



CUSTOMS TRADER PORTAL FOR REGISTRATION, LICENSING AND ACCREDITATION

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1 SUMMARY

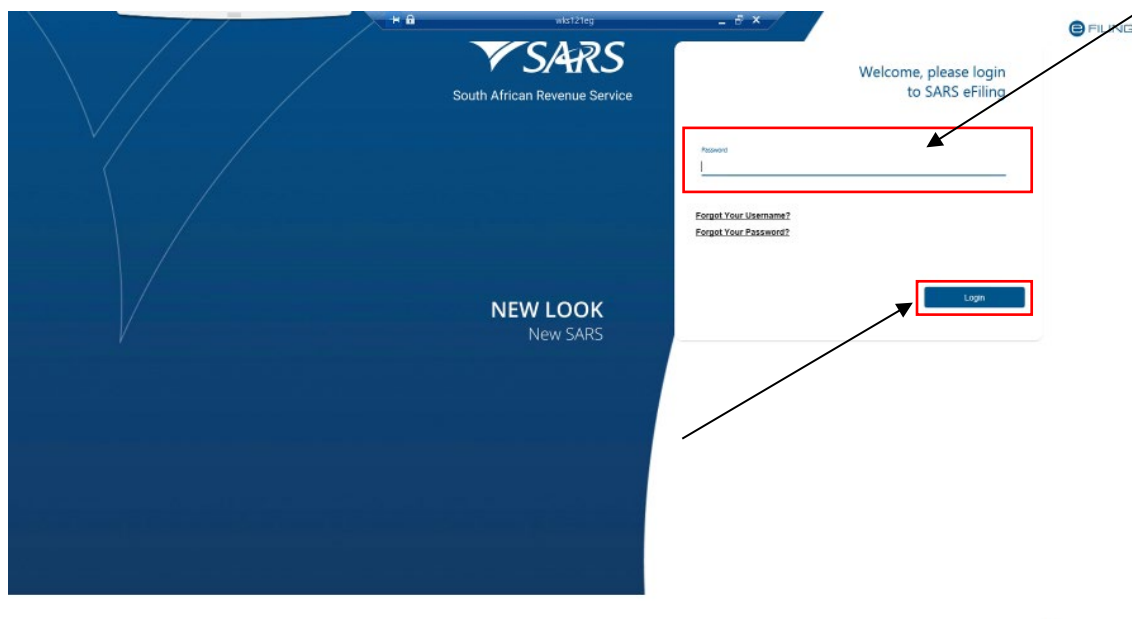
- a) Electronic submission
 - i) The application types indicated in SC-CF-19-A01 with an E in the submission channels can be submitted either through:
 - A) eFiling; or
 - B) The Registration Licensing and Accreditation (RLA) capturing functionality on SARS Service Manager System (SSM).
 - ii) The applicant can submit:
 - A) New Customs client type or Authorised Economic Operator (AEO) applications;
 - B) Amend existing information pertaining to his/her:
 - I) Customs product;
 - II) Client type; or
 - III) Accredited client status;
 - C) The cancellation (withdrawal) of a Customs client type or; or
 - D) The renewal of a Customs client's licence.
- b) When applying for a Customs client type manually as indicated in SC-CF-19-A01 with an M in the submission channels, the application must:
 - i) Complete the DA 185 and the relevant annexure manually; and
 - ii) Submit to any Customs Branch Office the:
 - A) Manually completed DA 185, the relevant annexure; and
 - B) The relevant supporting documents as prescribed in:
 - I) The DA 185;
 - II) The relevant annexure; and
 - III) SC-CF-19-A01.

2 LOG IN TO EFILING

- a) In order to access the eFiling platform, the user needs to visit the SARS website, click on the eFiling icon and enter his/her login details.
- b) A user can only use a single username and password (referred to as the primary login) to login to eFiling.
- c) Once the user captures his/her username and clicks on the Next button.

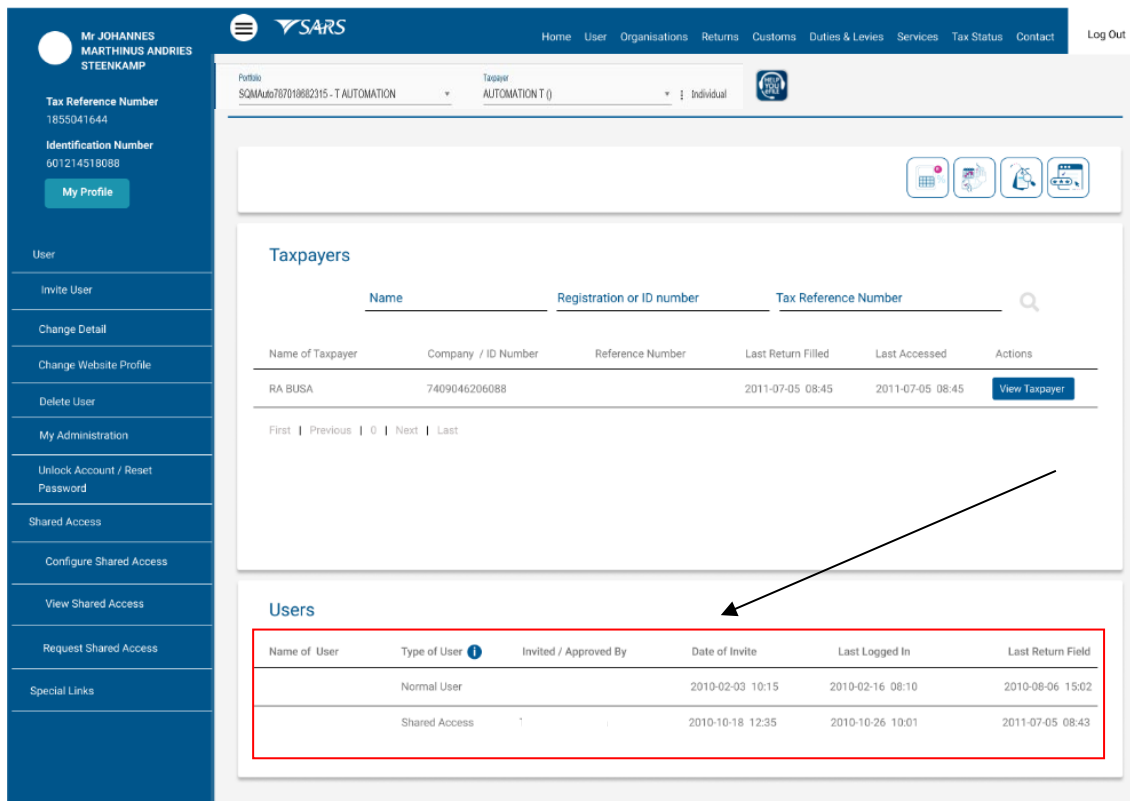
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- d) The user captures his/her password and clicks on the Login button. The password requirements are explained in GEN-ELEC-18-G01.



- e) The system displays the eFiling home page. The following additional fields have been added:
- i) Type of user – this field makes a distinction between the two (2) types of eFiling users:
 - A) A Normal eFiling user who is invited through the invite user functionality on eFiling.
 - B) Share Access eFiling User who is invited through the shared access functionality described in SC-CF-43.
 - ii) Invited or Approved by – this field displays the eFiling user's name and surname who has been invited or approved to have shared access to an entity's portfolio.

- iii) Date of Invite – this field displays the date when another eFiling user has been invited to share access.



The screenshot shows the SARS eFiling portal interface. On the left is a sidebar with the user's name 'Mr JOHANNES MARTINUS ANDRIES STEENKAMP' and various navigation links. The main content area displays the 'Taxpayers' and 'Users' sections. The 'Users' section contains a table with the following data:

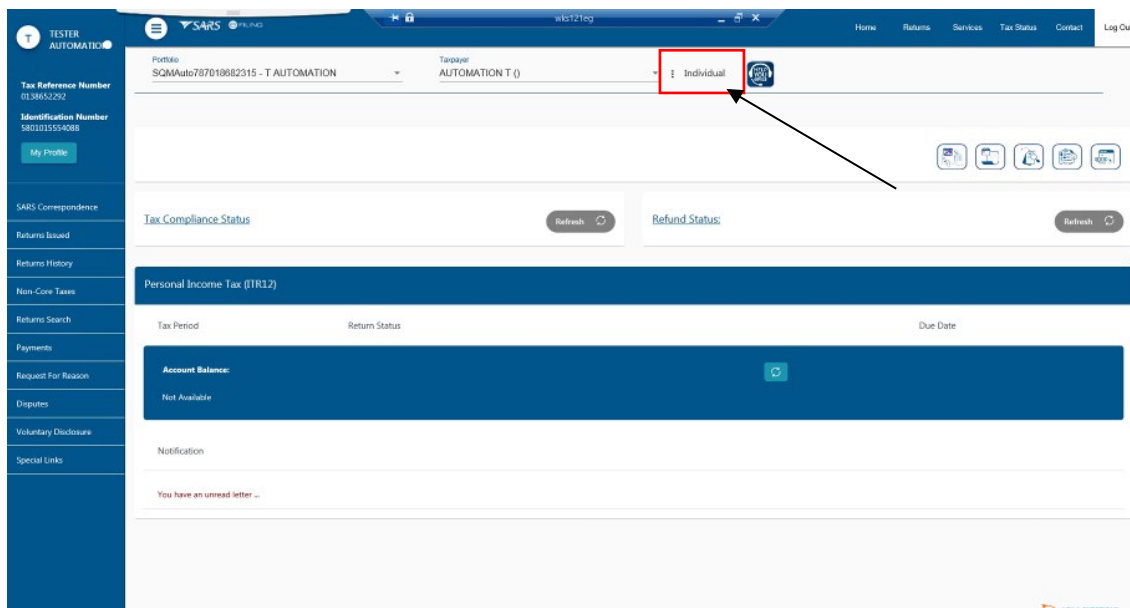
Name of User	Type of User	Invited / Approved By	Date of Invite	Last Logged In	Last Return Filed
	Normal User		2010-02-03 10:15	2010-02-16 08:10	2010-06-06 15:02
	Shared Access	1	2010-10-18 12:35	2010-10-26 10:01	2011-07-05 08:43

A red box highlights the 'Date of Invite' column, and an arrow points to it from the 'Users' section header.

3 CHANGE PORTFOLIO TYPE AND TAXPAYER DETAILS ON EFILING

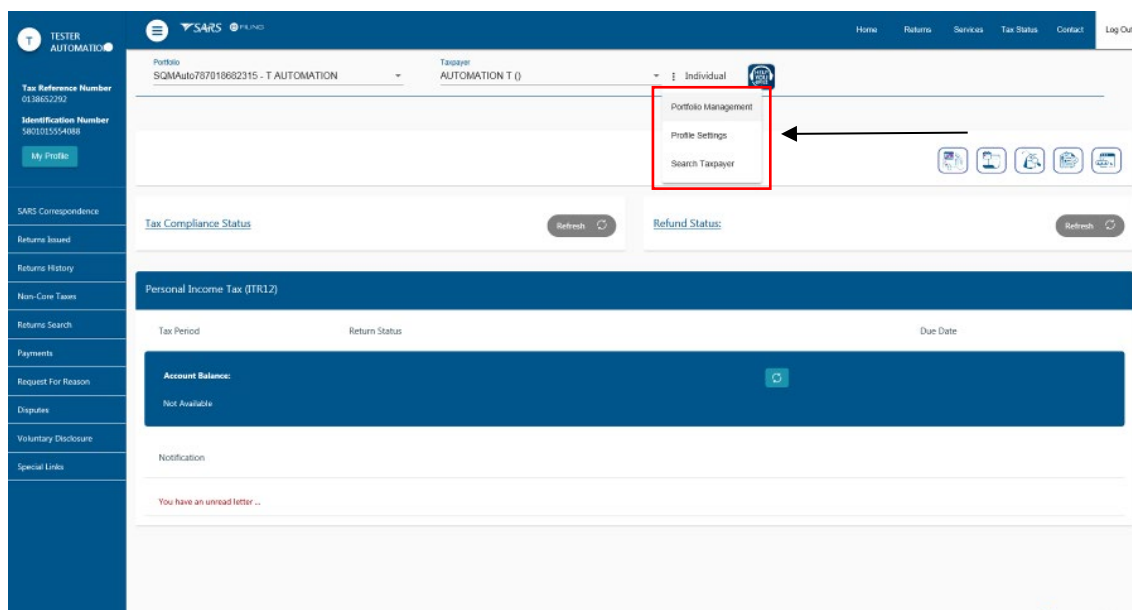
3.1 If the user is an individual

- a) The user must change his/her portfolio type from individual to organisation in order to submit an application for a Customs client type through eFiling. The user clicks on the three dots next to his/her portfolio type individual.

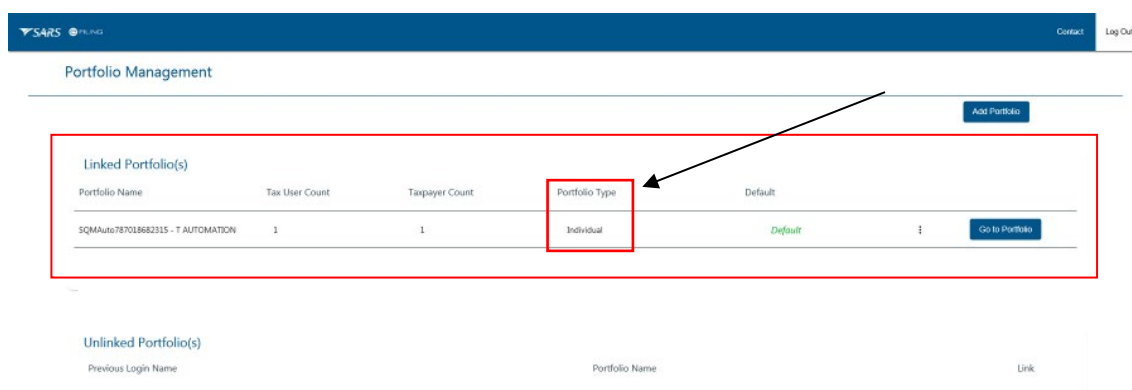


The screenshot shows the SARS eFiling portal interface. The 'Portfolio' dropdown menu is open, showing 'Individual' as the selected option. A red box highlights the 'Individual' option, and an arrow points to it from the 'Individual' section header.

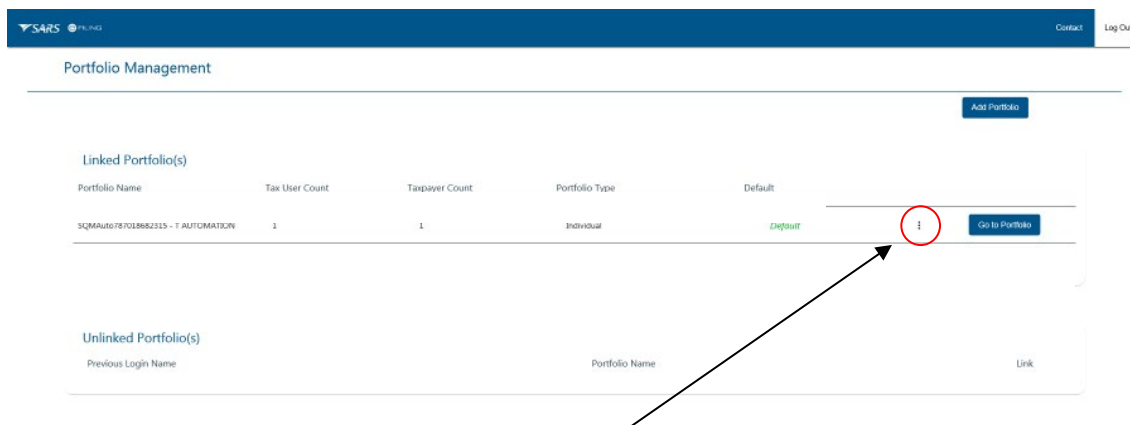
- b) The system displays a dropdown box. The user clicks on Portfolio Management.



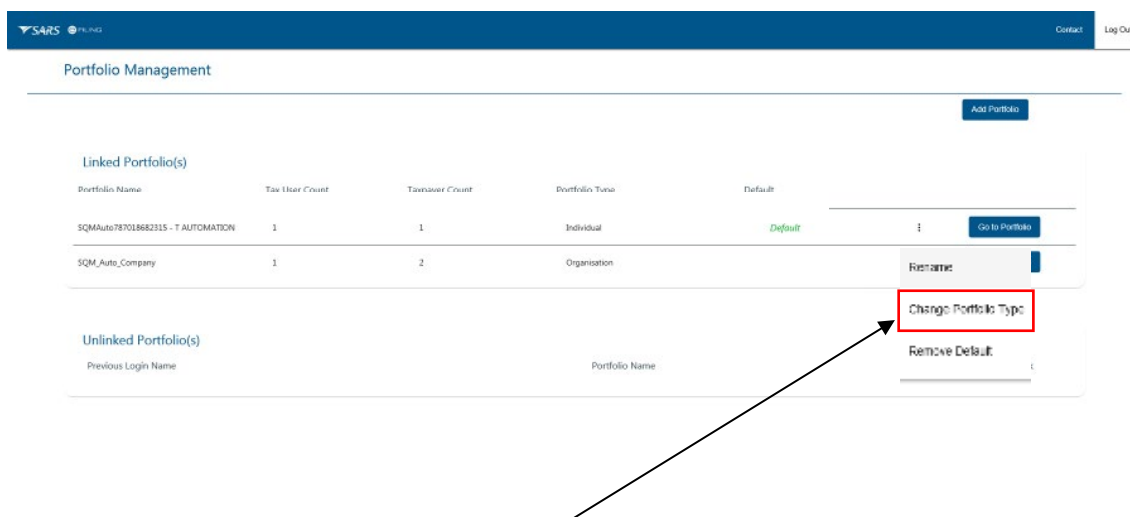
- c) The system displays the Portfolio Management page and the details of the user (see GEN-ELEC-18-G01).



- d) The user clicks on the three dots, next to Go to Portfolio.



- e) The system displays a dropdown list. The user clicks on Change Portfolio type.



- f) The user clicks on the Portfolio type dropdown box next to the SAVE button.

Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
SQMAuto787018682315 - T AUTOMATION	1	1	Portfolio type	Save Default	Go to Portfolio

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

- g) The system displays the list of Portfolio Type options. The user selects Organisation.

Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
		1	Individual	Save Default	Go to Portfolio
SQM_Auto_Company	1	2	Tax Practitioner		Go to Portfolio
			Organisation		

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

- h) The system changes the portfolio type from individual to organisation. In order to save the changes, the user clicks the Save button.

Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
SQMAuto787018682315 - T AUTOMATION	1	1	Organisation	Save Default	Go to Portfolio

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

- i) The system updates the user's portfolio type to organisation. The user clicks on Go to Portfolio button.

Portfolio Management

Add Portfolio

Linked Portfolio(s)

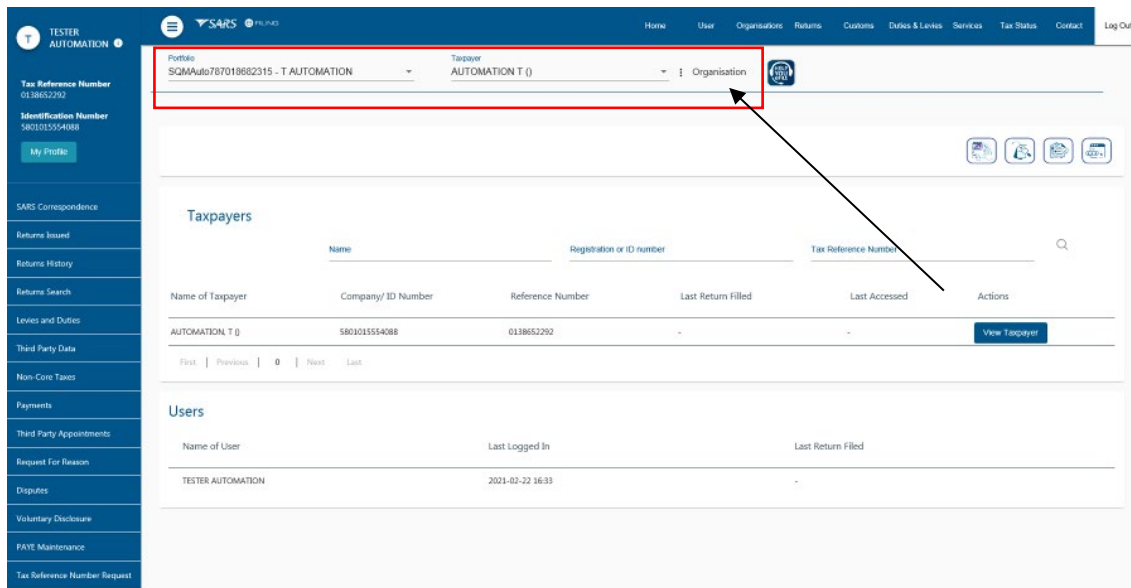
Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
SQMAuto787018682315 - T AUTOMATION	1	1	Organisation	Default	Go to Portfolio

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

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- j) The system displays the user's changed portfolio details. The user checks if his/her user rights and/or roles is correct see paragraph 4. If correct the user continues with paragraph 3.3 a) below.



Taxpayers

Name	Registration or ID number	Tax Reference Number	
Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled
AUTOMATION T ()	5803015554088	0138652292	-

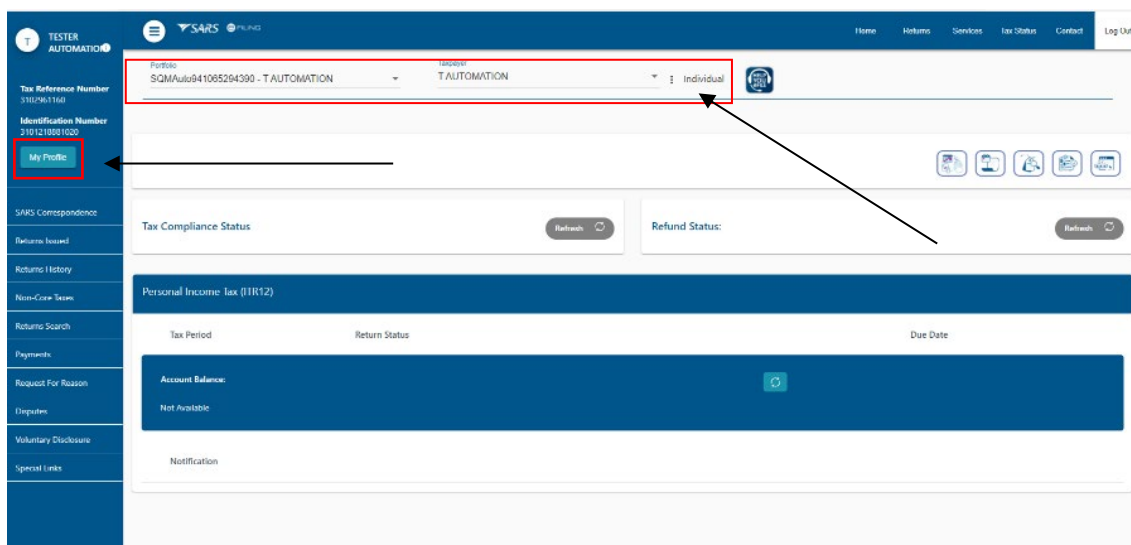
First | Previous | 0 | Next | Last

Users

Name of User	Last Logged In	Last Return Filled
TESTER AUTOMATION	2021-02-22 16:33	-

3.2 If the user needs to confirm whether the organisation profile is linked to his/her profile

- a) The user clicks on the My Profile button on the left side of the screen.



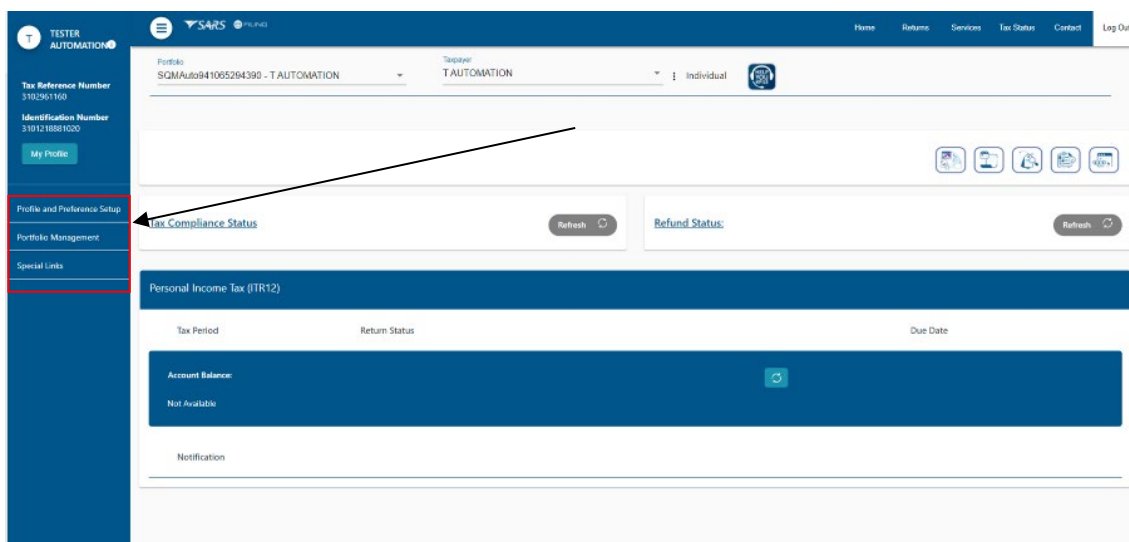
My Profile

Tax Compliance Status Refresh **Refund Status:** Refresh

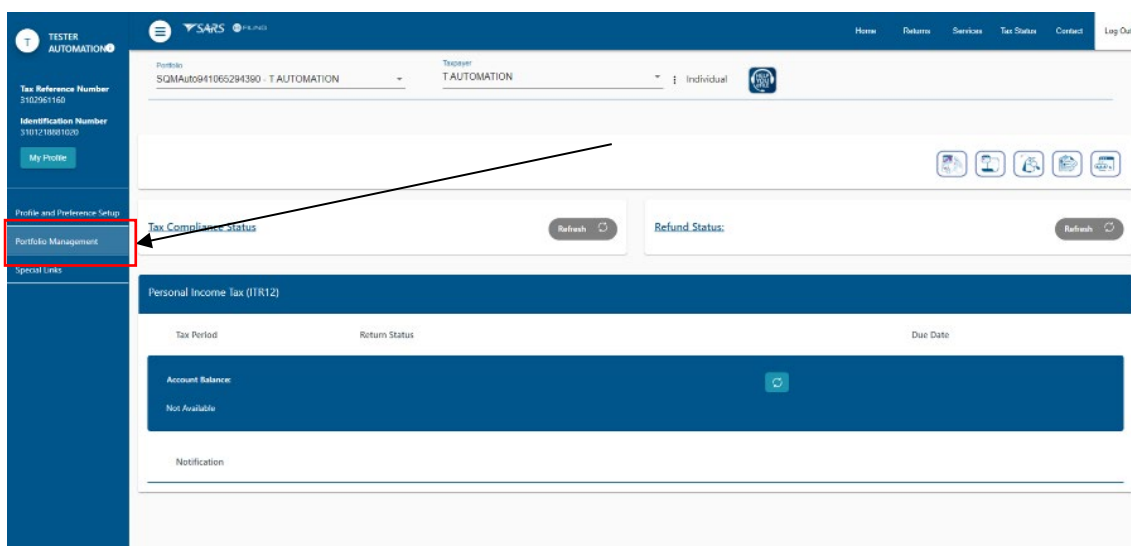
Personal Income tax (IIR12)

Tax Period	Return Status	Due Date
Account Balance: Not Available		
Notification		

- b) The system displays the My profile options on the left side of the screen.

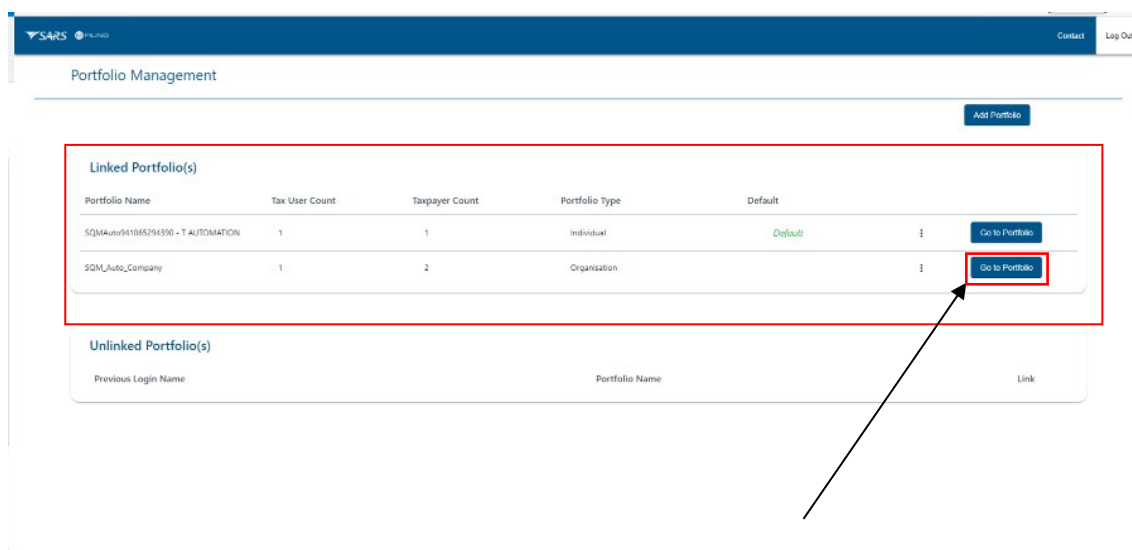


- c) The user clicks on Portfolio Management.

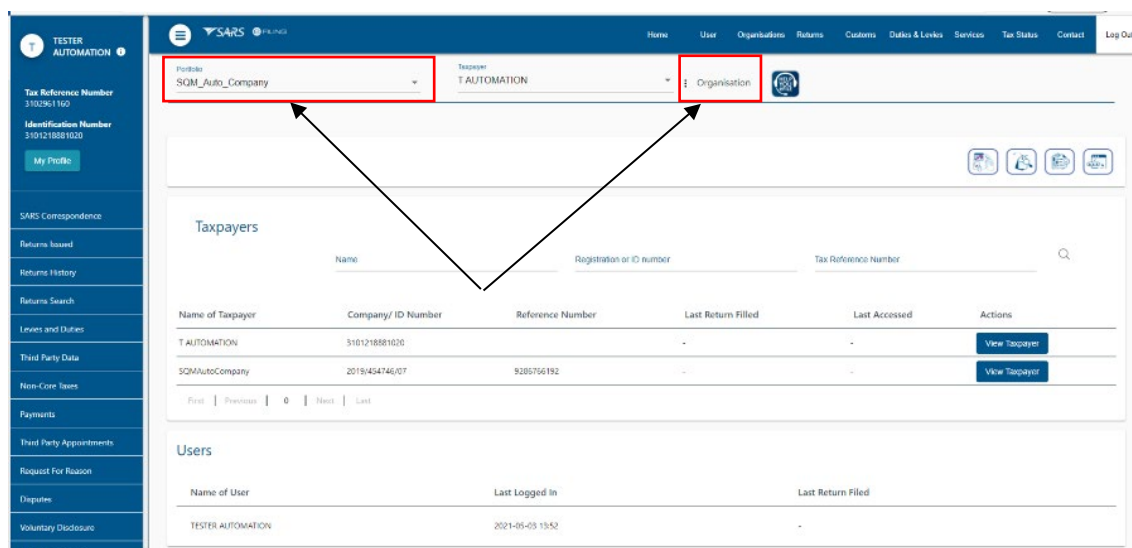


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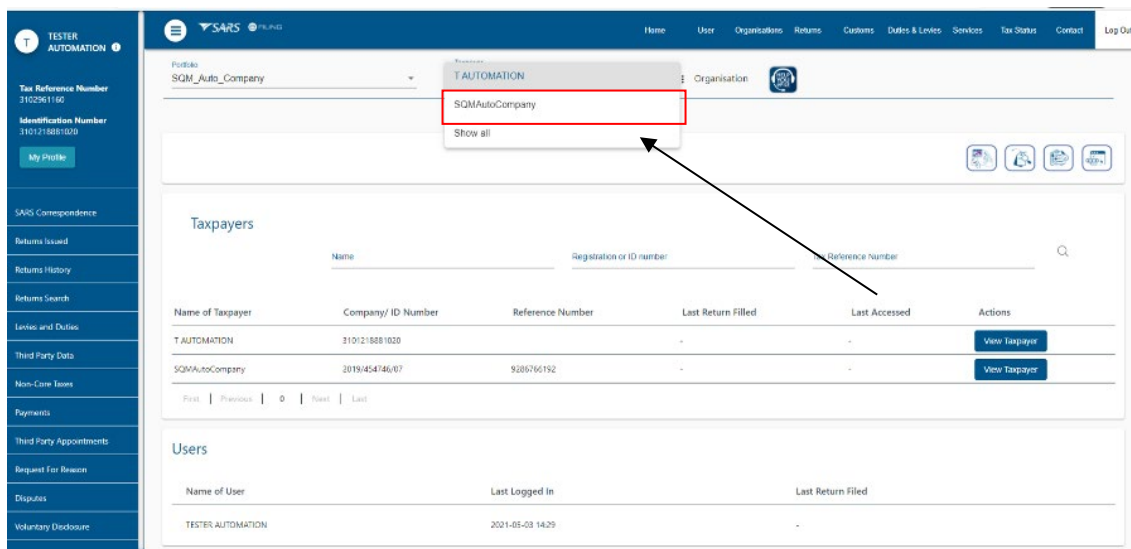
- d) The system displays the Portfolio Management page indicating the organisation portfolios that are linked to user's portfolio. The user must click on the Go to Profile button of the organisation on whose behalf the user wishes to apply for an RLA client type.



- e) The system changes the individual user's portfolio to that of the linked organisation.



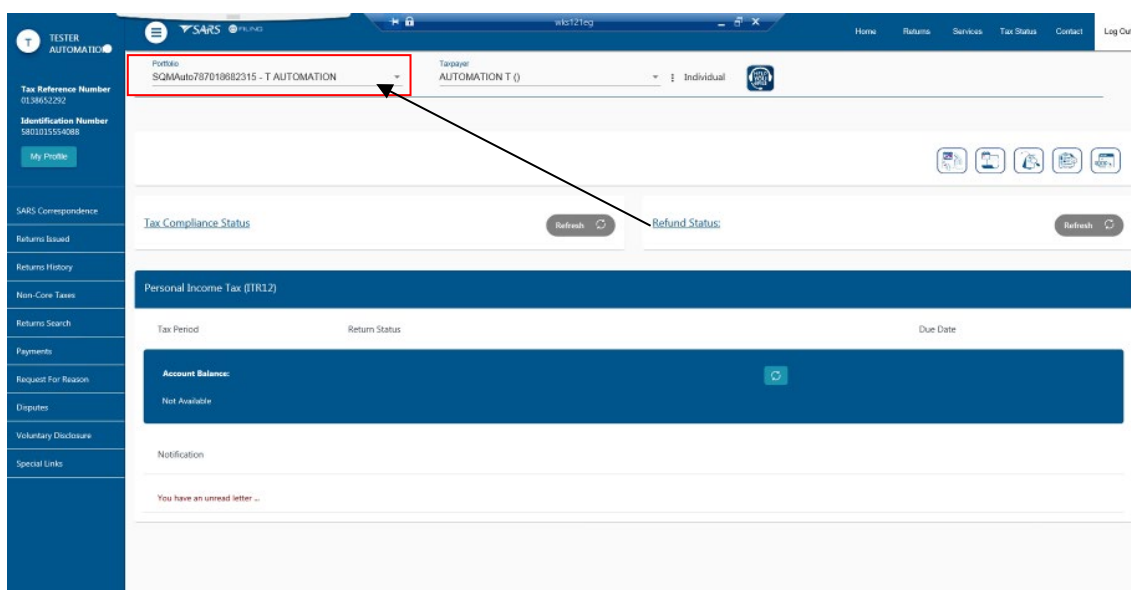
- f) The user must select the relevant taxpayer from the dropdown box before he/she continues with the process prescribed in paragraph 3.3 a) below.



The screenshot shows the SARS eFiling portal interface. On the left is a sidebar with navigation links. The main content area has a top navigation bar with 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this, there's a 'Portfolio' dropdown menu currently showing 'SQM_Auto_Company'. A dropdown menu is open, showing 'T AUTOMATION' and 'SQMAutoCompany'. An arrow points to the 'SQMAutoCompany' option. Below the dropdown is a 'Show all' link. The main section is titled 'Taxpayers' and contains a table with columns: Name of Taxpayer, Company/ ID Number, Reference Number, Last Return Filled, Last Accessed, and Actions. The table lists two taxpayers: 'T AUTOMATION' and 'SQMAutoCompany'. Below the table is a 'Users' section with a table listing users, including 'TESTER AUTOMATION'.

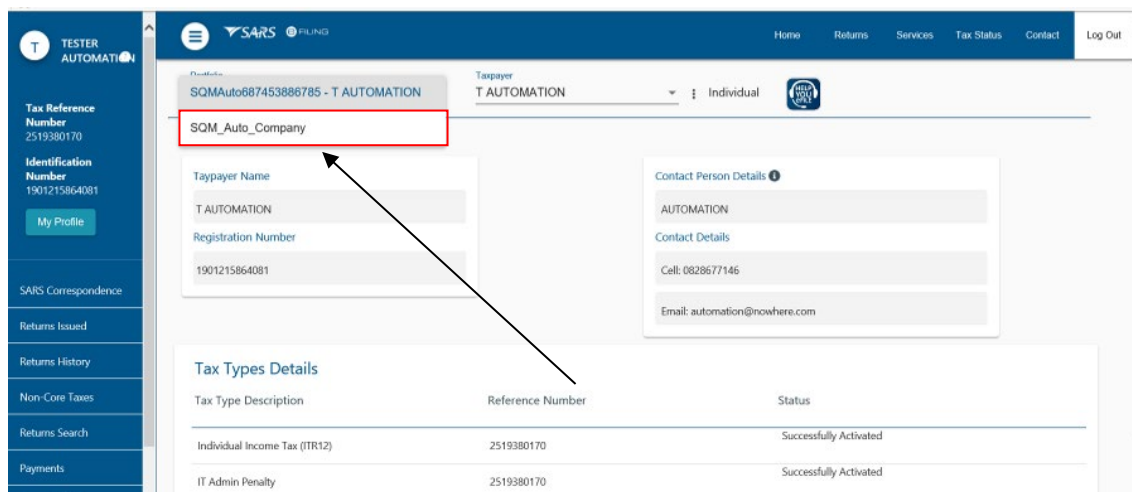
3.3 If the user knows that the portfolio of the organisation on whose behalf the user wishes to apply for an RLA client type is linked to his/her profile

- a) The user must either click on the portfolio dropdown icon to display the details of the organisations who are linked to his/her profile.



The screenshot shows the SARS eFiling portal interface. On the left is a sidebar with navigation links. The main content area has a top navigation bar with 'Home', 'Returns', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this, there's a 'Portfolio' dropdown menu currently showing 'SQMAuto787010882315 - T AUTOMATION'. A dropdown menu is open, showing 'SQMAuto787010882315 - T AUTOMATION'. An arrow points to the 'SQMAuto787010882315 - T AUTOMATION' option. Below the dropdown is a 'Show all' link. The main section is titled 'Personal Income Tax (ITR12)' and contains a table with columns: Tax Period, Return Status, and Due Date. Below the table is an 'Account Balance' section showing 'Not Available'. There is also a 'Notification' section with a message: 'You have an unread letter ...'.

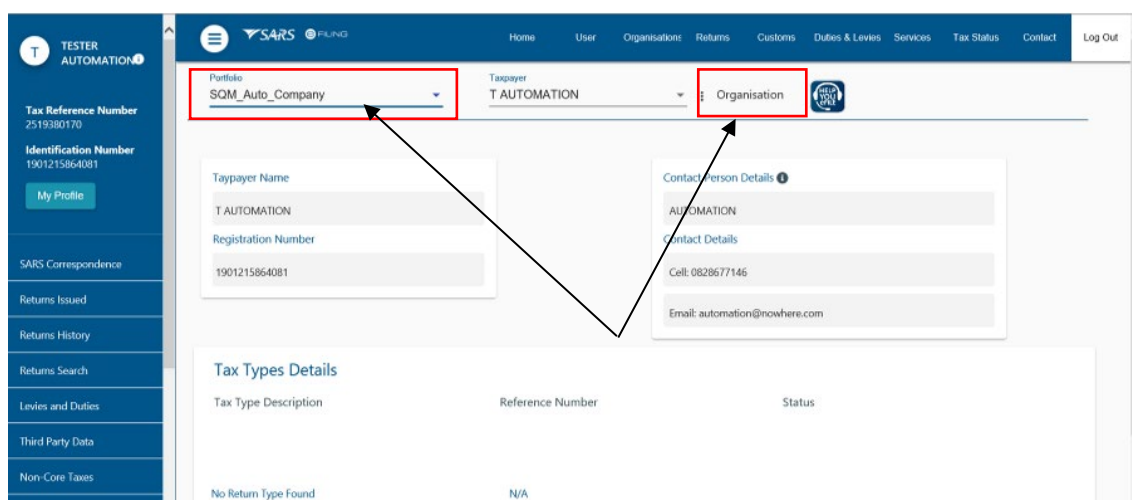
- b) The system displays the dropdown list of the organisations linked to the user's portfolio. The user clicks on the applicable organisations for example SQM Auto Company.



The screenshot shows the SARS eFiling interface. On the left is a sidebar with navigation links. The main area has a header with 'SARS eFILING' and a user profile. Below the header, there's a 'Portfolio' dropdown menu with 'SQM Auto Company' selected and highlighted in red. To the right of the dropdown is a 'Taxpayer' dropdown menu with 'T AUTOMATION' selected. Below these are fields for 'Taxpayer Name', 'Registration Number', and 'Contact Person Details'. At the bottom, there's a 'Tax Types Details' table.

Tax Type Description	Reference Number	Status
Individual Income Tax (ITR12)	2519380170	Successfully Activated
IT Admin Penalty	2519380170	Successfully Activated

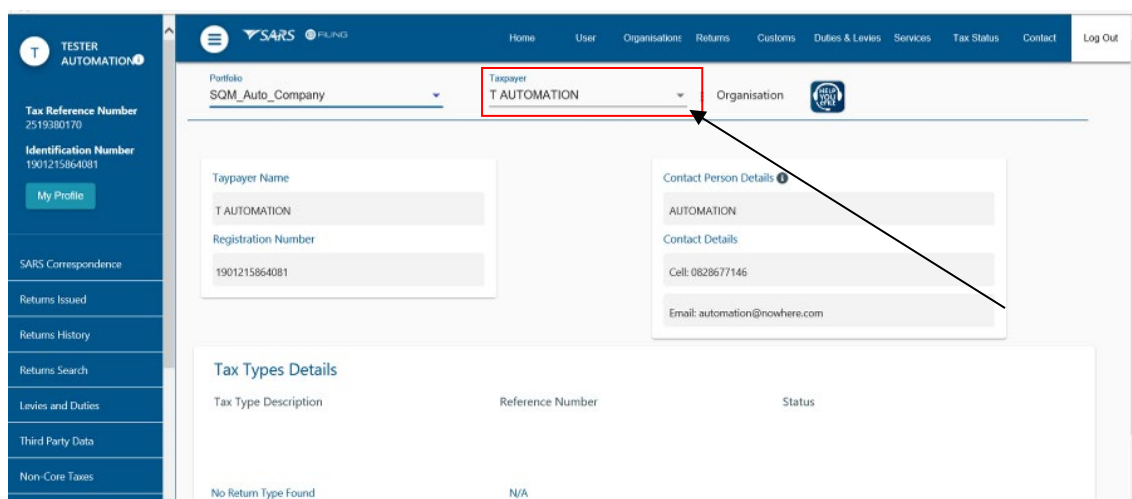
- c) The system displays the organisation's portfolio.



The screenshot shows the SARS eFiling interface. The 'Portfolio' dropdown menu is still set to 'SQM Auto Company'. The 'Taxpayer' dropdown menu is now set to 'Organisation' and is highlighted in red. The 'Tax Types Details' table below shows 'No Return Type Found'.

Tax Type Description	Reference Number	Status
No Return Type Found	N/A	

- d) The user clicks on the taxpayer dropdown box to select the applicable taxpayer on whose behalf he/she will be submitting an application for an RLA client type.



The screenshot shows the SARS eFiling interface. The 'Portfolio' dropdown menu is still set to 'SQM Auto Company'. The 'Taxpayer' dropdown menu is now set to 'T AUTOMATION' and is highlighted in red. The 'Tax Types Details' table below shows 'No Return Type Found'.

Tax Type Description	Reference Number	Status
No Return Type Found	N/A	

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- e) The system displays the list of all the taxpayer's linked to the user's profile. The user clicks on the taxpayer on whose behalf he/she will be submitting an application for an RLA client type.

The screenshot shows the SARS eFiling interface. On the left is a sidebar with the user's profile (Tester Automation) and navigation links. The main area has a top navigation bar and a 'Portfolio' dropdown set to 'SQM_Auto_Company'. A 'Taxpayer' dropdown menu is open, showing 'T AUTOMATION' and 'SQMAutoCompany' (highlighted with a red box). Below the dropdown, there are sections for 'Taxpayer Name', 'Registration Number', 'Contact Person Details', and 'Tax Types Details'. An arrow points from the 'SQMAutoCompany' option in the dropdown to the 'Tax Types Details' section.

