



CUSTOMS TRADER PORTAL FOR REGISTRATION, LICENSING AND ACCREDITATION

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1 PURPOSE

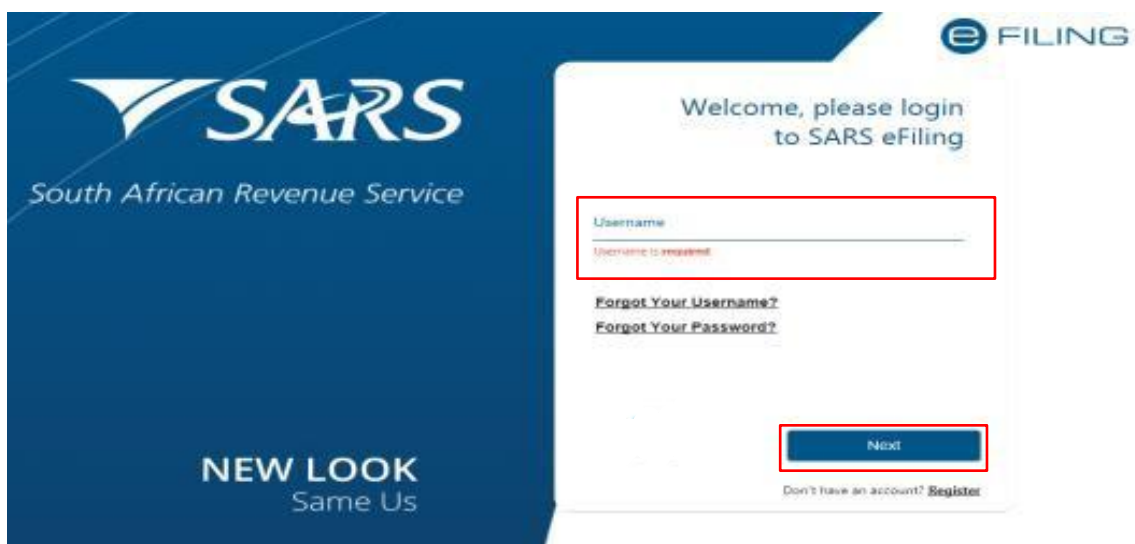
- a) The purpose of the guide is to provide procedures for capturing client information for Customs and Excise registration, licensing and accreditation on RLA.
- b) The guide provides procedures for applicants to follow when applying manually for a Customs client type. This client type is reflected on the Annexure, SC-CF-19-A01 coded with an M in the submission channels columns.

2 SCOPE

- a) This guide describes the capturing of information as required and prescribed in the registration, licensing and accreditation external Policy SC-CF-19.
- b) The document also covers the electronic submission where:
 - i) The application types specified in SC-CF-19-A01, that are allocated 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 license.

3 LOG IN TO EFILING

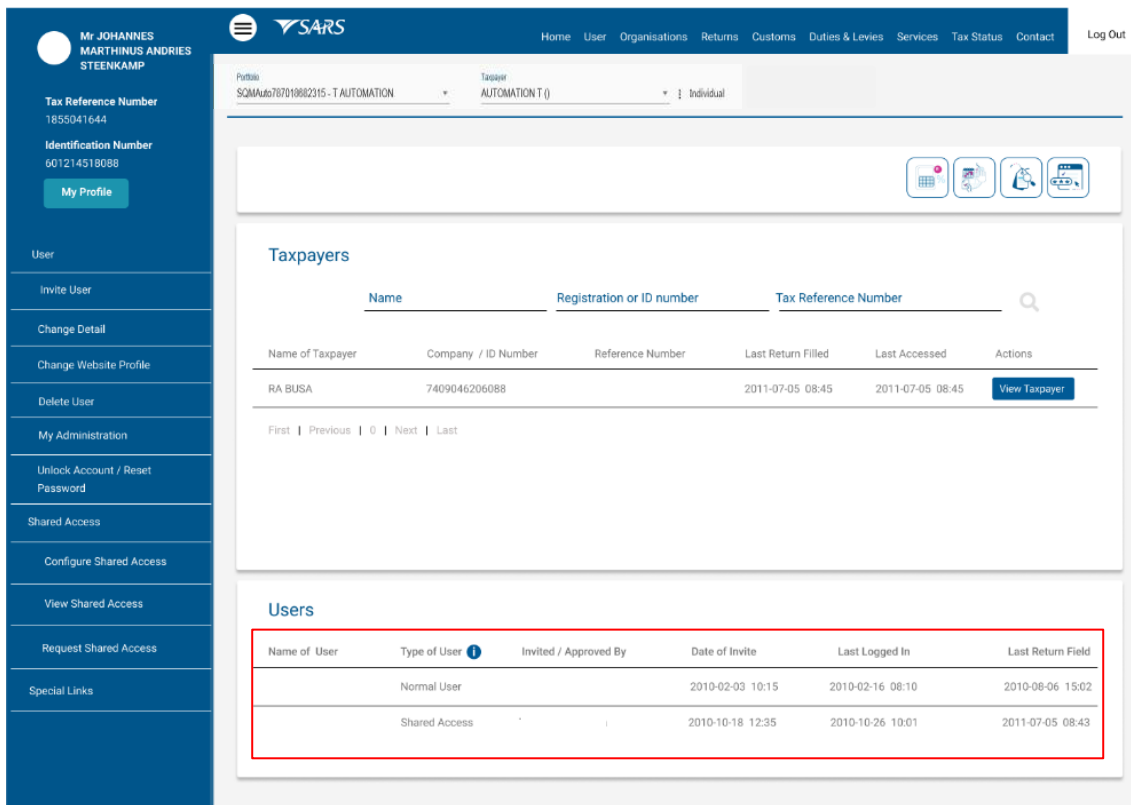
- a) In order to access the eFiling platform, the user needs to visit the SARS website, click on the eFiling icon and enter his/her login details.
- b) A user can only use a single username and password (referred to as the primary login) to login to eFiling.
- c) Once the user captures his/her username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



- 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 is divided into two sections: 'Taxpayers' and 'Users'.

