



Declaration for Electronic Form of Record Keeping

EFR001

Individual Company

Applicant Details - Individual

Income Tax Ref No.	PAYE Tax Ref No.	VAT Tax Ref No.
Surname		
First Name		
Other Names		
Initials	Date of Birth (CCYY-MM-DD) <input type="text"/>	ID No.
Passport No.	Passport Country/ Country of Origin (e.g. South Africa = ZAF)	Passport/Permit Issue Date (CCYY-MM-DD) <input type="text"/>

Applicant Details - Company/Trust/Partnership and Other Entities

Income Tax Ref No.	PAYE Tax Ref No.	VAT Tax Ref No.
Nature of Entity		
Registered Name		
Trading Name		

Physical Address Where Records are Kept

Unit no.	Complex (if applicable)
Street no.	Street / Name of farm
Suburb/ District/ City/ Town	
Country Code (e.g. South Africa = ZA)	Postal Code

Particulars of Representative Taxpayer

Capacity:	Treasurer	Main Parter	Main Trustee	Public Officer	Main Member	Parent/ Guardian	Accounting Officer	Curator/ Liquidator / Executor/ Administrator (Estates)	
Nature of Entity									
Surname									
First Name									
Other Name									
Initials	Date of Birth (CCYYMMDD)	<input type="text"/>	Date of Appointment (CCYYMMDD)					ID No.	
Passport/ Permit No.			Passport Country (e.g. South Africa = ZAF)					Passport Issue Date (CCYYMMDD)	<input type="text"/>

Details

Your electronic system will be accessible from your physical address in South Africa (as stated above) for the duration of the period that you are obliged to retain records.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
The locality where your electronic records are kept (as stated above) will not affect your ability to provide access to such records to SARS.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
There is an international tax agreement for reciprocal assistance in the administration of taxes in place between South Africa and the country in which you keep your electronic records (as stated above).	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Your form of electronic record retention satisfies all the requirements of the Public Notice, issued under section 30(1)(b) of the Tax Administration Act 2011 (Act No 28 of 2011) (the Pulic Notice) apart from the issue of physical locality of storage.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
You will be able to provide an acceptable form of the records to SARS on request (as required by the Public Notice and recommended by the instruction sheet).	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
You be able to provide the above within 90 calendar days of such request.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Sample data provided (refer to instruction sheet)?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

Declaration

<p>I, the undersigned being the representative taxpayer of the applicant, DECLARE that the particulars herein contained and the sample data provided are true and correct and that the sample data reflects the way in which the applicant keeps their electronic records. I undertake to inform the South African Revenue Service immediately of any material changes in the particulars provided as well as the computer software or electronic platform used by the applicant. I understand that the sample data requested does not reflect the records that the applicant is required to retain or that the South African Revenue Service is entitled to inspect for the purposes of performing the functions referred to in section 3 of the Tax Administration Act 2011 (Act No 28 of 2011) and that the use of a third party to store records does not exempt the applicant from any record keeping obligations.</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> Signature </div>	<p>Date (CCYY-MM-DD) <input style="width: 100%;" type="text"/></p> <p style="text-align: center; font-size: 12px;">For enquiries go to www.sars.gov.za or call 0800 00 SARS (7277)</p>
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