



# **AIR PASSENGER TAX**



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#### 1 SUMMARY

- a) Every operator liable for Air Passenger Tax (APT) is required to file a return and make payment, in accordance with Section 47B (7).
- b) The requirements for return submission are described in APT-02.
- c) The accounting period is one (1) calendar month, commencing from the first day and ending on the last day of the month.
- d) Operators must submit their return and make payment, within twenty-one (21) days following the end of each accounting period. Where the last day for submission of the account and payment falls on a weekend or public holiday, the account and payment must be submitted on the last official working day before that day.
- e) All the operators/agents must be registered for eFiling as the submission of the payments and uploading of passenger manifests can only be made via eFiling.
- f) The operators/agents can now pay for the contraventions amounts stated on the Letter of Demand using eFiling.
- g) For the licensing and registration requirements, refer to SC-CF-19.

# 2 APT REGISTRATION ON EFILING

#### 2.1 Log in to eFiling

- a) The operator logs onto the eFiling platform as described in SC-CF-42.
- b) The system displays the operator's dashboard. The portfolio type reflects as Organisation.

	SARS @FLING		Horr	ne User Organisations Retur	ms Customs Duties & Levies	Services Tax Status Cr	ontact Log Out
	Portfolio	Taxpayer		* : Organisation			
Tax Reference Number	-				·		
My Profile				I		📄 🐼 😢	
SARS Correspondence	Townser						
Returns Issued	Taxpayers						~
Returns History		Name	Registration or	ID number	Tax Reference Number		4
Returns Search							
Levies and Duties	Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions	
Third Party Data Certificate Search					-	View Taxpayer	
Third Party Data				1. A		View Taxpayer	
Non-Core Taxes	First Previous 0	Next Last					
Payments							

c) If operators are unable to access the eFiling service, they must contact the SARS Contact Centre for assistance.



# 2.2 Activate APT Tax Type

- a) The APT tax type must be activated on eFiling to allow for the submission of returns.
- b) The operator selects:
  - i) Organisations;
  - ii) Tax types; and
  - iii) Manage tax types.

		Home User	Organisations Returns Customs Duties	& Levies Services Tax Statu	s Contact Log Out
	Portfolio	Taxpayer	• : Organisation		
Tax Reference Number					
Identification Number	Taxpayer Name				
My Profile					
	Registration Number				
Organisation					
Register New					c
Change Details	Manage Tax Types				
Tax Types	Tax Type Description	Reference Number	Status	Action	
Manage Tax Types	Customs Agent	700	Successfully Activated.	Deactivate	
View Request History	Air Passenger Tax	814	Successfully Deactivated.	Request Activation	
Legacy: Activation Requests					
Legacy: Transfer Requests	Submit				
Legacy: Pending Registration	Submit		🔛 LIVE CHAT		ASK A QUESTION?

c) The operator ticks Request Activation and clicks the Submit button.

		Home Us	er Organisations Returns Customs	Duties & Levies Services Tax Stat	us Contact Log Out
Tax Reference Number	Portfolio	Taxpayer	• Crganisation		
Identification Number	Taxpayer Name				
My Profile					
	Registration Number				
Organisation	:e				
Register New					
Change Details	Manage Tax Types				
Tax Types	Tax Type Description	Reference Number	Status	Action	
Manage Tax Types	Customs Agent	700	Successfully Activated.	Deactivate	
View Request History	Air Passenger Tax	814	Successfully Deactivated.	Request Activation	
Legacy: Activation Requests				<b></b>	
Legacy: Transfer Requests	Outerth d			I	
Legacy: Pending Registration	Submit	_	🔛 LIVE C	HAT	ASK A QUESTION?



- d) The APT tax type will now be successfully activated (refer to sub-paragraph 2.2 (j))
- e) In instances where the tax type is activated by a representative of an operator, the activation request routed for authorisation.

		Home User Organ	nisations Returns Customs Duties & Levies Services	Tax Status Contact Log Out
	Portfolio	Taxpayer	🔹 🔋 Organisation	
Tax Reference Number				
Identification Number				
My Profile	Taxpayer Name		Contact Details 🚯	
			Cell:	
	Registration Number		Email:	
Organisation				
Register New				
Change Details	Tax Types Details			
Tax Types	Tax Type Description	Reference Number	Status	
Manage Tax Types	Customs Agent	700	Successfully Activated	
View Request History	Air Passenger Tax	814	Awaiting authorisation	
Legacy: Activation Requests				
Legacy: Transfer Requests	Edit Contact Details		Manage Tax Types	Access Rights
Legacy: Pending Registration			LIVE CHAT	ASK A QUESTION?

f) The operator is notified of the authorisation request via email and/or SMS. The operator logs in to the Tax Type Transfer/Shared Access Request.

TO SARS South African Revenue Service	<ul> <li>Tax Type Transfer / Shared Access Request</li> <li>Are you a South African citizen?</li> <li>Yes O No</li> <li>Identification Number *</li> <li>I</li> <li>Identification Number is required</li> <li>Tax Reference Number is required</li> <li>Tax Reference Number is required</li> <li>Submit</li> </ul>	FILING
	🖬 LIVE CHAT	ASK A QUESTION?



The operator chooses their preferred channel and clicks the Ok button. g)



- A one-time pin (OTP) is sent to the chosen channel and the operator: h)
  - i)
  - Captures the OTP; and Clicks the Submit button. ii)

	<i>←</i>	<b>FILING</b>
<b>South African Revenue Service</b>	One Time Pin OTP has been sent to the following cellphone number 078****64 Pin expires in 00:02:57	
	LIVE CHAT	ASK A QUESTION?



i) The operator selects authorise and clicks the Submit button.



j) The Air Passenger Tax will be activated.

يسطران		Home User Orga	anisations Returns Customs Duties & Levies Services	Tax Status Contact Log Out
•	Portfolio	Taxpayer	• I Organisation	
Tax Reference Number			CALL	
Identification Number	Taxpayer Name		Contact Details 🚯	
My Profile			Cell:	
	Registration Number		Email:	
SARS Correspondence				
Returns Issued	T. T. D. ( 1			
Returns History	lax Types Details			
Returns Search	Tax Type Description	Reference Number	Status	
Levies and Duties	Customs Agent	700-	Successfully Activated	
Third Party Data Certificate Search	Air Passenger Tax	814	Successfully Activated	-
Third Party Data				
Non-Core Taxes	Edit Contact Details		Manage Tax Types	Access Rights
Payments			LIVE CHAT	ASK A QUESTION?

- k) The operator updates the user rights for the submission of returns as described in SC-CF-42.
- I) The operator logs off eFiling to allow for the changes to refresh.
- m) The operator can now log in to submit returns.



#### 3 APT RETURN SUBMISSION

#### 3.1 Submit APT Return

- a) The operator selects:
  - i) Returns; and
  - ii) Returns issued.

	E TSARS @FILMS	Home	User Organisat	ions Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portolo Tarpayer		• Organisation							-
My Profile	USER DETAILS User Name Login Name Date Registered	COMPANY DETAILS Trading As Name Registration Number: Date Registered:	÷							
SARS Correspondence	INCOME TAX QUICK SEARCH Please enter your income Tax Reference Number		SEARCH							
Returns Issued			VC	DC Sout	h African					
Returns History			1 3/	Reve	nue Servio	.e				
Returns Search	ISSUING OF 2013 IRP5/IT3(a) UNTIL FURTHER NOTICE									
Levies and Duties	Employers are advised that where an Employee income Tax Certificate (IRP5/IT3(a)) needs to be certificates will have to be leaved from the employer's payrall system or where no neural system is	issued for the 2013 transaction year p	prior to August 2012 submi	usion to SARS, the	se IRP5/IT3(a)					
Third Party Data Certificate Search	SARS Contact Centre on 0800 00 SARS (7277).			a non any or no						
Third Party Data										
Non-Core Taxes										
Payments										
Third Party Appointments										
Request For Reason										
Disputes\Suspension Of Payment						HAT			D ASK A QU	ESTION?