Taxpayers Section: This section contains a table with columns: Name, Registration or ID number, and Tax Reference Number. The table lists one taxpayer: RA BUSA, with a registration number of 7409046206088 and a tax reference number of 2011-07-05 08:45. A 'View Taxpayer' button is next to the entry.

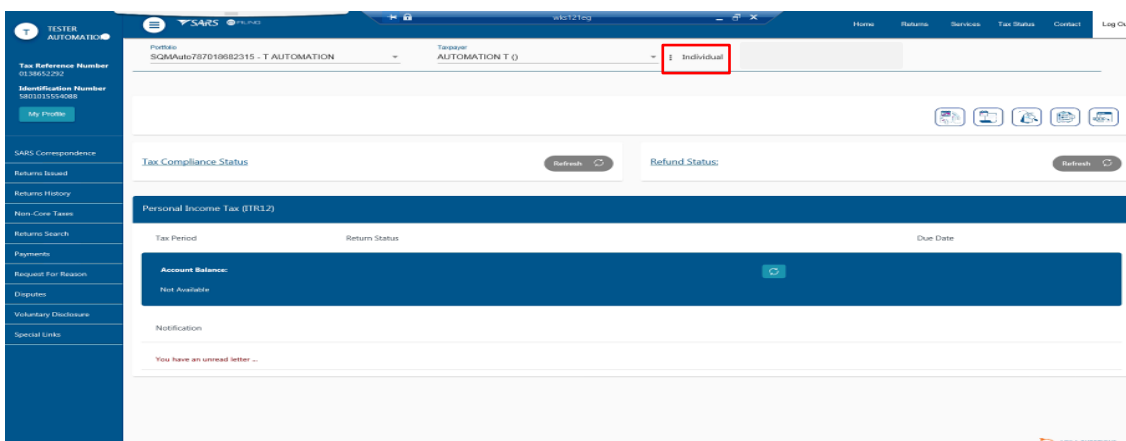
Users Section: This section contains a table with columns: Name of User, Type of User, Invited / Approved By, Date of Invite, Last Logged In, and Last Return Filed. The table lists two users: a Normal User and a Shared Access user. The Shared Access user's row is highlighted with a red border.

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		2010-10-18 12:35	2010-10-26 10:01	2011-07-05 08:43

4 CHANGE PORTFOLIO TYPE AND TAXPAYER DETAILS ON EFILING

4.1 If the user is an individual

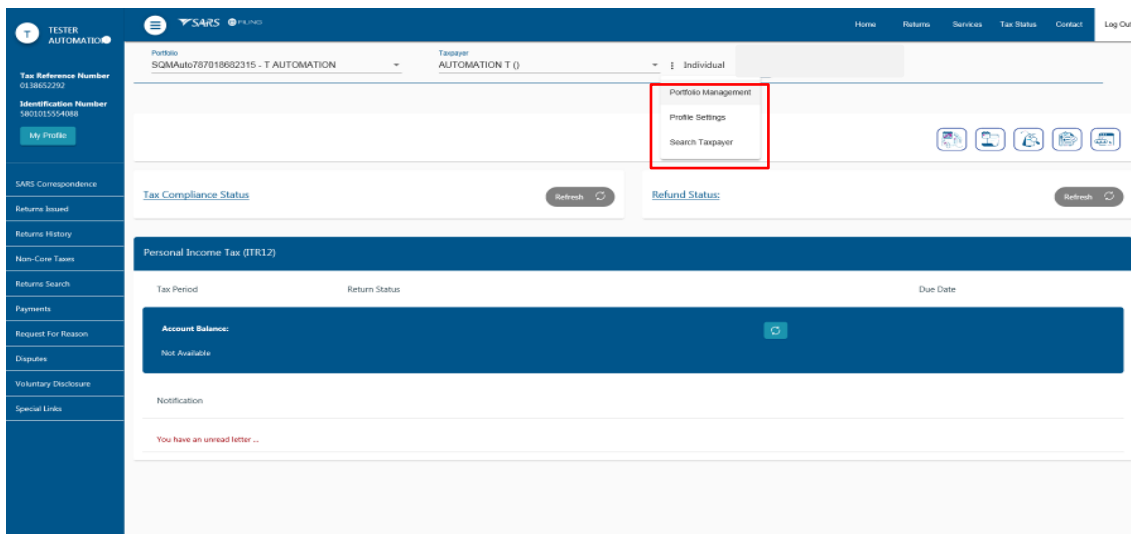
- a) The user must change his/her portfolio type from individual to organisation to submit an application for any Customs client type through eFiling. The user clicks on the three dots next to his/her portfolio type individual.



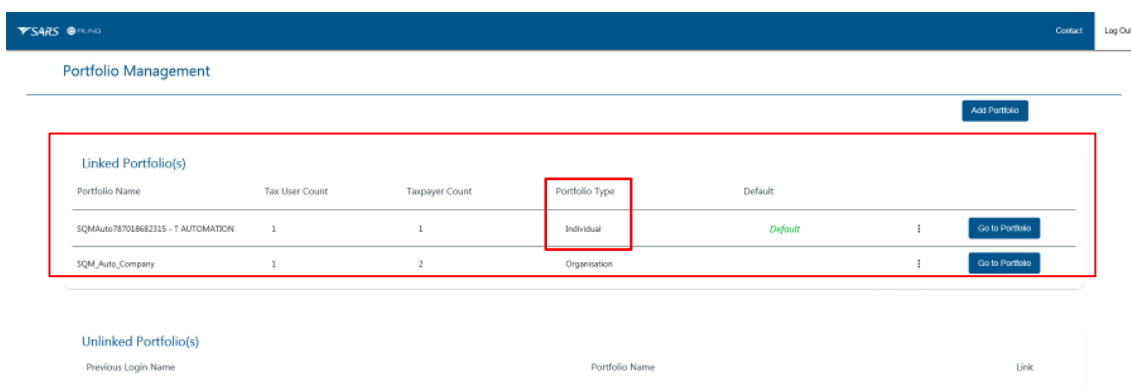
The screenshot shows the SARS eFiling portal interface. The 'Portfolio' dropdown menu is open, and the 'Individual' option is selected and highlighted with a red box. The 'Taxpayer' dropdown menu is also open, showing 'AUTOMATION T ()'.