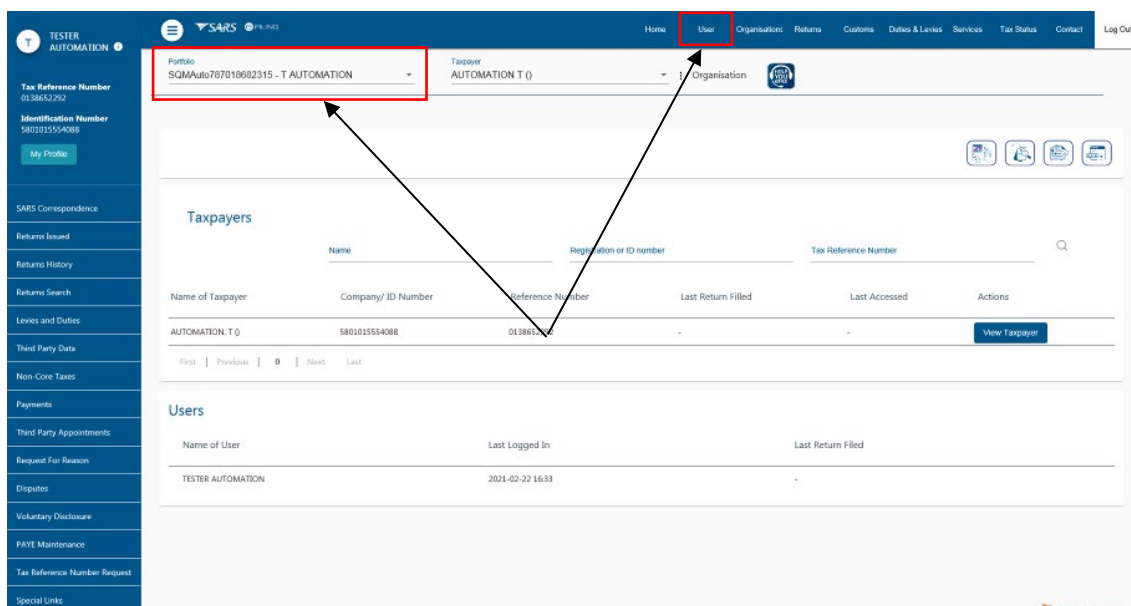
- f) The system displays the selected taxpayer company name.

The screenshot shows the SARS eFiling interface after selecting a taxpayer. The 'Taxpayer' dropdown is now set to 'SQMAutoCompany' (highlighted with a red box). The 'Tax Types Details' section is updated to show the selected taxpayer's information. An arrow points from the 'SQMAutoCompany' option in the dropdown to the 'Tax Types Details' section.

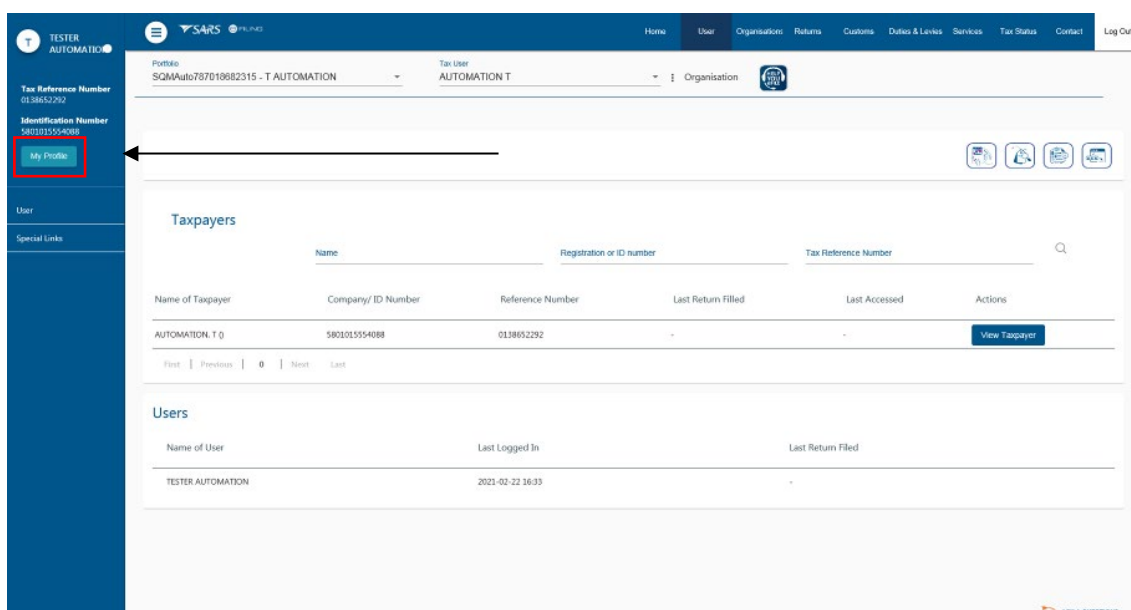
Tax Type Description	Reference Number	Status
Organisation Income Tax (ITR14/IT12E/ITR12T)	9344574182	Successfully Activated
IT Admin Penalty	9344574182	Successfully Activated

4 ASSIGN RLA USER RIGHTS OR ROLES ON eFILING

- a) In order to check if the user's rights and / or roles on eFiling is correct, the user selects the User tab in the top ribbon after the user changes his/her portfolio to organisation.



- b) The system displays the user's taxpayer and user details. The user clicks on the User option displayed on the left side of the screen.



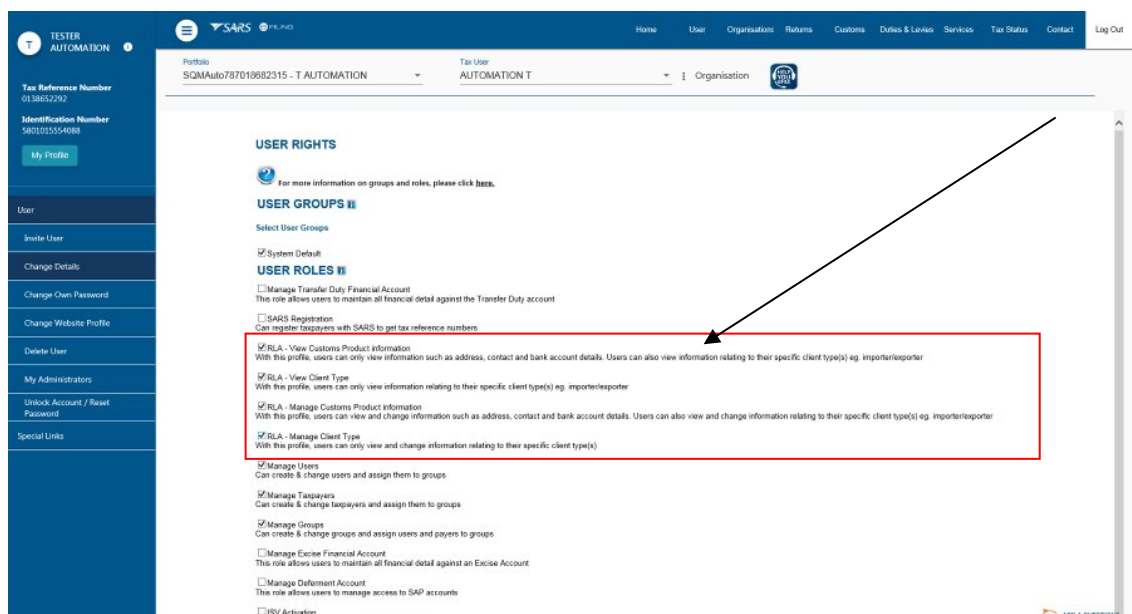
- c) The system displays the User Menu option. The user clicks on the Change Details option under the User Menu.

The screenshot shows the SARS eFiling interface. On the left, the 'User' menu is highlighted with a red box. The main content area displays the 'Taxpayers' table. The table has columns for Name, Registration or ID number, and Tax Reference Number. The first row shows 'AUTOMATION, T J' with registration number '5801015554088' and tax reference number '0138652292'. A 'View Taxpayer' button is next to the first row. Below the table, there is a 'Users' section with a table showing the user 'TESTER AUTOMATION' with a last logged in date of '2021-02-22 16:33'.

- d) The system displays the Change Details page. The user:
- Verifies his/her identification type, surname and profile name; and
 - Clicks on Update User Rights.

The screenshot shows the 'Change Details' page in the SARS eFiling system. The page has a red box around the 'Update User Rights' button. The form fields include 'Identification Type' (set to 'South African ID'), 'Surname' (set to 'AUTOMATION'), and 'Portfolio Name' (set to 'T AUTOMATION'). A note below the Portfolio Name field states: 'The request name filled in will be shown to the requested user. This name will default to their portfolio name upon acceptance of this invitation.' An arrow points to the 'Update User Rights' button.

- e) The system displays the User Rights and Roles page.



- f) The user selects the applicable RLA user role. Only one (1) RLA user role can be selected at a time. Not all RLA user roles allow for the submission of new applications. Below is an explanation of each of the RLA user roles:

- i) **RLA – View Customs Product Information** – With the profile a user can only view information such as address, contact and bank account details, including information that relates to his/her specific client type.
- ii) **RLA – View Client Type** – With this profile a user can only view information that relates to his/her specific client type(s) e.g. importer / exporter.
- iii) **RLA – Manage Customs Product information** – With this profile a user can view and change his/her information such as address, contact and bank account details, including information that relates to a specific or related client type.
- iv) **RLA – Manage Client type** – With this profile a user can only view and change information that relates to his/her client type(s) and not information pertaining to his/her Customs product information.

- g) In order to submit a new Customs client type application, the user:
- Selects the RLA user role, RLA – Manage Customs Product Information. If any of the other RLA user roles had been selected previously by the user, he/she must click on the block next to the RLA user role to deselect the roles not applicable.
 - Clicks on the continue button if in agreement with his/her selection.

For more information on groups and roles, please click [here](#).

USER GROUPS

Select User Groups

☒ System Default

USER ROLES

☐ Manage Transfer Duty Financial Account
This role allows users to maintain all financial detail against the Transfer Duty account

☐ SARS Registration
Can register taxpayers with SARS to get tax reference numbers

☐ 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 specific client type(s) eg. importer/exporter

☒ RLA - View Client Type
With this profile, users can only view information relating to their specific client type(s) eg. importer/exporter

☒ 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 information relating to their specific client type(s) eg. importer/exporter

☐ RLA - Manage Client Type
With this profile, users can only view and change information relating to their specific client type(s)

☒ Manage Users
Can create & change users and assign them to groups

☒ Manage Taxpayers
Can create & change taxpayers and assign them to groups

☒ Manage Groups
Can create & change groups and assign users and payers to groups

☐ Manage Excise Financial Account
This role allows users to maintain all financial detail against an Excise Account

☐ Manage Deferment Account
This role allows users to manage access to SAP accounts

☐ ISV Activation
This role allows users access to the ISV activation screen

☐ Directives

☐ Perform Bulk and Additional Payments
This role allows a user without full admin rights to perform bulk and additional payments.

Note: If no groups or roles are assigned to a user, the user will have limited access once logged into the system.

[Continue](#) [Back](#)

- h) The system displays the User summary page and the selected RLA user role. The user clicks on the Continue button.

USER SUMMARY

GROUPS SELECTED

System Default

ROLES SELECTED

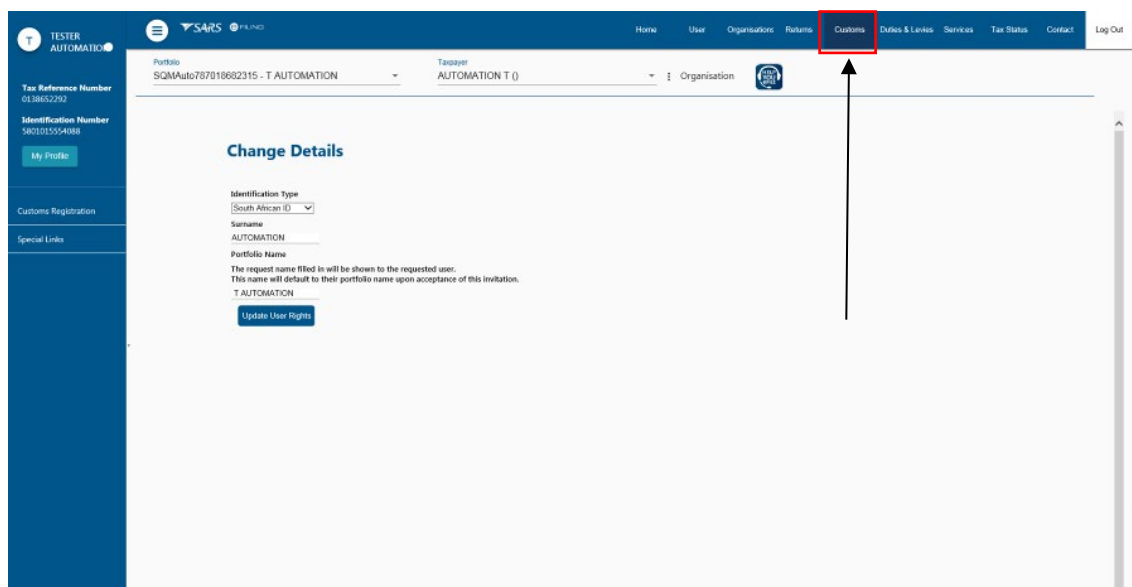
- With this profile, users can view and change information such as address, contact and bank account details. Users can also view and change information relating to their specific client type(s) eg. importer/exporter.
- Can create and change users and assign them to groups.
- Can create and change taxpayers and assign them to groups.
- Can create and change groups and assign users and payers to groups.

[Continue](#)

5 CAPTURING RLA CLIENT APPLICATION

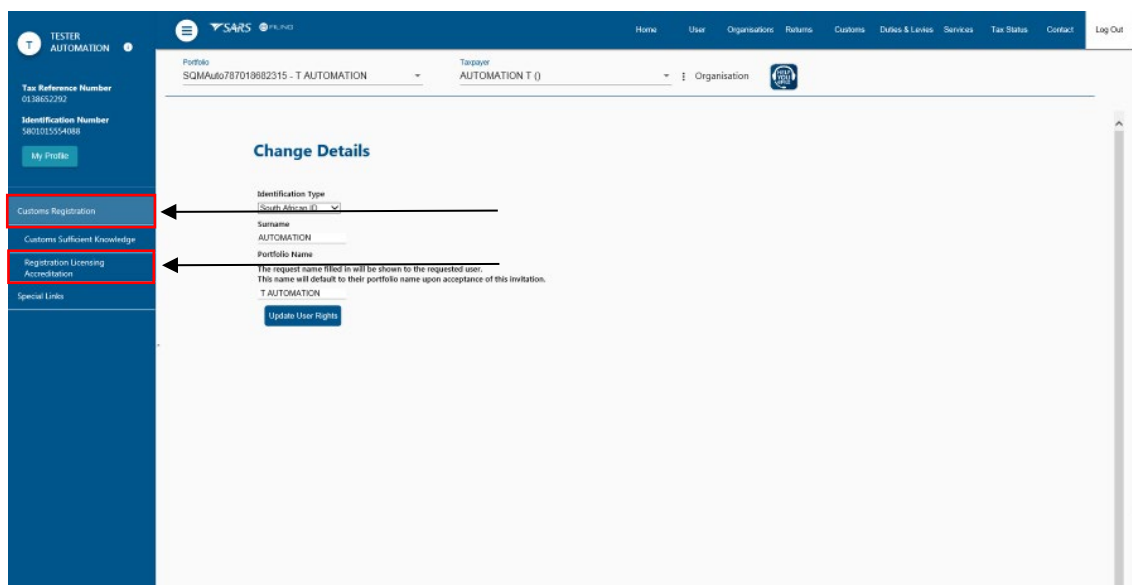
5.1 Access RLA functionality

- a) After the user selected the applicable organisation's portfolio and taxpayer applying for an RLA client type, the user clicks on the Customs tab in the top ribbon.



- b) The system displays the Customs Menu bar, and the user clicks on:

- i) Custom Registration; and
- ii) Registration Licensing Accreditation.



- c) The system displays the Registration Licensing and Accreditation page and if applying for a Customs client type:
- i) For the first time the user must select the radio button next to New Application.

The screenshot shows the SARS eFiling portal interface. The left sidebar contains navigation links such as 'Tax Reference Number', 'Identification Number', 'My Profile', 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Returns Search', 'Levies and Duties', 'Third Party Data', 'Non-Core Taxes', 'Payments', 'Third Party Appointments', 'Request For Reason', 'Disputes', 'Voluntary Disclosure', 'PAYE Maintenance', and 'Tax Reference Number Request'. The main content area is titled 'Registration, Licensing and Accreditation'. It displays a 'New registration' section with a 'Status' dropdown menu. A red circle highlights the 'New' radio button, and an arrow points to it from the text 'For the first time the user must select the radio button next to New Application.'

- ii) For another RLA client type the user selects the radio button next to the active Customs Reference number.

The screenshot shows the SARS eFiling portal interface. The left sidebar contains navigation links such as 'Auto Mation', 'Tax Reference Number', 'Identification Number', 'My Profile', 'Customs Registration', 'Customs Sufficient Knowledge', 'Registration Licensing Accreditation', and 'Special Links'. The main content area is titled 'Registration, Licensing and Accreditation'. It displays a 'Customs Reference Number' section with a 'Status' dropdown menu. A red circle highlights the 'Select' radio button, and an arrow points to it from the text 'For another RLA client type the user selects the radio button next to the active Customs Reference number.'

- d) The user clicks on the Continue button.

The screenshot shows the SARS web interface for Customs Reference Number management. The top navigation bar includes links for Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, Contact, and Log Out. The left sidebar contains links for Auto Motion, Tax Reference Number, Identification Number, My Profile, Customs Registration, Customs Sufficient Knowledge, Registration Licensing Accreditation, and Special Links. The main content area displays the SARS logo and the text 'Registration, Licensing and Accreditation'. Below this, there is a form with 'Customs Reference Number' set to 'CU25003567' and 'Status' set to 'ACTIVE'. A red box highlights the 'Continue' button, which is pointed to by an arrow.

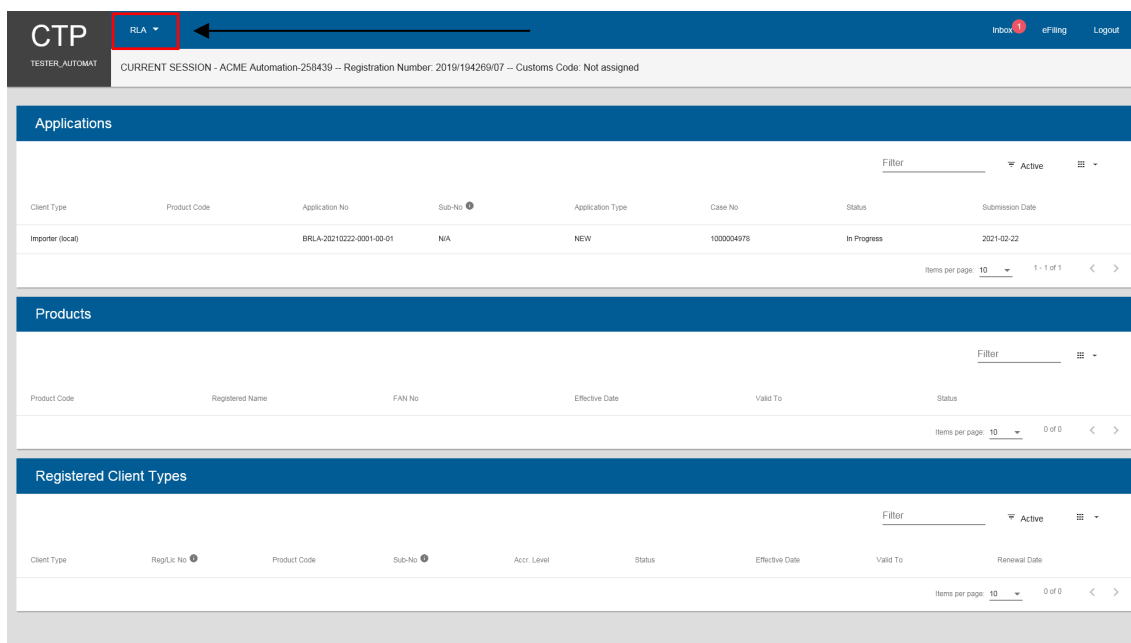
- e) The system displays the entity's RLA Dashboard. The green notification ribbon will only display if another eFiler has been granted shared access as prescribed in SC-CF-43.

The screenshot shows the SARS RLA Dashboard. The top navigation bar includes links for Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, Contact, and Log Out. The left sidebar contains links for Auto Motion, Tax Reference Number, Identification Number, My Profile, Customs Registration, Customs Sufficient Knowledge, Registration Licensing Accreditation, and Special Links. The main content area displays the SARS logo and the text 'Registration, Licensing and Accreditation'. Below this, there is a form with 'Customs Reference Number' set to 'CU25003567' and 'Status' set to 'ACTIVE'. A red box highlights the 'Continue' button, which is pointed to by an arrow.

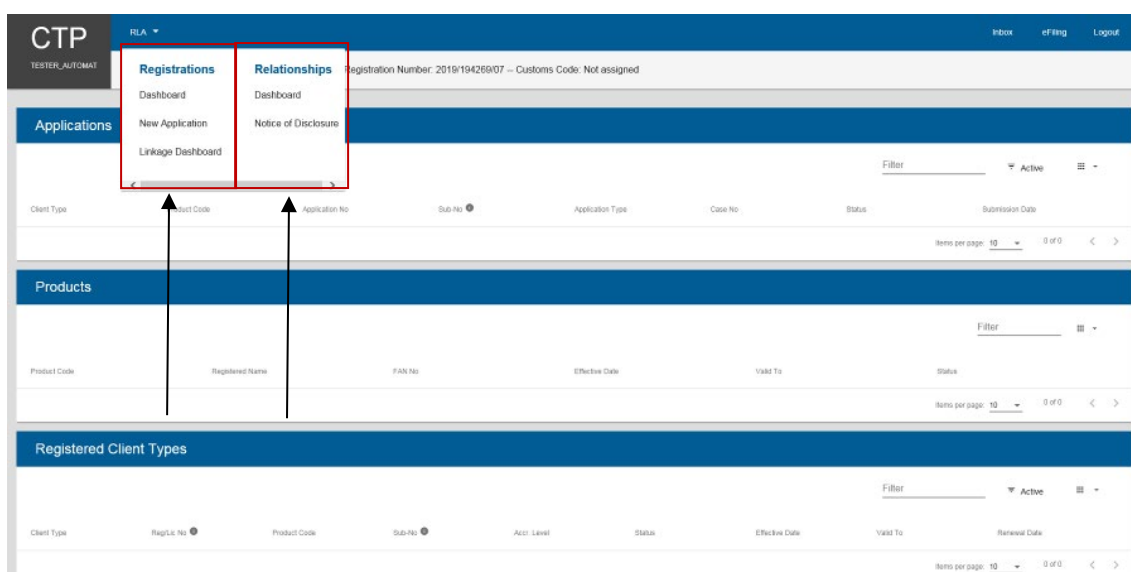
Client Type	Product Code	Application No	Sub No	Application Type	Case No	Status	Submission Date
Registered agent (Importers (non-local))	CU25013540	BRLA-20220414-0014-00-01	N/A	NEW	1900026145	In Progress	2022-04-14
Clearing Agent	CU25013540	BRLA-20220720-0002-00-01	N/A	NEW	1900026335	In Progress	2022-07-20
Container depot	CU25013540	BRLA-20220918-0001-00-01	N/A	NEW	1900026408	In Progress	2022-09-18
Exporter for GSP - JAGDA (local)	CU25013540	BRLA-20220920-0001-00-01	N/A	NEW	1900026410	In Progress	2022-09-20

Product Code	Registered Name	RIN No	Effective Date	Valid To	Status
CU25013540	ACME Automation 112185	9125013808	2022-04-12		ACTIVE

- f) The user clicks on the RLA dropdown arrow to display the RLA Menu.

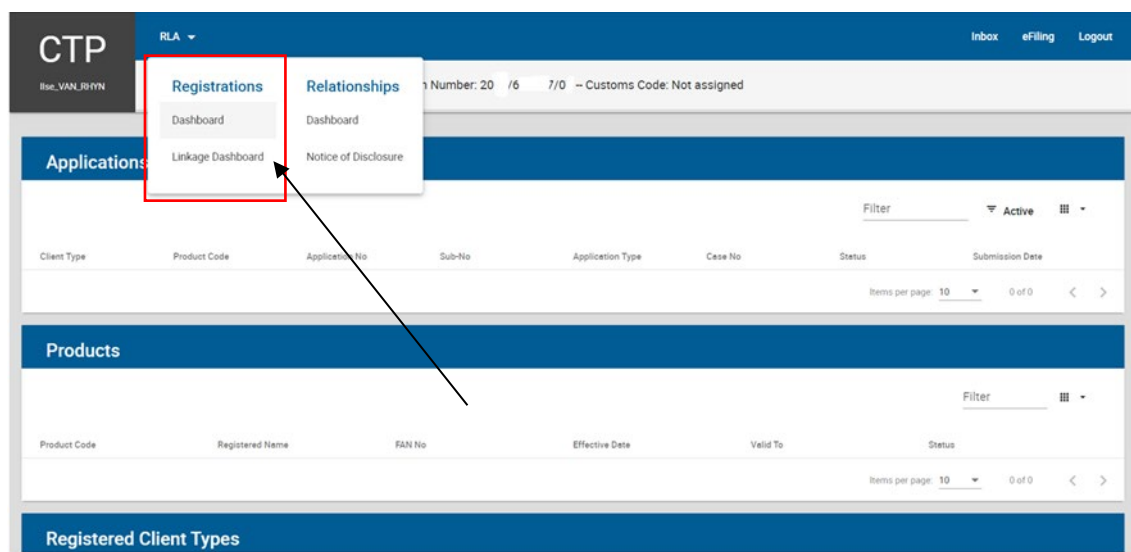


- g) The system displays the RLA Menu.



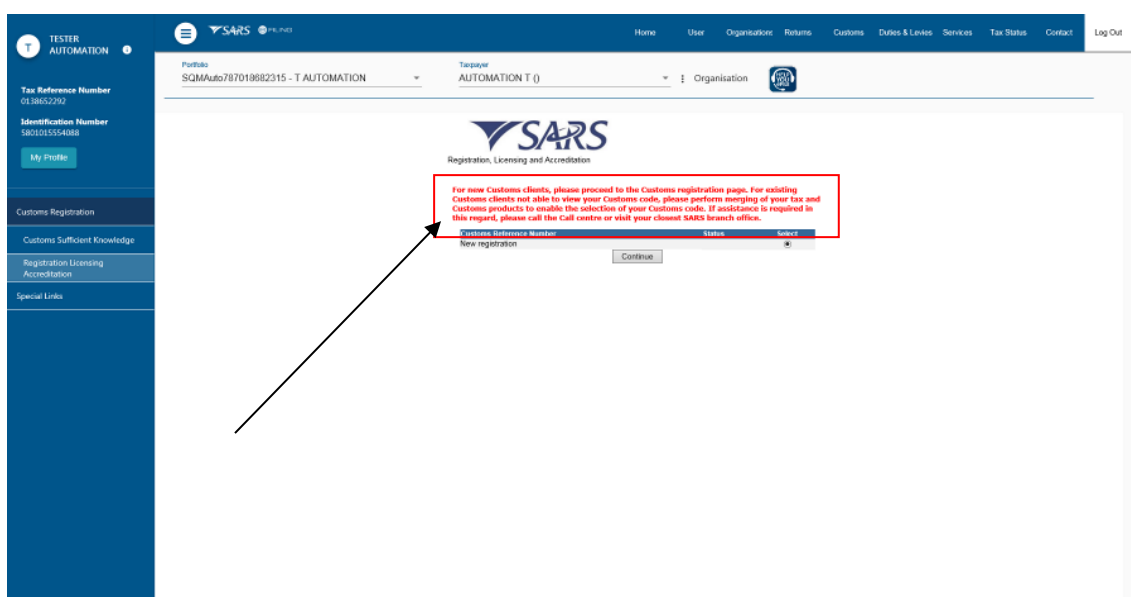
Effective Date: 01 November 2024

- h) If the option New Application is not displayed under the RLA Registration menu then this means that not all the mandatory information pertaining to the legal entity has been captured on the RAV01. In order to resolve this, follow the process described in GEN-REG-01-G04.



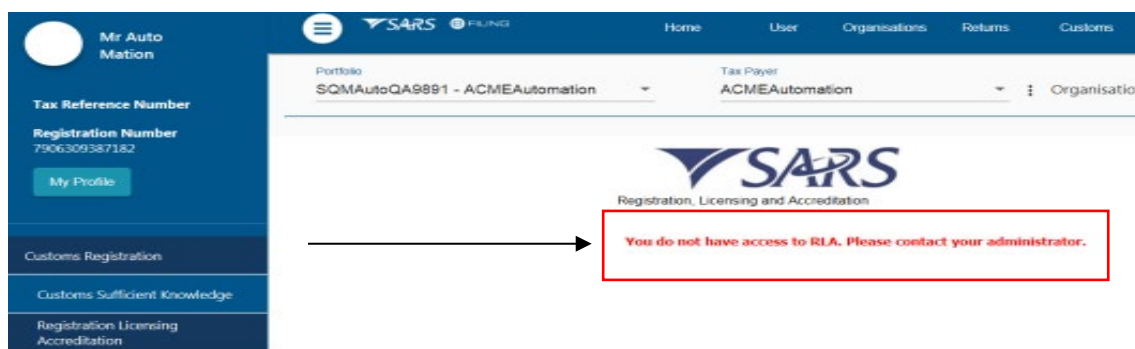
- i) Resolving error messages

- i) If the user is already a registered or licensed RLA client and his/her RLA Customs client number does not display on the RLA page, the user is required to perform merging of tax and Customs products. The process of merging is prescribed in GEN-ELEC-15-G01.

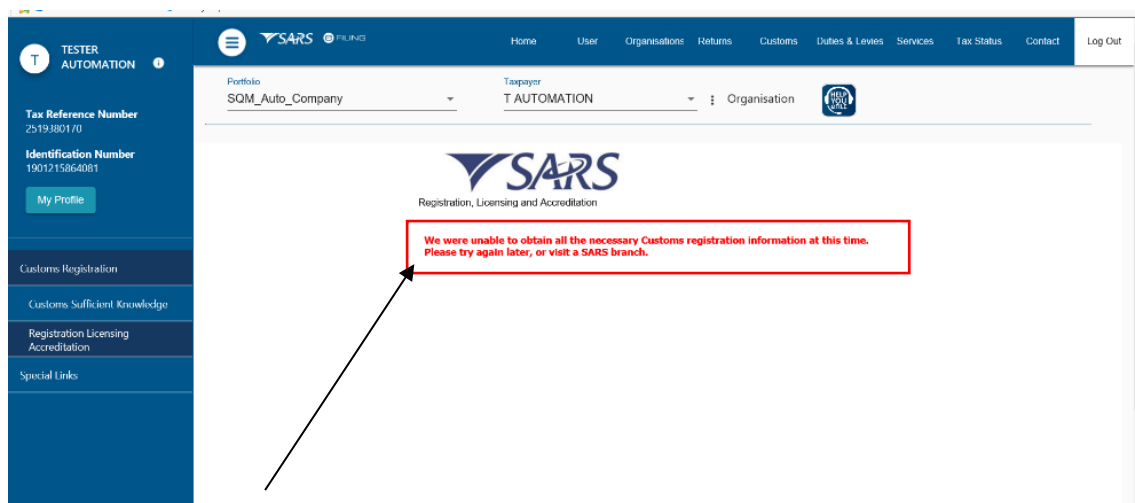


Effective Date: 01 November 2024

- ii) If the incorrect eFiling user roles have been assigned to an eFiler user profile, the system displays a message indicating that the eFiler does not have access to RLA. The eFiler must contact his/her eFiling administrator to correct it, see GEN-ELEC-18-G01.

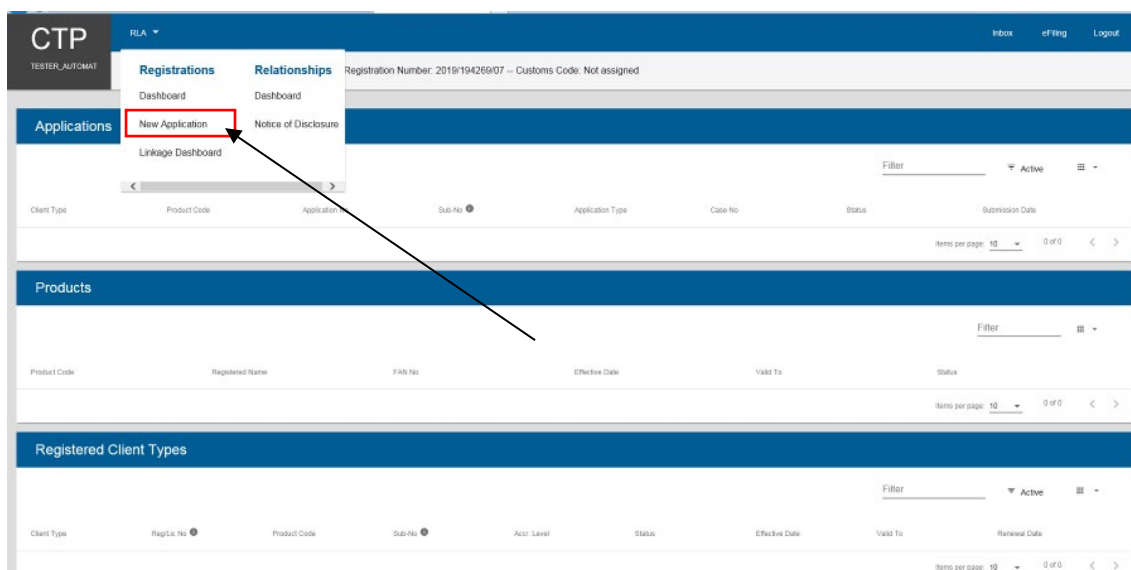


- iii) If the system displays a message that the necessary Customs registration information is not available, the user must check if he/she:
- A) Selected the correct RLA user role as prescribed in paragraph 4; or
 - B) Changed his/her portfolio from individual to company as prescribed in paragraph 3.



5.2 Identify applicable client type

- a) After the user logged in on eFiling as prescribed in paragraph 2 to 3 and wishes to submit an application for a Customs RLA client type the user clicks on New Application under the RLA Registration menu.



- i) If applying for a Customs client for the first time on RLA the system displays the Local or Non-Local indicator:
- The user selects the applicable radio button to indicate if the applicant is a natural or juristic person:
 - With a physical address in South Africa: or
 - Without a physical address in South Africa.
 - The user clicks on the Submit button and proceeds with paragraph ii)A) below.

- ii) If applying for another Customs client on RLA the user selects the RLA client type applying for under the selected category (e.g. Registration, Licensing or Reporting) by:
- Clicking on the dropdown arrow next to the applicable category to select the RLA client type from the dropdown list; or
 - Capturing the name of the RLA client type in the search field.

CTP
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RLA ▾

Inbox eFiling Logout

CURRENT SESSION - ACME Automation-342542 – Registration Number: 2019/766418/07 – Customs Code: Not assigned

Application client type

Please select the client type you want to register for:

Search

▾ Licensing

▾ Registration

▾ Reporting

Application client type

Please select the client type you want to register for:

Search

▴ Licensing

▴ Warehouses

Storage Warehouse (OS) - Imported Goods

Storage Warehouse (OS) - Imported Goods - Stockist

Special Storage Warehouse (SOS) - Dutiable Imported Goods

Special Storage Warehouse (SOS) - Duty free Imported Goods for Export (Sec 21.3)

Special Storage Warehouse (SOS) - Dutiable locally manufactured goods for Export

Special Storage Warehouse (SOS) - Inbound duty and tax free shop

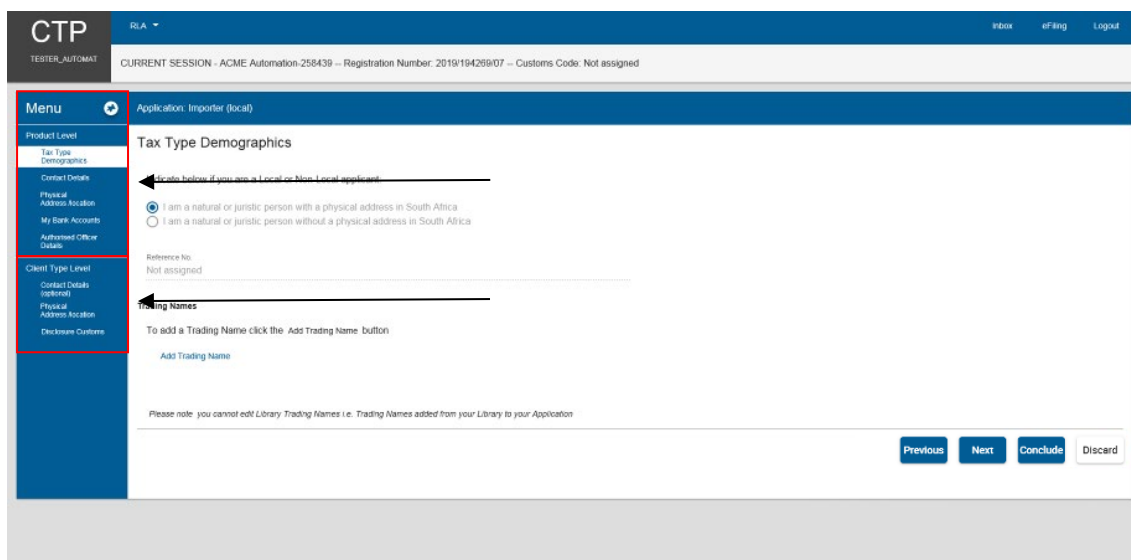
Special Storage Warehouse (SOS) - Outbound duty and tax free shop

Special Storage Warehouse (SOS) - Inbound and Outbound duty and tax free shop

Special Storage Warehouse (SOS) - Supply Ship/Aircraft stores

Special Storage Warehouse (SOS) -Supply Duty and Tax free shops and Ship/Aircraft stores

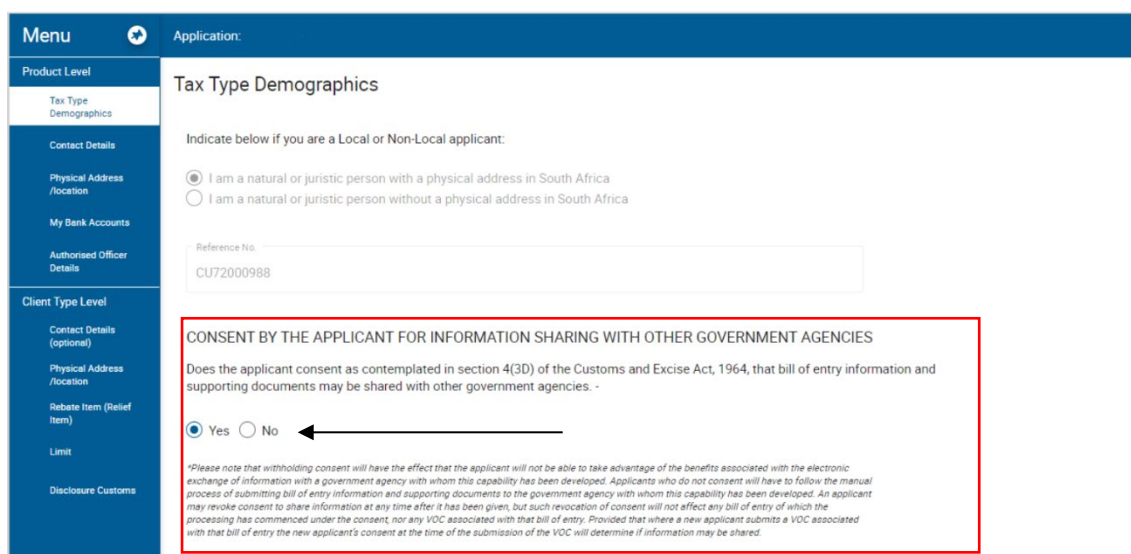
- b) The system displays the required details to be captured by the user.
- If applying for an RLA client type for the first time, the user must capture the applicant's Product level details (see paragraph 5.3 below) and client Level details (see paragraph 5.4 below).
 - If an existing RLA client is applying for another RLA client type, the user only captures the Client Level details of the applicant (see paragraph 5.4) not previously captured.



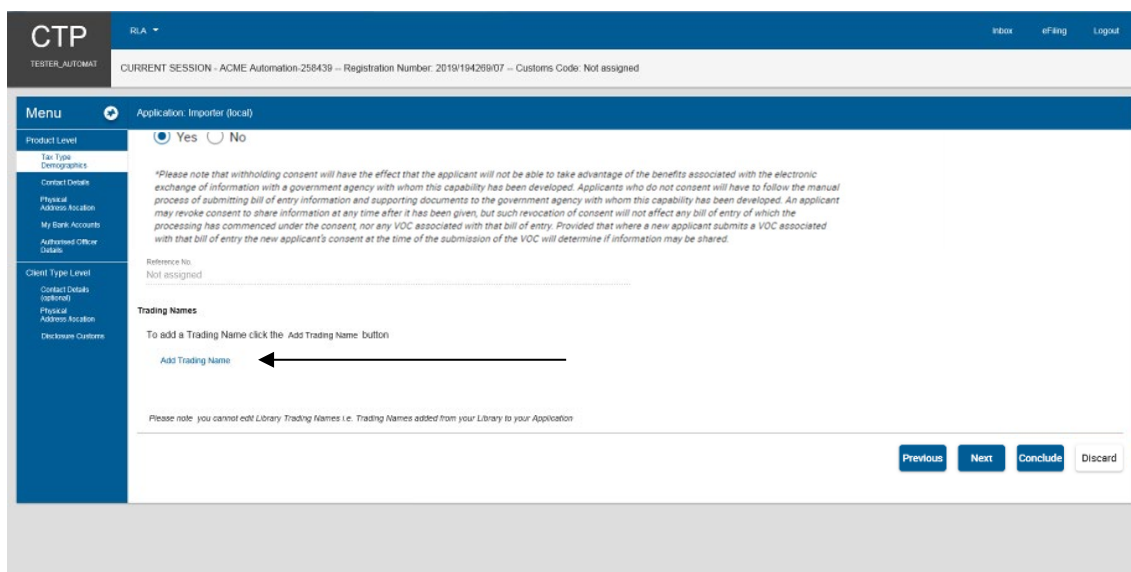
5.3 Product level details

5.3.1 Tax type demographics

- SARS would like to exchange your declaration information electronically with other government agencies (OGAs) when your imported or exported goods have been detained for inspection by them.
- When applying for an importer or exporter client type you are therefore required to tick the:
 - Yes radio button to grant SARS consent; or
 - No radio button to refuse consent.



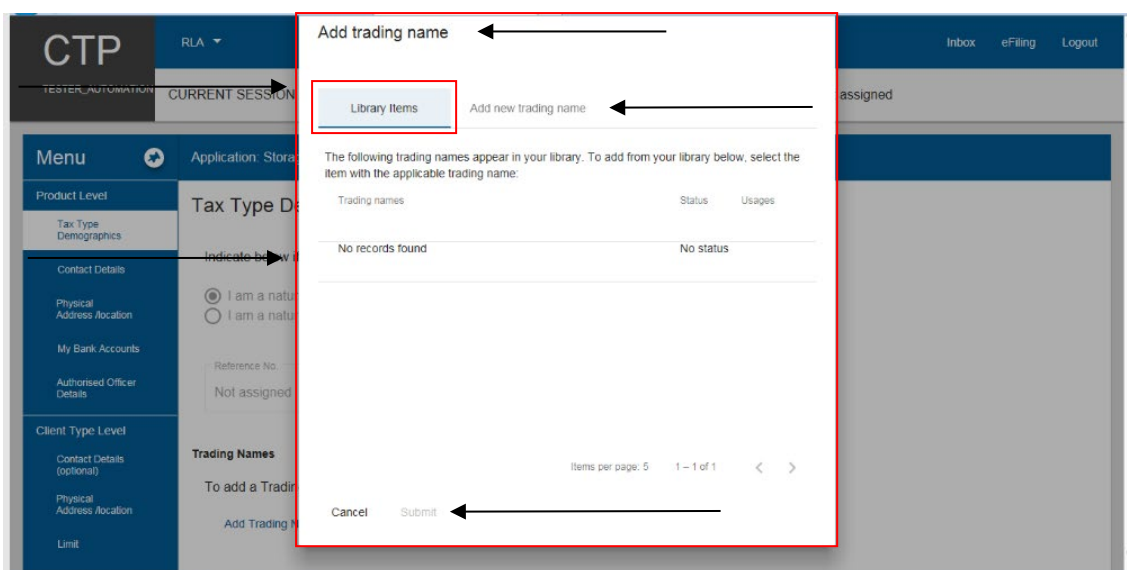
- c) The user clicks on Add Trading Name in order to capture the applicant's trading name.



The screenshot shows the CTP (Customs Trader Portal) interface. The header includes 'CTP' and 'RLA' dropdown. The menu on the left lists various sections like 'Product Level', 'Tax Type', 'Demographics', 'Contact Details', 'Physical Address / Location', 'My Bank Accounts', 'Authorised Officer Details', 'Client Type Level', 'Contact Details (optional)', 'Physical Address / Location', and 'Decline Customs'. The main content area displays a form for 'Add Trading Name'. A red arrow points to the 'Add Trading Name' button. The form includes a 'Reference No.' field (Not assigned) and a 'Trading Names' section. A note states: 'Please note: you cannot edit Library Trading Names i.e. Trading Names added from your Library to your Application'. At the bottom, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- d) The system displays the Add trading name window:

- i) The Library items contain a list of all previously captured trading names. The Library items enable a user to reuse previously captured data by clicking on that information which is then populated onto his/her electronic application form.