- b) The list of tax types for which the operator is registered displays, and the operator:
  - i) Selects Air Passenger Tax (APT201);
  - ii) Chooses the correct year and period; and
  - iii) Clicks the Request Return button.

Tax Reference Number   My Profile     SARIs Correspondence   Returns Search     Returns Search     Returns Search     Name   Reference Num   Period   Return Status     Name   Reference Num   Period   Return Status     Name   Reference Num   Period   Return Type   Status   Status Date   Anount Due   Due Date   Open   Respondence			Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log Ou
Implayed   SARS Correspondence   Returns Search	Tax Reference Number Identification Number	Partisio Turphyre	* Crganisation
SARS Correspondence       Returns lassed         Imployee's Tax (RMP201)       Imployee's Tax (RMP201)         Imployee's Tax (RMP201)       Air Passenger Tax Returns         Imployee's Tax (RMP201)       Air Passenger Tax Returns         Imployee's Tax (RMP201)       Name         Reference Num       Period       Return Type       Status       Status Date       Amount Due       Due Date       Open         Returns lasser       Imme merine reference Num       Period       Return Type       Status       Status Date       Amount Due       Due Date       Open         Returns lasser       Imme merine reference Num       Period       Return Type       Status       Status Date       Amount Due       Due Date       Open	My Profile	Returns Search	
Refurme flawed     Request Refurm       Employees Tax (RMP20)     Request Refurm       Employees Tax (RMP20)     Ar Passenger Tax Refurms       Are Passenger Tax AP1201     Name       Reference Num     Period       Refurm Type     Status       Status Date     Amount Due       Due Date     Open	SARS Correspondence		Year*
Employee's tar (MP201)       Income fare (mR4P201)       Income fare (mR4	Returns Issued		Request Return
Employees Tax (LMP501)         Air Passenger Tax Returns         Status         Status         Status         Amount Due         Due Due         Open           Air Passenger Tax (APT201)         Mane         Reference Num         Period         Return Type         Status         Status Date         Amount Due         Due Due         Open           Returns History         Eterms Period         Return Type         Status         Status Date         Amount Due         Due Date         Open	Employee's Tax (EMP201)		
Income tx (BTR_MTR12/p1128)     Name     Reference Num     Period     Return Type     Status     Status Date     Amount Due     Due Date     Open       Returns History     Image: Status     Image: Status     Status Date     Image: Status     Image: Status Date     Image: Status     Image: Status<	Employee s Tax (EMP501)	Air Passonner Tax Returns	
Air Passenger Tax (APT201)       Name:       Reference Num       Period       Return Type       Status       Status Date       Amount Due       Due Date       Open         Returns History              0 of 0                   0 of 0  <	Income Tax (ITR14/ITR12T/IT12EI)	Au Passenger tax returns	
ttems per page: 10 👻 0 of 0 < 🗲	Air Passenger Tax (APT201)	Name Reference Num Period Return Type	Status Status Date Amount Due Due Date Open
	Returns History		items per page. 10 👻 0 of 0 🗶 🖒
Returns Search	Returns Search		
Levies and Duties	Levies and Duties		
Third Party Data Certificate Search	Third Party Data Certificate Search		



The return for the chosen period displays and can be accessed through the hyperlink. c)

			Home	User Organisations	Returns Customs	Duties & Levies Services	Tax Status	Contact Log Out
•	Perifolio	Taxpayer		• 1 Organisation				
Tax Reference Number Identification Number	Air Passenger Tax Workpage							
My Profile	Taxpayer Details			Status Information				
SARS Correspondence	Taxpayer Name			SARS Status				
Returns Issued				Issued				
Employee's Tax (EMP201)	Tax Period			eFiling Date				
Employee s Tax (EMP501)	Reference Number			2023-08-21112:34:32.3				
Income Tax (ITR14/ITR12T/IT12EI)								
Air Passenger Tax (APT201)								
Returns History								
Returns Search	Declaration Details							
Levies and Duties	Return	Version	s	itatus Date		Status		
Third Party Data Certificate Search	APT201	1	2	023-08-21T00:00:00		Issued		
Third Party Data	Back to Search Query SARS Status		D					
Non-Core Taxes					E I I I	CUAT		
Rumonte						CHAI		ASA A QUESTION?

- d) The APT 201 return displays and the operator confirms the information under:
  - Details of Accounting Period; Operator Particulars; and Agent Particulars. i)
  - ii)
  - iii)

•	E TSARS @FE.ND Home User Organizations Return	s Customs Duties & Levies Services	Tax Status Contact Log Out
Tax Reference Number	Partisio Teopper		
Identification Number	Buck Print Save Sudget		- 100 +
SARS Correspondence	South African Revenue Service		APT201
Returns Issued	Details of Accounting Period		~
Returns History	Coarstor Particulare		
Employee's Tax (EMP201)	Operator Faturoiato		¥
Employee s Tax (EMP501)	Agent Particulars		Ý
Income Tax (ITR14/ITR12T/IT12EI)	APT Passenger and Liability Details		~
Air Passenger Tax (APT201)	Declaration		
Returns Search			
Levies and Duties	I hereby declare that all the information supplied in this return is true and correct and complies with the provisions of the customs and excise act, no 91 of 1964.	x00000000000	
Third Party Data Certificate Search		Peace ensure you sign over the 2 lines of	75804
Third Party Data	2023 / 08 / 15 🛅 🗸	For enquiries go to www.sars.gov.za.or.	all 0800 00 7277
Non-Core Taxes		LIVE CHAT	ASK & QUESTION?



- e) The operator completes the mandatory fields under APT Passenger and Liability details by expanding:
  - i) Standard Rate Departures; and
  - ii) Lower Rate Departures.

Tax Reference Number	V SARS	AIR PASSENGER TAX	APT201
Identification Number	Details of Accounting Period		•
My Pluid	Operator Particulars		~
SARS Correspondence	Agent Particulars		•
Returns Issued	APT Passanger and Liability Details		
Employee's Tax (EMP201)	Ar I Passengel and Labiny Details		
Employee s Tax (EMP501)	Standard Rate		
Income Tax (ITR14/ITR12T/IT12EI)	Standard Rate Departures		~
Air Passenger Tax (APT201)	Lower Rate		
Returns History	Laura Bata Desertana		
Returns Search	Lower Rate Departures		×
Levies and Duties	Amount Due		× .
Third Party Data Certificate Search	Declaration		
Third Party Data			

f) Once all mandatory fields are updated, the amount due is calculated.

ote	APT Passenger and Liability Details	× .
Tax Beference Number	Standard Rate	
Identification Number	Standard Rate Departures	~
My Profile	Lower Rate	
	Lower Rate Departures	
SARS Correspondence	Amount Due	*
Returns Issued	Table Amount De *	
Returns History	R 🔒	
Employee's Tax (EMP201)		
Employee s Tax (EMP501)	Declaration	
Income Tax (ITR14/ITR12T/IT12EI)		
Air Passenger Tax (APT201)	I hereby declare that all the information supplied in this return is true and correct and complies with the provisions of the customs and encise act, no 91 of 1954	300000000000
Returns Search	Design Tax	Please ensure you sign over the 2 lines of 1X's above
Levies and Duties	2023 / 08 / 15 🛅 🗸	For enquiries go to www.sans.gov.za or call 0800 00 7277
Search		
Third Party Data		
Non-Core Taxes		



g) Once the return data is captured, the operator clicks the Submit button. By clicking on submit, the operator declares that all information on the return is true and correct.