The main content area displays the 'Tax Compliance Status' section, which includes a 'Personal Income Tax (ITR12)' form. The form has fields for 'Tax Period', 'Returns Status', and 'Due Date'. Below the form is a 'Notification' section with a message: 'You have an unread letter ...'.

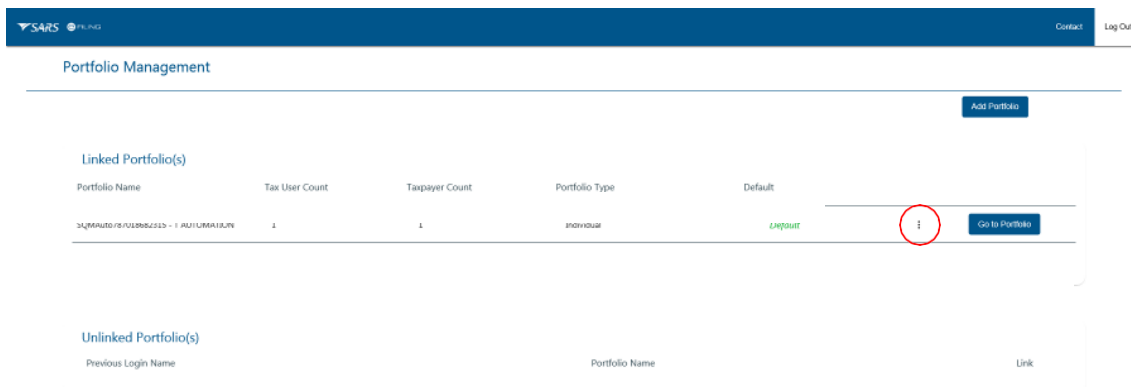
- b) The system displays a dropdown box. The user clicks on Portfolio Management.



- 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.

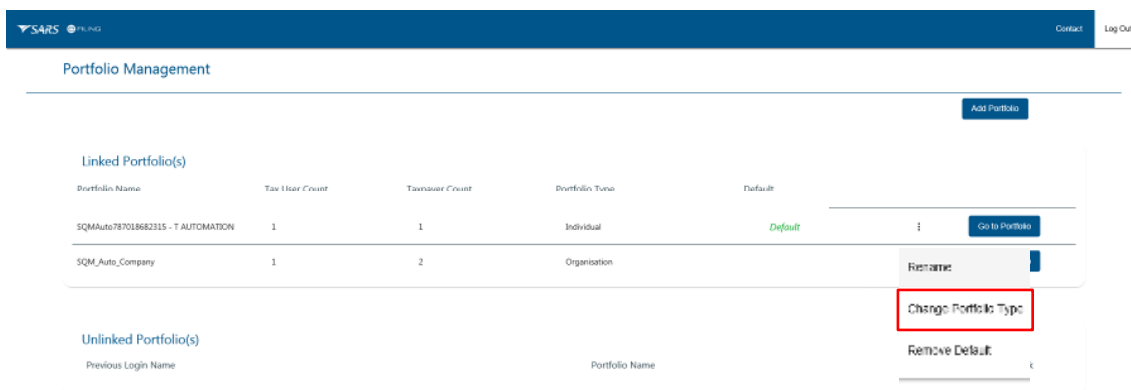


The screenshot shows the SARS Portfolio Management interface. At the top, there is a header with the SARS logo and navigation links. Below the header, the page title 'Portfolio Management' is displayed. A table titled 'Linked Portfolio(s)' contains one row with the following data:

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default		Go to Portfolio
SARS AUTO (SARS) 123 - T AUTOMATION	1	1	Individual	Default	⋮	Go to Portfolio

A red circle highlights the three-dot menu icon (⋮) next to the 'Go to Portfolio' button. Below the table, there is a section for 'Unlinked Portfolio(s)' with columns for 'Previous Login Name', 'Portfolio Name', and 'Link'.

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



The screenshot shows the SARS Portfolio Management interface. At the top, there is a header with the SARS logo and navigation links. Below the header, the page title 'Portfolio Management' is displayed. A table titled 'Linked Portfolio(s)' contains two rows with the following data:

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default		Go to Portfolio
SQMAuto787018682315 - T AUTOMATION	1	1	Individual	Default	⋮	Go to Portfolio
SQM_Auto_Company	1	2	Organisation		⋮	Go to Portfolio

A red box highlights the 'Change Portfolio Type' option in the dropdown menu. Below the table, there is a section for 'Unlinked Portfolio(s)' with columns for 'Previous Login Name', 'Portfolio Name', and 'Link'.

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

The screenshot shows the SARS Portfolio Management interface. At the top, there is a blue header with the SARS logo and navigation links for 'Contact' and 'Log Out'. Below the header, the page title 'Portfolio Management' is displayed. On the right side, there is an 'Add Portfolio' button. The main content area is divided into two sections: 'Linked Portfolio(s)' and 'Unlinked Portfolio(s)'. The 'Linked Portfolio(s)' section contains a table with the following columns: 'Portfolio Name', 'Tax User Count', 'Taxpayer Count', 'Portfolio Type', and 'Default'. A red box highlights the 'Portfolio Type' dropdown menu, which is currently set to 'Portfolio type'. The 'Default' column shows 'Save' and 'Default' buttons. The 'Unlinked Portfolio(s)' section contains a table with the following columns: 'Previous Login Name', 'Portfolio Name', and 'Link'.