The screenshot shows the 'Add trading name' window. The window is titled 'Add trading name' and contains a 'Library Items' section. The 'Library Items' section displays a table with columns 'Trading names', 'Status', and 'Usages'. The table shows 'No records found' and 'No status'. The 'Add new trading name' button is highlighted with an arrow. The window also includes a 'Cancel' button and a 'Submit' button. The background shows the CTP interface with the 'Add Trading Name' button highlighted.

- ii) If no records are found under Library Items, the user:
- Clicks on the Add new trading name option to display the Add trading name capture window; and
 - Captures the trading name.
 - Once the trading name has been captured, the system activates the Submit option. If the information is:
 - Correct the user clicks Submit; or
 - Not correct the user clicks on the Cancel option.

- iii) The system populates the trading name onto the Tax Type Demographics page.

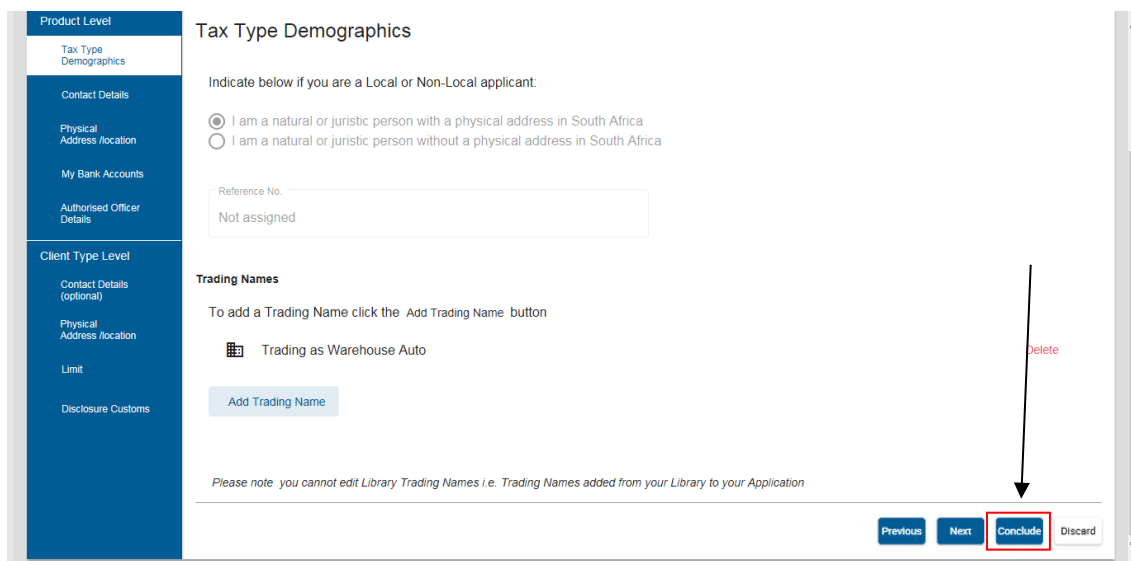
- iv) If incorrectly captured, the user will be able to delete it by clicking on Delete and then on Add trading name.

The screenshot shows the 'Tax Type Demographics' section with a sidebar menu on the left. The 'Trading Names' section is active, displaying a table with one entry: 'Trading as Warehouse Auto'. Below the table is a button labeled 'Add Trading Name'. To the right of the table, there is a 'Delete' button. Arrows point from the 'Add Trading Name' and 'Delete' buttons to their respective red boxes.

- v) If the trading name is correct:
- The user clicks on the Next button to progress to the next field which is Contact details under Product Level; or
 - The user clicks on the Contact Details link in the Menu; and
 - The trading name captured by the user is automatically saved.

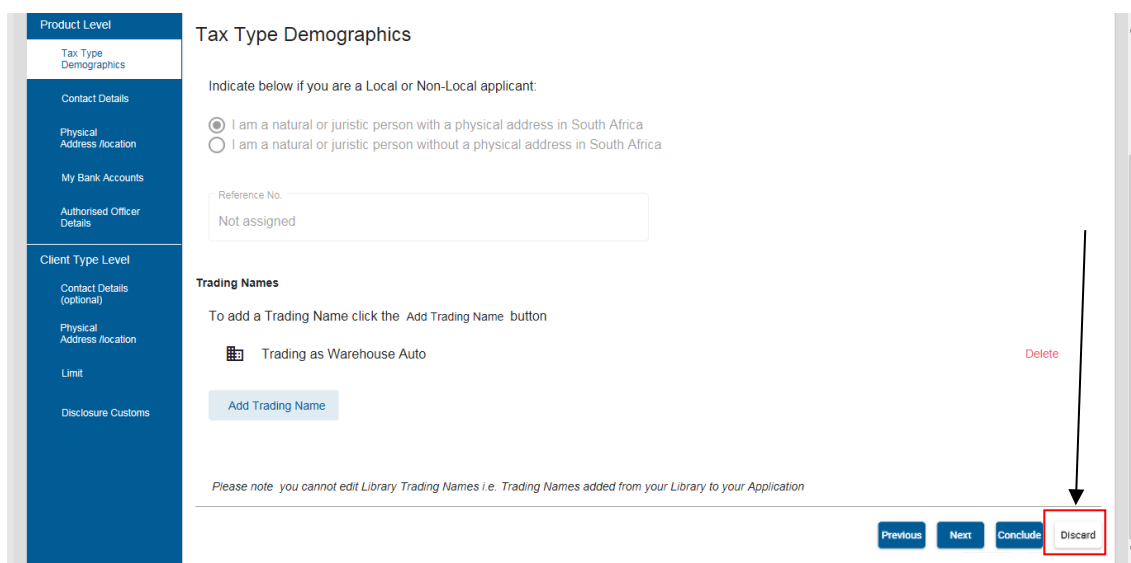
The screenshot shows the 'Tax Type Demographics' section with a sidebar menu on the left. The 'Trading Names' section is active, displaying a table with one entry: 'Trading as Warehouse Auto'. Below the table is a button labeled 'Add Trading Name'. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'. The 'Next' button is highlighted with a red box. An arrow points from the 'Next' button to its red box. Another arrow points from the 'Contact Details' link in the sidebar menu to its red box.

- vi) If the user clicks on the Conclude button by mistake, the system displays an error message, see paragraph 9 e) below to resolve the error.



The screenshot shows the SARS application interface. On the left is a blue sidebar with a menu. The main content area is titled 'Tax Type Demographics'. It includes a section for 'Indicate below if you are a Local or Non-Local applicant:' with two radio buttons: 'I am a natural or juristic person with a physical address in South Africa' (selected) and 'I am a natural or juristic person without a physical address in South Africa'. Below this is a 'Reference No.' field with the value 'Not assigned'. The 'Trading Names' section follows, with instructions to add a trading name and a table showing 'Trading as Warehouse Auto'. An 'Add Trading Name' button is present. At the bottom, there are four buttons: 'Previous', 'Next', 'Conclude' (highlighted with a red box), and 'Discard'. A red arrow points from the word 'Delete' to the 'Conclude' button.

- vii) If the user wishes to discontinue his/her application, the user clicks on the Discard button and continues with the process prescribed in paragraph 8 below.



This screenshot is identical to the one above, showing the same SARS application interface. However, in this version, the 'Discard' button at the bottom right is highlighted with a red box. A red arrow points from the word 'Delete' to the 'Discard' button.

5.3.2 Contact details

- a) In order to receive electronic notifications, the user must capture his/her:

- i) Cell phone number;
- ii) Email address; and
- iii) Contact person's name.

- b) The fields home / business telephone number, fax number and / or web address are optional.

CTP RLA * Index eFiling Logout

CURRENT SESSION - ACME Automation 258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level

- Tax Type
- Demographics
- Contact Details
- Physical Address Location
- My Bank Accounts
- Authorized Officer Details
- Client Type Level
- Contact Details (optional)
- Physical Address Location
- Disclosures Customs

Contact Details

Home Tel No + Click + to add a new number

Business Tel No + Click + to add a new number

Fax No + Click + to add a new number

Cell No + Click + to add a new number

Email + Click + to add a new email address

Web Address 0 / 80

Contact Person Name * 0 / 100

Previous Next Conclude Discard

- c) Cell phone

- i) If no cell phone number is displayed or the user must add another cell phone number, he/she must click on the (+) plus icon next to Cell No to display the Add cell phone number window.

CTP RLA * Index eFiling Logout

CURRENT SESSION - ACME Automation 258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level

- Tax Type
- Demographics
- Contact Details
- Physical Address Location
- My Bank Accounts
- Authorized Officer Details
- Client Type Level
- Contact Details (optional)
- Physical Address Location
- Disclosures Customs

Contact Details

Home Tel No + Click + to add a new number

Business Tel No + Click + to add a new number

Fax No + Click + to add a new number

Cell No + Click + to add a new number

Email + Click + to add a new email address

Web Address 0 / 80

Contact Person Name * 0 / 100

Previous Next Conclude Discard

- ii) If the cell phone number is displayed under the Library Items, the user selects the applicable cell phone number and submits the selected information. If the status of the selected Library item is:
- Verified, the user will not be required to upload the supporting documents.
 - Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.

CTP RLA
TESTER_AUTOMAT
CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
Tax Type Demographics
Contact Details
Physical Address Location
My Bank Accounts
Authorised Officer Details

Client Type Level
Contact Details (optional)
Physical Address Location
Disclosure Customs

Home Tel No 0124224000
Click + to add a new number

Fax No
Click + to add a new number

Email
Click + to add a new email address
☐ I do not have an E-mail address *

Web Address

Contact Person Name *
Field is mandatory

Add cellphone number
Library Items Add new cellphone number

The following cellphone numbers appear in your library. To add from your library below, select the item with the applicable cellphone number.

cellphone number	Status	Usage
XXXXXXXX	Verified	INCOME_TAX 9026017271

Items per page: 5 1 - 1 of 1

Cancel Submit

Previous Next Conclude Discard

- iii) If the cell phone number to be captured is not displayed under the Library Items:
- The user clicks on Add new cell phone number.

CTP RLA
TESTER_AUTOMAT
CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Exporter (local)

Product Level
Tax Type Demographics
Contact Details
Physical Address Location
My Bank Accounts
Authorised Officer Details

Client Type Level
Contact Details (optional)
Physical Address Location
Disclosure Customs

Home Tel No
Click + to add a new number

Fax No
Click + to add a new number

Email
Click + to add a new email address
☐ I do not have an E-mail address *

Web Address

Contact Person Name *
Field is mandatory

Add cellphone number
Library Items Add new cellphone number

Please complete the following fields to add a new cellphone number:

Cell No * 0 / 15 Please retype Cell No * 0 / 15

Cancel Submit

- The system displays the Add cell phone capturing window.

- C) The user captures the cell phone number twice to avoid capturing errors. If captured:
- Correctly, the user clicks on Submit; or
 - Incorrectly, the user clicks on Cancel and recaptures the correct cell phone number.

- iv) After submitting the added cell phone number the system:
- Returns to the main Contact Details page; and
 - Displays the cell phone number added.
- v) If captured incorrectly, the user clicks on Remove and recaptures his/his cell phone number.

d) Email address

- i) If no email address is displayed or the user must add another email address, he/she must click on the (+) plus icon next to Email to display the Add email window.

The screenshot shows the 'Contact Details' form in the CTP system. The 'Email' field is highlighted with a red box, and a black arrow points to the plus icon next to it. The form includes fields for Home Tel No, Business Tel No, Fax No, and Cell No, each with a plus icon for adding new numbers. The 'Email' field is currently empty, and the plus icon is used to open the 'Add email' window.

- ii) If the email address is displayed under Library Items, the user selects the applicable email address and submits the selected information. If the status of the selected Library item is:
- A) Verified, the user will not be required to upload the supporting documents.
 - B) Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.

The screenshot shows the 'Add email address' window. The 'Library Items' tab is selected, and a table of email addresses is displayed. One item is highlighted with a red box: 'Automation@nowhere.co.za', which is 'Verified' and associated with 'INCOME TAX' (9594709173). The 'Submit' button is also highlighted with a red box, and a black arrow points to it. The window includes a 'Cancel' button and a 'Submit' button.

- iii) If the email address to be captured is not displayed under the Library Items:
- The user clicks on Add new email address.
 - The system displays the Add email address window.
 - The user captures the email address twice to avoid capturing errors. If captured:
 - Correctly, the user clicks on Submit; or
 - Incorrectly, the user clicks on Cancel and recaptures the correct email address.

- iv) After submitting the add email address the system:
- Returns to the main Contact Details page; and
 - Displays the email address added.
- v) If captured incorrectly the user clicks on Remove and recaptures his/her email address.

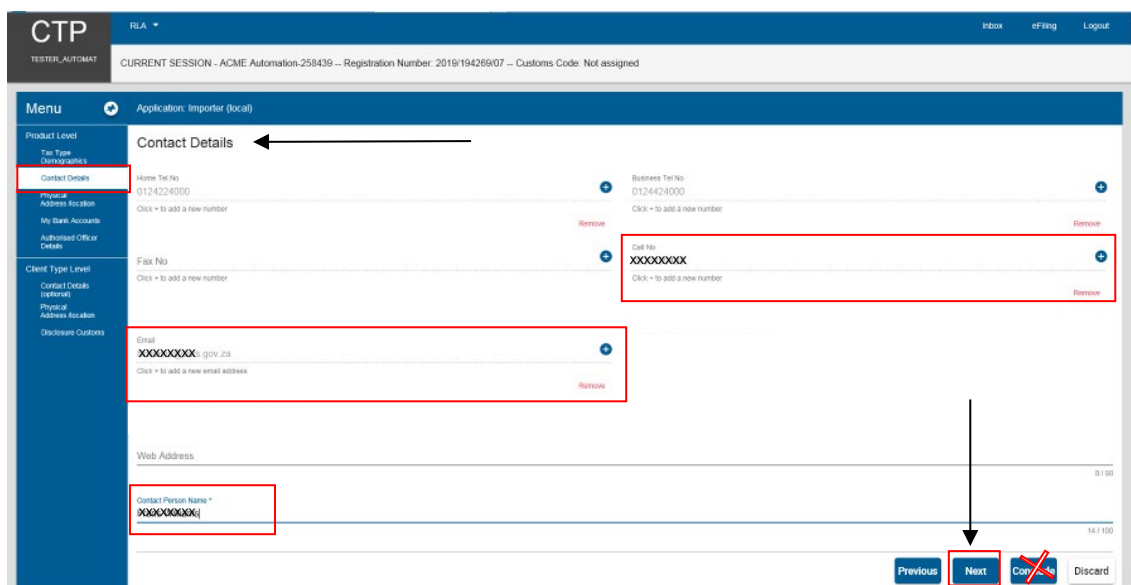
- e) The web address details are optional, the application will not be rejected if not provided.

- f) The Contact Person Name is mandatory. The user:

- i) Clicks on Contact Person Name.
- ii) Captures the contact person's name.

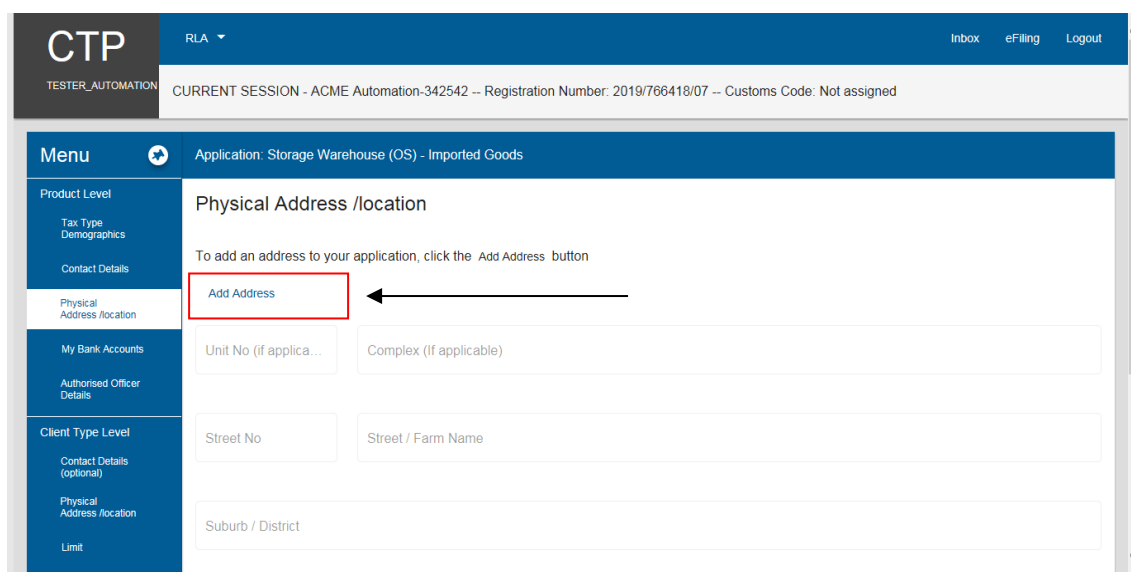
- iii) Clicks on the:
 - A) Next button to progress to the next field which is Physical Address / Location under Product Level; or
 - B) Physical Address / Location link in the Menu.
- g) The contact details captured by the user is automatically saved.

- h) If the user clicks on the Conclude button by mistake, the system displays an error message. See paragraph 9 e) below to resolve the error.



5.3.3 Physical Address / Location

- a) If no physical address is displayed on the main Physical Address / Location page or the user must add another Physical Address / Location, he/she must click on Add address to display the Add address capture window.



- b) If the physical address / location details is displayed under the Library items, the user selects the applicable physical address / location and submits the selected information. If the status of the selected Library item is:
- i) Verified, the user will not be required to upload the supporting documents.

- ii) Unverified, the user is required to upload supporting documents for verification purposes as prescribed in paragraph 10.

CTP
Tesslyn Goodyear

RLA

INBOX Logout

CURRENT SESSION - ACME Automation-856503 -- Registration Number: 2019/998951/07 -- Customs Code: CU25003689

\$9999008 capturing on behalf of ACME

Menu

- Client Type Level
 - Contact Details (optional)
 - Physical Address / Location
 - Carrier Details
 - Limit
 - Disclose Customs

Add address

Library Items

The following addresses appear in your library. To add from your library below, select the item with the applicable address.

Street No.	Street/Farm	Suburb/District	City/Town	Status
220	Bronkhorst street	New Mucklenouk	Pretoria	Verified

Items per page: 5 1 - 1 of 1 < >

Cancel Submit

- c) If the physical address / location is not displayed under the Library Items, the user:

- i) Clicks Add new address to display the Add Address capture window.
- ii) Captures the following mandatory information:
 - A) The Street / Farm Name;
 - B) The City / Town; and
 - C) The Postal code; and
- iii) Selects the Country code ZA – SOUTH AFRICA.

- d) The fields Unit no, complex, Street No, Suburb / District are optional.

- e) If the above mandatory information is captured:

- i) Correctly, the user clicks on Submit; or

- ii) Incorrectly, the user clicks on Cancel to recapture the physical address / location mandatory information.

- f) After submitting the added physical address, the system:
- i) Returns to the main Physical Address / location page; and
 - ii) Displays the physical address added.
- g) If captured:
- i) Incorrect, the user clicks on Change Address and recaptures his/her physical address.
 - ii) Correctly:
 - A) The user clicks on the Next button to progress to the next field which is My Bank Accounts under Product Level; or
 - B) The user clicks on the My Bank Accounts link in the Menu; and
 - C) The physical address details captured by the user is automatically saved.
- h) If the user clicks on the Conclude button by mistake, the system displays an error message, see paragraph 9 e) below to resolve the error.

5.3.4 Bank account

- The user must provide SARS with a valid South African bank account to effect payments.
- If no banking details are reflected on the My Bank Accounts page or a different bank account must be added. The user clicks on Add Bank Account to display the Add bank account capture window.

CTP RLA ▾ Inbox eFiling Logout

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level

- Tax Type
- Demographics
- Contact Details
- Physical Address /location
- My Bank Accounts**

My Bank Accounts

To add bank account details to your application, click the **Add Bank Account** button

Add Bank Account ←

Bank Account Holder Declaration ▾

Account Type ▾ Account Number

Bank Name ▾ Branch No

Branch Name

Account Holder Name (Name as Registered at bank)
ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming * ☐ Yes ☐ No

Usage: Refunds / Outgoing * ☐ Yes ☐ No

Please note: you cannot edit Library Bank Accounts (i.e. Bank Accounts added from your Library to your Application)

- If the bank account details are displayed under the Library items, the user selects it and then submits the selected information.

CTP RLA ▾ Inbox Logout

Auto_Mation CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level

- Tax Type
- Demographics
- Contact Details
- Physical Address /location
- My Bank Accounts**

Add bank account

Library Items ←

The following bank accounts appear in your library. To add from your library below, select the item with the applicable bank account:

Account Holder Name	Account Number	Account Type	Bank Name	Branch Number	Branch Name	Status	Usages
No records found							No status

Items per page: 10 of 0

Submit ←

CANCEL

Field is mandatory

Usage: Refunds / Outgoing * ☐ Yes ☐ No

- d) If the bank account details are not displayed under the Library Items, the user clicks on Add new bank account.

CTP RLA Inbox Logout

CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- Customs Code: Not assigned

Menu → **Add bank account**

Product Level
Tax Type
Demographics
Contact Details
Physical Address Location

My Bank Accounts
Authorized Officer Details

Client Type Level
Contact Details (optional)
Physical Address Location
Disclosure Customs

Add bank account

Library items **Add new bank account**

The following bank accounts appear in your library. To add from your library below, select the item with the applicable bank account:

Account Holder Name	Account Number	Account Type	Bank Name	Branch Number	Branch Name	Status	Usages
No records found							

Items per page: 5 0 of 0 < >

CANCEL

Field is mandatory

Usage: Refunds / Outgoing *

Field is mandatory

Yes No

Yes No

- e) The user captures the following mandatory information:

CTP RLA Inbox eFiling Logout

CURRENT SESSION - ACME Automation-259439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu → **Add bank account**

Product Level
Tax Type
Demographics
Contact Details
Physical Address Location

My Bank Accounts
Authorized Officer Details

Client Type Level
Contact Details (optional)
Physical Address Location
Disclosure Customs

Add bank account

Library items **Add new bank account**

Please complete the following fields to add a new bank account:

Bank Account Holder Declaration *

Account Type * Account Number * 0 / 18

Bank Name * Branch No * 9 / 6

Branch Name * 0 / 120

Account Holder Name (Name as Registered at bank) * ACME Automation-259439 22 / 120

CANCEL Submit

Field is mandatory

Usage: Refunds / Outgoing *

Field is mandatory

Yes No

Yes No

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

- i) Bank Account Holder Declaration – The user clicks on the Bank Account Holder Declaration dropdown arrow and selects one (1) of the following declarations:
A) I use SA Bank Account; or

The screenshot shows the 'Add bank account' form in the SARS system. The 'Bank Account Holder Declaration' dropdown is highlighted with a red box and a red circle around the dropdown arrow. The dropdown menu is open, showing two options: '001 - I use SA Bank Account' and '002 - I use 3rd Party SA Bank Account'. The '001' option is selected. The form also includes fields for 'Account Number', 'Branch No', 'Branch Name', and 'Account Holder Name'.

- B) I use 3rd Party SA Bank Account. The user must provide the reason(s) for using a 3rd party SA bank account.

The screenshot shows the 'Add bank account' form in the SARS system. The 'Reason for 3rd Party Account' dropdown is highlighted with a red box and a red circle around the dropdown arrow. The dropdown menu is open, showing a list of reasons. The form also includes fields for 'Account Type', 'Account Number', 'Bank Name', and 'Branch No'.

- ii) **Account type** – The user clicks on the Account Type dropdown arrow and selects the applicable account type.

- iii) **Account Number** – The user clicks on Account number and captures the account number in the field provided under Account number.

Effective Date: 01 November 2024

- iv) **Bank Name** – The user clicks on the Bank Name dropdown arrow to select the bank name. The user either scrolls down until he/she reaches the bank name, or the user captures the first letter of the Bank name or then selects the applicable bank name.

CTP RLA
TESTER_AUTOMAT
CURRENT SESSION - ACME Automation-259439 -- Registration Number: 2019194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
Tax Type
Demographics
Contact Details
Physical Address Location
My Bank Accounts
Authorized Officer Details
Client Type Level
Contact Details (optional)
Physical Address Location
Disclosure Customs

My Bank Accounts
To add bank account details to your application
Add Bank Account

Add bank account
Library Items Add new bank account

Please complete the following fields to add a new bank account:

Bank Account Holder Declaration *
001 - I use SA Bank Account

Account Type *
1 - Cheque

Account Number *
0 / 18

Bank Name *
001 - ABN AMRO BANK
002 - ABSA
003 - AFRICAN BANK

Branch Name *
0 / 6

Account Holder Name (Name as Registered at bank) *
ACME Automation-259439

Non selection of the "Refunds/Outgoing" bank *
Usage: Payment / Incoming *
Usage: Refunds / Outgoing *

Yes No
Yes No

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

- f) The system populates:

- i) The Branch Number; and
ii) The Branch Name.

CTP RLA
TESTER_AUTOMAT
CURRENT SESSION - ACME Automation-259439 -- Registration Number: 2019194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
Tax Type
Demographics
Contact Details
Physical Address Location
My Bank Accounts
Authorized Officer Details
Client Type Level
Contact Details (optional)
Physical Address Location
Disclosure Customs

My Bank Accounts
To add bank account details to your application
Add Bank Account

Add bank account
Library Items Add new bank account

Please complete the following fields to add a new bank account:

Bank Account Holder Declaration *
001 - I use SA Bank Account

Account Type *
1 - Cheque

Account Number *
1111111111

Bank Name *
002 - ABSA

Branch No *
632005

Branch Name *
UNIVERSAL

Account Holder Name (Name as Registered at bank) *
ACME Automation-259439

Non selection of the "Refunds/Outgoing" bank *
Usage: Payment / Incoming *
Usage: Refunds / Outgoing *

Yes No
Yes No

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

- g) The system populates the Account Holder Name field. The user clicks on:
- Cancel if any of the mandatory bank details have been incorrectly captured and recaptures the required mandatory bank account details; or
 - Submit if correct.

CTP RLA ▾ Inbox eFiling Logout

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

My Bank Accounts

To add bank account details to your application

Add Bank Account

Add bank account

Library items Add new bank account

Please complete the following fields to add a new bank account:

Bank Account Holder Declaration *
001 - I use SA Bank Account

Account Type *
1 - Cheque

Account Number *
1111111111

Bank Name
002 - ABSA

Branch No
632005

Branch Name
UNIVERSAL

Account Holder Name (Name as Registered at bank)
ACME Automation-258439

Account Holder Name (Name as Registered at bank) *
ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank
Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

CANCEL Submit

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

- h) The bank details captured by the user are automatically saved. The system returns to the main My Bank Accounts page and displays a message that the bank account status is unverified. The user is required to upload the required bank account documents for validation purposes, see paragraph 10.

CTP RLA ▾ Inbox eFiling Logout

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

My Bank Accounts

To update bank account details to your application, click the **Change Bank Account** button

Change Bank Account

Bank account status: UNVERIFIED

Bank Account Holder Declaration
001 - I use SA Bank Account

Account Type
1 - Cheque

Account Number
1111111111

Bank Name
002 - ABSA

Branch No
632005

Branch Name
UNIVERSAL

Account Holder Name (Name as Registered at bank)
ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

Effective Date: 01 November 2024

- i) If any of the bank details are incorrect, the user must select the option Change Bank Account and recapture the mandatory bank account details as prescribed from paragraph e)i) to e)iv) above.

CTP RLA

TESTER_AUTOMAT CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level
Tax Type
Demographics
Contact Details
Physical Address Location

My Bank Accounts
Bank account status: UNVERIFIED

Client Type Level
Contact Details (optional)
Physical Address Location
Discourage Customs

Bank Account Holder Declaration
001 - I use SA Bank Account

Account Type
1 - Cheque

Account Number
1111111111

Bank Name
002 - ABSA

Branch No
632005

Branch Name
UNIVERSAL

Account Holder Name (Name as Registered at bank)
ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

Yes No
Yes No

- j) After the user confirmed that the bank details are correctly captured:

- i) The user must select the radio button Yes if he/she wishes to use this bank account to:
- Make payments – Payment / Incoming; and / or
 - Receive refunds – Refund / Outgoing.

Menu Application: Importer (local)

Product Level
Tax Type
Demographics
Contact Details
Physical Address Location

My Bank Accounts
Bank account status: UNVERIFIED

Client Type Level
Contact Details (optional)
Physical Address Location
Discourage Customs

Bank Account Holder Declaration
001 - I use SA Bank Account

Account Type
1 - Cheque

Account Number
1111111111

Bank Name
002 - ABSA

Branch No
632005

Branch Name
UNIVERSAL

Account Holder Name (Name as Registered at bank)
ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming *

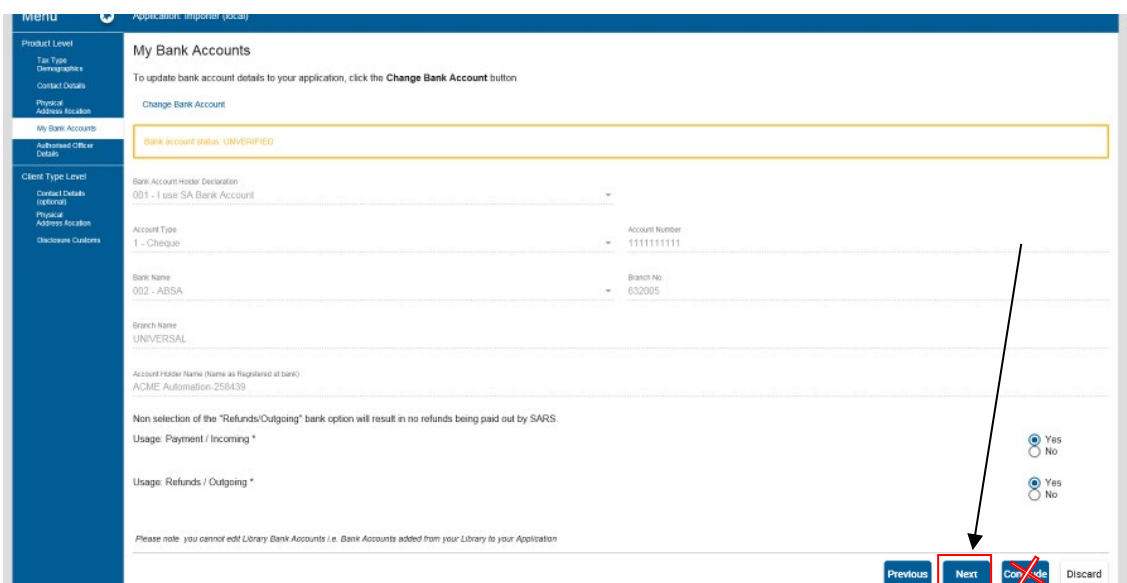
Usage: Refunds / Outgoing *

Yes No
Yes No

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

Previous Next Conclude Discard

- ii) The user clicks on:
- The Next button to progress to the Authorised Officer details under Product Level; or
 - The Authorised Officer details link in the Menu; and
 - The bank account details captured by the user are automatically saved.



My Bank Accounts

To update bank account details to your application, click the **Change Bank Account** button

Change Bank Account

Bank account status: UNVERIFIED

Bank Account Holder Declaration: 001 - I use SA Bank Account

Account Type: 1 - Cheque Account Number: 1111111111

Bank Name: 002 - ABSA Branch No: 632005

Branch Name: UNIVERSAL

Account Holder Name (Name as Registered at bank): ACME Automation-258439

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

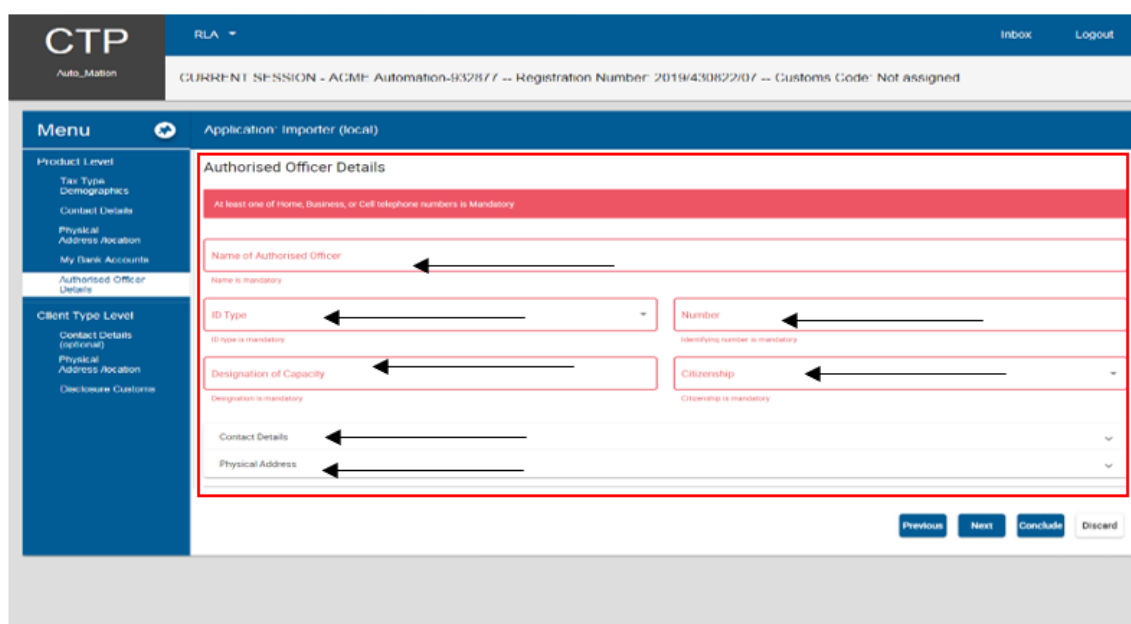
Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

Previous Next Conclude Discard

- k) If the user clicks on the Conclude button by mistake, the system displays an error message, see paragraph 9e) below to resolve the error.

5.3.5 Authorised Officer Details (mandatory if a company)

- a) The following details authorised officer details must be captured, see Rule 59A.01.
- Name of authorised officer;
 - ID type and number;
 - Designation of capacity;
 - Citizenship;
 - The authorised officer's contact details, see the process prescribed in paragraph 5.3.2.
 - The authorised officer's physical address, see the process prescribed in paragraph 5.3.3.



CTP RLA Auto_Mation

INBOX Logout

CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- Customs Code: Not assigned

Menu Application: Importer (local)

Product Level

- Tax Type
- Demographics
- Contact Details
- Physical Address / Location
- My Bank Accounts
- Authorised Officer Details

Client Type Level

- Contact Details (optional)
- Physical Address / Location
- Disclosure Customs

Authorised Officer Details

At least one of Home, Business, or Cell telephone numbers is Mandatory

Name of Authorised Officer

ID Type

Number

Designation of Capacity

Citizenship

Contact Details

Physical Address

Previous Next Conclude Discard

- b) The user clicks on the:
- Next button to progress to the Client Type level.
 - Conclude button by mistake, the system displays an error message, see paragraph 9 e) below to resolve the error.

The screenshot shows the CTP interface with a blue header bar containing 'CTP', 'RLA', 'Inbox', and 'Logout'. Below the header, a status bar indicates 'CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- Customs Code: Not assigned'. The main content area is titled 'Menu' and 'Application: Importer (local)'. It features a sidebar menu with 'Product Level' and 'Client Type Level' sections. The 'Next' button at the bottom right is highlighted with a red box and an arrow, while the 'Conclude' button is crossed out with a red X and an arrow.

5.4 Client type level

5.4.1 Contact details

- The client type level contact details are optional except for cell phone number, email address or contact person.
- If the cell phone number, email address or the contact person of the client type is different from the product level, the user must capture the new details as described in paragraph 5.3.2 above.

The screenshot shows the CTP interface with a blue header bar containing 'CTP', 'RLA', 'Inbox', and 'Logout'. Below the header, a status bar indicates 'CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- Customs Code: Not assigned'. The main content area is titled 'Menu' and 'Application: Importer (local)'. It features a sidebar menu with 'Product Level' and 'Client Type Level' sections. The 'Contact Details (Optional)' section is active, showing fields for 'Home Tel No', 'Business Tel No', 'Fax No', 'Cell No', 'Email', 'Web Address', and 'Contact Person Name'. The 'Email' and 'Cell No' fields are highlighted with red boxes.

5.4.2 Physical Address / Location

- a) In order to add the applicant's physical address / location, the user follows the process prescribed in paragraph 5.3.3 above.

- b) After the user captured the physical address / location he/she must answer the following questions:
- i) In the case of a warehouse client: Do you already have a Customs Warehouse number for this address?

- A) The user clicks on the appropriate radio button.
- B) If No is selected the system displays a message that the warehouse number will be allocated on approval.
- C) If Yes is selected:
 - I) The system displays the Warehouse Number (sub number) dropdown box.
 - II) The user clicks on the dropdown arrow.

- III) The system displays a list of all the warehouse(s) already licensed by the applicant. If the applicant does not have any warehouse licensed in his/her name, no details of the licensed warehouse will be displayed in the dropdown list.
- IV) The user clicks on the applicable licensed warehouse in order to select it.

ii) Will all the Customs/Excise transactional documents be stored at this location?

Effective Date: 01 November 2024

- A) The user clicks on the appropriate radio button.
B) If Yes, the user clicks on the Next button to progress to the next field or clicks on the link in the RLA Menu.

CTP
TESTER AUTOMATION
CURRENT SESSION - ACME AUTOMATION-887295 -- Registration Number: 2019515075407 -- Customs Code: CU21902746

Menu
Application: Storage Warehouse (OS) - Imported Goods

Physical Address /location
To add an address to your application, click the Add Address button

Add Address

Florence Rabero, Pretoria, 0181

Unit No. of applying: 8021
Complex / of applying: WALKER CREEK BUILDINGS

Street No.: 80
Street / Firm Name: Florence Rabero

Suburb / District: Pretoria

City / Town: Pretoria
Postal Code: 0181

Country Code: ZA - SOUTH AFRICA

Do you already have a Customs Warehouse number for this address?
Warehouse Number (add if not): PTAC2502756 - 50 Florence Rabero, Pretoria, 0181

Will all the Customs/Excise transactional documents be stored at this location ? *

Yes No

Please note: you cannot edit Library Addresses i.e. Addresses added from your Library to your Application

Previous Next Conclude Discard

- C) If No:
I) The system displays the option Add Documents Store Address.

CTP
TESTER AUTOMATION
CURRENT SESSION - ACME AUTOMATION-887295 -- Registration Number: 2019515075407 -- Customs Code: CU21902746

Menu
Application: Storage Warehouse (OS) - Imported Goods

Physical Address /location
To add an address to your application, click the Add Address button

Add Address

Florence Rabero, Pretoria, 0181

Unit No. of applying: 8021
Complex / of applying: WALKER CREEK BUILDINGS

Street No.: 80
Street / Firm Name: Florence Rabero

Suburb / District: Pretoria

City / Town: Pretoria
Postal Code: 0181

Country Code: ZA - SOUTH AFRICA

Do you already have a Customs Warehouse number for this address?
Warehouse Number (add if not): PTAC2502756 - 50 Florence Rabero, Pretoria, 0181

Will all the Customs/Excise transactional documents be stored at this location ? *

Yes No

Please note: you cannot edit Library Addresses i.e. Addresses added from your Library to your Application

Previous Next Conclude Discard

- II) The user clicks on Add Documents store Address and captures the physical address / location as described in paragraph 5.3.3 above.

Document Location
To add a document store location, click the Add Document Store Address button

Add Document Store Address

Please note: you cannot edit Library Addresses i.e. Addresses added from your Library to your Application

Previous Next Conclude Discard

5.4.3 Carrier details

- a) This field must be completed by users required to register for the submission of cargo reports in terms of Section 8 and described in paragraph 2.1 e) of SC-CF-19.
- b) Air cargo carriers
 - i) The user clicks on Add Aircraft.

- ii) The system displays the Add Aircraft capture window.
- iii) The user captures the Aircraft Registration Name and the Aircraft Registration Code.
- iv) The user clicks on Save.

- v) If the aircraft details are:
- Incorrectly captured, the user must select delete under active in order to recapture the aircraft details.
 - Correctly captured the user must indicate whether he/she will be carrying:
 - Goods in/out of South Africa;
 - Goods not in free circulation within South Africa; and / or
 - Travellers in/out of South Africa. This option will not be displayed if the applicant applies for own goods carried via air.

- vi) The user must indicate if he/she has an International Air Transport Association (IATA) code by selecting the correct radio button:
- If Yes:
 - The user captures the 3 digit IATA code.
 - The same IATA code may be used for multiple registered aircrafts link to one (1) air carrier.
 - The system validates the IATA code captured to ensure it is not linked to another active air carrier.
 - The application will be rejected, if the IATA code is already being used by another active air carrier.
 - If the system cannot find the IATA code captured, the user must upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.

Effective Date: 01 November 2024

- B) If No, the user must indicate on the radio button whether a three (3) digit AN code was previously assigned by Customs in lieu of an IATA code:
- I) If Yes, the user must capture the assigned AN code. The system validates the AN code captured to ensure it is not linked to another active air carrier. The application will be rejected, if already being used by another active air carrier.
 - II) If No, the user will be required to upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.

vii) The user clicks on the Next button and continues with the process prescribed in paragraph 9.

c) Rail cargo carriers

- i) The user must indicate whether he/she will be carrying:
 - A) Goods in/out of South Africa;
 - B) Goods not in free circulation within South Africa; and / or
 - C) Travellers in/out of South Africa. This option will not display if the user applies for own goods carried via rail.

- ii) The user captures the rail carrier code.
- iii) The system validates the rail carrier code captured to ensure it is not linked to another active rail carrier.
- iv) If the system cannot find the rail carrier code, the user must upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.

- v) The user clicks on the Next button and continues with the process prescribed in paragraph 9.
- d) Road carriers – The user must indicate whether he/she will be carrying:
- i) Goods in/out of South Africa;
 - ii) Goods not in free circulation within South Africa; and / or
 - iii) Travellers in/out of South Africa. This option will not display if the user applies for own goods carried via road.

- iv) The user clicks on the Next button and continues with the process prescribed in paragraph 9.

e) Sea carriers

i) The user clicks on Add Vessel.

CTP R.A. v

TESTER_AUTO/TESTER

CURRENT SESSION - ACME Automation-426686 - Registration Number: 2019/178139/07 - Customs Code: CU25016797

Menu Application: Sea Cargo Carrier (Seal)

Client Type Level

Carrier Details

Modality

001 - Sea

Vessel

To add a vessel to your application, click the Add Vessel button.

Add Vessel

Vessel Name

Call Sign

Action

Carriage Of

☐ Goods In/Out RSA

☐ Goods not free circulation within the RSA

☐ Travellers In/Out RSA

Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)?

☐ Yes ☐ No

Previous Next Conclude Discard

ii) The system displays the Add Vessel capture window.

iii) The user captures the Vessel Name and Vessel Call sign. If:

A) Correct, the user clicks on Save.

B) Incorrect, the user clicks on Cancel and recaptures the required details.

Carrier Details - Sea

Modality

Sea

Vessel

Please note that at least one Vessel needs to be added.

Add Vessel

Vessel Name

Action

Carriage of

Please select at least one of the following:

☐ Goods In / Out of RSA

☐ Goods not free circulation within RSA

☐ Travellers In / Out of RSA

Do you have a Bureau International des Containers (BIC) or a Standard Carrier Alpha Code (SCAC)? ☐ Yes ☐ No

Add Vessel

Vessel Name *

Vessel Call Sign *

Cancel Save

- iv) The user must indicate whether he/she will be carrying:
- A) Goods in/out of South Africa;
 - B) Goods not in free circulation within South Africa; and / or
 - C) Travellers in/out of South Africa. This option will not display if the user applies for own goods carried via sea.