	E TSARS OFLAG Home	User Organisatio	ns Returns	Customs Duties & Levie	Services 1	Tax Status	Contact	Log Out
Tax Reference Number	Partsia Taropyer	• Organisation						
Identification Number	Back Print Save Subject						- 10	00 +
SARS Correspondence	South African Revenue Service	SSENGER TA	x				APT2	901
Returns Issued	Details of Accounting Period							~
Returns History	Operator Particulars							Ţ
Employee's Tax (EMP201)								
Employee s Tax (EMP501)	Agent Particulars							× .
Income Tax (ITR14/ITR12T/IT12EI)	APT Passenger and Liability Details							•
Air Passenger Tax (APT201)	Declaration							
Returns Search								_
Levies and Duties	I hereby declare that all the information supplied in this return is true and correct and complies with the provisions of the customs and excise act, no to be accessed on the custom of	i1 of 1964.						
Third Party Data Certificate Search			_	Peace ensure	you sign over the 2 lines of	X's above		-
Third Party Data	Declamatic Date 2023 / 08 / 15 🛅 🗸			For enquiries go to	www.sars.gov.za.or.c	all 0800 00 7277		
Non-Core Taxes				LIVE CHAT		ē	🗩 ASK A QUE	ESTIONP

h) The return status changes to filed.

# 3.2 Request for Correction

- a) A maximum of three (3) corrections are permitted on a return for an accounting period.
- b) Corrections on a return must be submitted prior to making payment. Once a payment is processed, no corrections can be submitted.
- c) If a correction is required on the return, the operator clicks the Request Correction button.

			Home User Organisations Return	s Customs Duties & Levies Services	Tax Status Contact Log Out
	Portfolio	Taxpayer	• i Organisation		
Tax Reference Number					
Identification Number	Air Passenger Tax Workpage	1			
My Profile	Taxpayer Details		Status Information		
	Taxpayer Name		SARS Status		
SARS Correspondence			Filed		
Returns Issued	Tax Period		eFiling Date		
Personal Income Tax (ITR12)	202301		2023-08-14T10:15:48.597		
Air Passenger Tax (APT201)	Reference Number				
Returns History	814-				
Returns Search					
Levies and Duties					
Third Party Data Certificate Search	Declaration Details				
Third Party Data	Return	Version	Status Date	Status	
Non-Core Taxes	APT201	1	2023-08-14T00:00:00	Filed through eFiling	
Payments	Back to Search Query SARS Status	Request Correction Request Statement of Ar	ccount Make Payment		
Third Party Appointments		Î		🔛 LIVE CHAT	ASK A QUESTION?



d) The return opens pre-populated with the data captured when the return was filed. The amendments will be updated, and the return is re-submitted.

•	Portfolio	Taspayer	• Organisation		
Tax Reference Number	Air Passenger Tax Work	page			
Identification Number					
My Profile	Taxpayer Details Taxpayer Name		Status Information SARS Status		
			Correction Filed		
SARS Correspondence	Tax Period		eFiling Date		
Returns Issued	202301		2023-08-14T10:23:06.783		
Personal Income Tax (ITR12)	Reference Number				
Air Passenger Tax (APT201)	814.				
Returns History					
Returns Search				•	
Levies and Duties	Declaration Details				
Third Party Data Certificate Search	Return	Version	Status Date	Status	
Third Party Data	APT201	1	2023-08-14T00:00:00	Filed through eFiling	
Non-Core Taxes	APT201	2	2023-08-14700:00:00	Filed through eFiling	
Payments	Back to Search Query SARS S	tatus Request Correction Request Statem	nent of Account Make Payment		
Third Party Appointments				🚊 LIVE CHAT	ASK & QUESTION?

# 3.3 Make Payment

a) Once the return is submitted, the operator clicks the Make Payment button.

		Home	User Organisations Returns	Customs Duties & Levies Services Ta	ax Status Contact Log O
	Portfolio Taxp QAPERFAUTOASS96999929 - SQM 👻	ayer	🔹 🗄 Organisation		
Tax Reference Number					
Identification Number	Air Passenger Tax Workpage				
My Profile	Tavnavor Dotaile		Status Information		
	Taxpayer Details		SARS Status		
SARS Correspondence			Filed		
Returns Issued	Tax Period		eFiling Date		
Personal Income Tax (ITR12)	202301		2023-08-14T10:15:48.597		
Air Passenger Tax (APT201)	Reference Number				
Returns History	814				
Returns Search					
Levies and Duties					
Third Party Data Certificate Search	Declaration Details				
Third Party Data	Return Version	S	itatus Date	Status	
Non-Core Taxes	APT201 1	2	023-08-14T00:00:00	Filed through eFiling	
Payments	Back to Search Query SARS Status Request Correction	Request Statement of Account Make P	ayment		
Third Party Appointments				LIVE CHAT	ASK A QUESTION?



b) The operator confirms the amount due and clicks the Make Payment button again.

	E TSARS @FR.NG Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log Out
Tax Reference Number	Pertoio Tappyer
Identification Number	APT Payment Summary
My Profile	Tax Reference 814 Period
SARS Correspondence	Make Payment
Returns Issued	Anost*
Personal Income Tax (ITR12)	
Air Passenger Tax (APT201)	Barix Make Payment
Returns History	This page allows you to:
Returns Search	Capture payment details regarding tax return payments you have already made manually. Create exymene instructions to the bank of your choices to do the actual exyment to SABS
Levies and Duties	• Trip: You a submit symmets any time before the pyment due date with an effective date. The payment will only be processed on the effective date. • Pipe: You a submit symmets any time before the pyment due date with an effective date. • Please be aware that there is a R500,000 limit on payments unless you one of the following banking products: ABSA - Cash Focus, ABSA Corporate Banking, ABSA Direct - Internet Banking, Autopay (Standard Bank), FNB - CAMS,
Third Party Data Certificate Search	Online Banking, Internet Banking, Investec Online Banking, NedTreasury (nedBank), Netbank Business (Nedbank) or Standard Bank Business Online (CATS).
Third Party Data	
Non-Core Taxes	
Payments	
Third Party Appointments	🔛 LIVE CHAT 🕞 ASK A QUESTION?

- c) The payment details displays and the operator:
  - i) Selects the saved bank account from the dropdown box;
  - ii) Confirms the payment details; and
  - iii) Clicks the Pay Now button.

