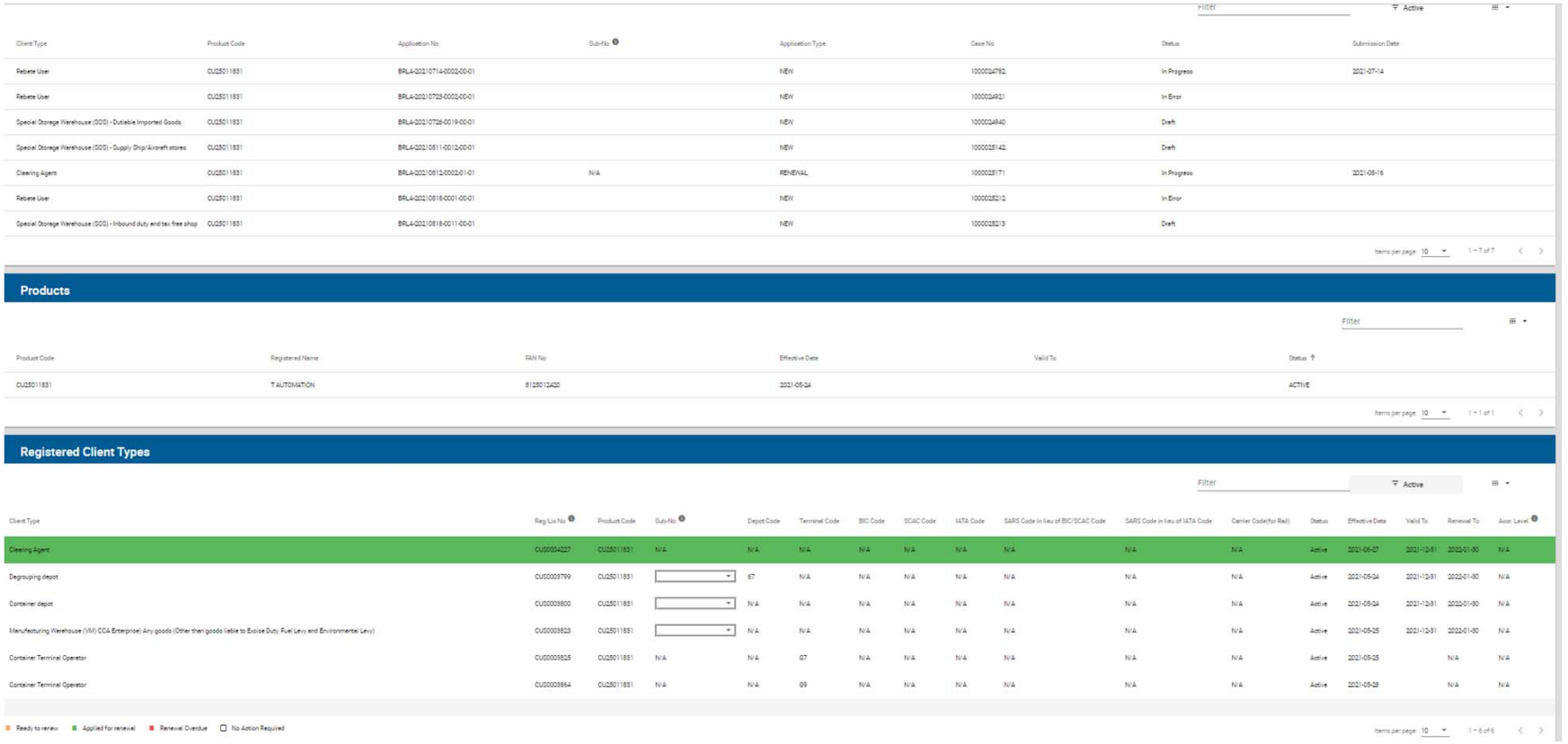
Registration, Licensing and Accreditation (RLA)

Renewal Functionality

- Client type renewals submitted highlighted on RLA dashboard in **GREEN**



Products

Registered Client Types