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default
SQM Auto 787018682315 - T AUTOMATION	1	1	Portfolio type	Save Default

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

The screenshot shows the SARS Portfolio Management interface. At the top, there is a blue header with the SARS logo and navigation links for 'Contact' and 'Log Out'. Below the header, the page title 'Portfolio Management' is displayed. On the right side, there is an 'Add Portfolio' button. The main content area is divided into two sections: 'Linked Portfolio(s)' and 'Unlinked Portfolio(s)'. The 'Linked Portfolio(s)' section contains a table with the following columns: 'Portfolio Name', 'Tax User Count', 'Taxpayer Count', 'Portfolio Type', and 'Default'. The 'Portfolio Type' column shows a list of options: 'Individual', 'Tax Practitioner', and 'Organisation'. The 'Default' column shows 'Save' and 'Default' buttons. The 'Unlinked Portfolio(s)' section contains a table with the following columns: 'Previous Login Name', 'Portfolio Name', and 'Link'.

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default
SQM Auto Company	1	2	Individual	Save Default
			Tax Practitioner	
			Organisation	

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

- h) The system changes the portfolio type from individual to organisation. To save the changes, the user must click 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
SQM_Auto_Company	1	2	Organisation		Go to Portfolio

Unlinked Portfolio(s)

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

Portfolio Management

[Add Portfolio](#)

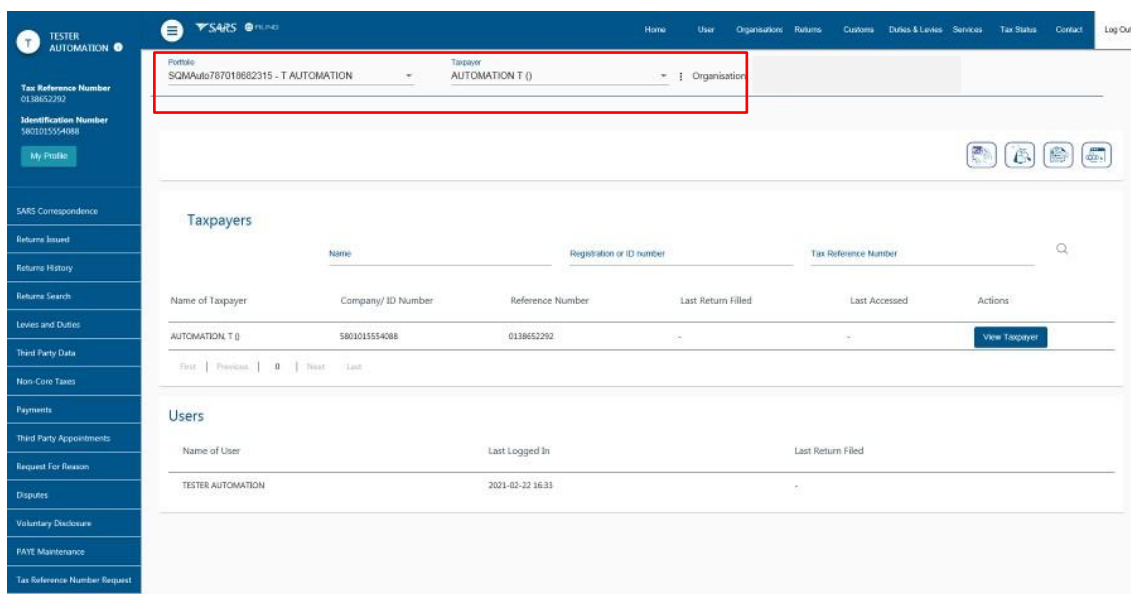
Linked Portfolio(s)

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

Unlinked Portfolio(s)

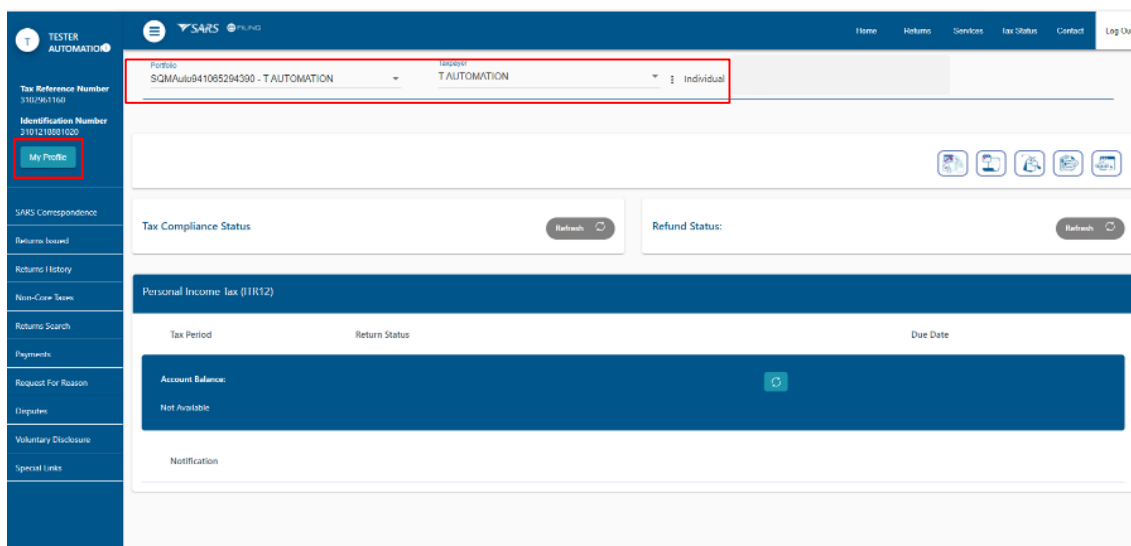
Previous Login Name	Portfolio Name	Link
---------------------	----------------	------

- 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.