• me			Home	User Organisations	Returns Customs	Duties & Levies S	ervices Tax Status	Contact	Log Out
Tax Reference Number	Portfolio	Taxpayer		: Organisation					
Identification Number		Payment Details							
SARS Correspondence		Tip: You can submit payments any time with an effe Note: ABSA Direct payments can only be made any from the ABSA Direct system by tomorrow.	ective date of the payment due date. Th d authorised on the same day. Please b	e payment will only be pro e aware that if you don't au	cessed on the effective da thorise your payment tod.	e. y, it will be removed			
Returns Issued		Account Name:	Bank	←					
Returns History Employee's Tax (EMP201)		Payment Request Date:	Account Number	2023					
Employee s Tax (EMP501)		Payment Amount: Comments:	R.						
(ITR14/ITR12T/IT12EI) Air Passenger Tax (APT201)			I						
Returns Search		Please make sure that you comp	plete the payment process and receive a	payment reference numbe	er as proof of payment init	ation.			
Levies and Duties Third Party Data Certificate Search					Pay Now	Cancel			



d) The operator clicks Ok in the pop-up box.

b Suggested Sites	,	secure.qa.sarsefiling.co.	za says	🔻 Find a Sou	rce Code	▼ Rates of Tax fo	Indi	> 🛅 o	ther favorites
•=•	Pertoto	Note: To effect the payment account must authorise the place when, in accordance to their banking product to	t, the payer who is the owner of the bank payment. The transactionwill only take with the bank rules, the payer has logged on authorise the payment. Please consult your	tions Returns	Customs	Duties & Levies So	rvices Tax Statu:	Contact	Log Out
Tax Reference Number		bank regarding the cut-off t timeously	times to effect eFiling payments to SARS						
Identification Number			ок	-					1
My Profile	Paymer	nt Details							- 1
SARS Correspondence	Tip: You can sut Note: ABSA Dir from the ABSA D	omit payments any time with an effect ett payments can only be made and i Direct system by tomorrow.	tive date of the payment due date. The payment will only authorised on the same day. Flease be aware that if you o	be processed on the son't authorise your p	effective date ayment today	e. : it will be removed			
Returns Issued		Account Name:	~						
Returns History			Bank Account Number						- 1
Employee's Tax (EMP201)		Payment Request Date:	Please use the format: yyyyimmidd						- 1
Employee s Tax (EMP501)		Payment Amount: Comments:	R						
Income Tax (ITR14/ITR12T/IT12EI)									- 1
Air Passenger Tax (APT201)									
Returns Search		Please make sure that you comple	te the payment process and receive a payment reference	number as proof of p	sayment iniciat	tion.			
Levies and Duties				P	ay Now	Cancel			
Third Party Data Certificate Search									

e) The summary of payment displays, and the operator clicks the Confirm button.

	E 🖉 SARS @FEING Home User Organizations Returns Customs Daties & Levies Services Tax Status Contact LogOut
Tax Reference Number Identification Number	PortSelo Tarqayer
My Profile	Confirm Payment Initiation
SARS Correspondence	Summary of payment transaction details
Returns Issued	Payment for: 1 item Amount: R ·
Returns History	Payment Request Date: Account Name:
Employee's Tax (EMP201)	Bark Name:
Employee s Tax (EMP501)	Please note that by clicking on the "Confirm" button below. a payment instruction will be created and sent to your bank, which requires authorisation in order for the payment to be finalised.
Income Tax (ITR14/ITR12T/IT12EI)	Kindly logon to your banking product to authorise this payment in order to release the required funds to SARS. Confirm Cancel
Air Passenger Tax (APT201)	Please be aware that once a payment is submitted this instruction cannot be reversed
Returns Search	
Levies and Duties	
Third Party Data Certificate Search	
Third Party Date	

f) The operator clicks Ok in the pop-up box.

b Suggested Sites		secure.qa.sarsefiling.co.za says	✤ Find a Sou	rce Code	▼ Rates of Ta	x for Indi	>	Ct Ct	ner favorites
•	SARS @FRING	You will pay SARS: R From account: On:	tions Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number Identification Number My Profile	Confirm Paymer	Please be aware that once a payment is submitted this instruction cannot be reversed.  Cancel  It Initiation							_
SARS Correspondence	Summary of payment tra	nsaction details	_						
Returns Issued	Payment for: 1 item Amount: R								
Returns History	Payment Request Date: Account Name:								
Employee's Tax (EMP201)	Bank Na	me							
Employee s Tax (EMP501)	Please note that by clicking on the requires authorisation in order for	"Confirm" button below, a payment instruction will be created and sent to your bank, which the payment to be finalised.							
Income Tax (ITR14/ITR12T/IT12EI)	Kindly logon to your banking prod	act to authorise this payment in order to release the required funds to SARS.							
Air Passenger Tax (APT201)	Please be aware that once a payment is s	ubmitted this instruction cannot be reversed							
Returns Search									
Levies and Duties									
Third Party Data Certificate Search									
Third Party Data									
Non-Core Taxes					TAH			D ASKA Q	JESTION?



- g) The payment will be submitted to the operator's bank for approval of payment.
- h) The operator clicks the Continue button. The operator will also have the option to print the summary of payment.

	SAR:	S @Hung				Home Us	er Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portfolio		*	Taxpayer		÷ 1	Organisation							
Identification Number														_
My Profile		Payment I	nitiation Re	sult										
		Summary of pay	ment transaction	details										
Returns Issued														
Returns History		The following messag	e was returned: Paymer	submitted to Standard Ba st request was saved succ	essfully	ogin and authorise	the payment.							
Employee's Tax (EMP201)		Account Name:												
Employee s Tax (EMP501)		Payment Amount:	R											
(ITR14/ITR12T/IT12EI)		Payment Reference:	SARSEF00											
Air Passenger Iax (AP1201) Returns Search						Continue	Print Confirmation							
Levies and Duties						T								
Third Party Data Certificate Search														
Third Party Data														
Non-Core Taxes										CHAT			D ASK A QL	UESTION?

i) The operator logs into their nominated bank and approves the payment.

# 4 STATEMENT OF ACCOUNT (SOA)

- a) The statement of account will be emailed to the operator monthly.
- b) Alternatively, the operator can click on the Request Statement of Account button to view their account.

			Home	User Organisat	ons Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Ou
	Portfolio	Taxpayer		• Organisation							
Tax Reference Number											-
Identification Number	Air Passenger Tax Workpage										
	5										
My Profile	Taxpayer Details			Status Information							
	Taxpayer Name			SARS Status							
SARS Correspondence				Filed							
Returns Issued	Tax Period			eFiling Date							
Personal Income Tax (ITR12)	202301			2023-08-14T10:15:48.55	7						
Air Passenger Tax (APT201)	Reference Number										
Returns History	814										
Returns Search											
Levies and Duties											
Third Party Data Certificate Search	Declaration Details										
Third Party Data	Return	Version	S	Status Date		S	tatus				
Non-Core Taxes	<u>APT201</u>	1	2	2023-08-14T00:00:00		F	iled through eFilin	9			
Payments	Back to Search Query SARS Status	Request Correction Request	Statement of Account Make P	ayment							
Third Party Appointments			Ī			🚊 LIVE C	HAT			ዀ ASK A QUE	STION?



c) The operator selects the year and month and clicks the Continue button.

ois.	■ ▼SARS @FEAG	Home	User	Organisations	Returns	Customs	Duties & Levies Ser	ices Tax Si	atus Contact	Log Out
	Portolo Taxpayer		• : Or	ganisation						
Tax Reference Number			_							
Identification Number	Request Statement of Account for APT Return									
My Profile	TaxPayer Name: TaxPayer Reference: 814									
	Please select a year: Please select a month:									
SARS Correspondence	Continue									
Returns Issued										
Returns History										
Employee's Tax (EMP201)										
Employee s Tax (EMP501)										
Income Tax (ITR14/ITR12T/IT12EI)										
Air Passenger Tax (APT201)										
Returns Search										
Levies and Duties										
Third Party Data Certificate Search										
Third Party Data										
Non-Core Taxes							CHAT		<b>N</b> 100	OUEPTIONS
Bernete	l					LIVE	UNAI		ASK.	QUESTION?

d) The operator clicks the hyperlink to view the Statement of Account.