CTP R.A. Interact Help Logout

CURRENT SESSION - ACME Automation-425686 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu Application: Sea Cargo Carrier (local)

Client Type Level
 Carrier Details
 Carrier Details

Carrier Details

Monality
 E01 - Sea

Vessel

To add a vessel to your application, click the Add Vessel button

Add Vessel

Vessel Name

Displays the vessels name and call sign captured

Cargoes Of

☒ Goods In/Out RSA

☒ Goods not free circulation within the RSA

☒ Travellers In/Out RSA

Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)? *

☐ Yes ☐ No

Previous Next Conclude Discard

- v) The user must indicate if he/she has a Bureau International des Containers (BIC) code and / or a Standard Carrier Alpha Code (SCAC) by selecting the correct radio button:

CTP R.A. Interact Help Logout

CURRENT SESSION - ACME Automation-425686 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu Application: Sea Cargo Carrier (local)

Client Type Level
 Carrier Details
 Carrier Details

Carrier Details

Monality
 E01 - Sea

Vessel

To add a vessel to your application, click the Add Vessel button

Add Vessel

Vessel Name

Call Sign

Address

Cargoes Of

☒ Goods In/Out RSA

☒ Goods not free circulation within the RSA

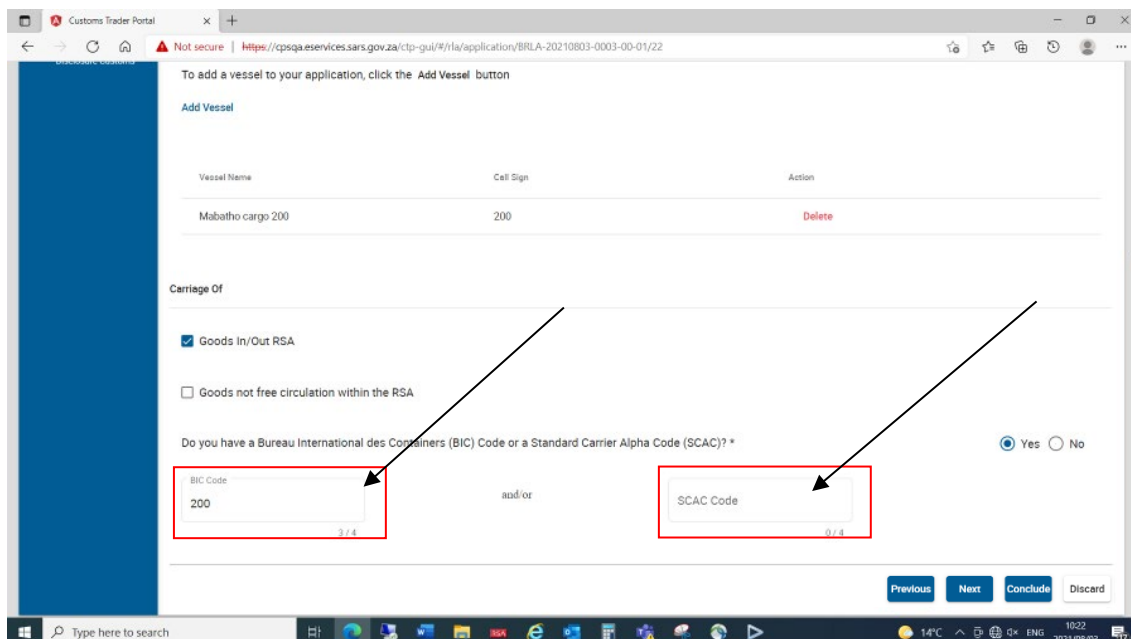
☒ Travellers In/Out RSA

Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)? *

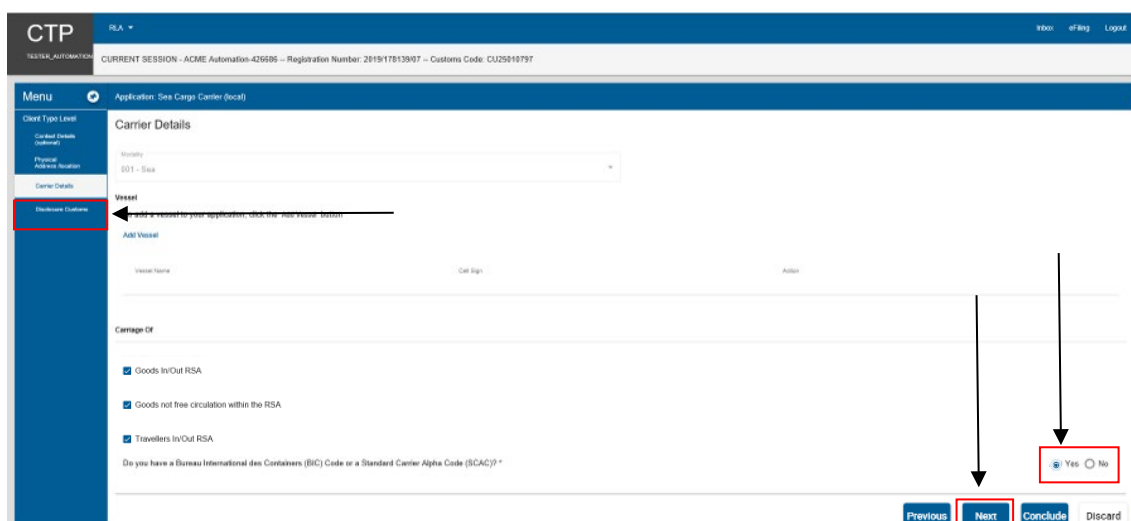
☒ Yes ☐ No

Previous Next Conclude Discard

- vi) If Yes:
A) The user captures the BIC and / or SCAC code(s).

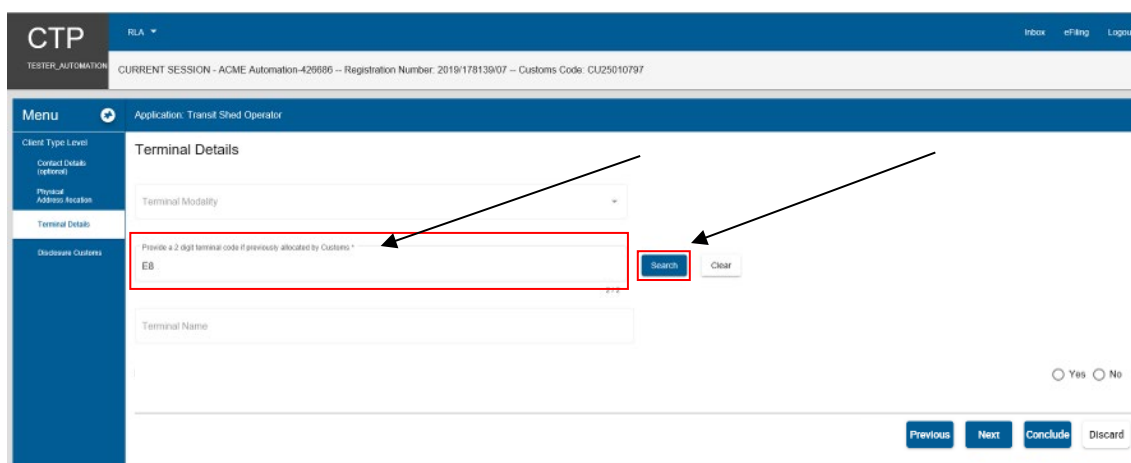


- B) The same BIC and / or SCAC code(s) may be used for multiple registered vessels linked to one (1) sea carrier.
- vii) The system validates the BIC and / or SCAC code captured to ensure it is not linked to another active sea carrier.
- viii) The application will be rejected if the BIC and / or SCAC code(s) is already being used by another active sea carrier.
- ix) If the system cannot find the BIC and / or SCAC code(s) captured, the user must upload the Registration of Cargo Carrier Code document as an additional supporting document as prescribed in paragraph 10.
- x) If the user does not have a BIC and / or SCAC code(s), a code will be assigned by SARS to the sea carrier after the application has been approved.
- xi) The user clicks on the:
A) Next button; or
B) Disclosure Customs link under Menu and continue with paragraph 9 below.



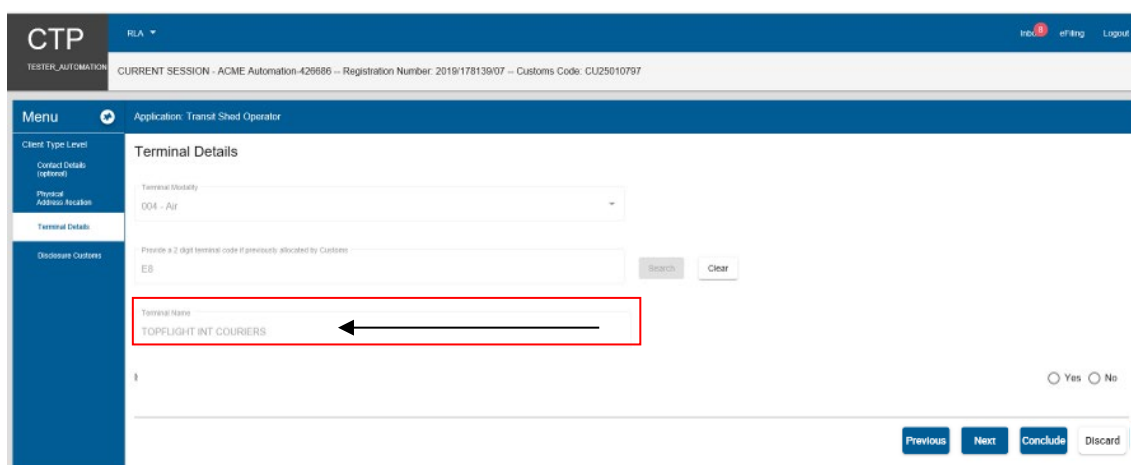
5.4.4 Terminal details

- This field must be completed by Transit Shed and Container terminal Operators required to register for the submission of cargo reports in terms of Section 8 and described in paragraph 2.1 e) of SC-CF-19.
- The user captures the two (2) digit facility code allocated by Customs as listed in SC-CF-19-A02 and clicks on Search. If not in possession of a facility code, the user is required to register his/her facility with Customs as prescribed in paragraph 2.3.18 (Transit shed) or 2.3.5 (Container Terminal) in SC-CF-19.



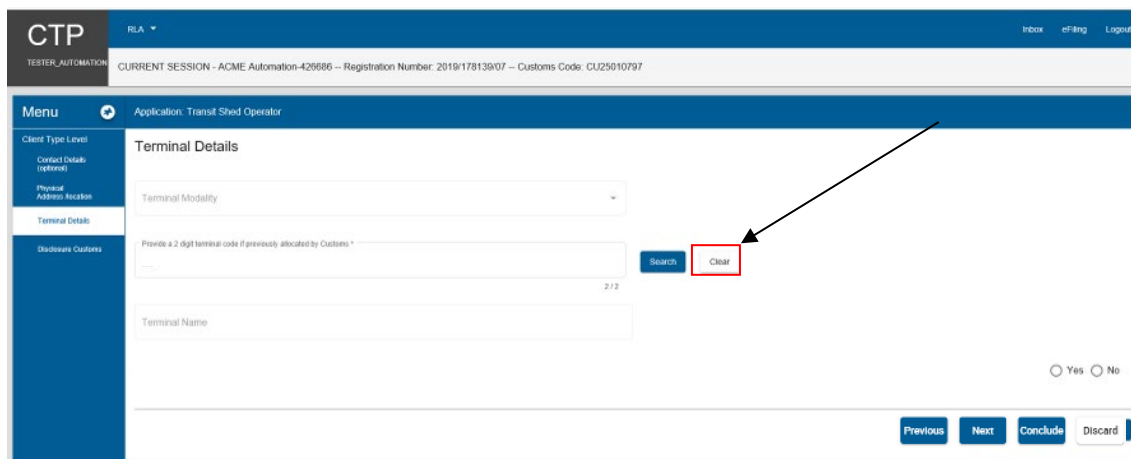
The screenshot shows the CTP (Customs Trader Portal) interface for the 'Terminal Details' form. The form is titled 'Terminal Details' and is part of the 'Application: Transit Shed Operator'. The 'Terminal Modality' is set to '004 - Air'. The 'Provide a 2 digit terminal code if previously allocated by Customs' field contains the value 'EB' and is highlighted with a red box. An arrow points to the 'Search' button. The 'Terminal Name' field is empty. The form includes a 'Menu' on the left with options like 'Client Type Level', 'Contact Details (optional)', 'Physical Address location', 'Terminal Details', and 'Disclosure Customs'. The bottom of the form has navigation buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

- The system populates the name of the Transit Shed or Container terminal operator as listed in SC-CF-19-A02.

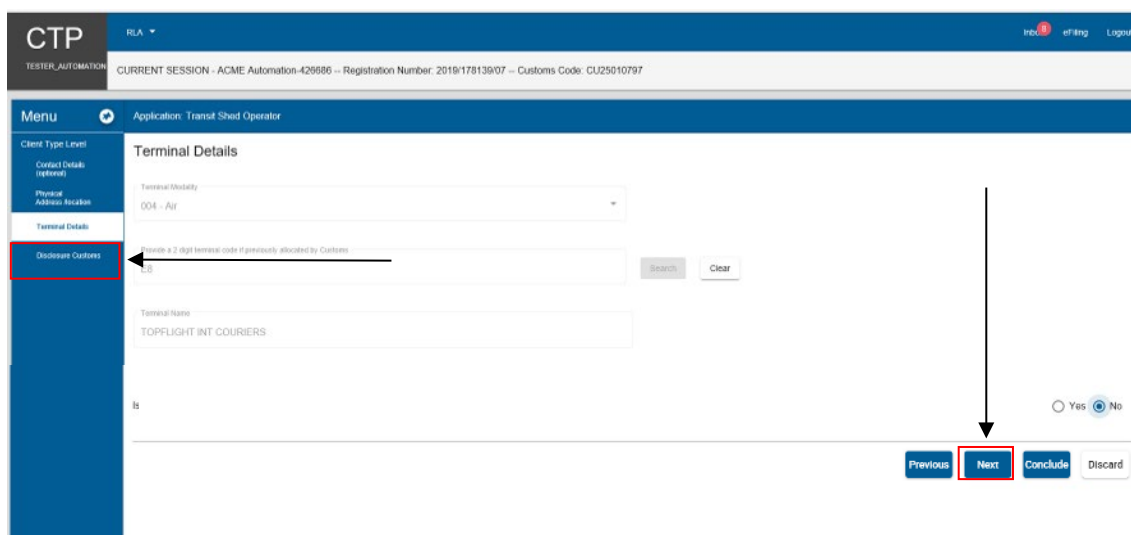


The screenshot shows the CTP (Customs Trader Portal) interface for the 'Terminal Details' form. The form is titled 'Terminal Details' and is part of the 'Application: Transit Shed Operator'. The 'Terminal Modality' is set to '004 - Air'. The 'Provide a 2 digit terminal code if previously allocated by Customs' field contains the value 'EB'. The 'Terminal Name' field is populated with the value 'TOPFLIGHT INT COURIERS' and is highlighted with a red box. An arrow points to the 'Terminal Name' field. The form includes a 'Menu' on the left with options like 'Client Type Level', 'Contact Details (optional)', 'Physical Address location', 'Terminal Details', and 'Disclosure Customs'. The bottom of the form has navigation buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

- i) If incorrect, the user clicks on clear and returns to paragraph b) above.



- ii) If correct the user must progress to the next field which is Disclosure Customs (see paragraph 9) by clicking on the:
- Next button; or
 - Disclosure Customs link under Menu and continue with the process prescribed in paragraph 9 below.



- d) The details captured by the user is automatically saved.

5.4.5 Depot details

- a) This field must be completed by clients required to:
- License as a:
 - Container depot; or
 - Degrouping depot.
 - Register for the submission of cargo reports in terms of Section 8 and prescribed in paragraph 2.1 e) of SC-CF-19:
 - Container depot operator;
 - Degrouping depot operator; or
 - Wharf operator reporter.

b) When a depot premises mentioned in paragraph a)i) above must be licensed, the user:

i) Captures the CIPC registered name in the field Depot Name; and

The screenshot shows the 'Depot Details' form in the CTP system. The 'Depot Name' field is highlighted with a red box, and an arrow points to it, indicating where the user should enter the CIPC registered name. The form also includes a 'Depot Code' field, a 'Search' button, and a 'Clear' button. At the bottom, there are radio buttons for 'Yes' and 'No' to indicate if the premises are already licensed for another licence type.

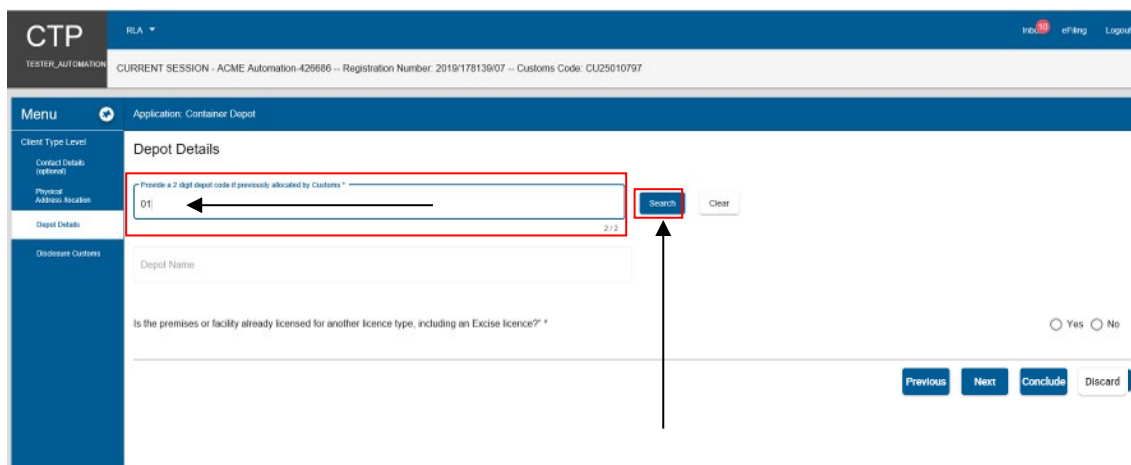
ii) Indicates if the premises or facility is already licensed for another Customs or Excise client type by selecting the correct radio button.

The screenshot shows the 'Depot Details' form in the CTP system. The 'Is the premises or facility already licensed for another licence type, including an Excise licence?' field is highlighted with a red box, and an arrow points to it, indicating where the user should select the correct radio button ('Yes' or 'No'). The form also includes a 'Depot Code' field, a 'Search' button, and a 'Clear' button. At the bottom, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

iii) In order to progress to the next field which is Limit (see paragraph 5.4.7), the user clicks on the:
A) Next button; or
B) Limit link under Menu.

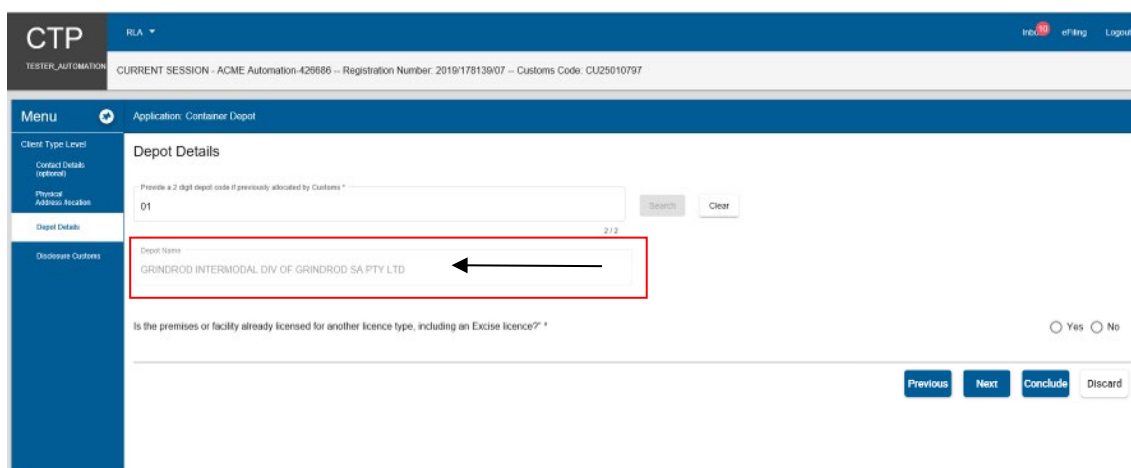
The screenshot shows the 'Depot Details' form in the CTP system. The 'Next' button is highlighted with a red box, and an arrow points to it, indicating where the user should click to progress to the next field. The form also includes a 'Depot Code' field, a 'Search' button, and a 'Clear' button. At the bottom, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- c) When the user registers in terms of paragraph a)ii) above:
- i) The user must capture the two (2) digit facility code allocated by Customs as listed in SC-CF-19-A02 and click on Search.



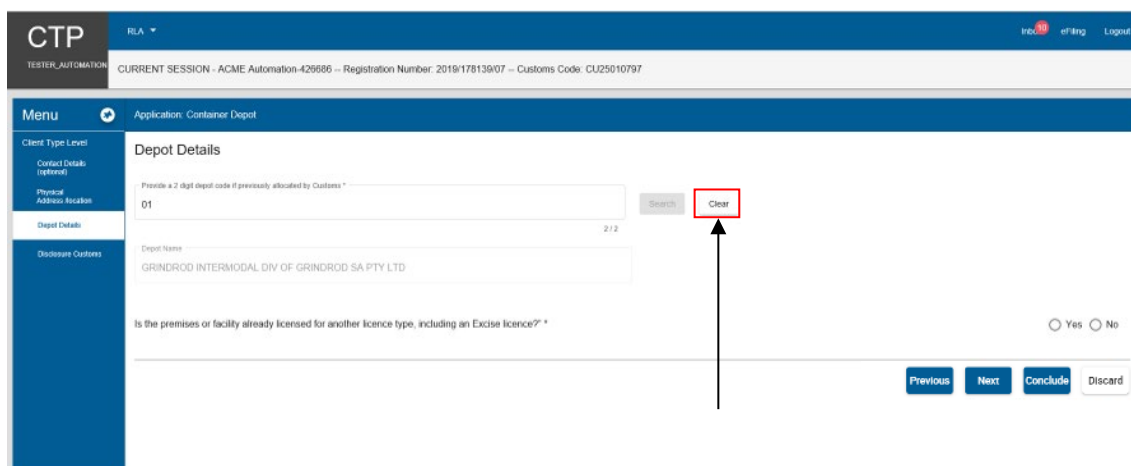
The screenshot shows the 'Depot Details' form in the CTP system. The 'Facility Code' field is highlighted with a red box and contains the value '01'. An arrow points to the 'Search' button, which is also highlighted with a red box. The 'Clear' button is visible next to it. The form includes a sidebar menu with options like 'Client Type Level', 'Contact Details (optional)', 'Physical Address Location', 'Depot Details', and 'Disclosure Options'. The main content area shows the 'Depot Name' field and a question: 'Is the premises or facility already licensed for another licence type, including an Excise licence?' with 'Yes' and 'No' radio buttons. Navigation buttons 'Previous', 'Next', 'Conclude', and 'Discard' are at the bottom right.

- ii) The system populates the name of the depot operator as listed in SC-CF-19-A02.



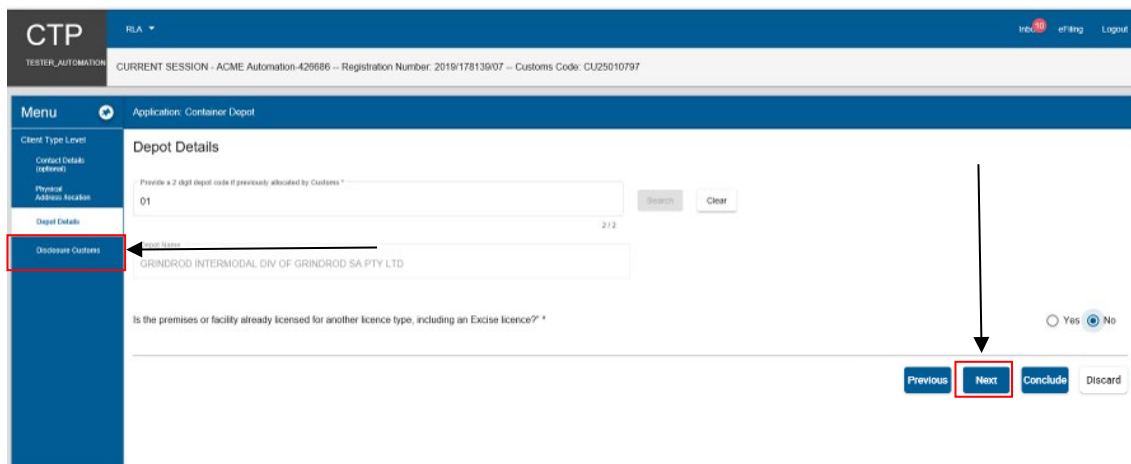
The screenshot shows the 'Depot Details' form after the search. The 'Facility Code' field still contains '01'. The 'Depot Name' field is now populated with 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD' and is highlighted with a red box. An arrow points to this field. The 'Search' and 'Clear' buttons are visible next to the 'Facility Code' field. The rest of the form, including the sidebar menu and navigation buttons, remains the same.

- A) If incorrect, the user clicks on clear and returns to paragraph i) above.



The screenshot shows the 'Depot Details' form with the 'Facility Code' field containing '01' and the 'Depot Name' field populated with 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD'. The 'Clear' button is highlighted with a red box, and an arrow points to it. The 'Search' button is also visible. The rest of the form, including the sidebar menu and navigation buttons, remains the same.

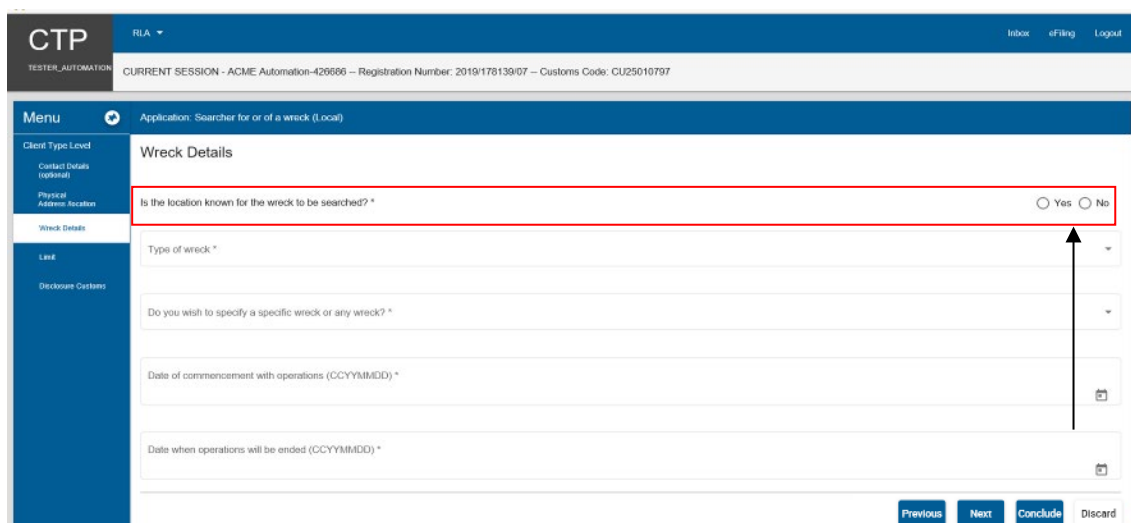
- B) If correct the user must continue with the process prescribed paragraph 9 below by progressing to the next field which is Disclosure Customs (see paragraph 9) by clicking on the:
- Next button; or
 - Disclosure Customs link.



- d) The depot details captured by the user is automatically saved once the user clicks on the Next button or the applicable link under Menu.

5.4.6 Wrecks details

- This field must be completed by persons who wish to search any abandoned wreck or search for an abandoned wreck.
- The user must provide the location of the wreck by selecting the radio button:
 - Yes, if known; or
 - No, if unknown.



- c) If Yes, the user captures the latitude and longitude (GPS coordinates) using the format +/- DDD.dddd.

The screenshot shows the 'Wreck Details' section of the application. A sidebar on the left contains navigation links: 'Client Type Level', 'Contact Details (optional)', 'Physical Address Location', 'Wreck Details' (highlighted), 'Limit', and 'Disclosure Customs'. The main form area has a question 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are two input fields for GPS coordinates: 'GPS Coordinate (Latitude)' and 'GPS Coordinate (Longitude)'. Both fields are highlighted with red boxes and have arrows pointing to them from the left. The input fields are empty, showing the format +/- DDD.dddd.

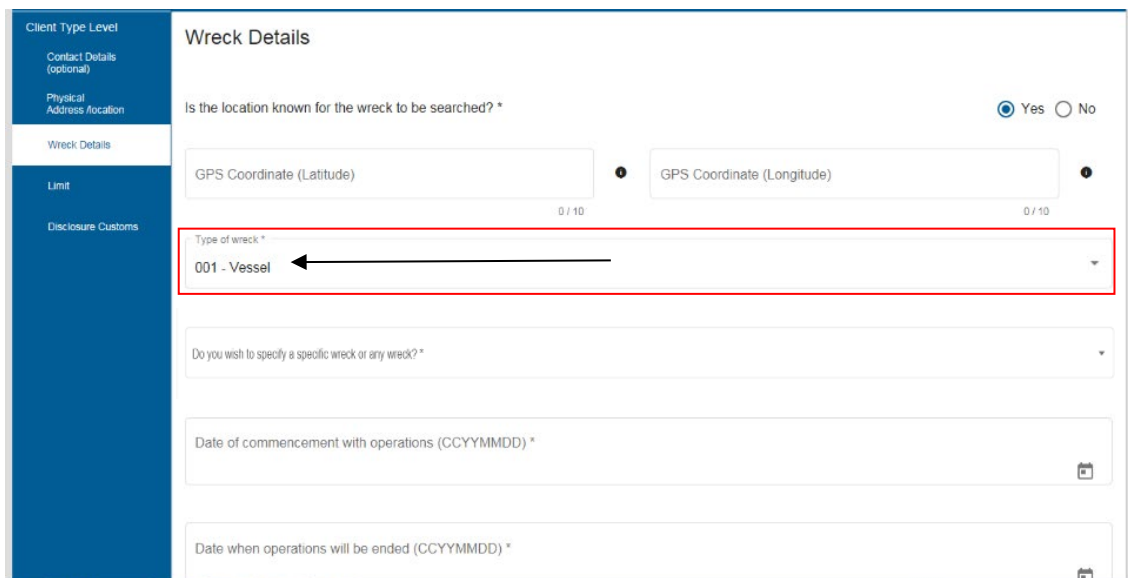
- d) The user clicks on the Type of wreck dropdown arrow.

The screenshot shows the 'Wreck Details' section of the application. The sidebar is the same as in the previous screenshot. The main form area has the same question 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' and 'No' (selected). Below this, there is a dropdown menu for 'Type of wreck *' which is highlighted with a red box. An arrow points to the dropdown arrow. Below the dropdown menu, there are three input fields: 'Do you wish to specify a specific wreck or any wreck? *', 'Date of commencement with operations (CCYYMMDD) *', and 'Date when operations will be ended (CCYYMMDD) *'. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

- e) The system displays the types of wrecks. Only one (1) can be selected per application and the user clicks on the type of wreck to be searched.

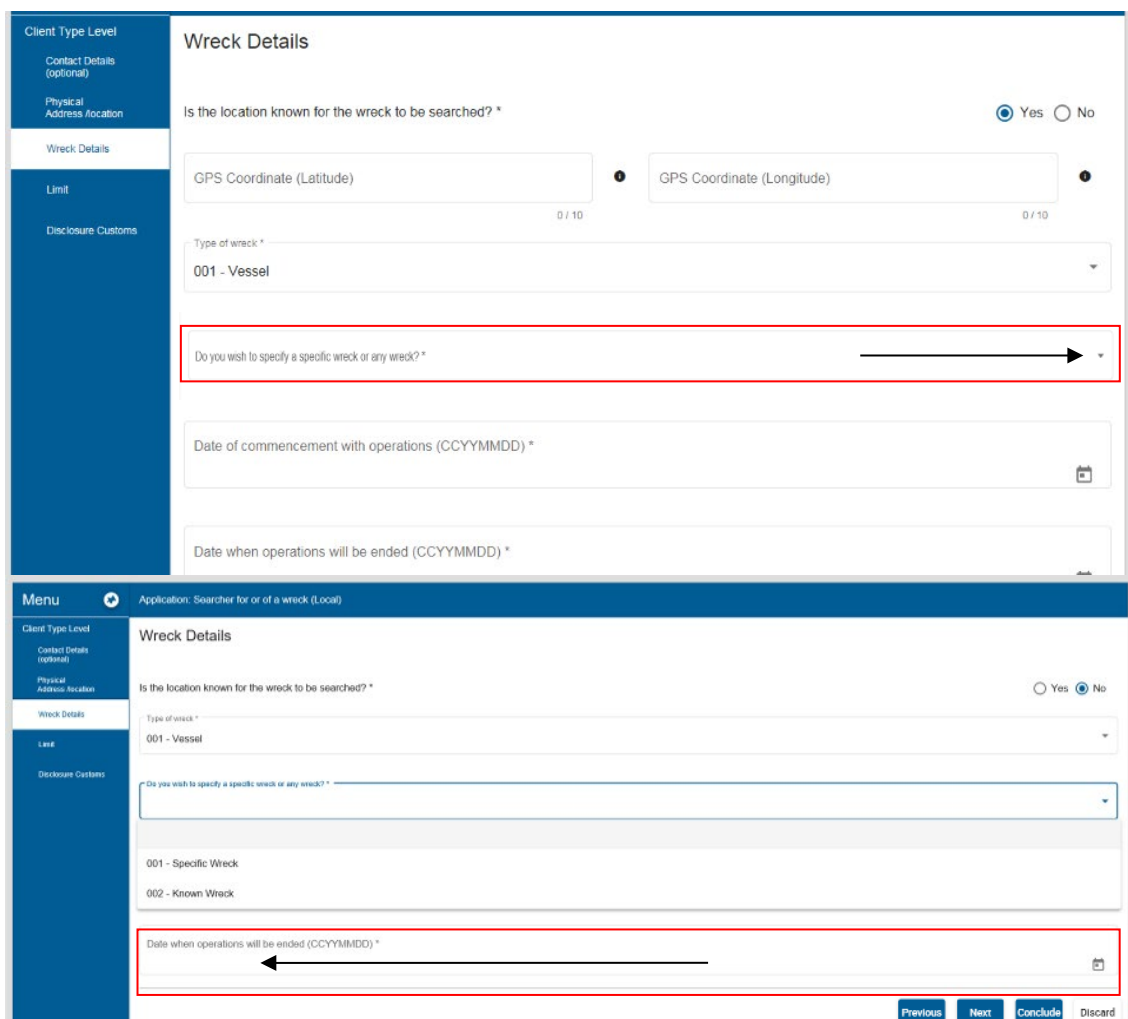
The screenshot shows the 'Wreck Details' section of the application. The sidebar is the same as in the previous screenshots. The main form area has the same question 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' and 'No' (selected). Below this, there is a list of wreck types: '001 - Vessel' and '002 - Aircraft'. The list is highlighted with a red box. An arrow points to the '001 - Vessel' option. Below the list, there are three input fields: 'Date of commencement with operations (CCYYMMDD) *', 'Date when operations will be ended (CCYYMMDD) *', and 'Date when operations will be ended (CCYYMMDD) *'. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

- f) The system displays the selected wreck to be searched.



The screenshot shows the 'Wreck Details' form. The 'Type of wreck' dropdown menu is highlighted with a red box, and an arrow points to the selected option '001 - Vessel'. The form includes fields for 'GPS Coordinate (Latitude)', 'GPS Coordinate (Longitude)', 'Is the location known for the wreck to be searched?', 'Do you wish to specify a specific wreck or any wreck?', 'Date of commencement with operations (CCYYMMDD)', and 'Date when operations will be ended (CCYYMMDD)'.

- g) The user must indicate if he/she will be searching for a specific wreck or any wreck by clicking on the dropdown arrow and choosing between the two (2) options. Only one (1) option can be selected.



The screenshot shows the 'Wreck Details' form. The 'Do you wish to specify a specific wreck or any wreck?' dropdown menu is highlighted with a red box, and an arrow points to the right. The form includes fields for 'GPS Coordinate (Latitude)', 'GPS Coordinate (Longitude)', 'Is the location known for the wreck to be searched?', 'Type of wreck', 'Date of commencement with operations (CCYYMMDD)', and 'Date when operations will be ended (CCYYMMDD)'. The 'Date when operations will be ended' field is also highlighted with a red box, and an arrow points to the left. The form also includes a 'Menu' section with 'Application: Searcher for or of a wreck (Local)' and a 'Client Type Level' section with 'Wreck Details' selected.

- h) The system displays the option selected by the user.

Client Type Level

- Contact Details (optional)
- Physical Address /location
- Wreck Details**
- Limit
- Disclosure Customs

Wreck Details

Is the location known for the wreck to be searched? * ☐ Yes ☐ No

Type of wreck *
001 - Vessel

Do you wish to specify a specific wreck or any wreck? *
002 - Known Wreck

Date of commencement with operations (CCYYMMDD) *

Date when operations will be ended (CCYYMMDD) *

Previous **Next** **Conclude** **Discard**

- i) The user is required to provide the date by clicking the applicable calendar icon:

- i) When the operation will commence; and
ii) When the operation will end.

Client Type Level

- Contact Details (optional)
- Physical Address /location
- Wreck Details**
- Limit
- Disclosure Customs

Wreck Details

Is the location known for the wreck to be searched? * ☐ Yes ☒ No

Type of wreck *
001 - Vessel

Do you wish to specify a specific wreck or any wreck? *
002 - Known Wreck

Date of commencement with operations (CCYYMMDD) *

Date when operations will be ended (CCYYMMDD) *

Previous **Next** **Conclude** **Discard**

- j) The system displays the calendar. The user selects the year, month and the date on the calendar which relates to the:
- i) Date of commencement with operations; and
 - ii) Date when the operations will end.

- k) In order to progress to the next field which is Limit (see paragraph 5.4.7), the user clicks on the:
- i) Next button; or
 - ii) Limit link under Menu.

- l) The details captured by the user are automatically saved.

5.4.7 Limit field

- a) This field must be completed by users who are required to provide the standard amount of surety as prescribed in paragraph 2.3 in SC-SE-05. The field will not appear in cases where surety is not required.
- b) The user must capture the amount of duties and taxes separately. The amounts must be rounded to the nearest Rand amount.

CTP
TESTER_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - ACME Automation-420686 - Registration Number: 2019/178139/07 - Customs Code: CU25010797

Menu Application: Searcher for or of a wreck (Local)

Client Type Level Limit

Contact Details (optional)

Physical Address Location

Wreck Details

Duty Limit Requested * 150000 8 / 11

VAT Limit Requested * 1500 8 / 11

Previous Next Conclude Discard

Disclosure Customs

- c) In order to progress to the next field, which is Disclosure Customs, the user clicks on the:
- Next button; or
 - Disclosure Customs link under Menu and continue with the process prescribed paragraph 9 below.

CTP
TESTER_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - ACME Automation-420686 - Registration Number: 2019/178139/07 - Customs Code: CU25010797

Menu Application: Searcher for or of a wreck (Local)

Client Type Level Limit

Contact Details (optional)

Physical Address Location

Wreck Details

Duty Limit Requested * 150000 8 / 11

VAT Limit Requested * 1500 8 / 11

Previous Next Conclude Discard

Disclosure Customs

- d) The details captured by the user are automatically saved.

5.4.8 Rebate Item (Relief Item) and Rebate Code (Relief Code)

- This field is applicable when a user applies for the licensing of a:
 - Customs storage warehouses (including CCA Enterprise storage warehouses); or
 - CCA Enterprise manufacturing warehouses.
- The user must describe the goods that will be stored or manufactured in the warehouse as well as the tariff heading(s) / items(s) and rebate item(s) (if applicable).

- c) The user is required to Add the Rebate item (Relief item) details. This field is mandatory if the user applies for the licensing of a CCA Enterprise manufacturing warehouse.

- d) The system displays a message to the user that no rebate item(s) have been added.

- e) In order to add a rebate item, the user clicks on Add Rebate item (Relief item).

Effective Date: 01 November 2024

- f) The system displays the Add Rebate (Relief Item) capture window, and the user captures the applicable tariff heading or subheading that describes the goods that will be stored in the warehouse.

The screenshot shows the CTP system interface. The main window is titled 'Rebate Item (relief Item) And Rebate Code (relief Code)'. It contains a text field for 'Tariff heading/subheading' with a value of '1'. A red box highlights the 'Search' button. Arrows point to the 'Add Rebate (Relief Item)' button and the 'Search' button.

- g) After the user captured the tariff heading or subheading of the items that will be stored in the warehouse, the user clicks on Search.

The screenshot shows the CTP system interface. The main window is titled 'Rebate Item (relief Item) And Rebate Code (relief Code)'. It contains a text field for 'Tariff heading/subheading' with a value of '151190'. A red box highlights the 'Search' button. Arrows point to the 'Add Rebate (Relief Item)' button and the 'Search' button.

- h) The system displays the description of the goods that will be stored in the warehouse once licensed.

The screenshot shows the CTP system interface. The main window is titled 'Rebate Item (relief Item) And Rebate Code (relief Code)'. It contains a text field for 'Tariff heading/subheading' with a value of '151190'. A red box highlights the 'Search' button. Arrows point to the 'Add Rebate (Relief Item)' button and the 'Search' button.

- i) The user clicks on the Description text box and captures the tariff heading description mentioned under the applicable rebate item.

CTP
TESTER AUTOMATION
CURRENT SESSION - ACME Automation-426606 -- Registration Number: 201917813907 -- Customs Code: CU25010797

Menu
Client Type Level
Current Details (Customer)
Physical Address Location
Unit
Rebate Item (Relief Item) and Rebate Code (Relief Code)
Description Customer

Application: Storage Warehouse (2G) - Imported Goods - Shipment

Rebate Item (relief Item) And Rebate Code (relief Code)
At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add item

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)
No Rebate Items added

Add Rebate (Relief Item)

Tariff heading/Subheading *
151190
Clear Search

Other
Description
Palm stearin, not chemically modified, for the manufacture of edible fats
151190

Rebate Item (Relief Item) *
Field is mandatory

Rebate Code (Relief Code) *
Field is mandatory

Previous Next Conclude Discard

- j) The user clicks on the Rebate Item (Relief Item) text field and captures the rebate item.

CTP
TESTER AUTOMATION
CURRENT SESSION - ACME Automation-426606 -- Registration Number: 201917813907 -- Customs Code: CU25010797

Menu
Client Type Level
Current Details (Customer)
Physical Address Location
Unit
Rebate Item (Relief Item) and Rebate Code (Relief Code)
Description Customer

Application: Storage Warehouse (2G) - Imported Goods - Shipment

Rebate Item (relief Item) And Rebate Code (relief Code)
At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add item

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)
No Rebate Items added

Add Rebate (Relief Item)

Tariff heading/Subheading *
151190
Clear Search

Other
Description
Palm stearin, not chemically modified, for the manufacture of edible fats
151190

Rebate Item (Relief Item) *
30361
Field is mandatory

Rebate Code (Relief Code) *
Field is mandatory

Previous Next Conclude Discard

- k) The user clicks on the Rebate Code (Relief code) text field and captures the applicable rebate code as mentioned in the Schedules to the Act.

CTP
TESTER AUTOMATION
CURRENT SESSION - ACME Automation-426606 -- Registration Number: 201917813907 -- Customs Code: CU25010797

Menu
Client Type Level
Current Details (Customer)
Physical Address Location
Unit
Rebate Item (Relief Item) and Rebate Code (Relief Code)
Description Customer

Application: Storage Warehouse (2G) - Imported Goods - Shipment

Rebate Item (relief Item) And Rebate Code (relief Code)
At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add item

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)
No Rebate Items added

Add Rebate (Relief Item)

Tariff heading/Subheading *
151190
Clear Search

Other
Description
Palm stearin, not chemically modified, for the manufacture of edible fats
151190

Rebate Item (Relief Item) *
30361
Field is mandatory

Rebate Code (Relief Code) *
0106
Field is mandatory

Previous Next Conclude Discard

- l) The user clicks on the Add option to save the information captured.

CTP

15/12/2024 14:00:00

CURRENT SESSION - ACME Automation-426606 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu

Client Type Level

Current Details

Physical Address Location

Level

Rebate Item (Relief Item) And Rebate Code (relief Code)

At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)

No Rebate Items added

Add Rebate (Relief Item)

Tariff Heading/Subheading *

121190

Clear

Search

Other

0/5

Description

Palm olefin, not chemically modified, for the manufacture of edible fats

73/700

Rebate Item (Relief Item) *

30301

0/5

Rebate Code (Relief Code) *

0106

4/4

Cancel

Add

Previous

Next

Conclude

Discard

- m) The system displays the details captured on the Rebate Item (Relief Item) and Rebate Code (Relief Code) page.

CTP

15/12/2024 14:00:00

CURRENT SESSION - ACME Automation-426606 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu

Client Type Level

Current Details

Physical Address Location

Level

Rebate Item (Relief Item) And Rebate Code (relief Code)

At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)

Rebate Item (Relief Item) - 30301

Previous

Next

Conclude

Discard

- n) If the user wishes to view the information captured, he/she clicks on the "i" icon in order to display the rebate item, rebate code, tariff heading / subheading and the description of the goods that will be stored in warehouse.

CTP

15/12/2024 14:00:00

CURRENT SESSION - ACME Automation-426606 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797

Menu

Client Type Level

Current Details

Physical Address Location

Level

Rebate Item (Relief Item) And Rebate Code (relief Code)

At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.

Add Rebate Item (Relief Item)

Rebate Item (Relief Item)

Rebate Item (Relief Item) - 30301

Previous

Next

Conclude

Discard

- o) If the rebate item and / or code details have been incorrectly captured, the user clicks on the Delete button to recapture the information as prescribed in the paragraph e) to m) above.

- p) In order to add more tariff headings, subheadings, rebate items and / or rebate codes the user clicks on Add Rebate Item (Relief Item) and follows paragraph e) to m) above.
- q) In order to progress to the next field, the user clicks on the:
- Next button; or
 - Disclosure Customs link and continue with the process prescribed paragraph 9 below; or
 - CCA Number link prescribed in paragraph 5.4.9 below.

- r) The rebate item and code (relief item or code) captured by the user is automatically saved.

5.4.9 CCA number

- a) This field will only be displayed under Menu when the user (CCA Enterprise) wishes to license a premises as a:
 - i) Storage warehouse; or
 - ii) Manufacturing warehouse that will be permanently located in a CCA situated in an SEZ.
- b) Once the relevant rebate item(s) and rebate code(s) has been captured by the user as prescribed in paragraph 5.4.8 above, the user must capture the CCA details by clicking on the .
 - i) Next button; or
 - ii) CCA Number link under the Menu.