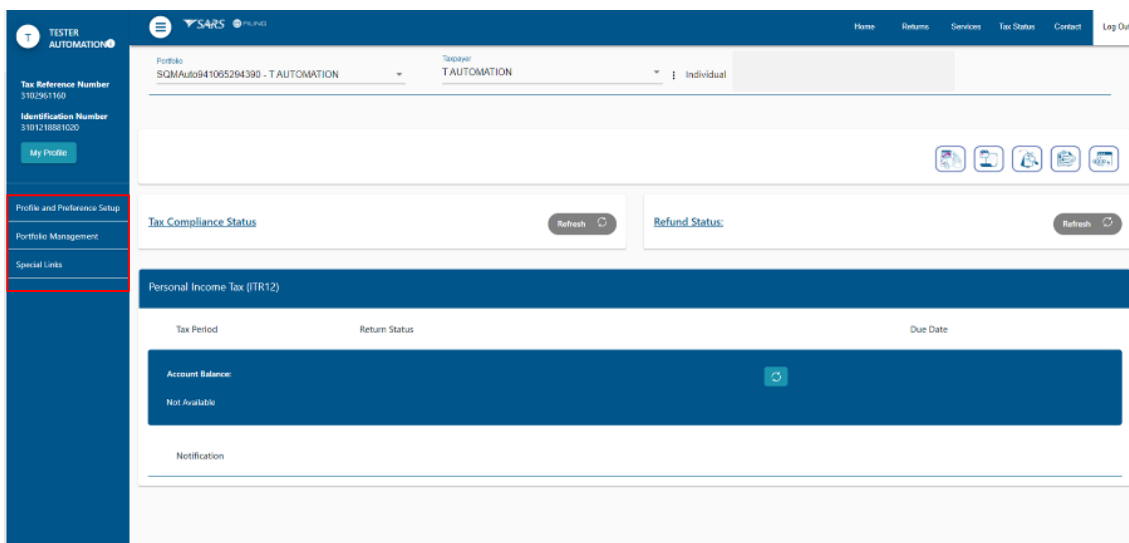


4.2 If the user needs to confirm whether the organisation profile is linked to his/her profile

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

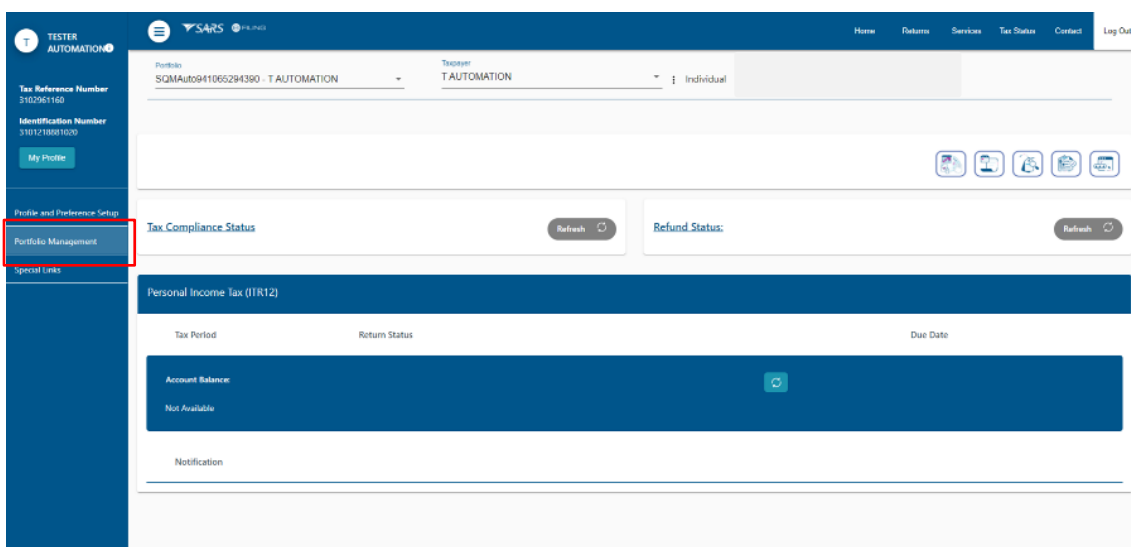


- b) The system displays the My profile options on the left side of the screen.



The screenshot shows the SARS eFiling interface. On the left sidebar, the 'My Profile' option is highlighted. The main content area displays the 'Tax Compliance Status' and 'Refund Status' sections. The 'Tax Compliance Status' section includes a 'Personal Income Tax (ITR12)' section with a 'Tax Period' and 'Return Status' table. The 'Refund Status' section includes a 'Refund Status' table.

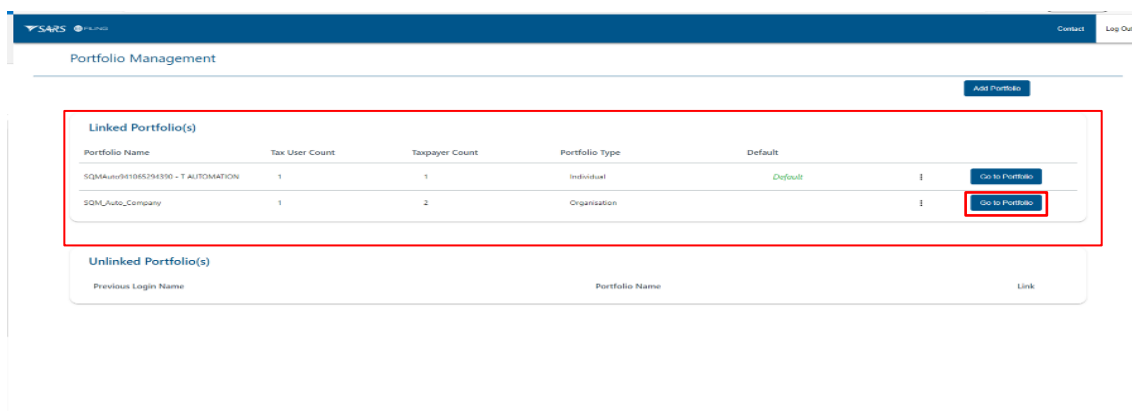
- c) The user clicks on Portfolio Management.