		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portfolio Taxpayer		* <u>:</u> 01	rganisation							
Tax Reference Number					aut.						
Identification Number											
My Profile	Request Statement of Account										
	TaxPayer Neme: TaxPayer Reference: 814										
	Your request to SARS has been successfully submitted										
SARS Correspondence	Click here to view your Statement of Account										
Returns Issued											
Returns History	•										
Employee's Tax (EMP201)											
Employee s Tax (EMP501)											
Income Tax (ITR14/ITR12T/IT12EI)											
Air Passenger Tax (APT201)											
Returns Search											
Levies and Duties											
Third Party Data Certificate Search											
Third Party Data											
Non-Core Taxes							CHAT			ASK A OU	JESTION?
										~	

e) The amount due for the selected period will display. The operator can make payment through the statement of account by clicking the Make Payment button.

Statement of Account		
Period: To		Amount: R
	Make Payment Close	
	T	

f) The operator reviews the payment details and clicks the Pay Now button.

		Fling				Home		Jser	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portfolio		Ť	Taxpayer			Ť I	Org	anisation							
Identification Number	Payment Summary Tax Reference: 814	Statement of Account Issue	d on:	(Period:	to	D		1								_
My Profile	). Make Payment					K 0.00										
SARS Correspondence	Amount Pay Now Back	R	.00													



g) The operator clicks Ok in the pop-up box.

		secure.qa.sarsefiling.co.za says			٣	Find a Sou	rce Code	▼ Rates of Ta	ix for Indi	>	📋 Otł	her favorite
		Proceed to make this payment now?	_		tions	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portfolio		ОК	Cancel								
Tax Reference Number						eniz.						_
Identification Number	Doursent Community											
My Profile	Tax Reference: 814. Statement of Account issued on:	(Period: to	R 0.00									
	Make Payment											
SARS Correspondence	Amount R 0.00 Pay Now Back											
Returns Issued												
Returns History												

h) The operator continues to process payment as described in paragraph <u>3.3</u>.

# 5 UPLOAD OF PASSENGER MANIFEST

- a) The operator must login into eFiling as specified in paragraph 2.1.
- b) Select the applicable profile and click on 'View Taxpayer'.

			Home Use	r Organisations	Returns Custo	ms Duties & Levies	Services Tax	Status Contact	Log Out
	Portfolio AutoCompany	Tav ✓ T	xpayer AUTOMATION	Ť	: Organisation				
Tax Reference Number 2861037170									
Identification Number 5301016624089						_			_
My Profile						<u> </u>	] 📑 🛛		<b>E</b>
SARS Correspondence	Taxpayers								
Returns Issued		Name		Registration or ID r	umber	Tax Reference N	lumber	a	
Returns History									
Returns Search	Name of Taxpayer	Company/ ID Number	r Reference	Number	Last Return Filled	d Last Acc	cessed A	Actions	
Levies and Duties	ACME Automation-381128	2024/727864/07	9234248236	5	2025-05-09 14:00	2025-05-0	9 14:00	View Taxpayer	
Third Party Data Certificate Search	T AUTOMATION	5301016624089			-	-		View Taxpayer	_
Third Party Data	First Previous 0	Next Last							_
Non-Core Taxes									
Payments	Lagra				🔛 U	VE CHAT		D ASK A	QUESTION?



c) The operator must click on 'Passenger Manifest'.

			Home	User Organisati	ons Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number 2861037170	Portfolio AutoCompany	Ŧ	Taxpayer ACME Automati	on-381128	• : Orga	nisation					
Identification Number 5301016624089											
My Profile										<u>e</u>	
SARS Correspondence	Taxpavers										
Returns Issued		Name		Registration or	ID number		Tax Reference	Number		Q	
Returns History								, ridiniber		_	
Returns Search	Name of Taxpaver	Company/ ID Numb	oer Refere	nce Number	Last Ret	urn Filled	Last A	ccessed	Actions		
Levies and Duties	ACME Automation-381128	2024/727864/07	923424	3236	2025-05-0	9 14:00	2025-05	-09 14:00	View Ta	ixpaver	-
Passenger Manifest		5301016624089							View To	wpawar	- 1
Third Party Data Certificate Search	First Brevious 0	Next   Last							VIEW 10	крауен	- 1
Third Party Data	rirst Previous   0	Next   Last									
Non-Core Taxes	Hears					🔛 LIVE	CHAT			🤛 ASK A QU	UESTION?

d) The operator must click 'Update Passenger Manifest'.

T TESTER AUTOMATION 0		Home Use	er Organisations	Returns	Customs Duties & Levies	Services	Tax Status Contact	Log Out
Tax Reference Number 2861037170	Portfolio AutoCompany	→ ACME Automation-3	81128 -	: Organisa	tion			
Identification Number 5301016624089 My Profile	Passenger Manifest Upload Welcome to the functionality for bulk uploads of Specification) Note: if the documents open in th order to start the upload process.	1 flights. This functionality allows you re browser, please use the 'Right Clic	to upload multiple F k, Save As' option.'	lights at once u: Please click on '	sings a CSV (Comma Seper Browse' and select your file	ited Values) file f to upload. Then	format ( <u>Click here for</u> n click on the 'Upload' bu	tton in
SARS Correspondence	Voar t	Dariod *	Ţ					
Returns Issued	Please select both the Year and the Period from	the dropdown list						
Returns History		Unload						
Returns Search	Choose Files No file chosen							
Levies and Duties								
Passenger Manifest								
Upload Passenger Manifest								
Passenger Manifest History								
Third Party Data Certificate Search				é	LIVE CHAT		🤛 ASK A QU	ESTION?

e) Select 'Year' and 'Period' of the passenger manifest being uploaded.



T TESTER AUTOMATION 0		Home User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number 2861037170	Portfolio AutoCompany	Taxpayer     ACME Automation-38112	28 👻	: Organis	ation					
Identification Number 5301016624089	Passenger Manifest Uploa	ad								
	Welcome to the funtionality for bulk uploads <u>Specification</u> ) Note: If the documents open in order to start the upload process.	of flights. This functionality allows you to up the browser, please use the 'Right Click, Sa	oload multiple Fl ve As' option.' I	ights at once Please click or	usings a CS\ 1 'Browse' ar	/ (Comma Seperat nd select your file t	ed Values) fi to upload. Th	le format ( <u>Click</u> nen click on the	<u>here for</u> 'Upload' butt	ton in
SARS Correspondence	Year *	Period *	<b>.</b>							
Returns Issued	Please select both the Year and the Deriod fro	om the drondown list								
Returns History										
Returns Search	Choose Files No file chosen	Upload								
Levies and Duties										
Passenger Manifest										
Upload Passenger Manifest										
Passenger Manifest History										
Third Party Data Certificate Search					🚊 LIVE CI	TAT		3	🧿 ASK A QUE	STION?