CTP
TESTER AUTOMATION
CURRENT SESSION - T AUTOMATION - ID Number: 4601019785188 - Customs Code: CU25011785

Menu
Client Type Level
Contact Details (optional)
Physical Address / Location
LIVE
Rebate Item (relief item) And Rebate Code (relief Code)
At least one Rebate Item is required. Please click 'Add Rebate Item' button below to add items.
Add Rebate Item (Relief Item)
Rebate Item (Relief Item)
Rebate Item (Relief Item) - 40504
Tariff heading/ Sub-heading
0000
Description
0000
Car parts
Rebate Item (Relief Item)
40504
Rebate Code (Relief Code)
0000
Previous Next Conclude Discard

- c) The system displays the CCA Number capture window.

CTP
TESTER AUTOMATION
CURRENT SESSION - T AUTOMATION - ID Number: 4601019785188 - Customs Code: CU25011785

Menu
Client Type Level
Contact Details (optional)
Physical Address / Location
LIVE
CCA Number
CCA Number
Is the premises or facility already licensed for another licence type, including an Excise licence? *
Yes No
Previous Next Conclude Discard

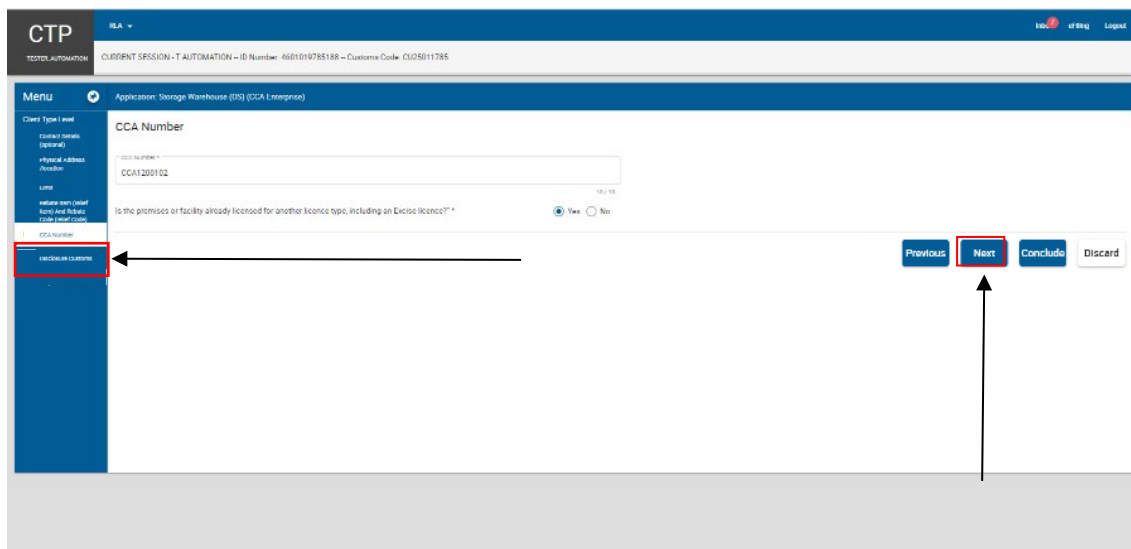
- d) The user captures the CCA number. If an inactive CCA number is captured, the system displays a message No Active CCA Number found for User.

The screenshot shows the CTP (Customs Trader Portal) interface. The top header displays 'CTP' and 'SARS'. The main content area is titled 'Application: Manufacturing Warehouse (VM) CCA Enterprise Any goods (Other than goods liable to Excise Duty, Fuel Levy and Environmental Levy)'. A red box highlights the 'CCA Number' field, which contains the value 'CCA1200104'. Below this field, a message states 'No Active CCA Number found for User'. To the right of the message, there are radio buttons for 'Yes' and 'No', with 'No' being selected. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- e) The user must indicate if the premises or facility is already licensed for another Customs or Excise client type by selecting the correct radio button.

The screenshot shows the CTP (Customs Trader Portal) interface. The top header displays 'CTP' and 'SARS'. The main content area is titled 'Application: Storage Warehouse (DS) (CCA Enterprise)'. A red box highlights the 'CCA Number' field, which contains the value 'CCA1200102'. Below this field, a message states 'Is the premises or facility already licensed for another licence type, including an Excise licence?'. To the right of the message, there are radio buttons for 'Yes' and 'No', with 'Yes' being selected. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- f) In order to progress to the next field which is Disclosure Customs (see paragraph 9), the user clicks on the:
- i) Next button; or
 - ii) Disclosure Customs link under Menu and continue with paragraph 9 below.

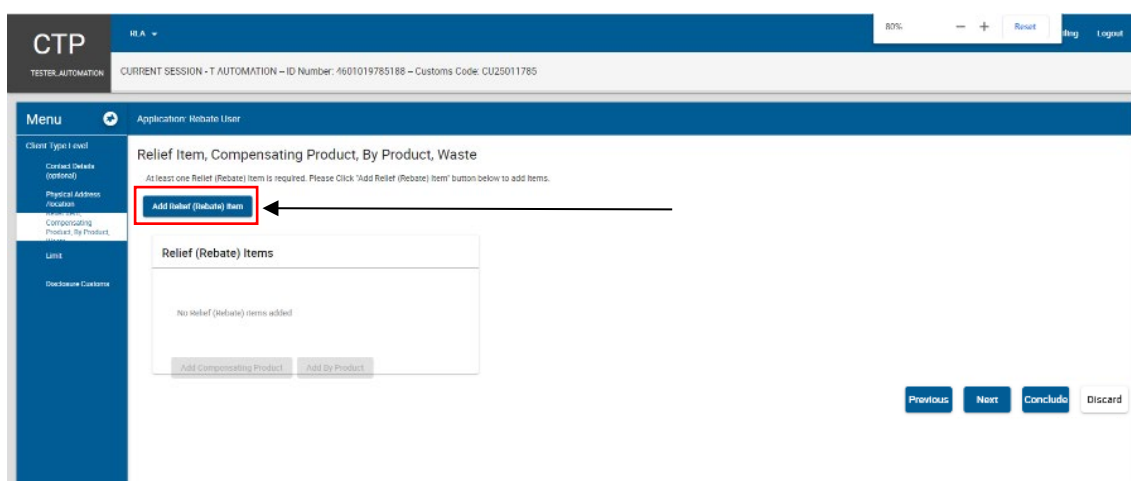


The screenshot shows the CTP interface with the 'CCA Number' form. The left menu has 'Disclosure Customs' highlighted. The main form area has a 'CCA Number' field with the value 'CCA1200102'. Below the field is a question: 'Is the premises or facility already licensed for another licence type, including an Excise licence?' with 'Yes' and 'No' radio buttons. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'. The 'Next' button is highlighted with a red box and an arrow pointing to it from the 'Disclosure Customs' link in the left menu.

- g) The CCA number captured by the user is automatically saved.

5.4.10 Rebate (Relief) Item, Compensating Product, By Product and Waste

- a) This field must be completed by users required to register as a rebate user as described in paragraph 2.3.13 in SC-CF-19.
- b) In order to add a Rebate (Relief) item, the user clicks on Add the Rebate (Relief) item button on the Relief item, Compensating Product, By Product, Waste page.



The screenshot shows the CTP interface with the 'Relief Item, Compensating Product, By Product, Waste' form. The left menu has 'Add Relief (Rebate) Item' highlighted. The main form area has a title 'Relief Item, Compensating Product, By Product, Waste' and a sub-header 'At least one Relief (Rebate) item is required. Please Click "Add Relief (Rebate) item" button below to add items.' Below this is a section titled 'Relief (Rebate) Items' with a message 'No Relief (Rebate) items added'. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'. The 'Add Relief (Rebate) Item' button in the left menu is highlighted with a red box and an arrow pointing to it from the left menu.

- i) The system displays the Add Rebate (Relief) item capture window.

The screenshot shows the CTP (Customs Trader Portal) interface. The main header displays 'CTP' and 'TESTER AUTOMATION'. The current session is 'T AUTOMATION' with ID Number 4601019785188 and Customs Code CU25011785. The menu on the left includes 'Client Type Level', 'Contact Details (optional)', 'Physical Address (optional)', 'Relief Item, Compensating Product, By Product, Waste', 'Lent', and 'Disclosure Customs'. The main content area is titled 'Relief Item, Compensating Product, By Product, Waste' and contains a message: 'At least one Relief (Rebate) item is required. Please Click "Add Relief (Rebate) item" button below to add items.' Below this message is a button labeled 'Add Relief (Rebate) item'. A modal window titled 'Add Rebate (Relief Item)' is open, showing a text input field for 'Tariff Heading / Sub-heading', a 'Clear' button, and a 'Search' button. The background shows a list of 'Relief (Rebate) Items' with the message 'No Relief (Rebate) items added' and buttons for 'Add Compensating Product' and 'Add By Product'.

- ii) The user:
- Captures the applicable tariff heading or subheading that describes the raw material(s) that will be used in the production or manufacturing process; and
 - Clicks on Search.

This screenshot is similar to the previous one, but it includes two arrows pointing to specific elements in the 'Add Rebate (Relief Item)' modal window. One arrow points to the 'Tariff Heading / Sub-heading' input field, and the other points to the 'Search' button. The background content remains the same, showing the 'Relief Item, Compensating Product, By Product, Waste' section.

- iii) The system displays the tariff heading / subheading and the description of the raw material(s) that will be used.

- c) If incorrect, the user clicks on clear and recaptures the tariff heading or subheading as prescribed in paragraph b) above.

- d) If correct:

- i) The user captures:
- The description of the raw material(s) that will be used – this field is optional;
 - Rebate Item (Relief item) – this field is mandatory;
 - Rebate Code (Relief code) – this field is mandatory; and
 - Estimated Quality of raw material to be user per annum – this field is mandatory; and

- ii) The user clicks on:
- Add if correct; or
 - Cancel if incorrect and recaptures the required information prescribed in paragraph i) above.

- e) The information captured is automatically saved and displayed on the Relief item, Compensating Product, By Product, Waste page.

- f) If any of the Rebate (Relief) item details have been incorrectly captured, the user:
- i) Clicks on the Delete button; and
 - ii) Recaptures the information as prescribed in paragraph b) above.

The screenshot shows the CTP application interface. The top navigation bar includes the CTP logo, a dropdown menu for 'RLA', and user information (Int. 9, ofiling, Logout). The main header indicates the current session is 'T AUTOMATION' with ID Number 4601019/785188 and Customs Code C125011785. The left sidebar contains a 'Menu' with options like 'Client Type Level', 'Contract Details (optional)', 'Physical Address Allocation', 'Compensating Product By Product', 'Limits', and 'Disclosure Customs'. The main content area is titled 'Relief Item, Compensating Product, By Product, Waste' and includes a sub-header 'At least one Relief (Rebate) item is required. Please Click "Add Relief (Rebate) item" button below to add items.' Below this is a button 'Add Relief (Rebate) item'. The 'Relief (Rebate) Items' section shows a table with one item: 'Relief (Rebate) item - 31604'. To the right, the details for 'Relief (Rebate) item - 31604' are displayed, including 'Tariff heading/ Sub-heading: 854460', 'Description: 854460. Other electric conductors, for a voltage exceeding 1 000 V. Electric conductors for electric vehicles.', 'Rebate item (Relief item): 31604', 'Rebate Code (Relief Code): 0106', and 'Estimated quantity of raw materials used: 5000 units'. A red box highlights the 'Delete' button, with an arrow pointing to it from the right.

- g) The user clicks on the Add Compensating (Finished) Product button.

The screenshot shows the CTP application interface, similar to the previous one. The main content area is titled 'Relief Item, Compensating Product, By Product, Waste'. The 'Relief (Rebate) Items' section shows a table with one item: 'Relief (Rebate) item - 31604'. Below this table is a button 'Add Compensating Product', which is highlighted with a red box. An arrow points to this button from the right. The details for 'Relief (Rebate) item - 31604' are displayed on the right, including 'Tariff heading/ Sub-heading: 854460', 'Description: 854460. Other electric conductors, for a voltage exceeding 1 000 V. Electric conductors for electric vehicles.', 'Rebate item (Relief item): 31604', 'Rebate Code (Relief Code): 0106', and 'Estimated quantity of raw materials used: 5000 units'. A red 'Delete' button is also visible in the top right corner of the details panel.

- i) The system displays the Add Compensating (Finished) Product capture window.

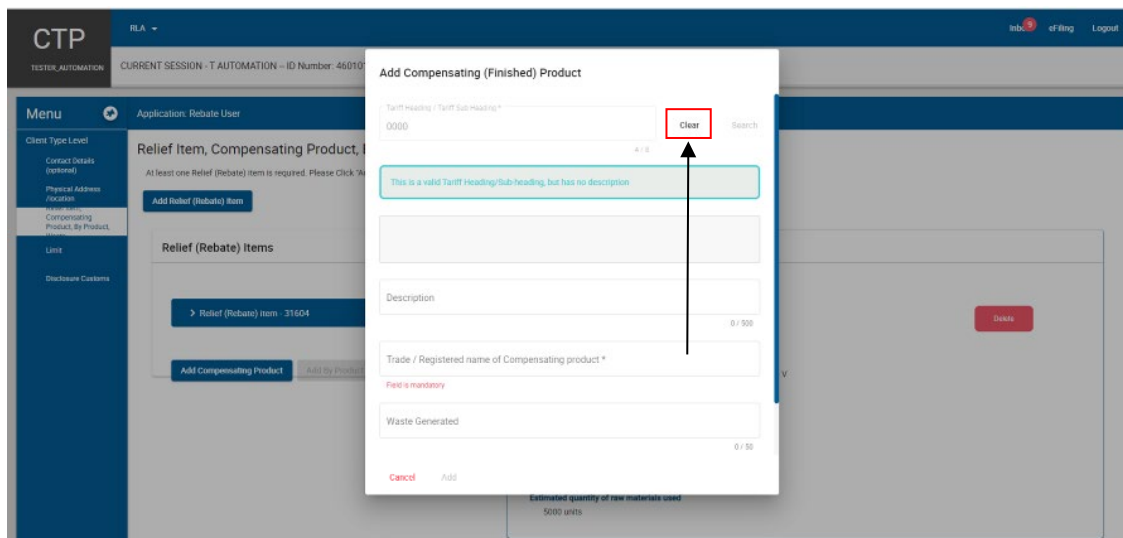
- ii) The user:
- Clicks in the tariff heading / subheading text box;
 - Captures the tariff heading of the compensating (finished) product; and
 - Clicks on Search.

The screenshot shows the CTP interface. A modal dialog titled 'Add Compensating (Finished) Product' is open. It contains a text input field labeled 'Tariff heading / Tariff Sub-heading' with the value '0000'. To the right of the input field is a 'Search' button. Arrows point to the input field and the 'Search' button. The background shows the 'Relief Item, Compensating Product, By Product, Waste' screen. It has a 'Relief (Rebate) Items' table with one row: 'Relief (Rebate) item - 31604'. Below the table are buttons for 'Add Compensating Product' and 'Add By Product'. To the right of the table is a 'Description' field with the text: '954400 Other electric conductors, for a voltage exceeding 1 000 V Electric conductors for electric vehicles'. Below the description are fields for 'Rebate item (Relief item)' (31604), 'Rebate Code (Relief Code)' (0100), and 'Estimated quantity of raw materials used' (5000 units).

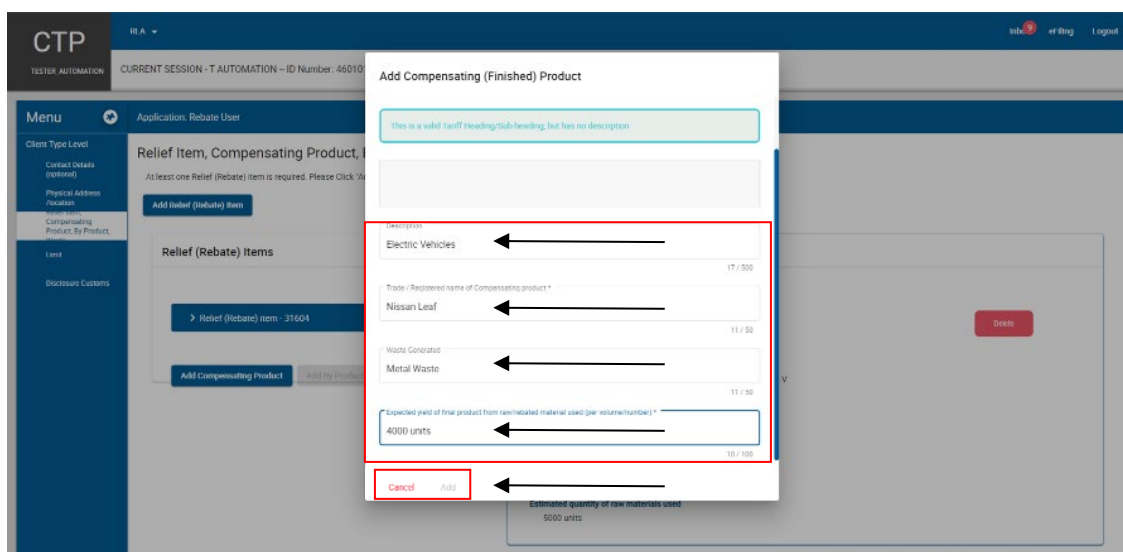
- h) The system displays the description of the compensating (finished) product.
- i) The user must capture the tariff heading and/or subheading of the compensating (finished) product as specified in Schedule 1 Part 1.

The screenshot shows the CTP interface. A modal dialog titled 'Add Compensating (Finished) Product' is open. It contains a text input field labeled 'Tariff heading / Tariff Sub-heading' with the value '0000'. Below the input field is a message: 'This is a valid Tariff Heading/Sub-heading, but has no description'. Arrows point to the input field and the message. The background shows the 'Relief Item, Compensating Product, By Product, Waste' screen. It has a 'Relief (Rebate) Items' table with one row: 'Relief (Rebate) item - 31604'. Below the table are buttons for 'Add Compensating Product' and 'Add By Product'. To the right of the table is a 'Description' field with the text: '954400 Other electric conductors, for a voltage exceeding 1 000 V Electric conductors for electric vehicles'. Below the description are fields for 'Rebate item (Relief item)' (31604), 'Rebate Code (Relief Code)' (0100), and 'Estimated quantity of raw materials used' (5000 units).

- ii) If the tariff heading or subheading of the compensating (finished) product has been incorrectly captured, the user:
- Clicks on clear; and
 - Recaptures the tariff heading or subheading of the compensating (finished) product as prescribed in paragraph g) above.



- iii) If the tariff heading or subheading of the compensating (finished) product is correct:
- The user captures:
 - The description of the compensating (finished) product – this field is optional;
 - The Trade / Registered Name of Compensating Product – this field is mandatory; and
 - The expected yield of the final product obtained from the raw or rebated material used (per volume or number) – this field is mandatory; and
 - The user clicks on:
 - Add if correct, or
 - Cancel if incorrect and recaptures the required information as prescribed in paragraph A) above.



Effective Date: 01 November 2024

- i) The compensating (finished) product information captured is automatically saved and displayed on the Relief item, Compensating Product, By Product, Waste page.

CTP | RLA | Info | e-filing | Logout

CURRENT SESSION - T AUTOMATION -- ID Number: 4601019785186 -- Customs Code: CU25011765

Menu | Application: Rebate User

Client Type Level
Contact Details (optional)
Physical Address Allocation
Compensating Product, By Product, Waste
Items
Disclosure Customs

Relief Item, Compensating Product, By Product, Waste
At least one Relief (Rebate) item is required. Please Click 'Add Relief (Rebate) item' button below to add items.

Add Relief (Rebate) item

Relief (Rebate) items

- > Relief (Rebate) item - 31604
- > **Compensating (Finished) Product - 0000**

Compensating (Finished) Product - 0000

Tariff heading/ Sub-heading: 0000
Description: 0000
Electric Vehicles
Expected Yield of final product from raw/ rebated material used (per volume/number): 4000 units
Waste Generated: Metal Waste
Trade/Registration Name of Compensating Product: Nissan Leaf

Delete

Previous **Next** **Conclude** **Discard**

- i) If the compensating (finished) product details are incorrect, the user:
- Clicks on the Delete button; and
 - Recaptures the mandatory information as prescribed in paragraph g) above.

CTP | RLA | Info | e-filing | Logout

CURRENT SESSION - T AUTOMATION -- ID Number: 4601019785186 -- Customs Code: CU25011765

Menu | Application: Rebate User

Client Type Level
Contact Details (optional)
Physical Address Allocation
Compensating Product, By Product, Waste
Items
Disclosure Customs

Relief Item, Compensating Product, By Product, Waste
At least one Relief (Rebate) item is required. Please Click 'Add Relief (Rebate) item' button below to add items.

Add Relief (Rebate) item

Relief (Rebate) items

- > Relief (Rebate) item - 31604
- > **Compensating (Finished) Product - 0000**

Compensating (Finished) Product - 0000

Tariff heading/ Sub-heading: 0000
Description: 0000
Electric Vehicles
Expected Yield of final product from raw/ rebated material used (per volume/number): 4000 units
Waste Generated: Metal Waste
Trade/Registration Name of Compensating Product: Nissan Leaf

Delete

Previous **Next** **Conclude** **Discard**

- ii) If the compensating (finished) product details are correct, the user clicks on the Add By Product button.

The screenshot shows the CTP application interface. The top header includes the CTP logo, user ID (RLA), and session information. The main menu on the left lists various options like Client Type Level, Contact Details, Physical Address, etc. The central area is titled 'Relief Item, Compensating Product, By Product, Waste'. It contains two main sections: 'Relief (Rebate) Items' and 'Compensating (Finished) Product - 0000'. The 'Relief (Rebate) Items' section has a list of items, including 'Relief (Rebate) Item - 31604' and 'Compensating (Finished) Product - 0000'. The 'Compensating (Finished) Product - 0000' section displays details such as Tariff heading/Sub-heading (0000), Description (Electric Vehicles), Expected Yield of final product from raw/rebated material used (per volume/number) (4000 units), Waste Generated (Metal Waste), and Trade/Registration Name of Compensating Product (Nissan Leaf). A red box highlights the 'Add By Product' button in the 'Relief (Rebate) Items' section, with an arrow pointing to it.

- j) The system displays the Add By Product capture window. The user:

- Clicks in the tariff heading or subheading text box;
- Captures the tariff heading of the by product; and
- Clicks on Search.

The screenshot shows the CTP application interface with the 'Add By-Product' capture window open. The window has a title bar 'Add By-Product' and contains a text input field for 'Tariff Heading / Tariff Sub-Heading' with the value '0000'. To the right of the input field is a 'Search' button, which is highlighted with a red box and an arrow pointing to it. The background shows the same 'Relief Item, Compensating Product, By Product, Waste' screen as the previous screenshot, but it is dimmed.

- k) The system displays the description of the by product.
- i) The user must capture the tariff heading and/or subheading of the by product as specified in Schedule 1 Part 1.

The screenshot shows the CTP (Customs Trader Portal) interface. A modal window titled 'Add By-Product' is open. Inside the modal, a message states: 'This is a valid Tariff Heading/Sub-heading, but has no description'. An arrow points from this message to the 'Description' field in the background form. The background form is titled 'Relief Item, Compensating Product, By Product, Waste' and contains several input fields: 'Description', 'Trade / Registered name of By product', 'Waste Generated', and 'Expected yield of final product from raw/rebate material used (per volume/number)'. The modal also has 'Cancel' and 'Add' buttons at the bottom.

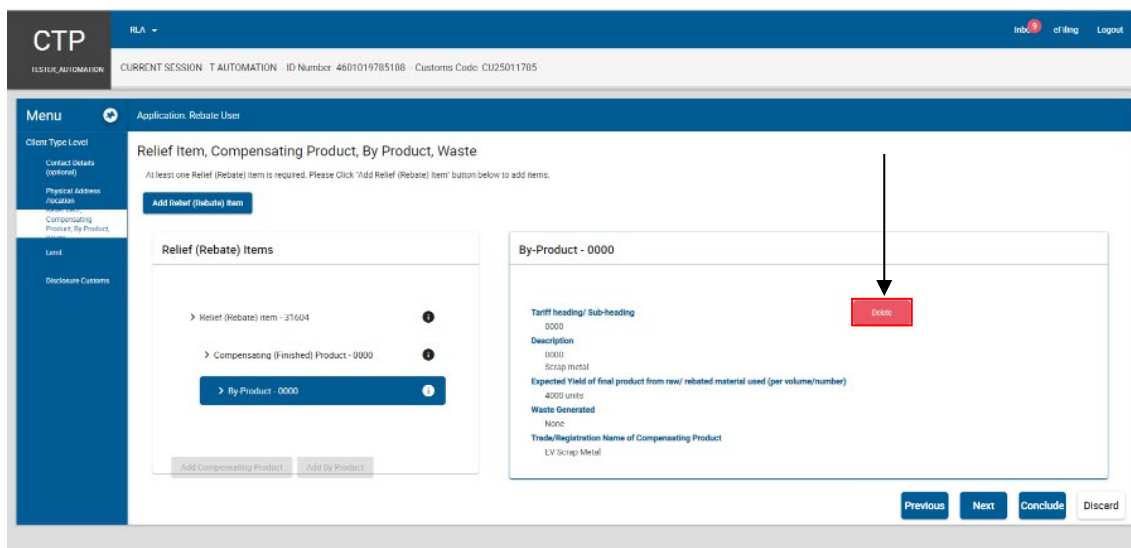
- ii) If the tariff heading or subheading of the by product has been incorrectly captured, the user:
- Clicks on clear; and
 - Recaptures the tariff heading or subheading as prescribed in paragraph j) above.

The screenshot shows the CTP interface with the 'Add By-Product' modal open. The modal contains a text input field for 'Tariff Heading / Tariff Sub-Heading' with the value '0000'. To the right of this field is a red 'Clear' button. An arrow points from the 'Clear' button to the input field. The background form shows the same fields as the previous screenshot, but the 'Description' field now contains the text 'Electric Vehicles'. The modal has 'Cancel' and 'Add' buttons at the bottom.

- iii) If the tariff heading or subheading of the by product is correct:
- A) The user captures:
 - I) The description of the by product – this field is optional;
 - II) The trade or registered name of the by product – this field is mandatory;
 - III) The waste generated – this field is optional; and
 - IV) The expected yield of the final product from the raw or rebated material used (per volume or number) – this field is mandatory; and
 - B) The user clicks on:
 - I) Add if correct; or
 - II) Cancel if incorrect and recaptures the required information as prescribed in paragraph A) above.

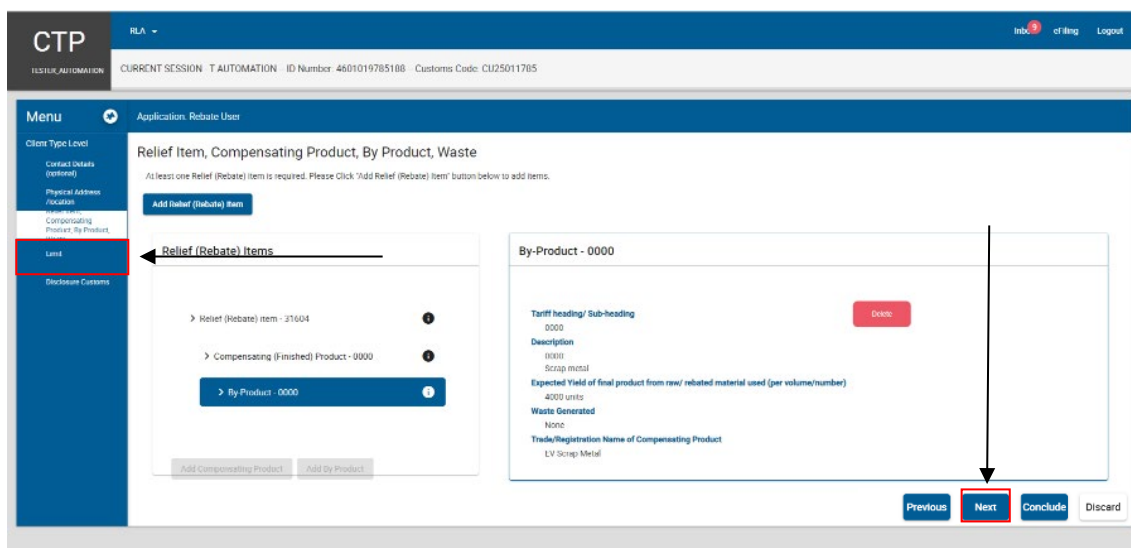
- I) The information captured is automatically saved and displayed on the Relief item, Compensating Product, By Product, Waste page.

- m) If the by-product details are incorrect, the user:
- Clicks on the Delete button; and
 - Recaptures the by product's information as prescribed in paragraph i)ii) above.



The screenshot shows the CTP application interface. The top navigation bar includes the CTP logo, a dropdown menu for 'RLA', and user information (Info, e-filing, Logout). The main header displays 'CURRENT SESSION T: AUTOMATION ID Number: 4601019785108 Customs Code: CU25011705'. The left sidebar contains a 'Menu' section with options like 'Client Type Level', 'Contact Details', 'Physical Address', 'Compensating Product, By Product', 'Limit', and 'Disclosure Customs'. The main content area is titled 'Application: Rebate User' and 'Relief Item, Compensating Product, By Product, Waste'. It includes a sub-header 'At least one Relief (Rebate) item is required. Please Click 'Add Relief (Rebate)' item' button below to add items.' and a button 'Add Relief (Rebate) Item'. Below this is a list of 'Relief (Rebate) Items' with entries for 'Relief (Rebate) item - 37604', 'Compensating (Finished) Product - 0000', and 'By Product - 0000'. The 'By-Product - 0000' section is highlighted with a red box and a black arrow pointing to it. The 'Delete' button is also highlighted with a red box. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

- n) If the user must:
- Add another rebate item, the user clicks on the Add Relief (Rebate) Item and continues with the process prescribed in paragraph b) above; or
 - Progress to the next field which is Limit (see paragraph 5.4.7 below) by clicking on the:
 - Next button; or
 - Limit link under Menu and continues with paragraph 5.4.7 above.



The screenshot shows the CTP application interface, similar to the previous one. The 'Limit' link in the left sidebar is highlighted with a red box and a black arrow pointing to it. The 'By-Product - 0000' section is also highlighted with a red box and a black arrow pointing to it. The 'Delete' button is highlighted with a red box. At the bottom right, the 'Next' button is highlighted with a red box. The 'Previous', 'Conclude', and 'Discard' buttons are also visible.

- o) The details captured by the user are automatically saved.

5.4.11 SEZ CCA Importer details

- This field is completed by users to whom Special Economic Zone (SEZ) operators' permits have been issued by the Department of Trade and Industry.
- The user captures:
 - The SEZ operator's permit number; and

- ii) Name or the description of the Customs Control Areas (CCAs) located within the SEZ from where CCA enterprises will be conducting their business.

- c) The system populates the rebate item 498.02, tariff heading and rebate code from Schedule 4.

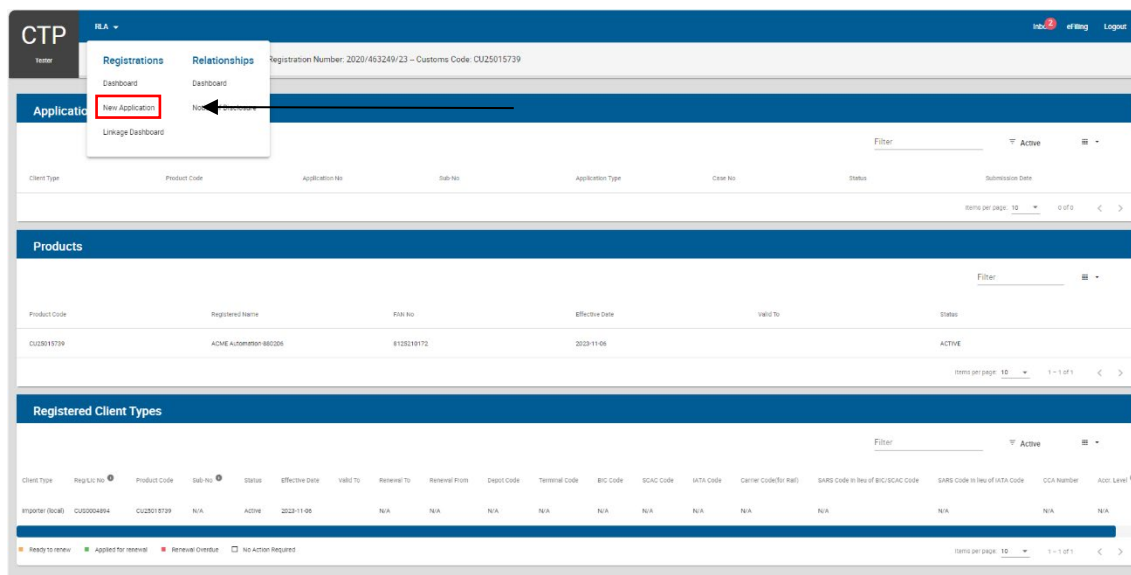
- d) The user clicks on the:

- i) Disclosure Customs link under Menu; or
ii) Next button and continues with the process prescribed in paragraph 9 below.

6 ACCREDITATION

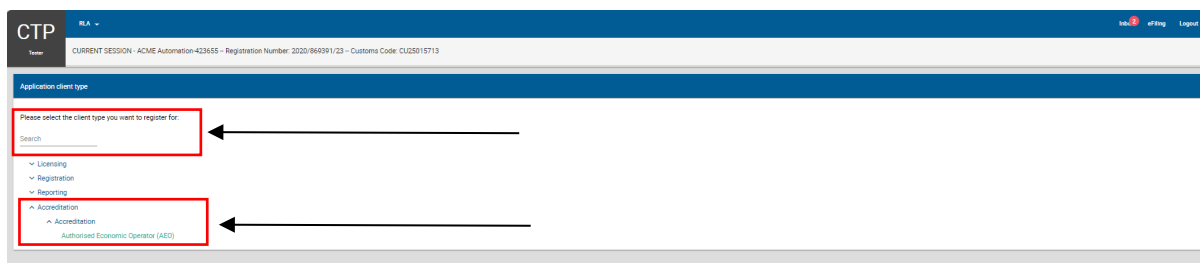
6.1 Selection of the client type Authorised Economic Operator

- a) A user logs in on eFiling as prescribed in paragraph 2 and 3. To submit an application for Accreditation he/she must click on New Application under the RLA Registration menu.



- b) The system displays the Applicant client type screen and the user:

- i) Clicks on the dropdown arrow next to the category Accreditation;
- ii) Captures Authorised Economic Operator in the search field.



6.2 Contact and Physical address/location

- a) The system displays the Authorised Economic Operator (AEO) electronic application form.
- b) The user:
- i) Captures the client's:
 - A) Contact details as described in paragraph 5.4.1; and
 - B) Physical address/Location as described in paragraph 5.4.2; and

- ii) Clicks on the:
 - A) Next button to progress to the next field which is Customs and Excise Codes; or
 - B) Customs and Excise Codes link under Menu.

CTP - RLA - Info 5 of 10 Log out

CURRENT SESSION - ACME Automation-423655 - Registration Number: 2020/069391/23 - Customs Code: CU25015713

Menu Application: Authorised Economic Operator (AEO)

Client Type Level

Customs Details (selected)

Physical Address /location

To add an address to your application, click the Add Address button

Add Address

Please note: you cannot add Library Addresses i.e. Addresses added from your Library to your Application

Discard Previous **Next** Conclude

6.3 Customs and Excise code(s)

- a) The system displays all the active Customs and Excise client code(s) of the applicant.
- b) The user:
 - i) Ticks the tick box(es) next to each Customs and Excise code(s) to confirm that the codes belong to the applicant; and
 - ii) Clicks on the:
 - A) Next button to progress to the next field which is Level for AEO Status; or
 - B) AEO Status link under Menu.

CTP - RLA - Info 5 of 10 Log out

CURRENT SESSION - ACME Automation-423655 - Registration Number: 2020/069391/23 - Customs Code: CU25015713

Menu Application: Authorised Economic Operator (AEO)

Client Type Level

Customs Details (selected)

Physical Address /location

Customs And Excise Codes

Confirm the following Customs and Excise codes that have been identified on your profile:

Customs CU25015713 ☐

Discard Previous **Next** Conclude

6.4 AEO Status Level

- a) The system displays the AEO status Level dropdown box:
- b) The user clicks on the dropdown arrow.
- c) The system displays the two (2) levels of accreditation as prescribed in SC-CF-07:
 - i) Level 1 AEO Compliance; and
 - ii) Level 2 AEO Security.
- d) The user:
 - i) Selects the level of accreditation status being applied for. Only one (1) can be selected.

- ii) Clicks on the:
 - A) Next button to progress to the next field which is Mutual Recognition Consent and Co-ordinated Events; or
 - B) Mutual Recognition Concept and Co-ordinated Events link under Menu.

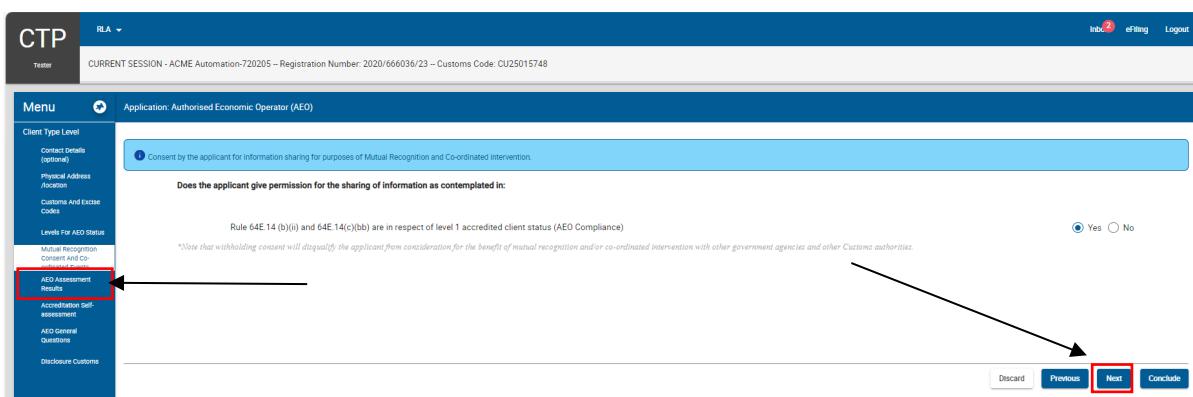
The screenshot shows the CTP interface for an Authorised Economic Operator (AEO) application. The 'Menu' on the left includes 'Mutual Recognition Consent And Co-ordinated Events'. The main area displays 'Select an AEO status level' with two options: '001 - Level 1 AEO Compliance' and '002 - Level 2 AEO Security'. The 'Next' button at the bottom right is highlighted with a red box and an arrow.

6.5 Mutual Recognition and co-ordinated event

- a) The system displays the mutual recognition consent and co-ordinated events page.
- b) The user must:
 - i) Indicate whether the applicant gives his/her consent that his/her information may be shared with officers or officials of other Customs authorities or government agencies for:
 - A) Mutual recognition; and
 - B) Co-ordinated interventions undertaken or required to mitigate compliance risks in respect of the applicant's goods.
 - ii) Selecting the radio button:
 - A) Yes, if consent is given; or
 - B) No, if consent is not given.

The screenshot shows the CTP interface for the 'Consent by the applicant for information sharing for purposes of Mutual Recognition and Co-ordinated intervention' screen. The question is 'Does the applicant give permission for the sharing of information as contemplated in:'. Below the question, it states 'Rule 64E 14 (b)(i) and 64E 14(c)(bb) are in respect of level 1 accredited client status (AEO Compliance)'. The 'Yes' radio button is selected and highlighted with a red circle.

- c) The user clicks on the:
- Next button to progress to the next field which is AEO Assessment Results; or
 - AEO Assessment Results link under Menu.



CTP RLA

Int. eFiling Logout

CURRENT SESSION - ACME Automation-720205 - Registration Number: 2020/666036/23 - Customs Code: CU25015748

Menu Application: Authorised Economic Operator (AEO)

Client Type Level

Contact Details (optional)

Physical Address Location

Customs And Excise Codes

Levels For AEO Status

Mutual Recognition Consent And Co-ordinated Events

AEO Assessment Results

Accreditation Self-assessment

AEO General Questions

Disclosure Customs

1 Consent by the applicant for information sharing for purposes of Mutual Recognition and Co-ordinated intervention.

Does the applicant give permission for the sharing of information as contemplated in:

Rule 64E.14 (b)(i) and 64E.14(c)(bb) are in respect of level 1 accredited client status (AEO Compliance)

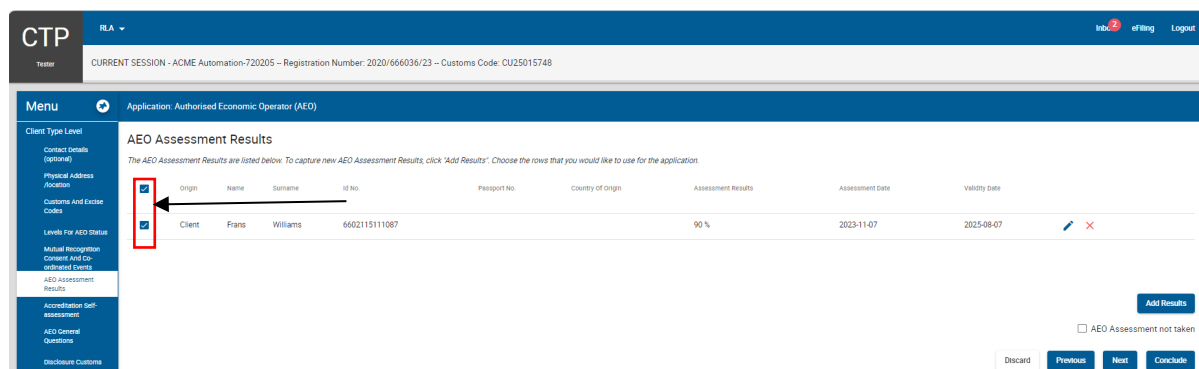
*Note that withholding consent will disqualify the applicant from consideration for the benefit of mutual recognition and/or co-ordinated intervention with other government agencies and other Customs authorities.

Yes No

Discard Previous **Next** Conclude

6.6 AEO Assessment Results

- The system automatically retrieves sufficient knowledge results of employees that are linked to the applicant and who have completed the assessment through eFiling as prescribed in SC-CF-37.
- If multiple results are displayed in the AEO results table, the user must deselect the person(s) no longer responsible for administering the accredited clients' requirements.



CTP RLA

Int. eFiling Logout

CURRENT SESSION - ACME Automation-720205 - Registration Number: 2020/666036/23 - Customs Code: CU25015748

Menu Application: Authorised Economic Operator (AEO)

Client Type Level

Contact Details (optional)

Physical Address Location

Customs And Excise Codes

Levels For AEO Status

Mutual Recognition Consent And Co-ordinated Events

AEO Assessment Results

Accreditation Self-assessment

AEO General Questions

Disclosure Customs

AEO Assessment Results

The AEO Assessment Results are listed below. To capture new AEO Assessment Results, click "Add Results". Choose the rows that you would like to use for the application.

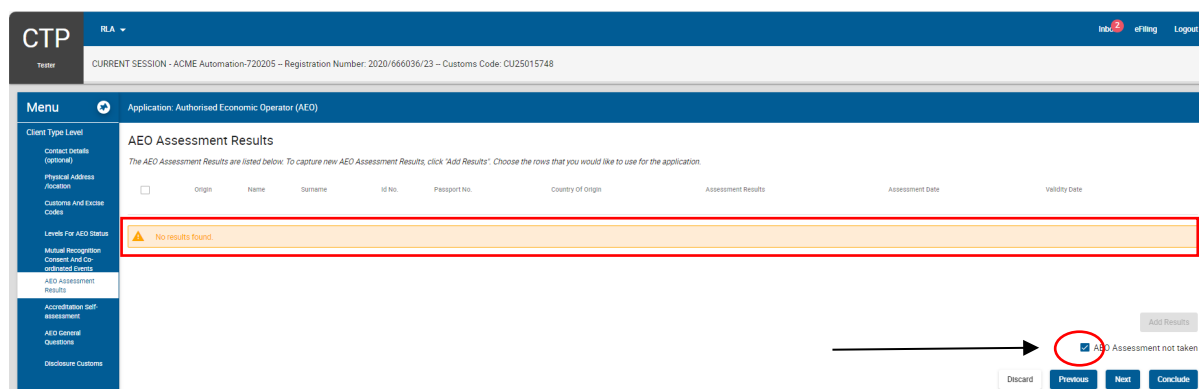
<input checked="" type="checkbox"/>	Origin	Name	Surname	ID No.	Passport No.	Country of Origin	Assessment Results	Assessment Date	Validity Date
<input checked="" type="checkbox"/>	Client	Frans	Williams	6602115111087			90 %	2023-11-07	2025-08-07

Add Results

☐ AEO Assessment not taken

Discard Previous Next Conclude

- c) If no data exists in the AEO Assessment System (SC-CF-37) for the applicant:
- The system displays a message that no results were found and if:
 - No AEO assessment test has been taken the user must select the AEO assessment not taken tick box.



CTP RLA

Int. eFiling Logout

CURRENT SESSION - ACME Automation-720205 - Registration Number: 2020/666036/23 - Customs Code: CU25015748

Menu Application: Authorised Economic Operator (AEO)

Client Type Level

Contact Details (optional)

Physical Address Location

Customs And Excise Codes

Levels For AEO Status

Mutual Recognition Consent And Co-ordinated Events

AEO Assessment Results

Accreditation Self-assessment

AEO General Questions

Disclosure Customs

AEO Assessment Results

The AEO Assessment Results are listed below. To capture new AEO Assessment Results, click "Add Results". Choose the rows that you would like to use for the application.