The screenshot shows the SARS eFiling interface. On the left sidebar, the 'Portfolio Management' option is highlighted. The main content area displays the 'Tax Compliance Status' and 'Refund Status' sections. The 'Tax Compliance Status' section includes a 'Personal Income Tax (ITR12)' section with a 'Tax Period' and 'Return Status' table. The 'Refund Status' section includes a 'Refund Status' table.

Effective Date: 21 September 2026

- 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.



Portfolio Management

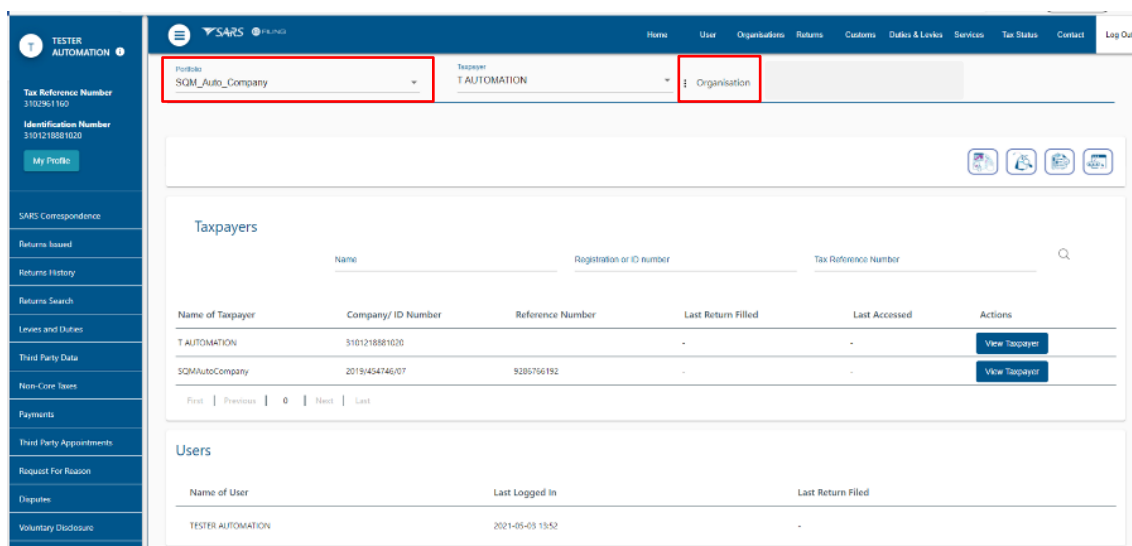
Add Portfolio

Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
SQM_Auto_T AUTOMATION	1	1	Individual	Default	Go to Profile
SQM_Auto_Company	1	2	Organisation		Go to Profile

Unlinked Portfolio(s)

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

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



TESTER AUTOMATION

Tax Reference Number: 3102961160

Identification Number: 3101218081020

My Profile

SARS Correspondence

Returns Issued

Returns History

Returns Search

Levies and Duties

Third Party Data

Non-Core Issues

Payments

Third Party Appointments

Request For Reason

Disputes

Voluntary Disclosure

Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log Out

Portfolio: SQM_Auto_Company Taxpayer: T AUTOMATION Organisation

Taxpayers

Name	Registration or ID number	Tax Reference Number
T AUTOMATION	3101218081020	
SQM_Auto_Company	2018/404746/07	9205756192

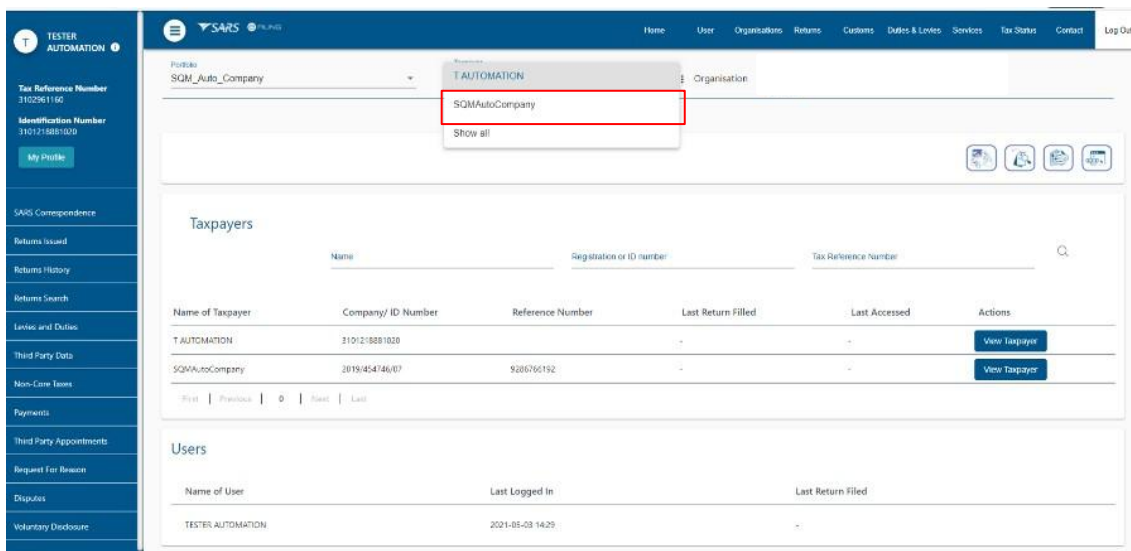
First | Previous | 0 | Next | Last

View Taxpayer View Taxpayer

Users

Name of User	Last Logged In	Last Return Filed
TESTER AUTOMATION	2021-05-05 13:52	

- 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.