# f) Choose the CSV file to upload and select 'Upload'.

	E TSARS @ MLING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log O	ut
Tax Reference Number 2861037170	Portfolio Taxpayer AutoCompany - ACME Automation-381128 Crganisation	
Identification Number 5301016624089 My Profile	Passenger Manifest Upload Welcome to the funtionality for bulk uploads of flights. This functionality allows you to upload multiple Flights at once usings a CSV (Comma Seperated Values) file format ( <u>Click here for</u> <u>Specification</u> ) Note: If the documents open in the browser, please use the 'Right Click, Save As' option.' Please click on 'Browse' and select your file to upload. Then click on the 'Upload' button in order to start the upload process.	
SARS Correspondence	Year* Period*	
Returns Issued		
Returns History	Choose Files H_2025041295059.csv Upload	
Returns Search		
Levies and Duties		
Passenger Manifest		
Upload Passenger Manifest		
Passenger Manifest History		
Third Party Data Certificate Search	LIVE CHAT 🗁 ASK A QUESTION?	

g) The screen below will display after a successful upload of passenger manifest.

			Returns Customs Duties & Levies	Services Tax Status	Contact Log Out
Tax Reference Number 2861037170	Portfolio AutoCompany ~	Taxpayer ACME Automation-381128	: Organisation		
Identification Number 5301016624089	Passenger Manifest Upload				
му Ртопие	Welcome to the funtionality for bulk u Specification) Note: If the documents order to start the upload process.	Message	usings a CSV (Comma Seperat 'Browse' and select your file	ed Values) file format ( <u>Click h</u> to upload. Then click on the 'l	<u>aere for</u> 'Upload' button in
SARS Correspondence	Year * 2025	•			
Returns Issued Returns History		Your File Has Been Successfully Loaded			
Returns Search	Choose Files   H_2025041295059.cs	Continue			
Levies and Duties			_		
Passenger Manifest					
Upload Passenger Manifest					
Passenger Manifest History					
Third Party Data Certificate Search			🔛 LIVE CHAT	Ģ	ASK A QUESTION?



#### h) The operator may click 'Passenger Manifest History' to view previously uploaded passenger manifests.

Returns History		Но	ome User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Returns Search	Portfolio	Тахрау	ver								
Levies and Duties	AutoCompany	ACM	E Automation-38	1128 -	: Orgar	nisation					
Passenger Manifest											_
Upload Passenger Manifest	Passenger Manifest History										
Passenger Manifest History	, i i i i i i i i i i i i i i i i i i i										
Third Party Data Certificate Search	ID Type		Flight Number								
Third Party Data											
Non-Core Taxes	Arrival Airport Code		Departure Airpo	rt Code							
Payments	Codeshare		TTL Boarded PA	x							
Third Party Appointments	From *		To *								
Request For Reason	2025/05/01	Ē	2025/05/15			Ē					
Request for Reduced Assessment			Pacat	Ar	oply Search						
Disputes\Suspension Of Payment			Neset	~	opry Search						
Voluntary Disclosure						🔛 LIVE C	HAT			ASK A QL	ESTION?

# 6 ACCESSING LETTER OF DEMAND FOR PAYMENT

- a) The operator must login into eFiling as specified in paragraph 2.1
- b) Select the applicable profile and click 'View Taxpayer'

TESTER			Home (	Jser Organisatic	ons Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
AUTOMATION	Portfolio AutoCompany	×	Taxpayer T AUTOMATION		* : Organ	isation					
Tax Reference Number 2861037170											
Identification Number 5301016624089							C	2 6		<u> </u>	
My Profile								66		B	
SARS Correspondence	Taxpayers										
Returns Issued		Name		Registration or	ID number		Tax Reference	Number		Q	
Returns History											
Returns Search	Name of Taxpayer	Company/ ID Num	ber Referer	nce Number	Last Retu	rn Filled	Last A	ccessed	Actions		
Levies and Duties	ACME Automation-381128	2024/727864/07	9234248	236	2025-05-09	14:00	2025-05	-09 14:00	View Ta	xpayer	
Third Party Data Certificate Search	T AUTOMATION	5301016624089							View Ta	xpayer	
Third Party Data	First   Previous   0	Next Last									
Non-Core Taxes											_
Payments	Llears					🔛 LIVE (	CHAT			🤛 ASK A QI	UESTION?



# c) The operator must then click the 'SARS Correspondence' option.

	SARS @ FILING Home User Organisations Returns Customs Duties & Levies Services	Tax Status Contact	Log Out
Tax Reference Number 0804269264	Portfolio Taxpayer AutoCompany - ACME Automation-984116 - Organisation		
Identification Number 1101017920187 My Profile	USER DETAILS User Name: AUTOMATION, T Login Name: SQMAuto_Pr_694474167482875166_1 Date Registered: 2025/04/02 COMPANY DETAILS Trading As Name: ACME Automation-984116 Registration Number: 2024/003794/07 Date Registered: 2025/04/02		
SARS Correspondence	INCOME TAX QUICK SEARCH Please enter your income Tax Reference Number: SEARCH UPDATED VERSION 5.0.9.06 equivalence FAME OVER NOW AVAILABLE		
Returns Issued	The latest version 5.0.9 of e@syfile <sup>W</sup> Employer is now available can be accessed by visiting the SARS eFiling website		
Returns History	http://www.sarseffling.co.za/ and downloading version 5.0.9 of e@syFile <sup>™</sup> Employer. Please note: The updated e@syFile <sup>™</sup> Employer version 5.0.9 for Macintosh will be available at a later date. Any information submitted to SARs using a		
Returns Search	previous version of e@syFile™ Employer, will not be accepted.		
Dividends Tax	For more information on the updates to the software visit the SARS website <u>http://www.sars.gov.za/</u> > Tax Types > PAYE for Employers.		
Levies and Duties	IMPORTANT: ONLY ADOBE FLASH PLAYER TO BE USED FOR FORMS ON SARS eFILING		
Passenger Manifest	In our quest to improve our service to taxpayers, SARS is phasing in the use of Adobe Flash Player as the only plug-in for	ASK A QUES	TION7

d) The operator is prompted to enter the search criteria then click on 'Search'.

	■ ▼SARS @FEING Home	User Organisations Returns	Customs Duties & Levies Services	Tax Status Contact	Log Out
Tay Reference Number	Portfolio AutoCompany -	Taxpayer ACME Automation-984116 -	: Organisation		
0804269264					-
Identification Number 1101017920187	Search Correspondence	P			
My Profile	Search correspondence		ALL O KEAD O UNKEAD		
	Tax Types All	-	Letter Type All	*	
SARS Correspondence	Tax Year		Notice Types		
Search Correspondence	All	Ŧ	All	-	
Request PAYE Notices	Received Date From * 2024/12/15		Message Type All	<b>.</b>	
Request Admin Penalty SOA					
Request Historic IT Notices	Received Date To * 2025/06/13		Reference Number		
Returns Issued			Clear	Search	
Returns History			LIVE CHAT	QUES	TION?