<input type="checkbox"/>	Origin	Name	Surname	ID No.	Passport No.	Country of Origin	Assessment Results	Assessment Date	Validity Date
No results found.									

Add Results

☒ AEO Assessment not taken

Discard Previous Next Conclude

Effective Date: 01 November 2024

B) The nominated person(s) does have a valid accreditation competency assessment certificate the user must:

I) Click on the Add Results button [only a maximum of ten (10) can be added].

The screenshot shows the 'AEO Assessment Results' page in the CTP system. The page title is 'AEO Assessment Results'. Below the title, there is a table with columns: Origin, Name, Surname, ID No., Passport No., Country of Origin, Assessment Results, Assessment Date, and Validity Date. A message states 'No results found.' At the bottom right, there is a button labeled 'Add Results' which is highlighted with a red box and an arrow pointing to it. Other buttons include 'Discard', 'Previous', 'Next', and 'Conclude'.

II) Capture the details of the person(s) that administers the applicant's accredited client requirements namely: Name, Surname, Identity (ID) or passport number, Assessment results, the date of assessment and the validity date.

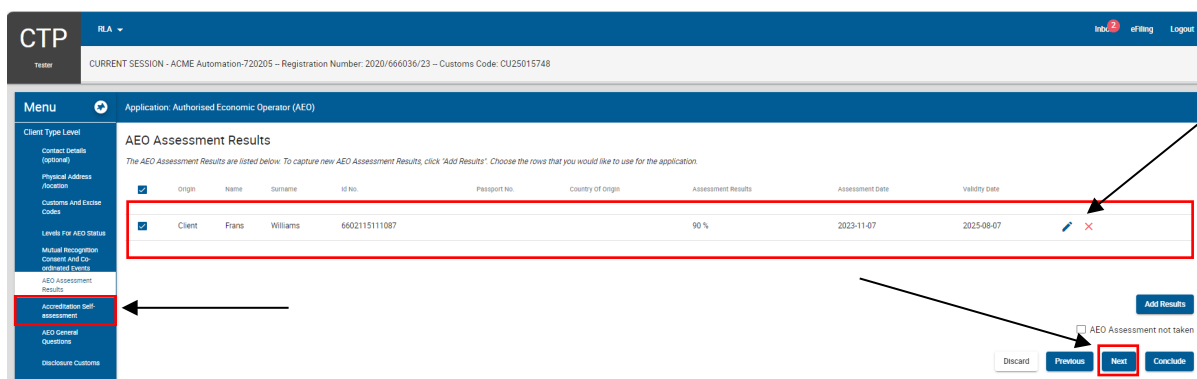
The screenshot shows the 'AEO Assessment Results' page with the 'Add/Edit AEO Assessment Results' modal form open. The form contains the following fields: 'Name of employee undertaking assessment' (with value 'I'), 'Surname of employee undertaking assessment' (with value 'Williams'), 'ID or Passport' (with value '002 - RSA ID Number'), 'ID Number' (with value '660211511087'), 'Assessment Results' (with value '90'), 'Assessment Date' (with value '11/2/2023'), and 'Validity Date' (with value '1/13/2025'). The 'Save' button is highlighted with a red box. Arrows point from the text instructions to the corresponding fields in the form.

C) The captured information is:

I) Incorrect, the user clicks on Cancel and recaptures the required information; or
II) Correct, the user clicks on Save to save the captured information.

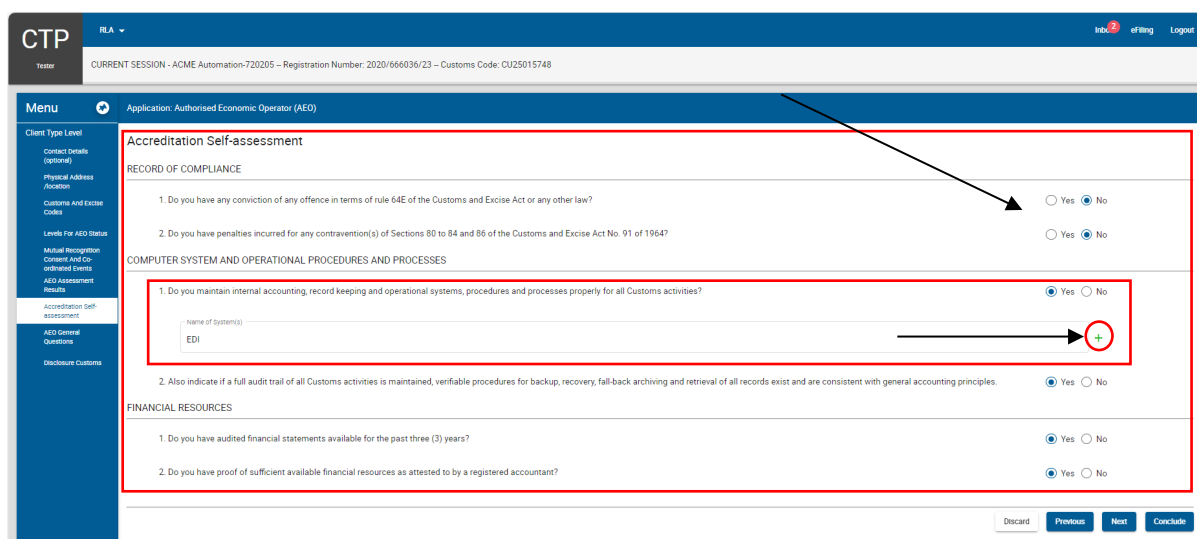
The screenshot shows the 'AEO Assessment Results' page with the 'Add/Edit AEO Assessment Results' modal form open. The form contains the same data as the previous screenshot. The 'Save' button is highlighted with a red box, and an arrow points to it from the text instruction.

- d) The system displays the AEO assessment details captured and the user:
- i) Is able to edit or delete any AEO assessment results captured by selecting the Edit or Delete icon.
 - ii) Clicks on the:
 - A) Next button to progress to the next field which is the Accreditation Self-Assessment; or
 - B) Accreditation Self-Assessment link under Menu.



6.7 Accreditation Self-Assessment

- a) The system displays the Accreditation Self-Assessment mandatory questionnaire.
- b) The user must answer all the questions listed by selecting either Yes or No. The questionnaire is divided into three (3) sections:
- i) Record of compliance;
 - ii) Computer system and operational procedures and processes - if the applicant does maintain internal accounting, record keeping and operational system procedures and processes the user must supply the name of the computer system(s) used up to a maximum of ten (10) systems; and
 - iii) Financial resources.



- c) The user clicks on the:
- A) Next button to progress to the next field which is the AEO General Questions; or
 - B) AEO General Questions link under Menu.

The screenshot shows the SARS CTP Accreditation Self-assessment interface. On the left, a blue 'Menu' sidebar contains various options, with 'AEO General Questions' highlighted by a red rectangle and an arrow pointing to it. The main content area is titled 'Accreditation Self-assessment' and includes sections for 'RECORD OF COMPLIANCE', 'COMPUTER SYSTEM AND OPERATIONAL PROCEDURES AND PROCESSES', and 'FINANCIAL RESOURCES'. Each section contains questions with 'Yes' and 'No' radio button options. At the bottom right, a row of buttons includes 'Discard', 'Previous', 'Next', and 'Conclude'. The 'Next' button is highlighted with a red rectangle and an arrow pointing to it.

6.8 AEO General Questions

- a) The system displays the AEO General Questions.
- b) The user must answer only the questions that relate to the AEO level applied for by selecting either Yes, No or N/A (not applicable) as prescribed in SC-CF-07.

c) The user clicks on the:

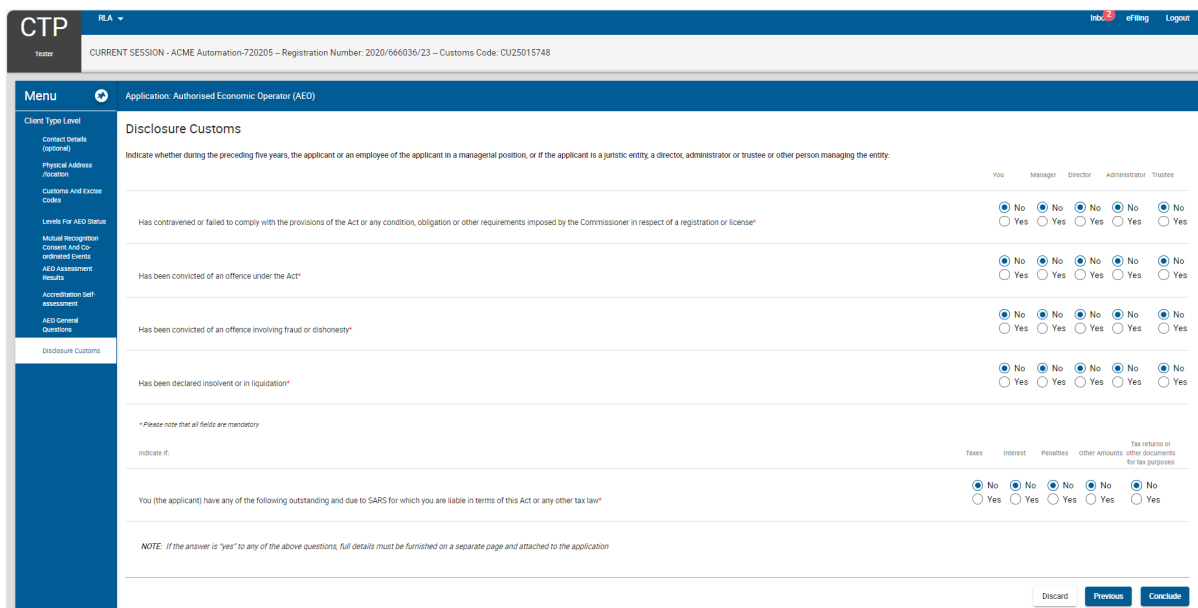
- i) Next button to progress to the next field which is the Disclosure Customs page; or
- ii) Disclosure Customs link under the Menu.

The screenshot displays the SARS CTP interface for an Authorised Economic Operator (AEO). The left-hand menu is titled 'Menu' and includes a 'Disclosure Customs' link, which is highlighted with a red box and an arrow pointing to it. The main content area is titled 'AEO General Questions' and contains a list of 22 questions, each with a 'Yes', 'No', or 'N/A' radio button option. The 'Next' button at the bottom right of the form is also highlighted with a red box and an arrow pointing to it.

Number	Question	Answer
1	Have any applications for Customs authorizations/certifications been refused, or existing authorizations been suspended or revoked? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
2	Do employees understand and are they able to implement processes to ensure the security of goods? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	Do you have documented procedures for verifying the accuracy of Customs declarations, including those submitted on your behalf by, for example, Customs brokers? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	Are your internal control processes regularly subjected to internal and external audit? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5	Do you have procedures in place to check for incorrect or incomplete recording of computerised and/or manual transactions? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6	Are there documented procedures indicating compliance measures to ensure the integrity and security of: *	
6.1	Cargo Security *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6.2	Building and Premises *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6.3	Business Partner Security *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
6.4	Personnel Security *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7	Is your company subject to ISO 15489 compliance management systems regarding the management of commercial records? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
8	Do you have written documents or electronic data to record differences concerning goods, so that excesses or shortages and deficiencies in goods / articles are reported? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
9	Are Customs administrations notified in a timely manner if disasters or emergencies occur which involve the goods for Customs purposes? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
10	Is there joint development and sharing of contingency plans both for Customs and business, including business resumption procedures in the case of systems outages? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
11	Does the business have a documented internal training system for trade security? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
12	Are training records maintained so that they may be verified by SARS? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
13	Does the business provide, on a regular basis, education and training on the risks associated with the flow of goods and articles in the international trade supply chain? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
14	Is there periodic training for employees on crisis management and emergency response procedures? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
15	Have all relevant employees been adequately trained on Customs laws and regulations? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
16	Are there written procedures in place to manage and ensure the integrity and security of import/export and flow of cargo activities and transportation of goods? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
17	Are there existing barriers and implemented documented processes to prevent and control entry by unauthorised person(s) and vehicles? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
18	Do visitors wear temporary identification badges, and are they escorted by staff? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
19	Are there written procedures outlining criteria for evaluating the supply chain security of business partners? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
20	Does the company have internal mechanisms in place to continuously audit/review import/export activities and to document its records? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
21	Does the company have internal mechanisms in place to continuously improve import/export activities and address issues identified in audits/reviews? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
22	Are drivers and other personnel that conduct security inspection of empty conveyances and Instrument of International Traffic (ITT) trained to inspect their conveyances/Instrument of International Traffic (ITT) for security purposes? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Buttons: Discard, Previous, **Next**, Conclude

- d) The system displays the Disclosure Customs page, and the user continues with the process prescribed in paragraph 9 below.



CTP RLA Inc. 2 of 11 [Logout](#)

CURRENT SESSION - ACME Automation-720205 - Registration Number: 2020/666036/23 - Customs Code: CU25015748

Menu Application: Authorised Economic Operator (AEO)

Client Type Level

- Contact Details (optional)
- Physical Address
- Customs And Excise Codes
- Levels For AEO Status
- Mutual Recognition Consent And Co-ordinated Events
- AEO Assessment Results
- Accreditation Self-assessment
- AEO General Questions
- Disclosure Customs**

Disclosure Customs

Indicate whether during the preceding five years, the applicant or an employee of the applicant in a managerial position, or if the applicant is a juristic entity, a director, administrator or trustee or other person managing the entity:

	You	Manager	Director	Administrator	Trustee
Has contravened or failed to comply with the provisions of the Act or any condition, obligation or other requirements imposed by the Commissioner in respect of a registration or license*	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes
Has been convicted of an offence under the Act*	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes
Has been convicted of an offence involving fraud or dishonesty*	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes
Has been declared insolvent or in liquidation*	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes

* Please note that all fields are mandatory

Indicate if:

	Taxes	Interest	Penalties	Other Amounts	Tax returns or other documents for tax purposes
You (the applicant) have any of the following outstanding and due to SARS for which you are liable in terms of this Act or any other tax law*	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes

NOTE: If the answer is "yes" to any of the above questions, full details must be furnished on a separate page and attached to the application

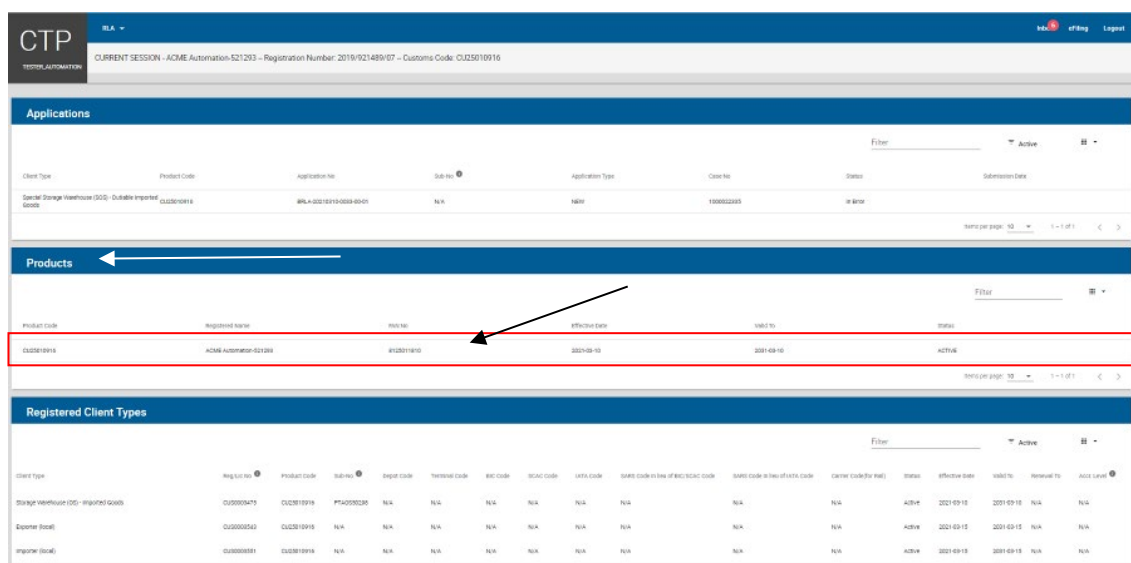
[Discard](#) [Previous](#) [Conclude](#)

7 MANAGE – AMEND, WITHDRAW OR RENEW

- a) The requirements in terms of the amendment of existing information, the cancelation of existing clients or renewal of client's licences are described in SC-CF-19.
- b) Under the field Manage a user can:
- Amend:
 - Product details as prescribed in paragraph 5.3 above; or
 - Existing RLA client details as prescribed in paragraph 5.4.1 or 5.4.2 above.
 - The mutual recognition and co-ordinated event consent status provided at the time of application as indicated in paragraph 6.5 above.
 - Withdraw or cancel:
 - Any registered or licensed RLA client. The client's AEO accreditation status will automatically be withdrawn or cancelled.
 - His/her product only once all the client types registered or licensed have been withdrawn or cancelled.
 - Renew his/her licence as prescribed in Schedule 8.

c) The amendment of the client product level details

- i) In order to amend the client's product details the user clicks on the product details under Products on the RLA dashboard after he/she logged in to eFiling as prescribed in paragraph 2 to 3 above.



CTP RLA - [info](#) [eFiling](#) [Logout](#)
CURRENT SESSION - ACME Automation-521203 - Registration Number: 2019/921489/07 - Customs Code: CU25010916

Applications

Client Type	Product Code	Application No	Sub No	Application Type	Case No	Status	Submission Date
Special Storage Warehouse (SSW) - Subtype Importer	CU25010916	APLA-20210115-0008-0001	N/A	NEW	1888822205	In Review	

Items per page: 10 1 - 1 of 1

Products

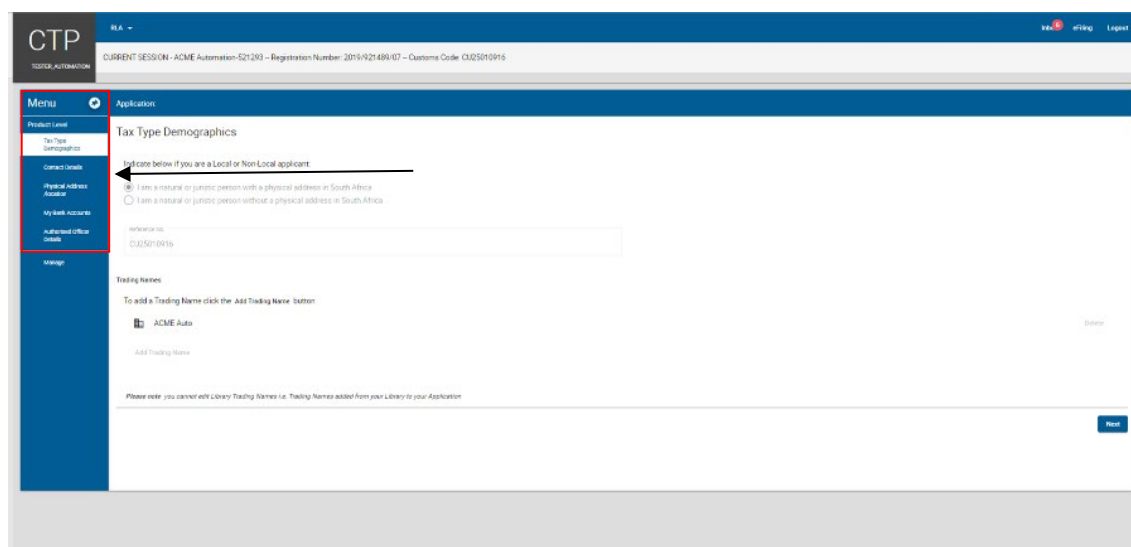
Product Code	Registered Name	Product No	Effective Date	Valid To	Status
CU25010916	ACME Automation-521203	8125011610	2021-09-10	2021-09-10	ACTIVE

Items per page: 10 1 - 1 of 1

Registered Client Types

Client Type	Registration No	Product Code	Sub No	Export Code	Warehouse Code	SEC Code	SECAC Code	DATA Code	SAVED Code in file of SEC/SECAC Code	SAVED Code in file of DATA Code	Current Code (for file)	Status	Effective Date	Valid To	Renewed To	Auto Cancel
Storage Warehouse (SSW) - Imported Goods	CU25010916	CU25010916	PTA2000000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-09-10	2021-09-10	N/A	N/A
Importer (Individual)	CU25010916	CU25010916	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-09-10	2021-09-10	N/A	N/A
Importer (Company)	CU25010916	CU25010916	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-09-10	2021-09-10	N/A	N/A

- ii) The system displays the client's Product level page (see paragraph 5.3).



CTP RLA - [info](#) [eFiling](#) [Logout](#)
CURRENT SESSION - ACME Automation-521203 - Registration Number: 2019/921489/07 - Customs Code: CU25010916

Menu

- Product Level
- Tax Type Demographics
- Contact Details
- Physical Address
- My Bank Accounts
- Authorized Official
- Others
- Manage

Application

Tax Type Demographics

Indicate below if you are a Local or Non-Local applicant

☒ I am a natural or juristic person with a physical address in South Africa

☐ I am a natural or juristic person without a physical address in South Africa

Reference No: CU25010916

Trading Names

To add a Trading Name click the Add Trading Name button

ACME Auto

Add Trading Name

Please note: you cannot edit Library Trading Names i.e. Trading Names added from your Library to your Application

iii) The user clicks on the Manage link under Menu.

CTP
TESTER_AUTOMATION

RLA

CURRENT SESSION - T AUTOMATION - ID Number: 2801217829033 - Customs Code: CU25013028

Menu

Product Level

Tax Type Demographics

Contact Details

Physical Address

My Bank Accounts

Manage

Application: Tax Type Demographics

Indicate below if you are a Local or Non-Local applicant:

☒ I am a natural or juristic person with a physical address in South Africa

☐ I am a natural or juristic person without a physical address in South Africa

Reference No: CU25013028

Trading Names

To add a Trading Name click the Add Trading Name button

T AUTOMATION

Add Trading Name

Please note: you cannot edit Library Trading Names i.e. Trading Names added from your Library to your Application

iv) The system displays the Manage page and the user clicks on the dropdown arrow.

CTP
TESTER_AUTOMATION

RLA

CURRENT SESSION - ACME Automation-527293 - Registration Number: 2015/921489/07 - Customs Code: CU25010916

Menu

Product Level

Tax Type Demographics

Contact Details

Physical Address

My Bank Accounts

Available actions for this registration

Manage

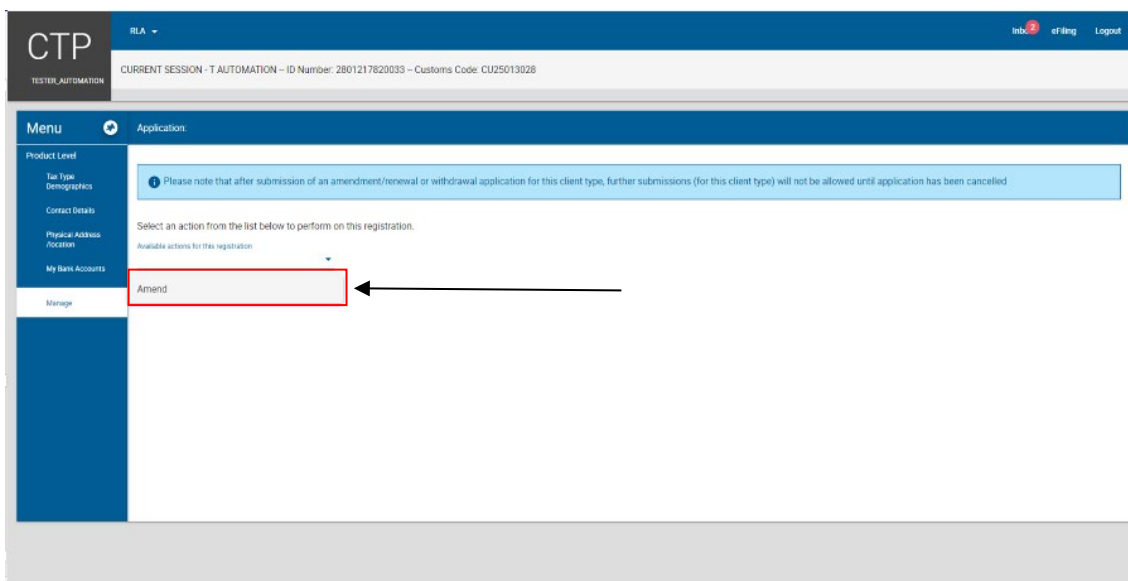
Application:

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled

Select an action from the list below to perform on this registration:

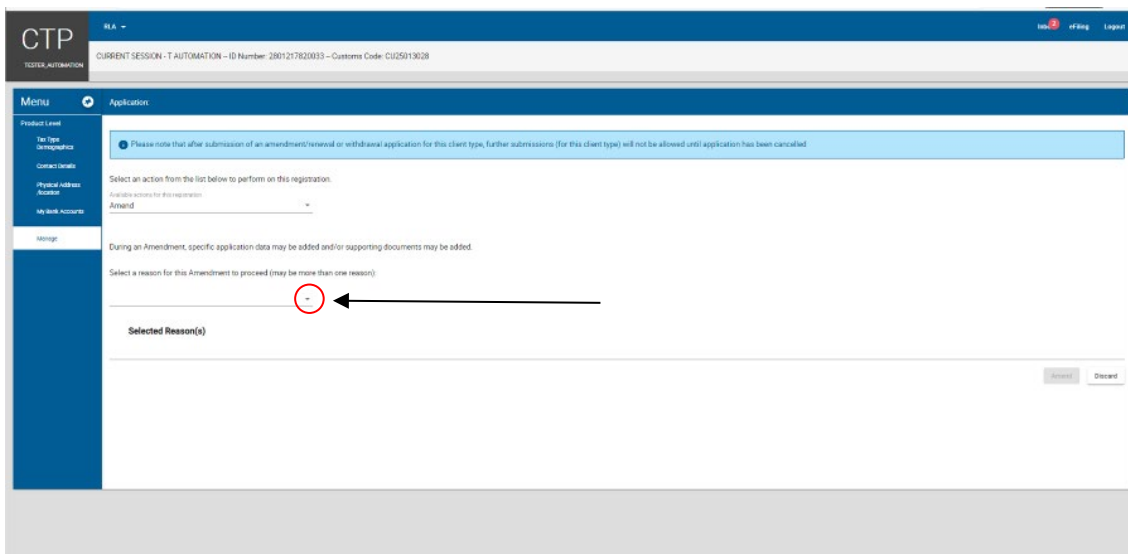
Available actions for this registration

- v) The system displays the dropdown list of actions. The action withdraw or renew will not display as only amend is applicable. A client's Product will automatically be withdrawn by the system when the client's last active client type has been withdrawn.



The screenshot shows the SARS CTP (Customs Trader Portal) interface. The header includes the SARS logo and 'South African Revenue Service'. The main navigation bar shows 'CTP' and 'TESTER AUTOMATION'. The current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left sidebar contains a 'Menu' with options: 'Product Level', 'Tax Type', 'Demographics', 'Contact Details', 'Physical Address', 'Location', 'My Bank Accounts', and 'Manage'. The main content area is titled 'Application' and contains a blue notification box stating: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.' Below this, a message says: 'Select an action from the list below to perform on this registration.' A dropdown menu is open, showing 'Amend' as the selected option, highlighted with a red box and an arrow pointing to it. The dropdown menu also shows 'Available actions for this registration:'.

- vi) After selecting the applicable action from the dropdown list the user clicks on the Select Reason(s) dropdown arrow.



The screenshot shows the SARS CTP (Customs Trader Portal) interface. The header includes the SARS logo and 'South African Revenue Service'. The main navigation bar shows 'CTP' and 'TESTER AUTOMATION'. The current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left sidebar contains a 'Menu' with options: 'Product Level', 'Tax Type', 'Demographics', 'Contact Details', 'Physical Address', 'Location', 'My Bank Accounts', and 'Manage'. The main content area is titled 'Application' and contains a blue notification box stating: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.' Below this, a message says: 'Select an action from the list below to perform on this registration.' A dropdown menu is open, showing 'Amend' as the selected option, highlighted with a red box and an arrow pointing to it. The dropdown menu also shows 'Available actions for this registration:'. Below the dropdown menu, a message says: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' Below this, a message says: 'Select a reason for this Amendment to proceed (may be more than one reason):'. A dropdown menu is open, showing 'Selected Reason(s)' as the selected option, highlighted with a red box and an arrow pointing to it. The dropdown menu also shows 'Available reasons for this Amendment:'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

vii) The system displays a dropdown list of the reason(s) for amendment.

CTP
TESTER AUTOMATION

RA -

CURRENT SESSION - T AUTOMATION - ID Number: 28012178220033 - Customs Code: CU25013028

Menu

Product Level

Test Type

Test Configuration

Contact Details

Physical Address

My Bank Accounts

Storage

Application

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Amend

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

- ☐ 001 - Contact Details
- ☐ 002 - Physical Address Details
- ☐ 003 - Bank Account Details
- ☐ 004 - Contact Person
- ☐ 005 - Authorized Officer Details
- ☐ 006 - Disclosure of Circumstances
- ☐ 007 - Ruled Items
- ☐ 008 - LDI Particulars
- ☐ 009 - Other

Cancel Discard

- A) If the reason for amendment is not listed in the dropdown box:
- 1) The user selects the box Other.

CTP
TESTER AUTOMATION

RA -

CURRENT SESSION - T AUTOMATION - ID Number: 28012178220033 - Customs Code: CU25013028

Menu

Product Level

Test Type

Test Configuration

Contact Details

Physical Address

My Bank Accounts

Storage

Application

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Amend

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

- ☐ 001 - Contact Details
- ☐ 002 - Physical Address Details
- ☐ 003 - Bank Account Details
- ☐ 004 - Contact Person
- ☐ 005 - Authorized Officer Details
- ☐ 006 - Disclosure of Circumstances
- ☐ 007 - Ruled Items
- ☐ 008 - LDI Particulars
- ☒ 009 - Other

Cancel Discard

- II) The system populates the reason Other and the user captures his/her reason for amendment.

- III) The system activates the Amend button and the user continues with the process prescribed in paragraph viii) below.

- B) If the reason for amendment is listed in the dropdown box:
I) The user selects the box next to the reason(s) for amendment.

The screenshot shows the SARS CTP Application page. The 'Amend' dropdown menu is open, displaying a list of reasons for amendment. The reasons are:

- ☒ 001 - Contact Details
- ☐ 002 - Physical Address Details
- ☐ 003 - Bank Account Details
- ☐ 004 - Contact Person
- ☒ 005 - Authorised Officer Details
- ☐ 006 - Disclosure of Circumstances
- ☐ 007 - Bond Link
- ☐ 008 - LII Particulars
- ☐ 009 - Other

Arrows indicate the selection of '001 - Contact Details' and '005 - Authorised Officer Details'. The 'Amend' button is highlighted with a red box.

- II) The system populates the selected reason(s) for amendment under Selected Reason(s).

The screenshot shows the SARS CTP Application page after the reasons for amendment have been selected. The 'Selected Reason(s)' section is populated with the chosen reasons:

- 001 - Contact Details
- 005 - Authorised Officer Details

Arrows indicate the selection of '001 - Contact Details' and '005 - Authorised Officer Details'. The 'Amend' button is highlighted with a red box.

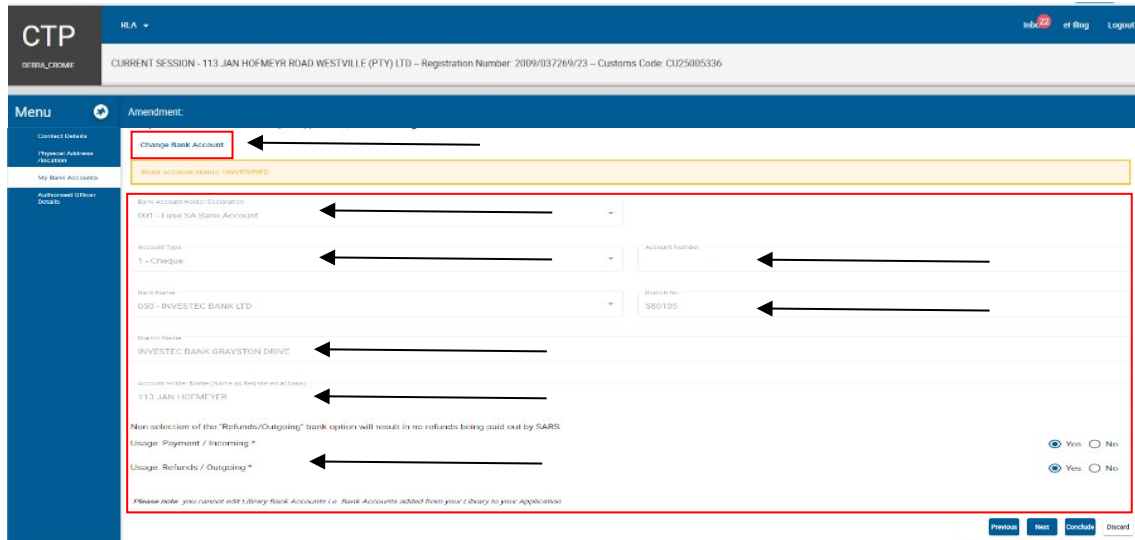
viii) The user clicks on the amend button.

The screenshot shows the CTP (Customs Trader Portal) interface. The top header includes the SARS logo and the text 'South African Revenue Service'. Below the header, the current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The main content area is titled 'Application' and contains a message: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.' Below this message, there is a section for 'Available actions for this registration' with a dropdown menu set to 'Amend'. A note states: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' Another dropdown menu is set to '001 (x1 other)'. Under 'Selected Reason(s)', there are two options: '001 - Contact Details' and '005 - Authorised Officer Details'. At the bottom right of the main content area, there is a red box around the 'Amend' button, with an arrow pointing to it from the right.

ix) The system displays the Product Level page and the user clicks on the applicable field to be amended.

The screenshot shows the CTP (Customs Trader Portal) interface. The top header includes the SARS logo and the text 'South African Revenue Service'. Below the header, the current session information is displayed: 'CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number: 2009/037269/23 - Customs Code: CU25005336'. The main content area is titled 'Amendment' and contains a section for 'Tax Type Demographics'. Below this section, there is a message: 'Indicate below if you are a Local or Non-Local applicant:'. There are two radio buttons: 'I am a natural or juristic person with a physical address in South Africa' (selected) and 'I am a natural or juristic person without a physical address in South Africa'. Below the radio buttons, there is a text input field for 'Reference No.' with the value 'CU72000988'. Below the text input field, there is a section for 'CONSENT BY THE APPLICANT FOR INFORMATION SHARING WITH OTHER GOVERNMENT AGENCIES'. The text states: 'Does the applicant consent as contemplated in section 4(3D) of the Customs and Excise Act, 1964, that bill of entry information and supporting documents may be shared with other government agencies. -'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons, there is a small text block: 'Please note that withholding consent will have the effect that the applicant will not be able to take advantage of the benefits associated with the electronic exchange of information with a government agency with whom this capability has been developed. Applicants who do not consent will have to follow the manual process of submitting bill of entry information and supporting documents to the government agency with whom this capability has been developed. An applicant may revoke consent to share information at any time after it has been given, but such revocation of consent will not affect any bill of entry of which the processing has commenced under the consent, nor any VDC associated with that bill of entry. Provided that where a new applicant submits a VDC associated with that bill of entry the new applicant's consent at the time of the submission of the VDC will determine if information may be shared.' At the bottom right of the main content area, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'. A red box is drawn around the 'Physical Address' field in the 'Tax Type Demographics' section, with an arrow pointing to it from the left.

- x) The system displays the existing details captured. The user clicks on the Change option and follows the process prescribed in paragraph 5.3 in order to capture the amended details.



CTP
CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number: 2009/037269/23 - Customs Code: CU25005336

Menu
Amendment: Change Bank Account

Bank account details UNVERIFIED

Bank Account Holder Declaration: 001 - I use SA Bank Account

Account Type: 1 - Cheque

Account Number: 10010762888

Bank Name: 000 - INVESTEC BANK LTD

Branch Name: 580105

Branch Name: INVESTEC BANK GRAYSTON DRIVE

Account Holder Name (Name as Registered at bank): 113 JAN HOFMEYER

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

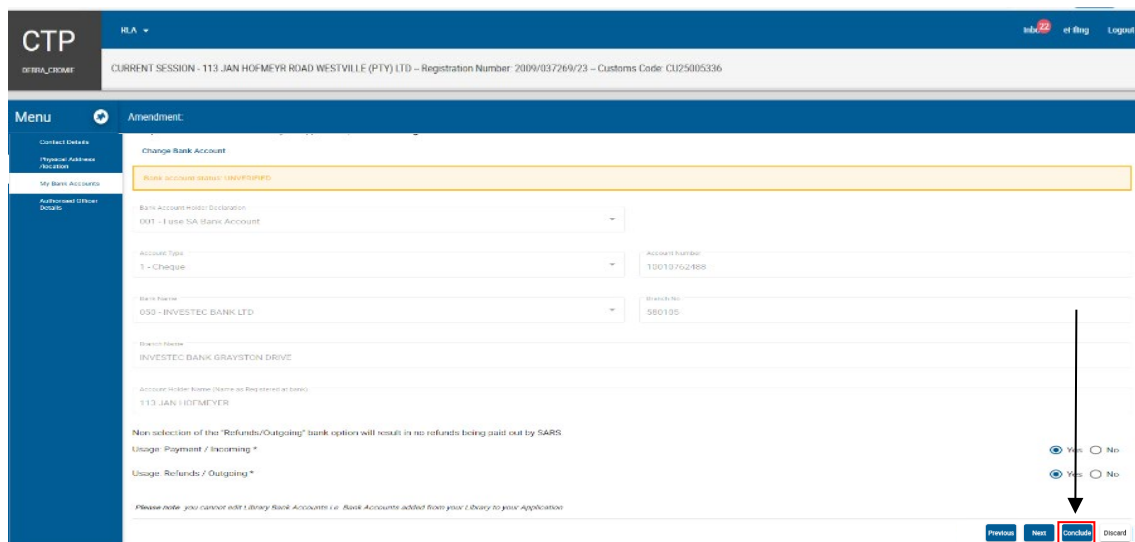
Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

Previous Next Conclude Discard

- xi) The user clicks on the Conclude button.



CTP
CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number: 2009/037269/23 - Customs Code: CU25005336

Menu
Amendment: Change Bank Account

Bank account details UNVERIFIED

Bank Account Holder Declaration: 001 - I use SA Bank Account

Account Type: 1 - Cheque

Account Number: 10010762888

Bank Name: 000 - INVESTEC BANK LTD

Branch Name: 580105

Branch Name: INVESTEC BANK GRAYSTON DRIVE

Account Holder Name (Name as Registered at bank): 113 JAN HOFMEYER

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

Previous Next Conclude Discard

Effective Date: 01 November 2024

- xii) The system displays the Summary page, displaying the amended changes in green and the previously captured details in red.

CTP
CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number: 2009/037269/23 - Customs Code: CU25005336

Menu
My Bank Accounts
Authorized Officer Details
Summary
Required Documents

Amendment:
Change Bank Account
Change Bank Account

Bank Account Holder Declaration
001 - I Use SA Bank Account

Account Type
1 - Cheque

Bank Name
010 - FNB
Original value: 050
Branch Name
UNIVERSAL
Original value: INVETEC BANK CRAYSTON DRIVE

Account Number
53054
Original value: 10010762488
Branch No
2506055
Original value: 580105

Account Holder Name (Name as Registered at bank)
113 JAN HOFMEYER

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.
Usage: Payment / Incoming *
Usage: Refunds / Outgoing *

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

Next

- xiii) In order to progress to the next field after viewing the amendments or changes, the user clicks on:
- The Required Documents (see paragraph 10) link under Menu; or
 - The Next button.

CTP
CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number: 2009/037269/23 - Customs Code: CU25005336

Menu
My Bank Accounts
Authorized Officer Details
Summary
Required Documents

Amendment:
Change Bank Account
Change Bank Account

Bank Account Holder Declaration
001 - I Use SA Bank Account

Account Type
1 - Cheque

Bank Name
010 - FNB
Original value: 050
Branch Name
UNIVERSAL
Original value: INVETEC BANK CRAYSTON DRIVE

Account Number
53054
Original value: 10010762488
Branch No
2506055
Original value: 580105

Account Holder Name (Name as Registered at bank)
113 JAN HOFMEYER

Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.
Usage: Payment / Incoming *
Usage: Refunds / Outgoing *

Please note: you cannot edit Library Bank Accounts i.e. Bank Accounts added from your Library to your Application

Next

- xiv) The user continues with the processes prescribed in paragraph 10 and 11 below.

Effective Date: 01 November 2024

- i) The user clicks on the applicable client type under Registered Client Types on the RLA dashboard after he/she logged in to eFiling as prescribed in paragraph 2 to 3 above.

CTP

TESTS, AUTOMATION

N/A

50%

Reset

2

of 10

Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801271620033 - Customs Code: CU25013028

Applications

Filter

Active

11

Client Type	Product Code	Application No.	Sub No.	Application Type	Client No.	Status	Submission Date

Items per page: 10 1 of 1

Products

Filter

Active

11

Product Code	Registered Name	Sub No.	Effective Date	Valid To	Status
CU2501028	T AUTOMATION	81201045	2021-09-11		ACTIVE

Items per page: 10 1 of 1

Registered Client Types

Filter

Active

11

Client Type	Reg Sub No.	Product Code	Sub No.	Import Code	Terminal Code	ESC Code	TEAC Code	DATA CODE	SALES CODE IS NEW OF ESC TO ESC	SALES CODE IS NEW OF DATA CODE	Client's Country Mail	Status	Effective Date	Valid To	Renewal To	Action Allowed
Importer for all of a vendor (SALES)	CU25014220	CU2501028	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-09-11	2021-12-31	2022-01-05	N/A

Ready to Renew

Agreed for Renewal

Renewal Overdue

No Action Required

Items per page: 10 1 of 1

- ii) The system displays the Client Type Level page (see paragraph 5.4).

CTP

TESTER AUTOMATION

RLA

Helping you make the most of your data

Home

Logout

Current Session - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu

Client Type Level

Contact Details (Optional)

Physical Address Allocation

Wreck Details

Lives

Blackout Customers

Manage

Application: Searcher for or of a wreck (Local)

Contact Details (Optional)

Home Tel No

Click + to add a new number

Business Tel No

Click + to add a new number

Fax No

Click + to add a new number

Cell No

Click + to add a new number

☐ I do not have a Cell Number

Email

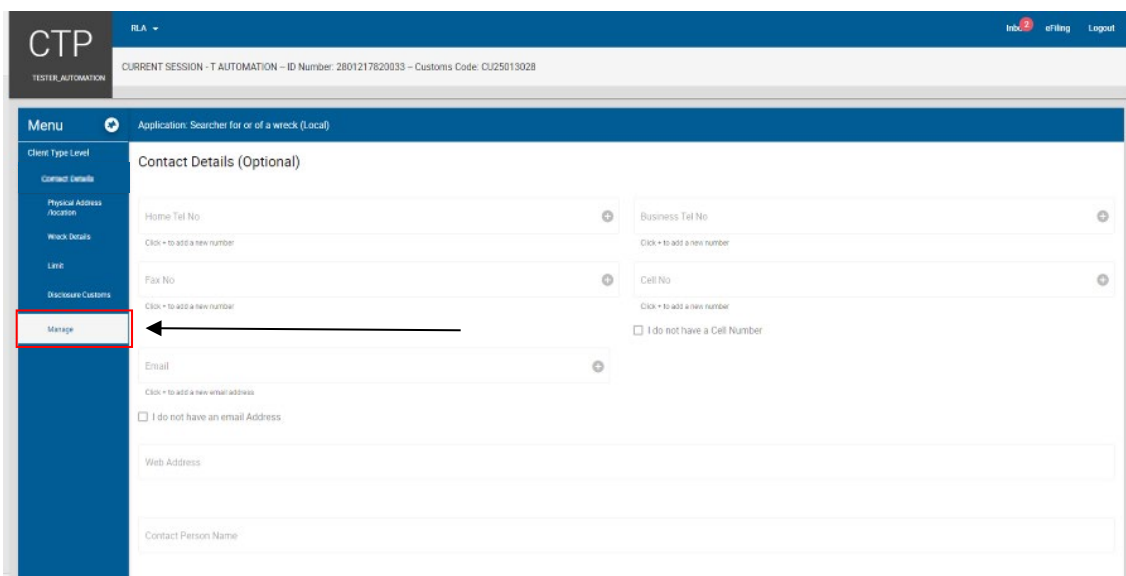
Click + to add a new email address

☐ I do not have an email Address

Web Address

Contact Person Name

iii) The user clicks on the Manage link under Menu.