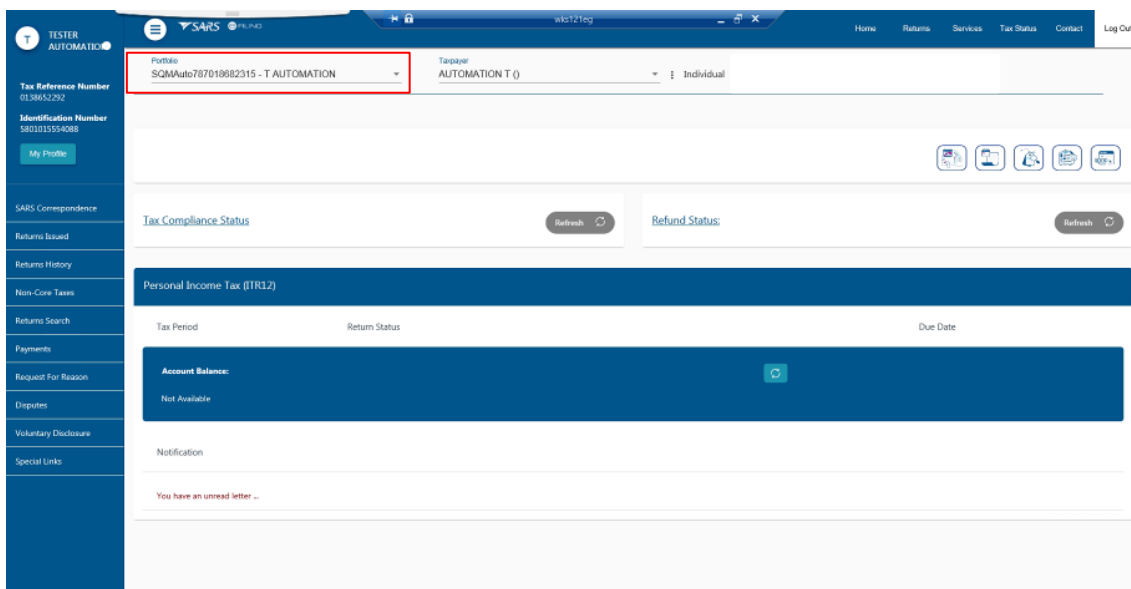
The screenshot shows the SARS eFiling interface. On the left is a sidebar with navigation links. The main area has a header with 'SARS eFILING' and a top navigation bar. Below the header, there's a 'Portfolio' dropdown menu with 'SQM_Auto_Company' selected. A dropdown menu is open, showing 'T AUTOMATION' and 'SQMAutoCompany' (highlighted with a red box), and a 'Show all' link. Below this is a 'Taxpayers' table with columns: Name of Taxpayer, Company/ ID Number, Reference Number, Last Return Filled, Last Accessed, and Actions. The table lists 'T AUTOMATION' and 'SQMAutoCompany'. Below the table is a 'Users' section with a table listing 'TESTER AUTOMATION'.

Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
T AUTOMATION	310/2/9881020	-	-	-	View Taxpayer
SQMAutoCompany	2019/454746/07	9286760192	-	-	View Taxpayer

Name of User	Last Logged In	Last Return Filled
TESTER AUTOMATION	2021-05-03 14:29	-

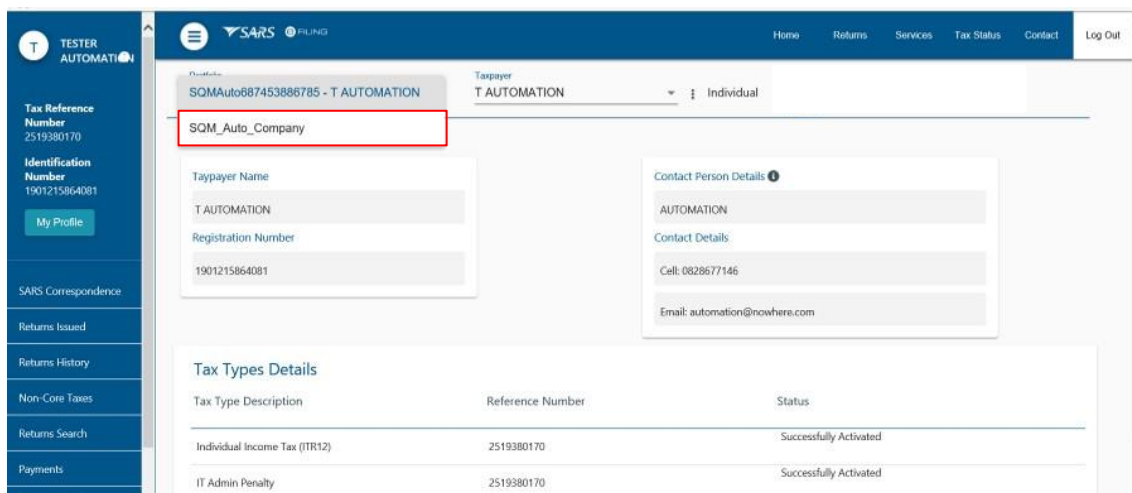
4.3 If the user knows that the portfolio of the organisation on whose behalf the user wishes to apply for an RLA client type is linked to his/her profile

- 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 interface. The 'Portfolio' dropdown menu is open, showing 'SQMAuto787018882315 - T AUTOMATION' (highlighted with a red box). The 'Taxpayer' dropdown menu is also open, showing 'AUTOMATION T ()' and 'Individual'. Below the dropdowns are 'Tax Compliance Status' and 'Refund Status' sections, each with a 'Refresh' button. The 'Personal Income Tax (ITR12)' section is visible, showing 'Tax Period', 'Return Status', and 'Due Date'. Below this is an 'Account Balance' section with a 'Not Available' message. At the bottom, there is 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. Then user clicks on the applicable organisations for example SQM Auto Company.