#### e) The operator must click on 'View' to access the applicable Letter of Demand.

	Received Date To *		Defense Number	
T AUTOMATION 0	2025/06/23		Reference Number	
			Clear	Search
Tax Reference Number			010	Content
0123745291				
Identification Number 3401015691089	Name Tax Reference N	umber Tax Type Year\Period	Date Description	View Document
My Profile	ACME Automation-866497 8140299036	Air Passenger Tax 2025	18/06/2025 10:49:07 Letter of Demand	View
	ACME Automation-666497 8140299036	Air Passenger Tax 2025	18/06/2025 09:56:02 Letter of Demand	View
SARS Correspondence	ACME Automation-866497 8140299036	Air Passenger Tax 2025	17/06/2025 15:05:24 Letter of Demand	View
Search Correspondence	ACME Automation-666497 8140299036	Air Passenger Tax 2025	17/06/2025 10:04:17 Request for Additional Information	n View Upload
Request PAYE Notices	ACME Automation-666497 8140299036	Air Passenger Tax 2025	17/06/2025 10:04:14 Request for Additional Information	n View Upload
Request Admin Penalty SOA	ACME Automation-666497 8140299036	Alr Passenger Tax 2025	17/06/2025 10:04:11 Request for Additional Information	n Vlew Upload
Request Historic IT Notices	ACME Automation-666497 8140299036	Air Passenger Tax 2025	17/06/2025 10:04:04 Request for Additional Information	n View Upload
Returns Issued	ACME Automation-666497 8140299036	Air Passenger Tax 2025	17/06/2025 09:59:35 Request for Supporting Docume	nts View Upload
Returns History	ACME Automation-666497 8140299036	Air Passenger Tax 2025	17/06/2025 09:59:30 Request for Supporting Docume	nts View Upload
Returns Search	ACME Automation-666497 8140299036	Air Passenger Tax 2025	17/06/2025 09:18:20 Letter of Demand	View
Lovies and Duties			LITE CRAI	E ASK & QU

# f) The operator must click 'Download file' to open the Letter of Demand and click 'Pay Now' to make payment.

	Pay Now
Get.ettr age     PDF reader has been disabled in Microsoft     Edge	
If you want to open the file initiad of downloading it: 1. Go to Settlings > Site Permissions > PDF Documents. 2. Lum off Always download PDF files and refresh this page.	
Download file	
LIVE CHAT	TO ASK A QUESTIONT



				Pay Now	
	— + Automatic Zoom ~			LTLE 8	•
South African Revenue Service	AIR PASSENGER Letter of Demand	TAX	APT201		
	Enquiries should be a Contact Details	ddressed to SARS:			
ACME Automation-666497	Name: Clinton Tel: 08234569588 Email: chayward@sars.ge	Contact Centre Tel: SARS Website sars	0800 00 7277 i gov za		
Pretoria	Details				
Pretoria 0181	Tax Reference No.:	8140299036	Aways goote this reference number effect sentening SARE		
0181	Case No:	210959719	·		
	Date:	2025/06/18			
Dear Client					
LETTER OF DEMAND			INE CHAT		
Further to the notice of intent 81402	99036 dated 2025-06-18 and in the ab	sence of representa	tions received from		

# g) Enter the amount to pay and then click 'Make Payment'.

TESTER	▼SARS @FELING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log C
ACTOMATION C	Portfolio Taxpayer AutoCompany ~ ACME Automation-984116 ~ : Organisation
Tax Reference Number 0804269264	
Identification Number 1101017920187	APT Payment Summary
My Profile	Tax Reference 8140299101         Period 202506         34720
	Make Payment
SARS Correspondence	
Returns Issued	34720
Returns History	
Returns Search	Back Make Payment
Dividends Tax	This page allows you to:
Levies and Duties	<ul> <li>Capture payment details regarding tax return payments you have already made manually.</li> <li>Create payment instructions to the bank of your choice to do the actual payment to SARS.</li> <li>Tip: You can submit payments any time before the payment due date, with an effective date of the payment due date. The payment will only be processed on</li> </ul>
Passenger Manifest	the effective date. EVE CHAT Set a QUESTION?  Please be aware that there is a R500.000 limit on payments unless you one of the following banking products: ABSA - Cash Focus. ABSA Corporate

h) The operator must select the 'Account Name' to be used for payment and select the Payment Request

P	tolio Taxpayer oCompany - ACME Automation-984116 - : Organisation	
Tax Reference Number 0804269264	exemplanty ender an	
dentification Number 1101017920187		
My Profile	Payment Details	
	The New ready back an increase law time with an effective state of the province data that The assumption will only be preserved as the effective state	
	The roo can submit payments any one with an ellective date of the payment due date. The payment will driv de processed on the ellective date.	
	Note: ABSA Direct system by one wind an electric base or the payment use base. The payment will dry be processed on the electric base. Note: ABSA Direct systems can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will from the ABSA Direct system by tomorrow.	il be rem
IS Correspondence	Note: ASSA Direct payments and only be made and authorise to use payment use date. The payment will very be processed on the energies date. Note: ASSA Direct payments can up be made and authorise on the same day. Please be aware that if you don't authorise your payment today, it will from the ASSA Direct system by tomorrow.  Account Name: Select bank account	ll be rem
IS Correspondence	Note: ASSA Direct system by tomorrow.  Account Name:  Select bank account   Payment Request Date:  2025/06/13  Data 2025	il be rem
25 Correspondence urns issued urns History	Note: ABSA Direct system by tomorrow.  Account Name:  Payment Request Date:  Payment Request Date:  Payment Amount:  R 34720	il be rem
IS Correspondence	Note:     Select bank account v       Account Name:     Select bank account v       Payment Request Date:     2025/06/13       Payment Amount:     R 34720       Comments:     Select bank account v	II be rem
S Correspondence	Note:       Select bank account          Payment Request Date:       205/06/13         Payment Amount:       205/06/13         Payment Amount:       R 34720	II be rem



#### i) The operator then clicks 'Pay Now'.

	(a) ▼SARS @HE,MAS Hame User Organizations Returns Customs Duties & Levies Services Tax Status Contact Log t
	Pertolio Talgave Article Artic
Tax Reference Number 13676971	Adocompany • Home subconsorver • 1 Organisation
Identification Number 480101995	
My Profile	Payment Details
	Tigs You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date. Note: AFGA Direct payments can only be made and authorities for the same day. Payme to author that if you don't authorities your payment today if will be removed.
SADS Counsepondence	from the ASSA Direct system by tomorrow.
State Contraction	Account Name: ABSA 👻
Returns Issued	Bank ABSA Direct - Internet Banking
Returns History	Account Number Access Number 1
Returns Search	User Number
Levies and Dunies	Plane ve the terror yyymextel Plane ve the terror yymextel Plane ve the terror ywe
Passenger Manifest	Comments
Third Party Data Certificate Search	D.
Third Party Data	Figure male sum that you connotate the narmern propert and service a parmetr reference number at pool of narmern initiation
Non-Core Taxes	
And a state of the	Pay Yolk Lances Lances

j) The operator clicks 'OK' in the pop-up box.

TESTER AUTOMATION • Tax Reference Number 13676971 Meetification Number	Fortisio AutoCompany	secure.preprod.sarsefil Note: To effect the payme account must authorise th place when, in accordance to their banking product to bank regarding the cut-of timeously	ling-co.as says int, the payer who is the owner of the bank with the transaction will only take with the bank rules, the payer has logged on a uthroise the payment. Pasac could your it times to effect effling payments to GMS CK.	ms Customs	Duties & Levies Services	Tax Status Cor	ntact Log Out
My Profile	Account	t Name:	ABSA v Bank ABSA Direct Account Number Access Number 1	t - Internet Banking			
SARS Correspondence	Paumer	t Request Date:	User Number 1 2025/06/25 25 Jun 2025				
Returns Issued	Paymer	t Amount:	Please use the formal: yyyy/mmidd R 6080				
Returns History	Comme	nts:					
Returns Search							
Levies and Duties	Please	make sure that you complet	te the payment process and receive a payment n	eference number as p	roof of payment initiation.		
Passenger Manifest					PatNow C	ancel	
Search							
Third Party Data	Payment St	ummary					
Non-Core Taxes		,		LIVE C	HAT		ASK A QUESTION?
				_		-	

k) The operator must check summary of payment accuracy and click 'Confirm' if details are correct.