CTP
TESTER AUTOMATION

RLA

Info 2 eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu

Application: Searcher for or of a wreck (Local)

Client Type Level

- Contact Details
- Physical Address / Location
- Wreck Details
- Links
- Disclosure Customs
- Manage**

Contact Details (Optional)

Home Tel No

Click + to add a new number

Business Tel No

Click + to add a new number

Fax No

Click + to add a new number

Cell No

Click + to add a new number

☐ I do not have a Cell Number

Email

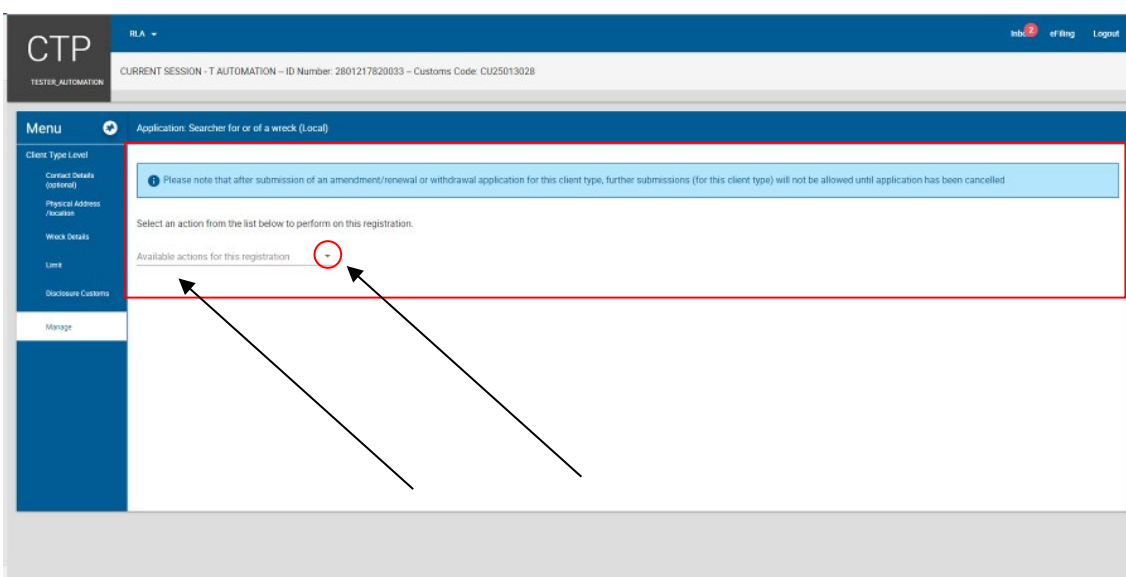
Click + to add a new email address

☐ I do not have an email Address

Web Address

Contact Person Name

iv) This system displays the Manage page and the user clicks on the dropdown arrow.



CTP
TESTER AUTOMATION

RLA

Info 2 eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu

Application: Searcher for or of a wreck (Local)

Client Type Level

- Contact Details (Optional)
- Physical Address / Location
- Wreck Details
- Links
- Disclosure Customs
- Manage**

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled

Select an action from the list below to perform on this registration.

Available actions for this registration

- v) This system displays the available actions for this registration and the user clicks on the Amend action.

The screenshot shows the SARS CTP (Customs Trader Portal) interface. The top navigation bar includes the CTP logo, a user menu (RLA), and links for 'Inbox', 'eFiling', and 'Logout'. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The main content area is titled 'Menu' and 'Application: Searcher for or of a wreck (Local)'. A message box states: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.' Below this, a section titled 'Select an action from the list below to perform on this registration.' contains a dropdown menu labeled 'Available actions for this registration'. The dropdown menu is open, showing two options: 'Amend' and 'Withdraw'. An arrow points to the 'Amend' option, which is highlighted by a red box.

- vi) The system displays:
- A) The action Amend under the Available action for this registration field;
 - B) A message to the user to select a reason for this amendment; and
 - C) The Selected Reason(s) dropdown arrow.

The screenshot shows the SARS CTP interface after the 'Amend' action has been selected. The top navigation bar and session information remain the same. The main content area is titled 'Menu' and 'Application: Searcher for or of a wreck (Local)'. A message box states: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.' Below this, a section titled 'Select an action from the list below to perform on this registration.' contains a dropdown menu labeled 'Available actions for this registration'. The dropdown menu is open, showing the 'Amend' option, which is highlighted by a red box. Below the dropdown menu, a message states: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' Below this, a section titled 'Select a reason for this Amendment to proceed (may be more than one reason):' contains a dropdown menu labeled 'Selected Reason(s)'. The dropdown menu is open, showing a list of reasons. An arrow points to the 'Selected Reason(s)' dropdown menu, which is highlighted by a red box. At the bottom right of the form, there are two buttons: 'Amend' and 'Discard'.

Effective Date: 01 November 2024

- vii) The user clicks on the Select Reason(s) dropdown arrow and the system displays a list of the reason(s) for amendment.

CTP
TESTER_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (optional)

Physical Address /Location

Wreck Details

Limits

Disclosure Customs

Manage

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Amend

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

001 - Contact Details

002 - Physical Address Details

003 - Bank Account Details

004 - Contact Person

005 - Authorised Officer Details

006 - Disclosure of Circumstances

007 - Bond Limits

008 - EDI Particulars

009 - Other

Amend Discard

140 PM
2023/08/11

- viii) The user:
- Selects the applicable box(es) [more than one (1) reason may be selected]; and
 - Clicks on the Amend button.

CTP
TESTER_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (optional)

Physical Address /Location

Wreck Details

Limits

Disclosure Customs

Manage

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Amend

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

004 (+1 other)

001 - Contact Details

002 - Physical Address Details

003 - Bank Account Details

004 - Contact Person

005 - Authorised Officer Details

Amend Discard

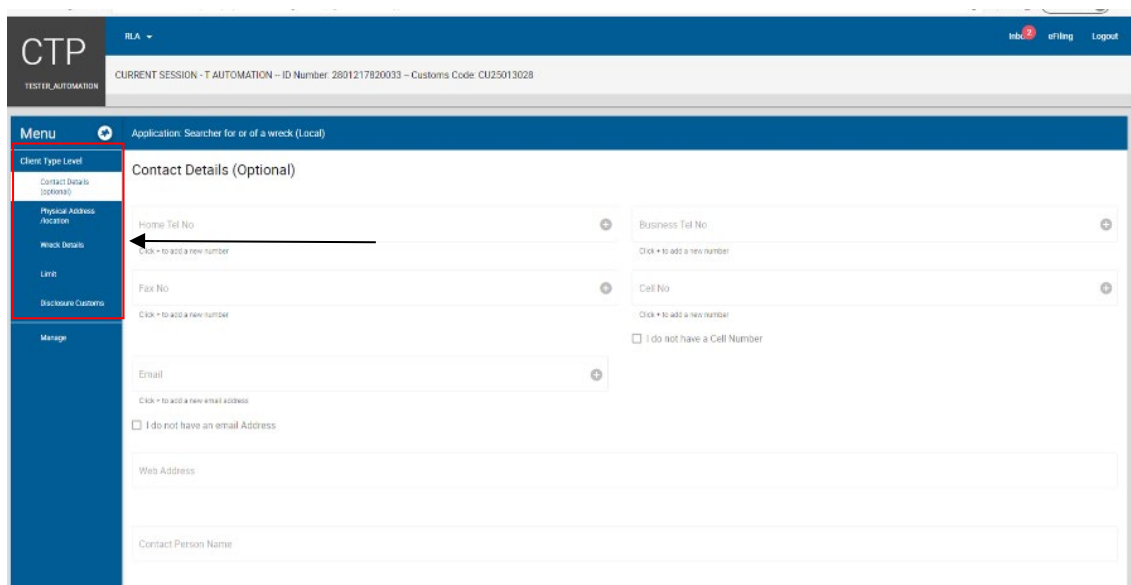
- ix) The system displays the reason(s) for amendment selected by the user under Selected Reason(s) field.

The screenshot shows the SARS CTP interface. The top navigation bar includes 'CTP', 'RLA', and 'Inbox eFiling Logout'. The current session is 'T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left menu has 'Client Type Level' selected. The main content area shows the 'Amend' process. A dropdown menu is open, showing '004 (+1 other)'. Below it, the 'Selected Reason(s)' field is highlighted with a red box and contains two reasons: '004 - Contact Person' and '005 - Authorised Officer Details'. Arrows point from the dropdown menu to the selected reasons. At the bottom right, there are 'Amend' and 'Discard' buttons.

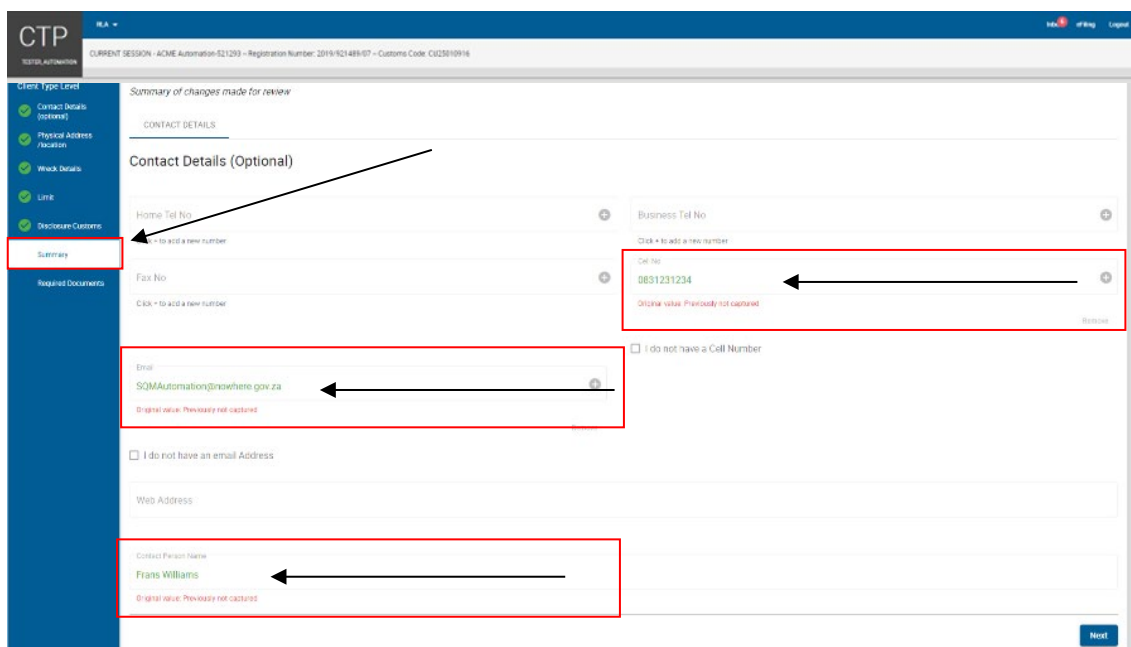
- A) If the user selected the incorrect reason(s) for amendment he/she:
- Clicks on the Select reason(s) dropdown arrow;
 - Unselects the incorrect reason(s) for amendment box(es); and
 - Reselects the correct reason as described in paragraph viii) above.
- B) If the user selected the correct reason(s) for amendment he/she clicks on the Amend button.

The screenshot shows the SARS CTP interface. The top navigation bar includes 'CTP', 'RLA', and 'Inbox eFiling Logout'. The current session is 'T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left menu has 'Client Type Level' selected. The main content area shows the 'Amend' process. The 'Selected Reason(s)' field contains two reasons: '004 - Contact Person' and '005 - Authorised Officer Details'. An arrow points from the 'Selected Reason(s)' field to the 'Amend' button, which is highlighted with a red box. At the bottom right, there are 'Amend' and 'Discard' buttons.

- x) The system displays the Client Type Level page.



- xi) The user clicks on the applicable link under Menu, changes or adds the required details as prescribed in paragraph 5.4 above and if:
- A) Not in agreement with the amendment(s) the user continues with the process prescribed in paragraph 8; or
 - B) In agreement with the amendment(s) the user continues with the process prescribed in paragraph 9 below.
- xii) After the user completed the Disclosure Customs questionnaire prescribed in paragraph 9 below the system displays the Summary field page indicating the changes or amendments on the page:
- A) Green indicates the amended details captured by the user; and
 - B) Red indicates the original details captured by the user at the time of application.



-
- The screenshot shows the CTP (Customs Trade Partner) portal interface. The top navigation bar includes the CTP logo, the user's name (J.M.A.), and links for Help, My Bag, and Logout. Below the navigation bar, the current session information is displayed: "CURRENT SESSION - ACME Automation-521293 - Registration Number: 2019-921489-07 - Customs Code: C025010916".
- The main content area is titled "Summary of changes made for review". It contains a section for "CONTACT DETAILS" with the sub-header "Contact Details (Optional)". This section includes fields for "Home Tel No.", "Business Tel No.", "Cell No.", "Email", and "Web Address". Each field has a "Click + to add a new number" link. The "Cell No." field is currently filled with "0831231234". The "Email" field is filled with "SQMAutomation@nowhere.gov.za". The "Web Address" field is empty.
- On the left side of the page, there is a sidebar with a "Client Type Level" section. This section contains a list of items: "Contact Details (optional)", "Physical Address / Location", "Wreck Details", "Lime", and "Declare Customs". Below this list are two tabs: "Summary" and "Required Documents". The "Required Documents" tab is highlighted with a red box.
- At the bottom right of the page, there is a "Next" button, which is also highlighted with a red box. A black arrow points from the "Next" button to the "Required Documents" tab in the sidebar.

- i) An applicant will only be able to withdraw an active client type listed under Registered Client Types.
- ii) The applicant must log in to eFiling as prescribed in paragraph 2 to 3 above.
- iii) The user clicks on the client type to be withdrawn under Registered Client type on the RLA dashboard.

CTP

TEST/CAUTIONAREA

SLA

Home

CTP Log

Logout

CURRENT SESSION - ACME Automation-521293 - Registration Number: 2016/921489/07 - Customs Code: CU250109916

Applications

Filter

Active

Client Type	Product Code	Application No.	Sub-No.	Application Type	Case No.	Status	Submission Date
Special Storage Warehouse (SSC - Outdome Imported Goods)	CU250109916	WHLA-20210110-0000-0001	N/A	NEW	10000022005	In Active	

Items per page: 10 1 - 1 of 1

Products

Filter

Product Code	Registered Name	N/A No.	Effective Date	Valid To	Status
CU250109916	ACME Automation-521293	812011010	2021-09-10	2021-09-10	ACTIVE

Items per page: 10 1 - 1 of 1

Registered Client Types

Filter

Active

Client Type	Reg. Cat. No.	Product Code	Sub-Code	Export Code	Technical Code	HS Code	HSAT Code	LATA Code	SWMS Code in line of HSAT/HSAT/Code	SWMS Code in line of LATA/Code	Partner Code (for Reg.)	Status	Effective Date	Valid To	Revised No.	Auto Local
Storage Warehouse (SSC - Imported Goods)	CU250004710	CU250109916	PT500000230	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-09-10	2021-09-10	N/A	N/A
Exporter (Incot)	CU250005543	CU250109916	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-09-15	2021-09-15	N/A	N/A
Importer (Incot)	CU250005551	CU250109916	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACTIVE	2021-09-15	2021-09-15	N/A	N/A

iv) The system displays the Client Type Level page.

CTP
TESTER_AUTOMATION

RLA ▾

Info 2 eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (Optional)

Home Tel No + Add
Click + to add a new number

Business Tel No + Add
Click + to add a new number

Fax No + Add
Click + to add a new number

Cell No + Add
Click + to add a new number
☐ I do not have a Cell Number

Email + Add
Click + to add a new email address
☐ I do not have an email Address

Web Address

Contact Person Name

v) The user clicks on the Manage link under Menu and the system displays the Manage page.

CTP
TESTER_AUTOMATION

RLA ▾

Info 2 eFiling Logout

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

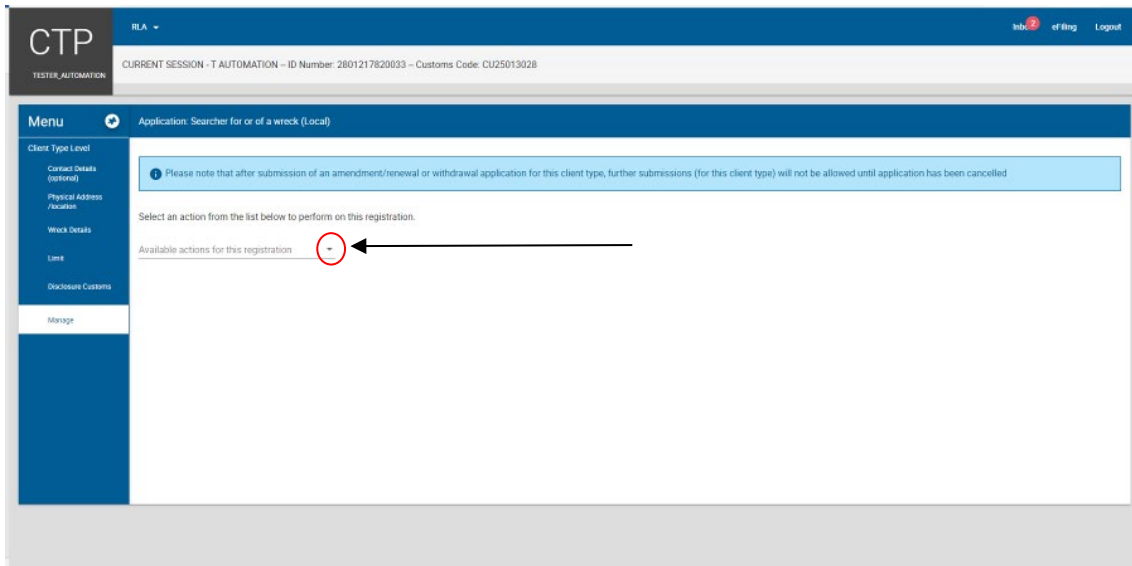
Manage

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

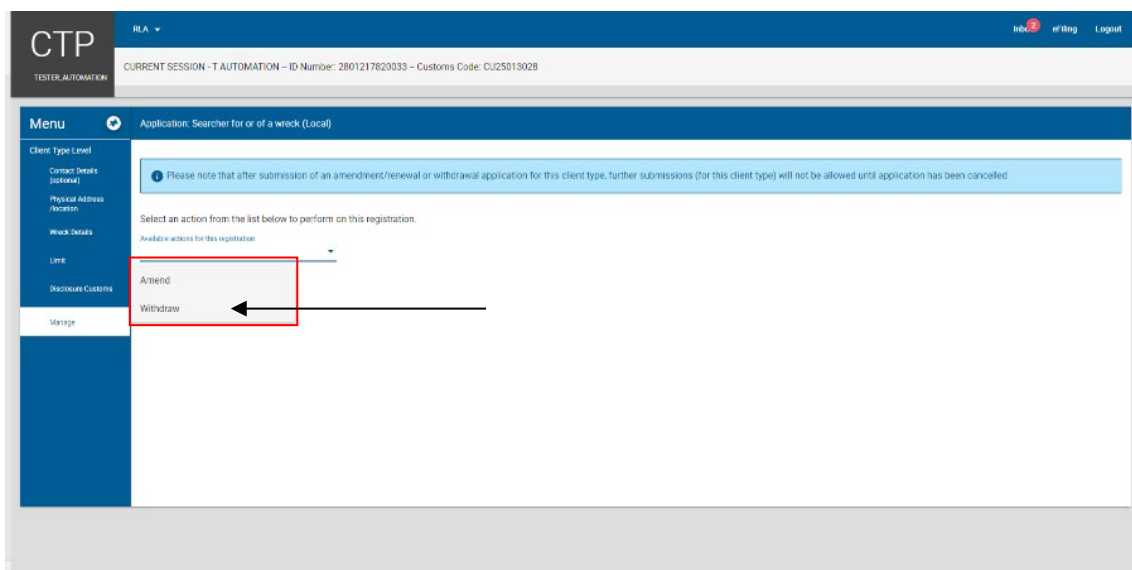
Select an action from the list below to perform on this registration.

Available actions for this registration ▾

- vi) The user clicks on the Available actions for this registration dropdown arrow.



- vii) The system displays a dropdown box with the available actions for this registration and the user clicks on the Withdraw action.



- viii) The system:
- A) Populates the action Withdraw under the Available action for this registration field;
 - B) Displays:
 - I) A message to the user to select a reason for the withdrawal request; and
 - II) The Selected Reason(s) dropdown arrow.

CTP
TESTER AUTOMATION

RLA ▾

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820333 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (optional)

Physical Address /Location

Wharf Details

Line

Disclosures/Customs

Manage

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Withdraw

Select a reason for this withdrawal to proceed (may be more than one reason):

Selected Reason(s)

Withdraw Discard

- ix) The user clicks on the Select Reason(s) dropdown arrow.

CTP
TESTER AUTOMATION

RLA ▾

CURRENT SESSION - T AUTOMATION - ID Number: 2801217820333 - Customs Code: CU25013028

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (optional)

Physical Address /Location

Wharf Details

Line

Disclosures/Customs

Manage

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Withdraw

Select a reason for this withdrawal to proceed (may be more than one reason):

Selected Reason(s)

Withdraw Discard

- x) The system displays a dropdown box with the reason(s) for withdrawal.

The screenshot shows the SARS CTP (Customs Trader Portal) interface. The top header includes the SARS logo and the text "South African Revenue Service". Below the header, the current session information is displayed: "CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028". The main menu on the left lists various options: Client Type Level, Contract Details (optional), Physical Address / Location, Wreck Details, Links, Disclosure Customs, and Manage. The main content area displays a message: "Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled". Below this message, there is a section titled "Select an action from the list below to perform on this registration." with a dropdown menu set to "Withdraw". Underneath, it says "Select a reason for this withdrawal to proceed (may be more than one reason):". A dropdown menu is open, showing the following options:

- ☐ 001 - Entity not trading any longer
- ☐ 002 - Entity not operating in Customs supply chain any longer
- ☐ 003 - Liquidation of entity
- ☐ 004 - Change of ownership of entity
- ☐ 005 - Other

 An arrow points to the "005 - Other" option. At the bottom right of the form, there are "Withdraw" and "Discard" buttons.

- A) If the reason for withdrawal is not listed in the dropdown box:
 I) The user selects Other.

This screenshot is similar to the previous one, showing the same SARS CTP interface. However, in the dropdown menu for selecting a reason for withdrawal, the "005 - Other" option is now selected, indicated by a blue checkmark and a red box around it. An arrow points to this selected option. The rest of the interface, including the header, session information, and other menu items, remains the same.

Effective Date: 01 November 2024

- II) The system displays the reason for withdrawal Other under Selected Reason(s) and the user captures his/her reason for withdrawal in the free text field.

The screenshot shows the SARS CTP system interface. The top navigation bar includes the CTP logo, a menu icon, and the current session information: "CURRENT SESSION - ACME Automation-521293 - Registration Number: 2019/521489/07 - Customs Code: CU25010916". The main content area is titled "Application: Storage Warehouse (DS) - Imported Goods". A blue banner at the top states: "Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled". Below this, a section titled "Select an action from the list below to perform on this registration" shows "Available actions for this registration" with a dropdown menu set to "Withdraw". Another section titled "Select a reason for this withdrawal to proceed (may be more than one reason):" shows a dropdown menu set to "005". Below this, the "Selected Reason(s)" section shows "005 - Other" selected, with a red box highlighting the "Other Reason" text field. At the bottom right, there are "Withdraw" and "Discard" buttons.

- III) The system activates the Withdraw button and the user continues with the process prescribed in paragraph B)II) below.

This screenshot is similar to the previous one, showing the same SARS CTP system interface. The "Withdraw" button at the bottom right is highlighted with a red box, and a black arrow points to it from the "Selected Reason(s)" section. The "Selected Reason(s)" section shows "005 - Other" selected, with the "Other Reason" text field visible. The "Withdraw" and "Discard" buttons are at the bottom right.

- B) If the reason for withdrawal is listed in the dropdown box:
I) The user selects the box(es) next to the reason(s) for withdrawal.

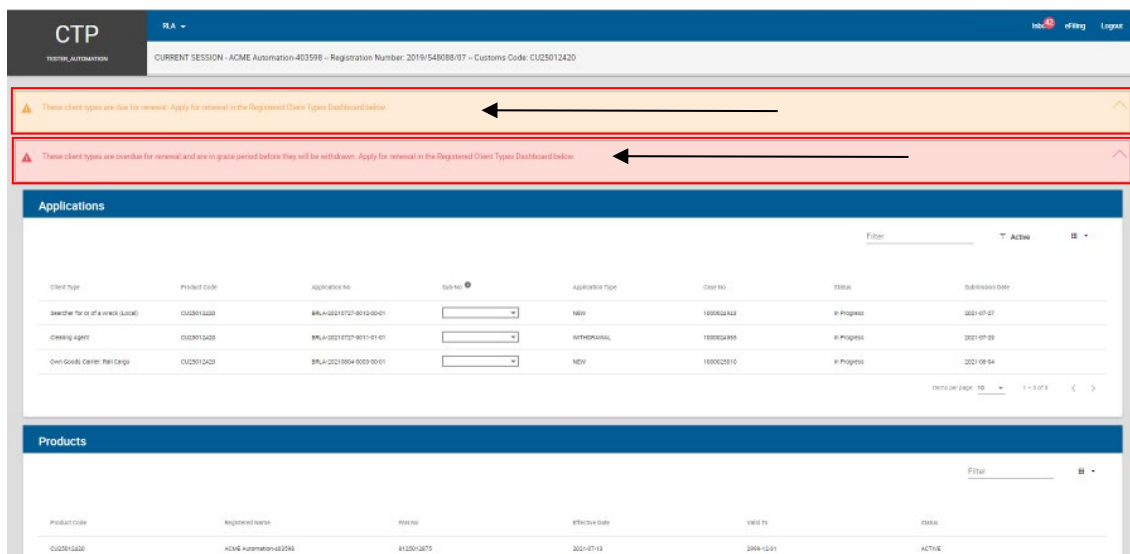
- II) The system displays the selected reason for withdrawal under Selected Reason(s) and the user clicks on the Withdraw button.

- xi) The user continues with the proceses prescribed in paragraph 9 to 11.
xii) Upon submission of the withdrawal request, the client's registration or licence status is immediately changed to pending withdrawal to prevent the client from processing any new transactions.

f) **Renewal of existing RLA client's licence:**

- i) After he/she logged in to eFiling as prescribed in paragraph 2 to 3 above, the system displays the following warning messages if the client's licence(s) is:
- A) Due for renewal (orange) – this message is displayed thirty (30) calendar days before the client's licence expires; or
 - B) Overdue for renewal (red) – this message is displayed when the client failed to renew his/her licence before his/her licence expired. If the client fails to submit his/her renewal

application within the validity period, the system will change the client's status from Active to suspended.



CTP | R.A. | [Help](#) | [Logout](#)

CURRENT SESSION - ACME Automation 403598 - Registration Number: 2019/548088/07 - Customs Code: CU25012420

Warning Banners:

- These client types are due for renewal. Apply for renewal in the Registered Client Types Dashboard below.
- These client types are overdue for renewal and are in grace period before they will be withdrawn. Apply for renewal in the Registered Client Types Dashboard below.

Applications

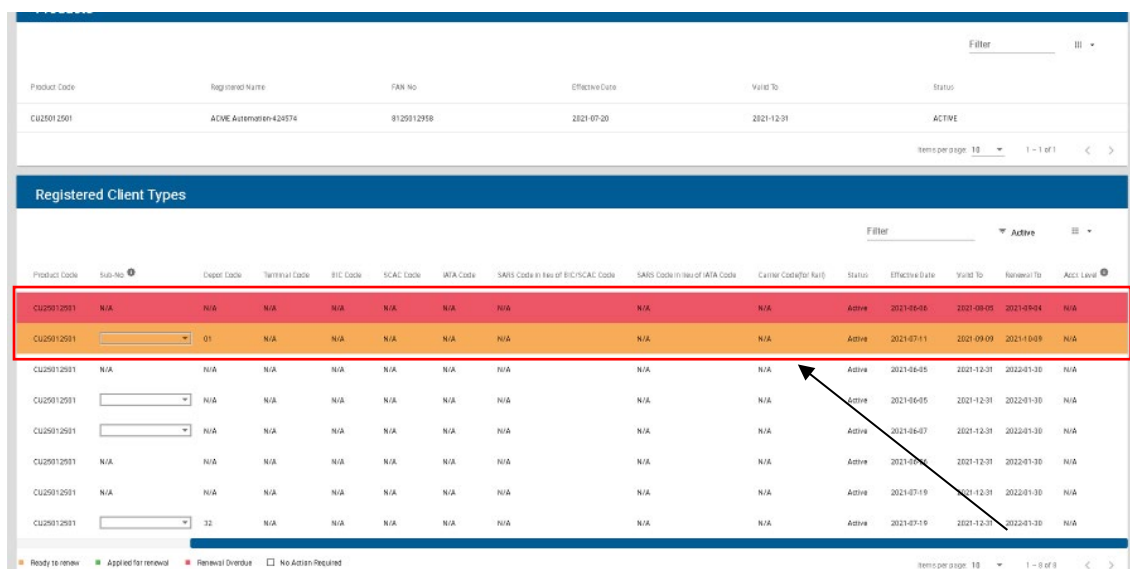
Client Type	Product Code	Application No.	Sub No.	Application Type	Client No.	Status	Submission Date
Searcher for or of a vessel (SOSV)	CU25012420	MLA-20210727-0012-0041		NEW	100002443	In Progress	2021-07-27
Cleaning agent	CU25012420	MLA-20210727-0011-01-01		WITHDRAWAL	100002443	In Progress	2021-07-29
Own Goods Carrier: Ref Cargo	CU25012420	MLA-20210804-0003-0041		NEW	100002510	In Progress	2021-08-04

1 - 3 of 3

Products

Product Code	Registered Name	FAN No.	Effective Date	Valid To	Status
CU25012420	ACME Automation 403598	8125012958	2021-07-20	2021-12-31	ACTIVE

ii) The user clicks on the client type under Registered Client Types.



Registered Client Types

Product Code	Sub No.	Paper Code	Terminal Code	BIC Code	SCAC Code	WCA Code	SARS Code in Rev of BIC/SCAC Code	SARS Code in Rev of WCA Code	Exporter Code (for Rev)	Status	Effective Date	Valid To	Renewal To	Alert Level
CU25012501	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-09-05	2021-09-05	2021-09-04	N/A
CU25012501	01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-07-11	2021-09-09	2021-09-09	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	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	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	2021-06-07	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	2021-07-19	2021-12-31	2022-01-30	N/A
CU25012501	32	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

Ready to renew | Applied for renewal | Renewal Overdue | No Action Required

1 - 9 of 9

- iii) The system displays the Client Type Level page, and the user clicks on the Manage link under Menu.

CTP
TESTER_AUTOMATION

RLA ▾

Info 1 eFiling Logout

CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552

Menu Application: Searcher for or of a wreck (Local)

Client Type Level

Contact Details (Optional)

Physical Address / Location

Web Details

Line

Disclosure Customs

Manage

Physical Tel No

Business Tel No

Fax No

Cell No

Email

Web Address

Contact Person Name

Next

- iv) The system displays the Manage page and the user clicks on the dropdown arrow.

CTP
TESTER_AUTOMATION

RLA ▾

Info 2 eFiling Logout

CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978

Menu Application: Clearing Agent

Client Type Level

Contact Details (Optional)

Physical Address / Location

Disclosure Customs

Manage

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled

Select an action from the list below to perform on this registration.

Available actions for this registrant ▾

- v) The system displays the available actions for this registration dropdown list and the user clicks on Renew.

The screenshot shows the CTP (Customs Trader Portal) interface. The top header includes the SARS logo and the text 'South African Revenue Service'. Below the header, the current session information is displayed: 'CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978'. The main content area is titled 'Application: Clearing Agent'. A blue box contains a message: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled'. Below this, a section titled 'Available actions for this registration' shows a dropdown menu with three options: 'Amend', 'Withdraw', and 'Renew'. An arrow points to the 'Renew' option.

- vi) The system:
- Displays the action Renew selected by the user under the Available action for this registration field; and
 - Asks whether an amendment is required.

The screenshot shows the CTP (Customs Trader Portal) interface. The top header includes the SARS logo and the text 'South African Revenue Service'. Below the header, the current session information is displayed: 'CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978'. The main content area is titled 'Application: Clearing Agent'. A blue box contains a message: 'Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled'. Below this, a section titled 'Available actions for this registration' shows a dropdown menu with three options: 'Amend', 'Withdraw', and 'Renew'. The 'Renew' option is selected. A red box highlights the 'Renew' option and the 'Will the renewal require any amendments?' question with 'Yes' and 'No' radio buttons. Arrows point to the 'Renew' option and the 'Yes' radio button.

- vii) If an amendment is required:
- The user selects the radio button Yes.
 - The system displays the Select Reason(s) for amendment dropdown arrow.

CTP
TESTS_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552

Menu

Client Type Level

Correct Details (optional)

Physical Address

Wreck Details

Link

Statutory Customs

Manage

Application: Searcher for or of a wreck (Local)

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Renew

Will the renewal require any amendments?

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

Selected Reason(s)

Yes No

Renew Discard

- C) The user continues with the processes as prescribed in paragraph d)vii) to d)ix)A) above in order to select the applicable reason(s) for amendment.

CTP
TESTS_AUTOMATION

RLA

Info eFiling Logout

CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552

Menu

Client Type Level

Correct Details (optional)

Physical Address

Wreck Details

Link

Statutory Customs

Manage

Application: Searcher for or of a wreck (Local)

Please note that after submission of an amendment/renewal or withdrawal application for this client type, further submissions (for this client type) will not be allowed until application has been cancelled.

Select an action from the list below to perform on this registration.

Available actions for this registration

Renew

Will the renewal require any amendments?

During an Amendment, specific application data may be added and/or supporting documents may be added.

Select a reason for this Amendment to proceed (may be more than one reason):

Selected Reason(s)

001 - Contact Details

Renew Discard

D) The user clicks on the Renew button.

E) The system displays the Client Type Level page. The user continues with the processes prescribed in paragraph d)xi) to d)xiii) above.

- viii) If no amendment is required:
- A) The user:
 - I) Selects the radio button No; and
 - II) Clicks on the Renew button.

The screenshot shows the CTP interface with the 'Renew' button highlighted in red. A red circle highlights the 'No' radio button, and an arrow points to it. Another arrow points to the 'Renew' button. The interface includes a menu on the left, a header with 'CTP' and 'SARS', and a main content area with a 'Renew' button and a 'Discard' button.

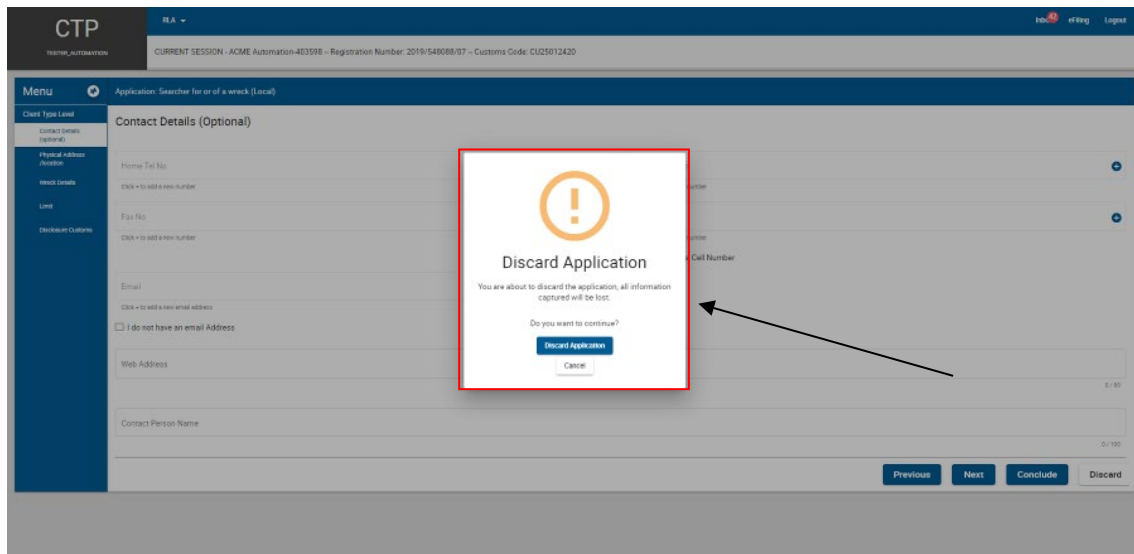
- B) The system displays the Disclosure Customs page, and the user continues with the process prescribed in paragraph 9 below.

8 DISCARDING OF APPLICATION

- a) A user can at any time during the capturing process of his/her application click on the Discard button.

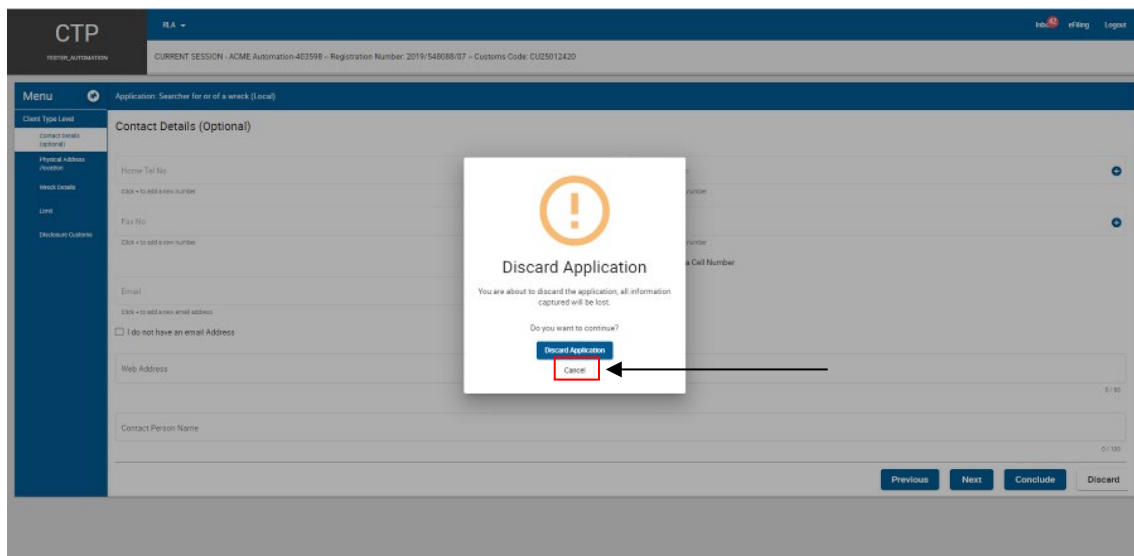
The screenshot shows the CTP interface with the 'Discard' button highlighted in red. An arrow points to this button. The interface includes a menu on the left, a header with 'CTP' and 'SARS', and a main content area with a 'Discard' button and a 'Previous' button. The 'Discard' button is located at the bottom right of the page.

- b) The system displays a message that the user is about to discard the application and that all the information captured will be lost.

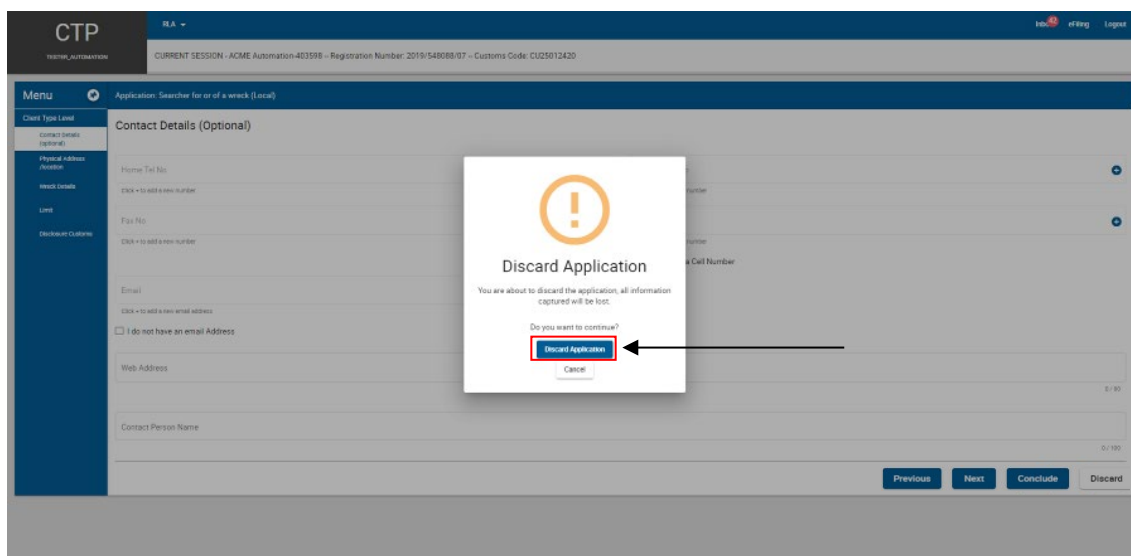


- c) The user can:

- i) Continue the current application by clicking on the Cancel button; or

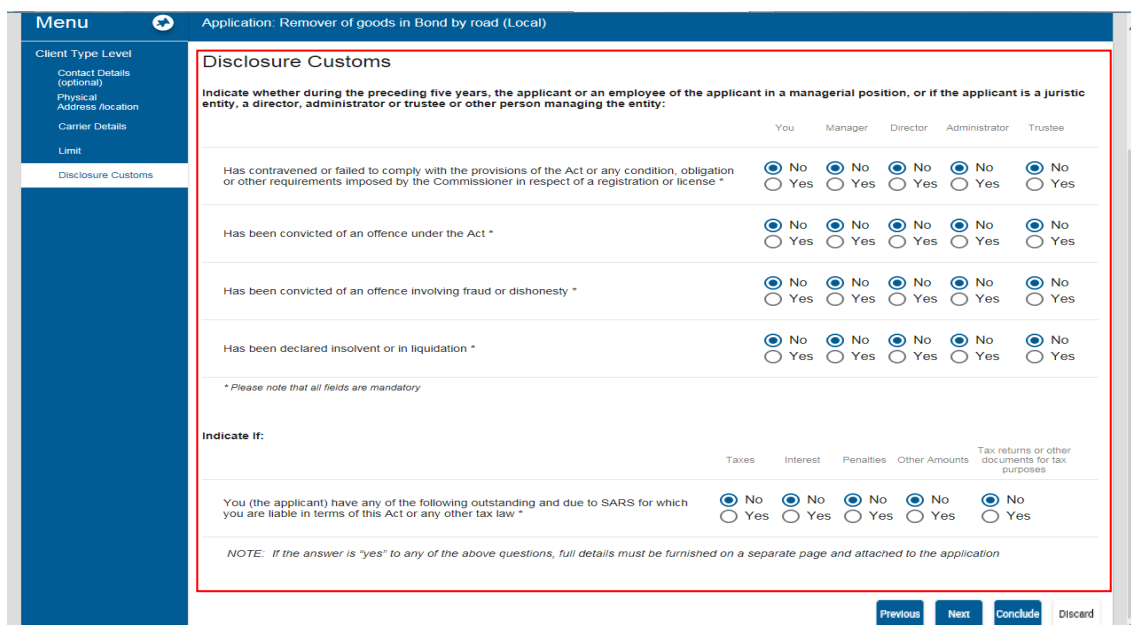


- ii) Discard the current application by clicking on Discard button and the system returns to the user's RLA Dashboard, see paragraph 5.4 above.



9 DISCLOSURE CUSTOMS QUESTIONNAIRE

- a) The user must answer all the questions [prescribed in paragraph 2.9 a) of SC-CF-19] listed under Disclosure Customs by selecting either Yes or No.
- b) If any of the questions do not pertain to the applicant, the user must select No.
- c) If any of the answers to the question(s) is Yes. The user must furnish a motivation on a separate page that contains all the details. This motivation must then be uploaded at the end of the RLA application process, with all the other required (supporting) documents, see paragraph 10.



Disclosure Customs

Indicate whether during the preceding five years, the applicant or an employee of the applicant in a managerial position, or if the applicant is a juristic entity, a director, administrator or trustee or other person managing the entity:

	You	Manager	Director	Administrator	Trustee
Has contravened or failed to comply with the provisions of the Act or any condition, obligation or other requirements imposed by the Commissioner in respect of a registration or license *	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes
Has been convicted of an offence under the Act *	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes
Has been convicted of an offence involving fraud or dishonesty *	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes
Has been declared insolvent or in liquidation *	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes

* Please note that all fields are mandatory



Indicate If:

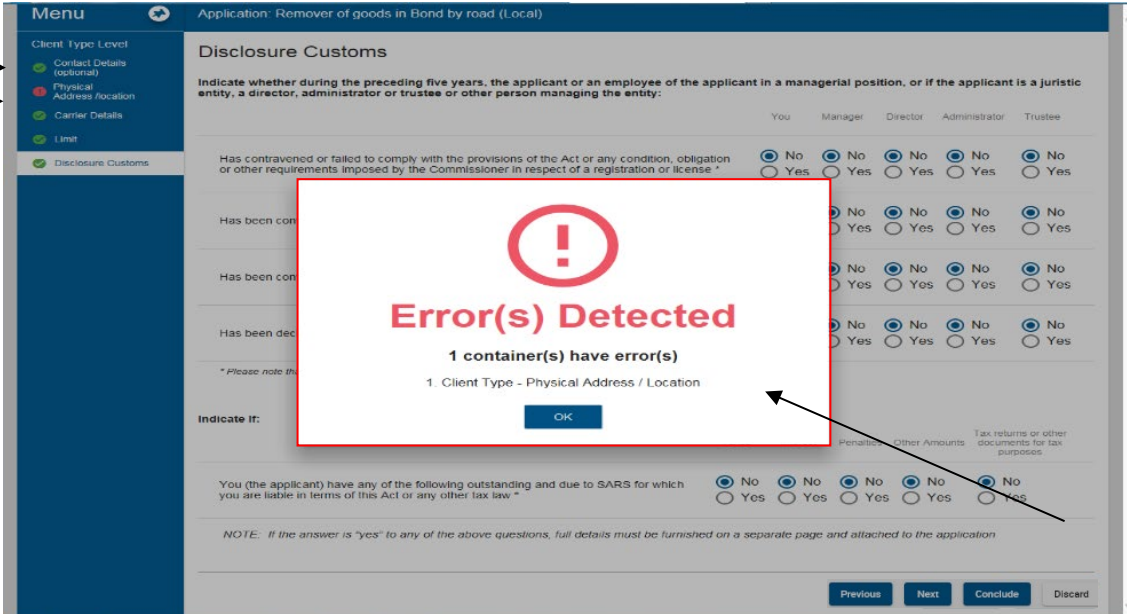
	Taxes	Interest	Penalties	Other Amounts	Tax returns or other documents for tax purposes
You (the applicant) have any of the following outstanding and due to SARS for which you are liable in terms of this Act or any other tax law *	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes

NOTE: If the answer is "yes" to any of the above questions, full details must be furnished on a separate page and attached to the application

Previous Next Conclude Discard

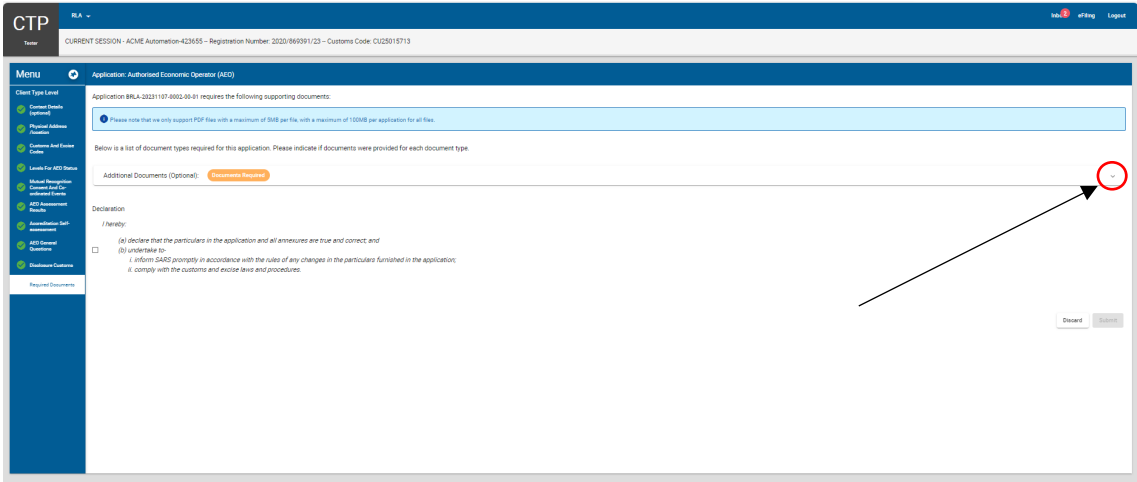
- d) Once all the questions have been answered, the user clicks the Conclude button. The system validates all the details captured under each field.

- e) The system will after all the details captured has been verified, indicate next to each field whether the details captured is correct or incorrect.
- i) If incorrect:
- The system displays an error message.
 - The user clicks on the Ok button; and
 - The system displays an “” next to the field incorrect in red; and
- ii) If correct, the system displays a “” in green next to each field.

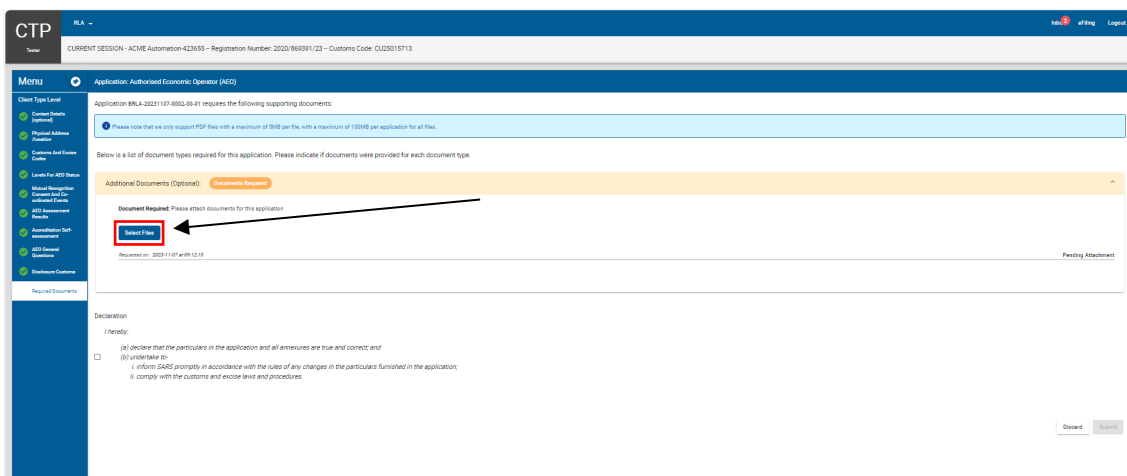


10 UPLOADING OF REQUIRED SUPPORTING DOCUMENT(S)

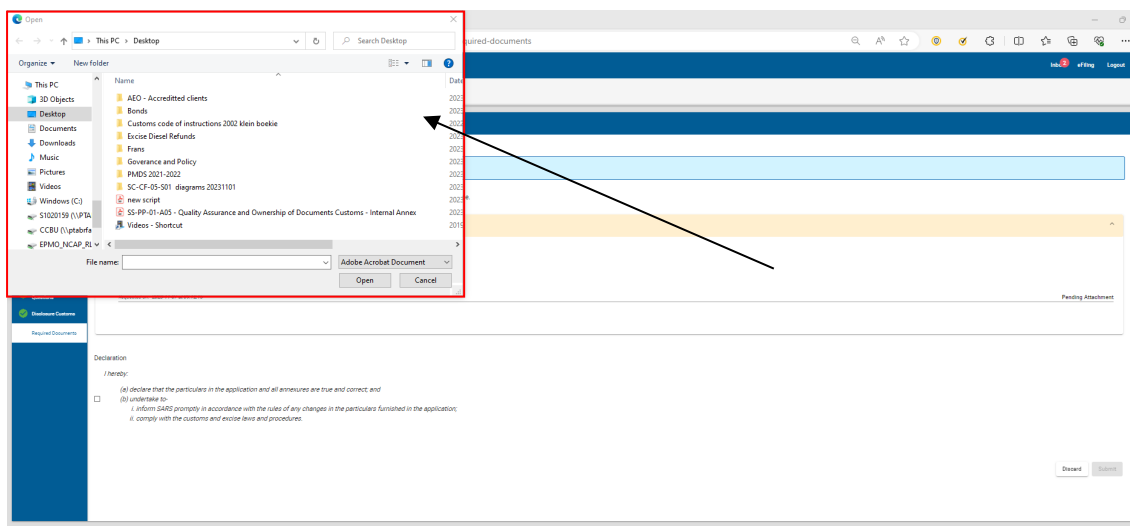
- Once the system has concluded that all the details captured is valid and correct, the system displays the list of required (supporting) document that must be uploaded.
- All required documents to be uploaded must be in PDF format and certified as a copy of the original, if so required in terms of the Rules to the Act. The required documents must be uploaded within seven (7) calendar days. Failure to upload the required documents within seven (7) calendar days will result in the application being removed automatically and a new application must be submitted.
- The user clicks on the dropdown arrow under each required document to be provided.



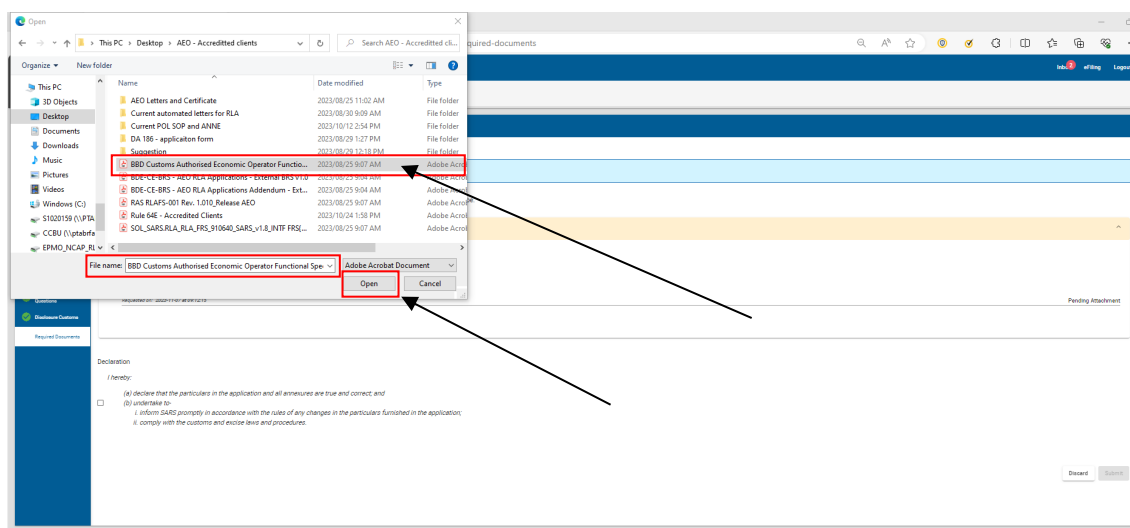
- d) The system displays a message to attach the document(s) for this application. The user clicks on the Select Files button.



- e) The Choose File to Upload screen will pop up.



- f) The user selects the required document(s) to be uploaded and clicks the Open button. The document(s) will then be attached to the user's application.

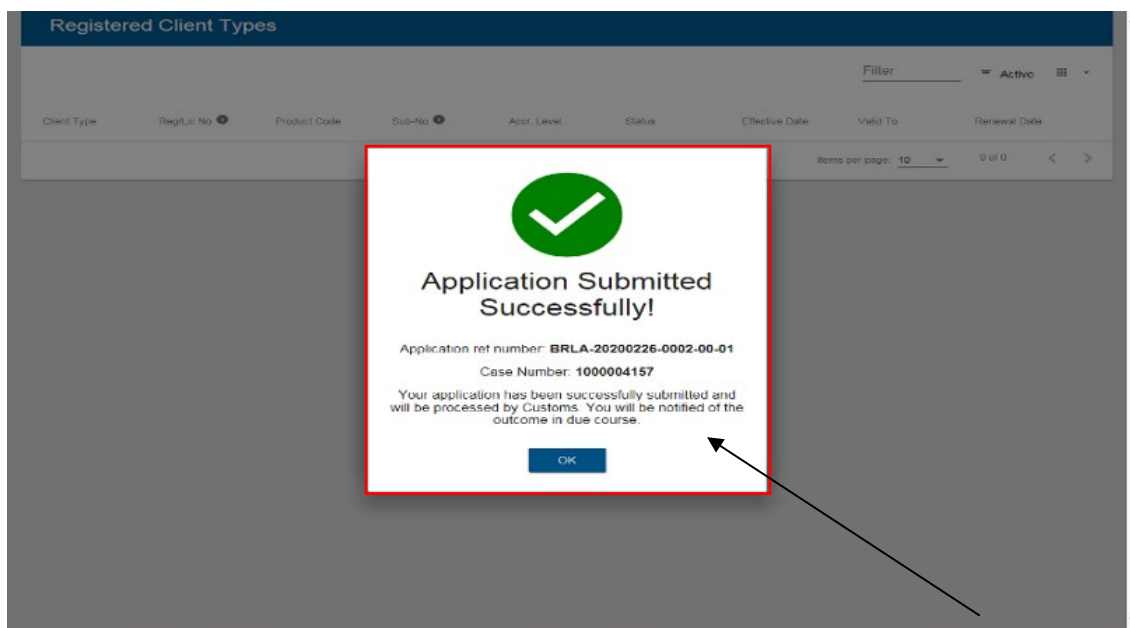


- g) The required document(s) is then uploaded to the application case. The same processes mentioned in the above paragraph [c) to f)] must be followed until all the required (supporting) document(s) have been successfully uploaded to the RLA or AEO application case.

11 DECLARATION

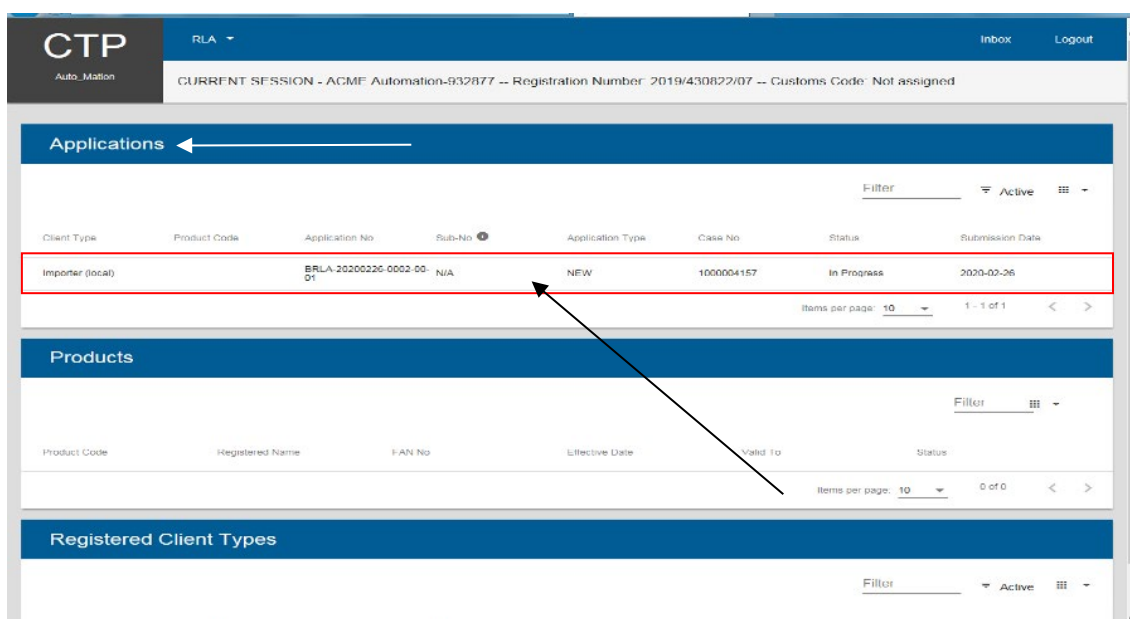
- a) This field is mandatory the user must once all the required (supporting) document(s) has been successfully uploaded:
- Select the declaration box; and
 - Click on the Submit button to submit his/her RLA or AEO application to Customs for processing.

- b) The system displays:
- A message that his/her application have been submitted successfully;
 - The application's reference number; and
 - Case number.
- c) The user clicks on the Ok button to close his/her application case.



d) The system:

- i) Forwards an acknowledgement of submission notification to the user via SMS or email. The notification includes the application case number; and
- ii) Returns to the RLA Dashboard and displays:
 - A) The case under Application; and
 - B) Case status e.g. in Progress.



- e) The user will be able to register / license another client type provided the first application has been finalised. If the first application has been approved, the system will display the client type registered or licensed under Registered Client Types and Customs Product level details.

CTP

Auto Motion

RLA

Inbox

Logout

CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430827/07 -- Customs Code: Not assigned

Applications

Filter

Active

Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status	Submission Date
Importer (local)		BRLA-20200226-0002-00-01	N/A	NEW	1000004157	In Progress	2020-02-26

Items per page: 101 - 1 of 1<>

Products

Filter

Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CU25003557	ABC Wholesale PTY LTD	8125001411	2020-02-26	2030-02-26	ACTIVE

Items per page: 101 - 1 of 1<>

Registered Client Types

Filter

Active

Client Type	Reg/Lic No	Product Code	Sub-No	Acct. Level	Status	Effective Date	Valid To	Renewal Date
Importer (local)	CU25001018	CU25003557	N/A	N/A	Active	2020-02-26	2030-02-26	2030-01-27

Items per page: 101 - 1 of 1<>

12 INBOX ON THE RLA DASHBOARD

12.1 Viewing of notification issued

- Various notifications are sent to clients via SMS and email to inform them that there is new correspondence available in relation to applications that have been submitted. These notifications are visible in the Inbox on the client's RLA dashboard.
- The user follows the procedure prescribed in paragraph 5.1 to access the client's RLA Dashboard and clicks on the Inbox link in the top Menu to navigate to the Inbox. The number that is displayed in red next to the Inbox link on the user's RLA dashboard indicates the number of unread messages.

CTP

Auto Motion

RLA

Home

Help

Logout

CURRENT SESSION - ACME Automation-85503 -- Registration Number: 2019/599951/07 -- Customs Code: CU25003689

Applications

Filter

Active

Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status	Submission Date
Exporter for GSP - AGOA (res)	CU2103899	BRLA-2020004-0015-00-01	N/A	NEW	1000004158	In Progress	2020-02-04

Items per page: 101 - 1 of 1

Products

Filter

Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CU2000089	SOMAutoCompany	8125001413	2020-02-26	2030-02-26	ACTIVE

Items per page: 101 - 1 of 1

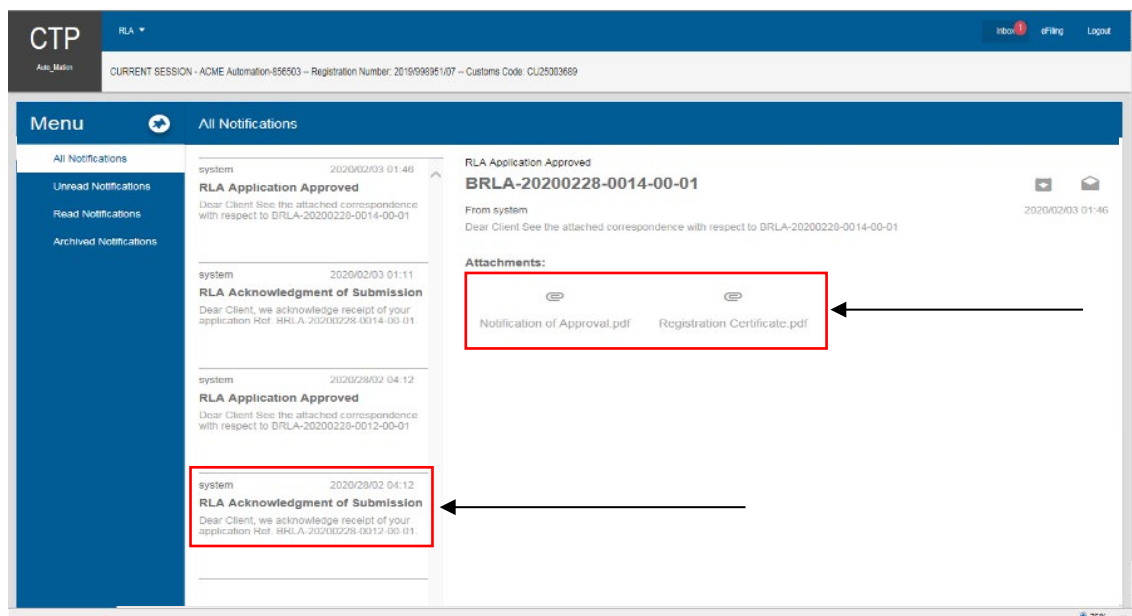
Registered Client Types

Filter

Active

- The system displays the RLA Inbox.
- When clicking on a specific notification, the subject and notes for the notification is displayed as well as a:

- i) Link to view the attached PDF letter; or
- ii) Hyperlink to the appropriate page for example in the case where the user is requested to upload supporting documents.



- iii) Alternatively, the notification of approval and registration certificate may be downloaded directly from the dashboard.

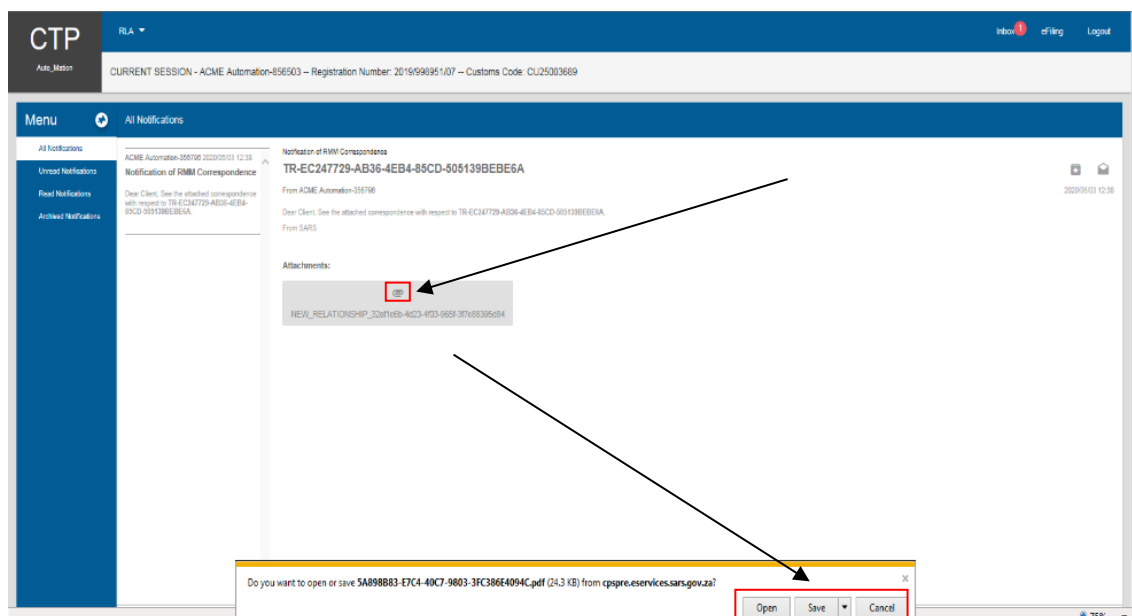
Registered Client Types

Filter

Active

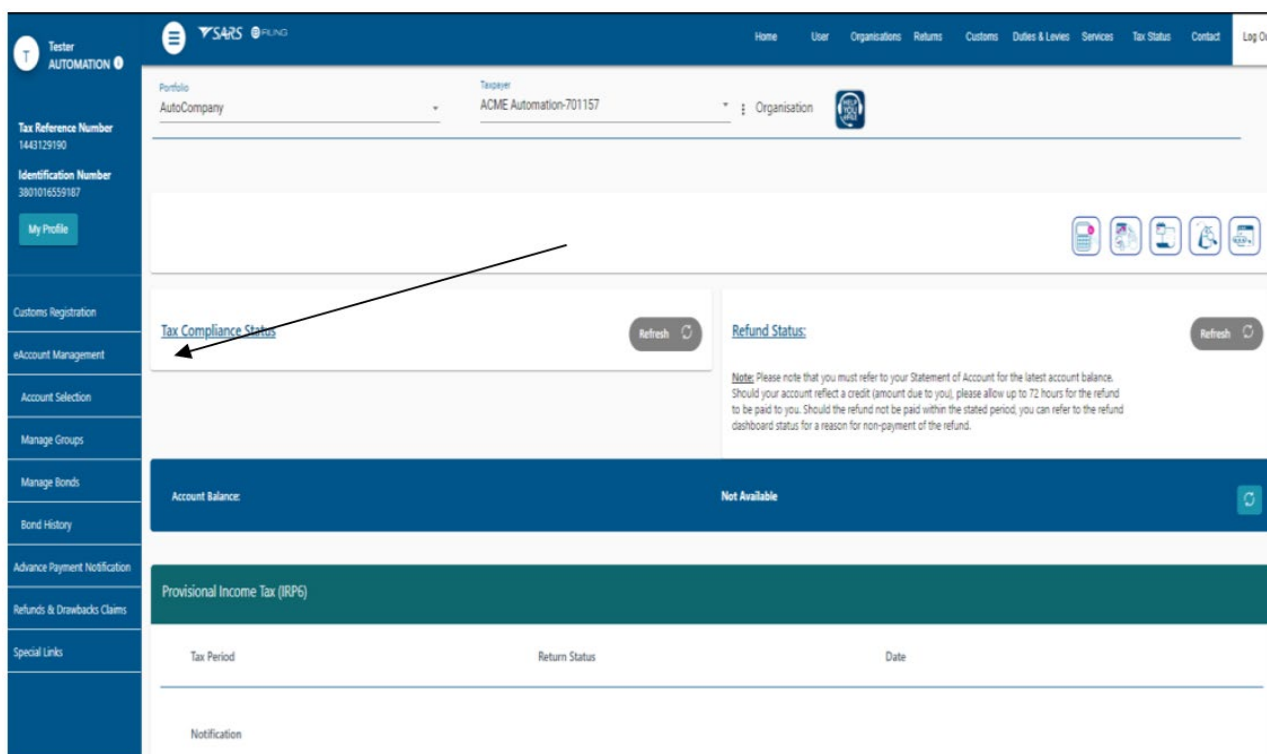
Client Type	Reg/Lic No	Product Code	Certificates	Notification of Approval	Sub No	Status	Effective Date	Valid To	Renewal To	Renewal From	Depot Code	Terminal Code	BIC Code	SCAC Code	IATA Code	Carrier Code(for Rail)
Importer (local)	CU50005352	CU25018957			N/A	Active	2024-02-16		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- e) In order to view, save or print an attachment:
- i) The user clicks on the attachment icon.
 - ii) The system asks if you want to Open or Save the attachment.
 - iii) The user clicks on the:
 - A) Open button to view or print the attachment: or
 - B) Save button to save the attachment to his/her computer.



12.2 Viewing of bond history

- a) In order to view the bond history, the user access the RLA Dashboard, then clicks on the eAccounts Management tab. The Inbox menu will open and the user can then navigate to the Inbox.



- b) The Manage bond tab will be displayed and all the bonds belonging to the user will be listed on the user's RLA dashboard.

Tester AUTOMATION

Tax Reference Number
1497069193

Identification Number
1401018786086

My Profile

Customs Registration

eAccount Management

Account Selection

Manage Groups

Manage Bonds

Bond History

Advance Payment Notification

Refunds & Drawbacks Claims

Special Links

Taxpayer

ACME AUTOMATION-758046

Registration Number
2020/332099/07

Cell Number
0829873533

Email Address
SQMAUTOMATION1401018786086@NOWHERE.GOV.ZA

Filter Criteria

Bond Status
All

Filter

Bonds

Reference	Client Name	Source Reference	Request Amount	Guarantor	Bond Status	Case Number	Case Status	Action
25014512	Special Storage Warehouse (SOS) - Dutiable Imported Goods	RLA1000009195	47700000.00	AIG SOUTH AFRICA LIMITED	Cancelled			View/Manage

Items per page: 10 1 - 1 of 1

Back

LIVE CHAT

ASK A QUESTION?

12.3 Archiving of Notification

- a) After the user has viewed, printed or saved the attached notification:
- The user clicks on the Archive Notification icon;
 - The system:
 - Moves the notification from the All Notifications folder to the Archived Notifications folder; and
 - Updates the number of unread messages displayed in red next to the Inbox link.

CTP

Menu

All Notifications

Unread Notifications

Read Notifications

Archived Notifications

Notification of RMM Correspondence

TR-EC247729-AB36-4EB4-85CD-505139BEBE6A

From ACME Automation-335798

Dear Client: See the attached correspondence with respect to TR-EC247729-AB36-4EB4-85CD-505139BEBE6A.

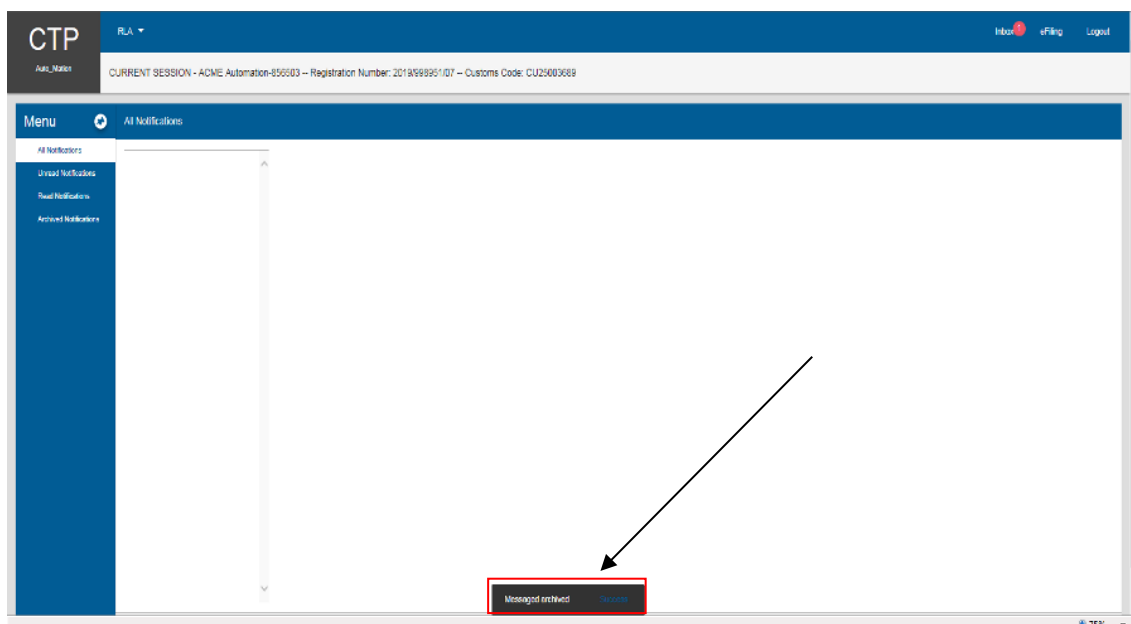
From SARS

Attachments:

NEW_RELATIONSHIP_32af1e6b-4023-4703-885f-37f63385684

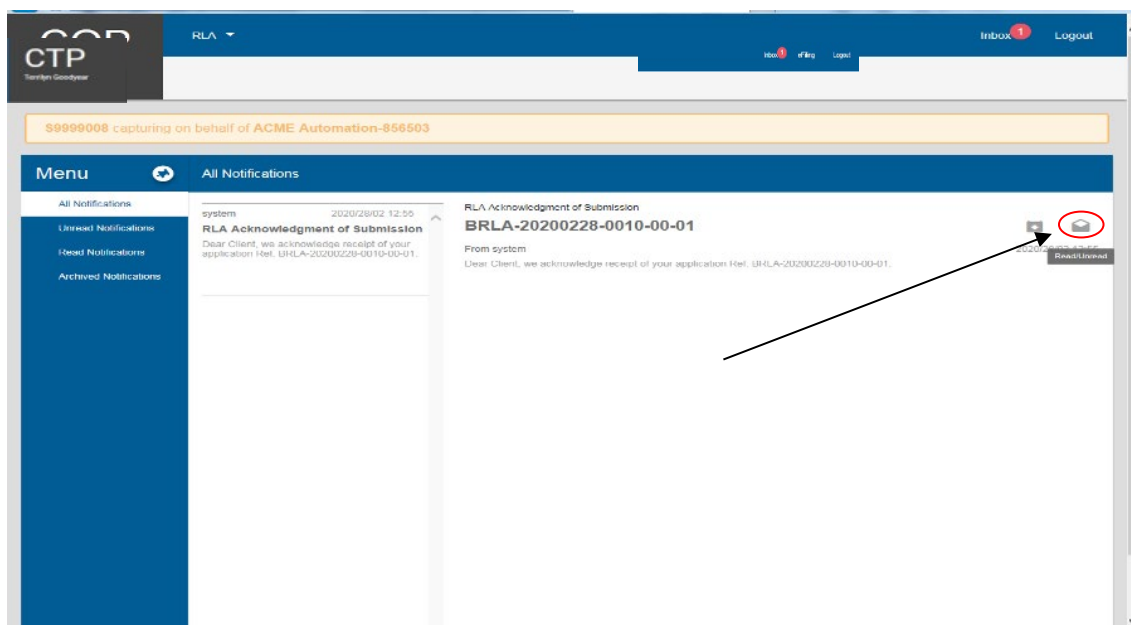
Archive Notification

- b) The system displays a message that the notification has been successfully archived.

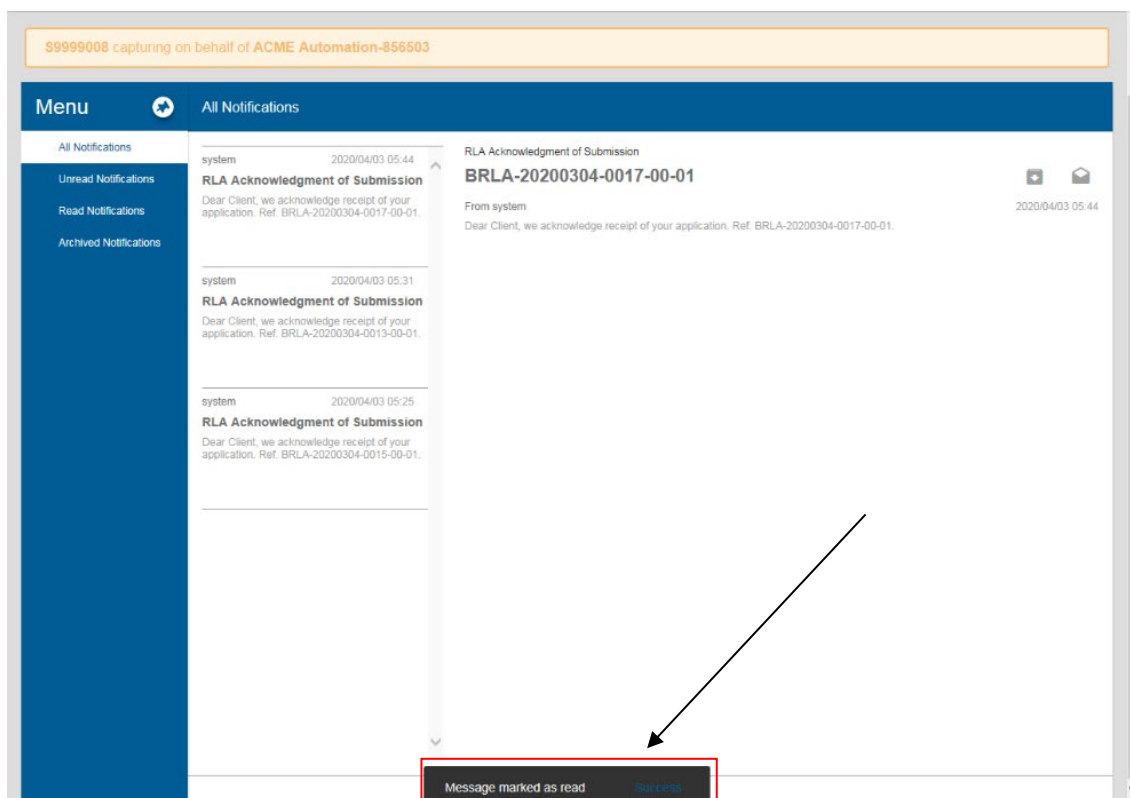


12.4 Mark notification as read or unread

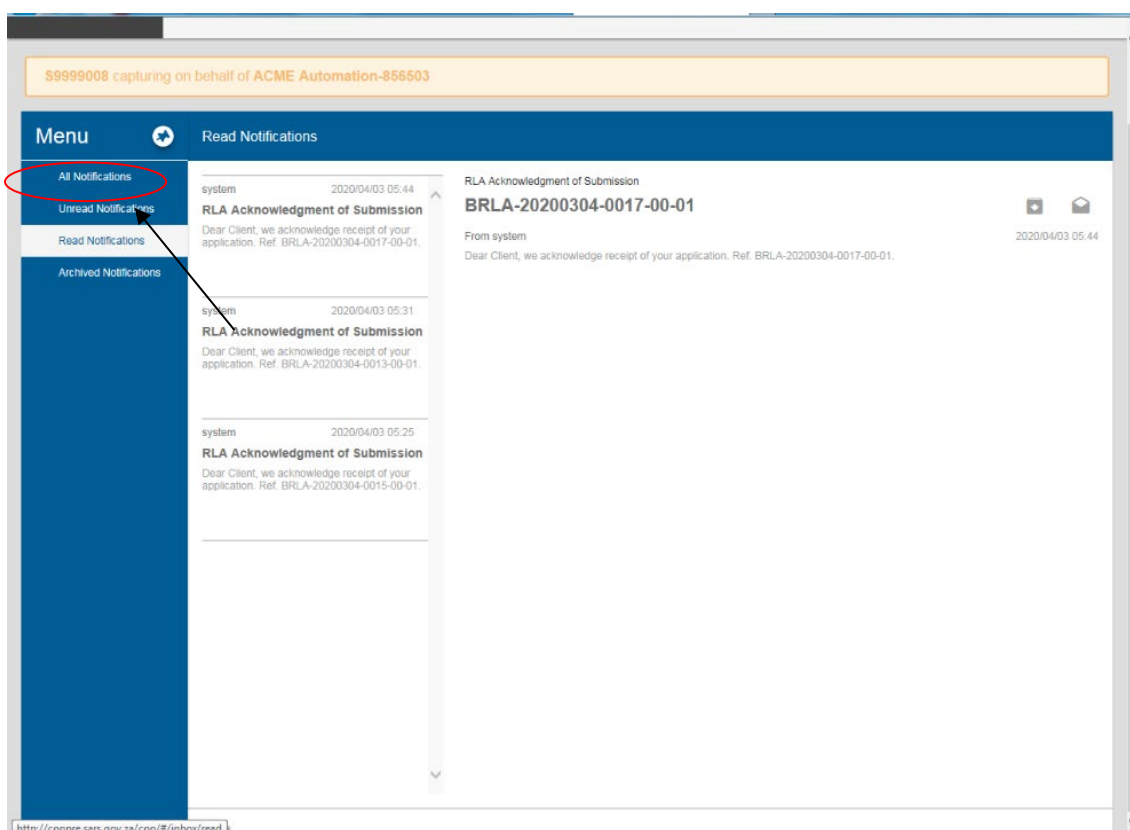
- a) The user can also move notifications from the Read Notifications folder to the Unread Notifications folder by clicking on the Read/Unread icon.



- b) The system indicates that the message is marked as read.



- c) The system moves the message from the All Notifications folder to the Read Notifications folder.



13 REFERENCES

13.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	<p>Customs and Excise Act No. 91 of 1964: Sections 1(1), 4, 4(3D), 8, 18, 18A, 19, 19A, 21, 21A, 22, 23, 25, 27, 34, 36, 36A, 38, 38A; 41, 43, 44, 44A, 46A, 47, 47A, 47B, 48, 49, 51, 54FD, 59, 59A, 60 – 64, 64A – G, 65, 73, 75, 77, 78 to 86A, 98, 99, 99A 101, 101A 105, 107A, 113(1), 113(2) 114, 116 and 120</p> <p>Customs and Excise Rules: 00.03, 8.03, 8.04, 8.06, 8.08, 18.01 - 18.15; 18A.01 - 18A.06; 19.09.02 – 19.09.05; 19A.02, 21A.01 to 21A.13, 27.02, 27.03, 34.01, 38.01 to 38.16, 38A.03, 39.04 to 39.08, 39.14, 41.01 to 41.05, 45.01 to 45.02, 46A1.01 – 46A5A21, 47B.01 – 47B.06, 49A, 49D, 49F, 49G, 59A, 60 – 64, 64A – G, 65.01 to 65.03, 75.01 to 75.24, 101.01 to 101.03, 101.03(a) 101A.01 to 101A.12, 110.01 – 110.02; 120.03 to 120.04, 120A.03, and 120.08 to 120.09</p> <p>Schedule 3: Industrial Rebates of Customs Duties</p> <p>Schedule 4: General Rebates of Customs Duties, Fuel Levy and Environmental Levy</p> <p>Schedule 5: Specific Drawbacks and Refunds of Customs Duties, Fuel Levy and Environmental Levy</p> <p>Schedule 6: Refunds and Rebates of Excise Duties, Fuel Levy and Environmental Levy</p> <p>Schedule 8</p> <p>Schedule 10: Part - This Schedule provides for the publication of agreements as a part of Customs legislation in order to give effect there to:</p> <ol style="list-style-type: none"> Part 1A – Agreement on Trade Development and Co-operation between the European Community and their Member States and the Republic of South Africa; and Part 1B – Economic Partnership Agreement (EPA) between the SADC EPA States, of the one Part and the European Union and its Member States, of the other Part; Part 1C – Economic Partnership Agreement between the Southern African Customs Union (SACU) Member States and Mozambique, of the One Part and the United Kingdom of Great Britain and Northern Ireland, of the Other Part; Part 2 – Treaty of the Southern African Development Community (SADC) and Protocols concluded under the provisions of Article 22 of the Treaty; Part 3 – Agreement between the Government of the Republic of South Africa and the Government of the United States of America regarding Mutual Assistance between their Customs Administrations; Part 4 – Southern African Customs Union (SACU) Agreement between the Governments of the Republic of Botswana, Kingdom of eSwatini; the Kingdom of Lesotho, the Republic of Namibia and the Republic of South Africa; Part 5 – Memorandum of Understanding between the Government of the Republic of South Africa and the Government of the People's Republic of China on promoting Bilateral Trade and Economic Co-operation; Part 6 – Free Trade Agreement between the EFTA States and the SACU States; Part 7 - Preferential Trade Agreement between MERCOSUR and SACU; and <p>Part 8 – Agreement establishing the African Continental Free Trade Area (AfCFTA)</p>
Other Legislation:	None
International Instruments:	None

13.2 Cross References

DOCUMENT #	DOCUMENT TITLE
GEN-ELEC-15-G01	Guide to the Entity Merge Functionality on eFiling – External Guide
GEN-ELEC-18-G01	How to register for eFiling and manage your user profile – External Guide
GEN-GEN-41-G01	Change of Banking Details – External Guide
GEN-GEN-51-G01	SARS Online Query System – External Guide
GEN-REG-01-G04	How to complete the registration Amendments and Verification Form (RAV01) – External Guide
SC-CC-38	Reporting of Conveyances and Goods – External Policy
SC-CF-07	Accreditation – External Policy
SC-CF-19-A01	Documentary Requirements – External Annex
SC-CF-19-A02	Facility Code List – External Annex
SC-CF-26	Application to submit cargo reports – External Manual
SC-CF-37	Sufficient Knowledge Competency Assessment for AEO – External Guide
SC-CF-50	Relationship Management – External Guide
SC-CF-55	Clearance Declaration - External Policy
SC-CO-01-02	Offence and Penalties – External Policy
SC-CW-01-07	Duty- and Tax-Free Shops – External Policy
SC-DT-B-02	Deferments – External Policy
SC-DT-C-13	Refunds and Drawbacks – External Policy
SC-PR-01-02	Rebate item 470.03 – External Guide
SC-RO-02	Administration of Trade Agreements – External Policy
SC-SE-05	Bonds – External Policy
SC-TR-01-05	Removal of Goods – External Policy
SE-ADV-02	Ad Valorem Excise Duty – External Policy
SE-AK-02	Aviation Kerosene – External Policy
SE-BIO-02	Biodiesel – External Policy
SE-BON-02	Bonds -External Policy
SE-CBT-02	Carbon Tax – External Policy
SE-CD-02	Environmental Levy on Carbon Dioxide Emissions on New Motor Vehicles Manufactured in South Africa – External Policy
SE-DEL-02	Diamond Export Levy – External
SE-ELC-02	Environmental Levy on Electricity Generated in South Africa – External Policy
SE-MB-02	Malt Beer – External Policy
SE-OFB-02	Other Fermented Beverages – External Policy
SE-OIL-02	Oil Industry – External Policy
SE-PB-02	Environmental Levy on Plastic Bags Manufactured in South Africa – External Policy
SE-SB-02	Health Promotion Levy on Sugary Beverages – External Policy
SE-SP-02	Spirits – External Policy
SE-TAB-02	Traditional African Beer – External Policy
SE-TL-02	Environmental Levy on Tyres – External Policy
SE-TOB-02	Tobacco – External Policy
SE-WV-02	Wine and Vermouth – External Policy

13.3 Quality Records

NUMBER	TITLE
DA 185	Application form: Registration / Licensing of Customs and Excise Clients
DA 185.4A1	Importer
DA 185.4A2	Exporter
DA 185.4A3	Rebate User
DA 185.4A4	Manufacturer
DA 185.4A5	Manufacturing warehouse (APDP)
DA 185.4A7	Producer
DA 185.4A10	Manufacturer in terms of drawback items 501.00 to 521.00
DA 185.4A11	SEZ and or designation of a CCA

NUMBER	TITLE
DA 185.4A13	Registered agent
DA 185 C	Security Particulars
DA 185.4B1	Special manufacturing warehouse
DA 185.4B2	Manufacturing warehouse
DA 185.4B3	Storage warehouse
DA 185.4B4	Special storage warehouse
DA 185.4B5	Clearing agent
DA 185.4B6	Remover of goods in bond (Local or foreign)
DA 185.4B9	Storage warehouse (Customs Controlled Area Enterprise)
DA 185.4B10	Manufacturing warehouse (Customs Controlled Area Enterprise)
DA 185.4B14	De-grouping depot
DA 185.4B15	Searcher of or searching for wreck
DA 185.4B16	Container depot
DA 186	Application for Accredited Client
DA 261	Application for a licence to search / search for a wreck
DA 46A.01	Exporter's application for Registration for the purposes of the GSP
DA 46A1.02	Exporter's Application for Registration for the purposes of the AGOA.
DA 46A1.03	Manufacturer's Application for Registration for the purposes of the AGOA
DA 49A.02	Application for approved exporter status
DA 8	Application for registration to submit reporting documents for sea cargo
DA 8A	Application for registration to submit reporting documents for air cargo
DA 8B	Application for registration to submit reporting documents for rail cargo
DA 8C	Application for registration to submit reporting documents for road cargo
RAV01	Registration, Amendments and Verification form

14 DEFINITIONS AND ACRONYMS

The definitions, acronyms and abbreviations can be accessed via the following link: [Glossary A-M | South African Revenue Service \(sars.gov.za\)](https://www.sars.gov.za/glossary)

15 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 www.sars.gov.za;
 - 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).