TESTER	Summary of payment transaction details
AUTOMATION 0	Payment for:         1 item           Amount:         R 34720.00
Tax Reference Number 0804269264	Payment Request Date: 2025/06/13 Account Name: FNB
Identification Number 1101017920187	Bank Name: FNB Please note that by clicking on the "Confirm" button below, a payment instruction will be created and sent to your bank, which requires subhorization in order for the rewarder to be finalized.
My Profile	Kindly logon to your banking product to authorise this payment in order to release the required funds to SARS.
SARS Correspondence	Please be aware that once a payment is submitted this instruction cannot be reversed
Returns Issued	
Returns History	
Returns Search	
Dividends Tax	
Levies and Duties	
Passannar Manifest	



#### I) The operator to click 'OK' button to send a payment instruction to the bank.

TESTER AUTOMATION • Tax Reference Number 13/7/09/100 Identification Number	Porticio AutoCompany	secure prepred sarsefiling.co.za says You will pay SARS. R608.00 From account. ABSA On: 2025/96/23 Prease be avair that once a payment is submitted this instruction cannot be reversed.	nns Customs Duffes & Levies Sen misation	vices Tax Status Contact Log Out
4501019957189	Confirm Pa Summary of payr	yment Initiation		
SARS Correspondence	Payment for:	1 item		
Returns Issued	Amount: Payment Request Date	R 6080.00 2025/06/25		
Returns History	Account Name	ABSA Bank Name. ABSA Direct - Internet Banking		
Returns Search		Access Number: 1		
Levies and Duties	Please note that by click requires authorisation in	ing on the "Confirm" button below, a payment instruction will be create a order for the payment to be finalised.	ed and sent to your bank, which	
Passenger Manifest	Kindly logon to your bar payment will no longer l	nking product to authorise this payment today in order to release the re be available through your bank and you will need to do the payment ag	equired funds to SARS. Otherwise the gain.	
Third Party Data Certificate Search			Confirm Cancel	
Third Party Data	Please be aware that once as	payment is submitted this instruction cannot be reversed		
Non-Core Taxes			LIVE CHAT	ASK & QUESTIONT

m) The operator must click 'Confirm' to confirm payment initiation.

	SARS	@FLNG		Home	User	Organisation	s Returns	Customs	Duties & Levies	Senices	Tax Status	Contact	Log Out
AUTOMATION O	Pertitalo		. )	ACME Automation	-054175	÷ ,	Organisat	ion					
Tax Reference Number 1367697198							organisa						-
Identification Number 4801019957189	1.5												
My Profile	C	onfirm Pay	yment Ini	itiation									
	S	ummary of paym	ent transactio	on details									
SARS Correspondence	P	ayment for	1 item										
Returns Issued	A P	mount syment Request Date:	R 6080.00 2025/06/25										
Returns History	A	ccount Name	ABSA Bank Name:	ABSA Direct	- Internet 8	anking							
Returns Search			Access Number:	1			N						
Levies and Duties	PS re	ease note that by clickin quires authorisation in	ng on the "Confirm order for the paym	' button below, a pay ent to be finalised.	ment instruc	tion will be crea	ated and sett?	to your bank, v	hich				
Passenger Manifest	Ki pa	ndly logon to your bank yment will no longer b	king product to aut e available through	horise this payment t your bank and you w	oday in orde till need to d	r to release the o the payment	required fund again.	to SARS. Oth	erwise the				
Third Party Data Certificate Search							Confirm	Car	cel				
Third Party Data	5	use be aware that once a p	ayment is submitted th	is instruction cannot be r	eversed								
Non-Core Taxes	*								-U.S.T			-	
								LIVE C	-nai			ASK A QU	Carload?



n) If the initiation is not successful, the error message below will show. The operator has an option to try again in 30 minutes or to call the SARS contact center.

	SARS @HLAS	Home User	Organisations Rutures	Customs Duties & Levies	Services Tex Status Contact Log C
Tax Reference Number 1367607198	AutoCompany +	ACME Automation-054175	* [ Organisatio	n	
Identification Number 4801019957189 My Profile	Payment Initiation Summary of payment transa	Result			
SARS Commpondence					
Returns lassed	This payment was not completed succe	extully			
Returns History	continue to experience difficulties, ple The following message was returned:	setting payment information failed	er benk, riense wait av minute	a ano try again. Ir you	
Returns Search	Account Name ABSA				
Levies and Daties	Doment Amount R 6080-00				
Passenger Manifest	represe Anount in desired				
Third Party Data Certificate Search	Rayment Reference SARSEF 00245	533012			
Third Party Data			Continue	Print Confirmation	
Non-Core Taxes				LIVE CHAT	C ASK A QUESTION

O) The operator may check the payment status by selecting 'Payments' followed by 'Payment History'.

Third Party Data	
Automatic Exchange Of Information (AEOI)	Payment History
Country by Country Reporting	Payment history
Non-Core Taxes	For more accurate results, please supply a Tax number or a Payment reference number.
ayments	Taspayer Name
Payment Guide	ACME Automation-381128
Pay Now	All Products Tax Reference Number
Payment Arrangement History	Payment Reference Number All
Bulk Payments	Data Tan
Payment History	2025/06/19
8ank Details Setup	Artisel Broment Date
waiting Authorisation	
ird Party Appointments	Clear Search
equest For Reason	
equest for Reduced Assessment	Taxpayer Tax Reference Payment Reference Tax Created On Actual Payment Tax Amount Payment Payment Name Number Product Date Period Status Details

- p) The operator must click on 'View' to check the applicable payment status:
  - i) The 'Payment Status' will reflect 'Approved' if the payment has been successful.
  - ii) The 'Payment Status' will reflect 'Failed' if the payment has not been successful.



	For more accu	irate results, pie	case supply a tax n	umper or a Paymen	t reference r	number.						
	Targeyer Name											
	ACME Automation	054175										
Tax Reference Number 1367697198	Tax Products AB Products		Taxi	Tax Reference Number								
Identification Humber 400101995/109	Payment Reference	AB	Payment Datas A3									
My Profile	Date From *				Date 7							
	2025/06/18			1	2023	5/06/25					•	
SARS Commpondence	Actual Payment D	ate										
Returns laused									_			
Returns History							Clear	—		Search		
Returns Search										1		
Levies and Duties	Taspayer Name	Tax Reference Number	Payment Reference Number	Tax Product	Created On Date	Actual Payment Date	Tax Period	Amount	Payment Status	Payme Detail	s.	
Passenger Manifest	ACME Automation- 054175	8140299093	0024533012	Air Passenger Normal Payment - SAP	2025-06-25	2025-06-25	N/A	6080.00	Failed	View		
Third Party Data Certificate Search	ACME Automation- 054175	8140299090	0024533000	Air Passenger Normal Payment - SAP	2025-06-18	2025-06-18	N/A	300.00	Approved	View		
Third Party Data								etta per pager	10 -	aira 🔸	• >	
Non-Core Taxes						LIV	E CHAT			Þ	ASK & DUEST	1087

# 7 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The definitions, acronyms and abbreviations can be accessed via the following link: <u>Glossary A-M | South</u> <u>African Revenue Service (sars.gov.za)</u>

# 8 DISCLAIMER

a) The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation or seek a formal opinion from a suitably qualified individual.

#### b) For more information about the contents of this publication you may:

- i) Visit the SARS website at <u>www.sars.gov.za;</u>
- ii) Make a booking to visit the nearest SARS branch;
- iii) Contact your own tax advisor / tax practitioner;
- iv) If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277); or
- v) If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).