TESTER AUTOMATION

Tax Reference Number: 2519380170

Identification Number: 1901215864081

My Profile

SARS Correspondence

Returns Issued

Returns History

Non-Core Taxes

Returns Search

Payments

Portfolio: SQMAuto687453886785 - T AUTOMATION

Taxpayer: T AUTOMATION

Individual

SQM_Auto_Company

Taxpayer Name: T AUTOMATION

Registration Number: 1901215864081

Contact Person Details: AUTOMATION

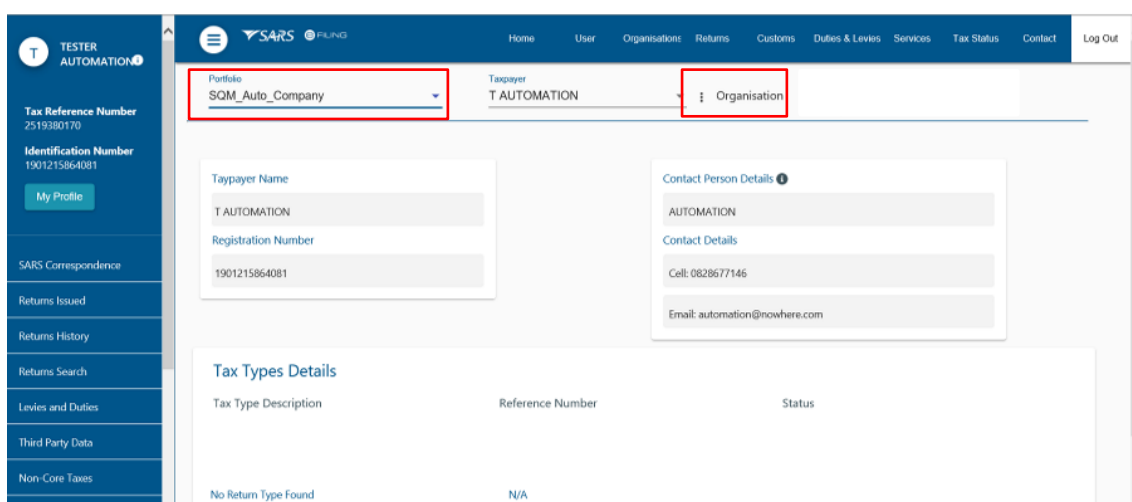
Contact Details: 0828677146

Email: automation@nowhere.com

Tax Types Details

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.



TESTER AUTOMATION

Tax Reference Number: 2519380170

Identification Number: 1901215864081

My Profile

SARS Correspondence

Returns Issued

Returns History

Returns Search

Levies and Duties

Third Party Data

Non-Core Taxes

Portfolio: SQM_Auto_Company

Taxpayer: T AUTOMATION

Organisation

Taxpayer Name: T AUTOMATION

Registration Number: 1901215864081

Contact Person Details: AUTOMATION

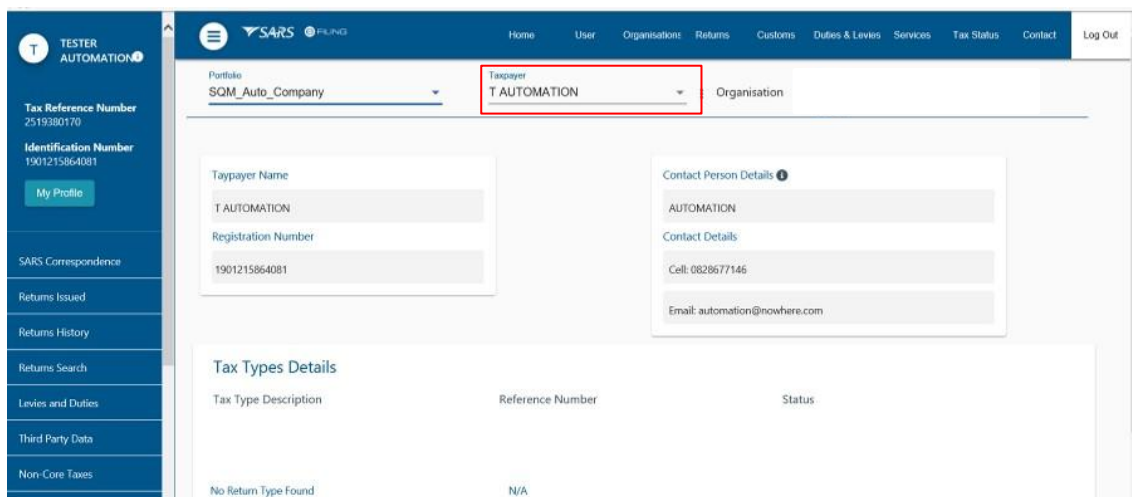
Contact Details: 0828677146

Email: automation@nowhere.com

Tax Types Details

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.



TESTER AUTOMATION

Tax Reference Number: 2519380170

Identification Number: 1901215864081

My Profile

SARS Correspondence

Returns Issued

Returns History

Returns Search

Levies and Duties

Third Party Data

Non-Core Taxes

Portfolio: SQM_Auto_Company

Taxpayer: T AUTOMATION

Organisation

Taxpayer Name: T AUTOMATION

Registration Number: 1901215864081

Contact Person Details: AUTOMATION

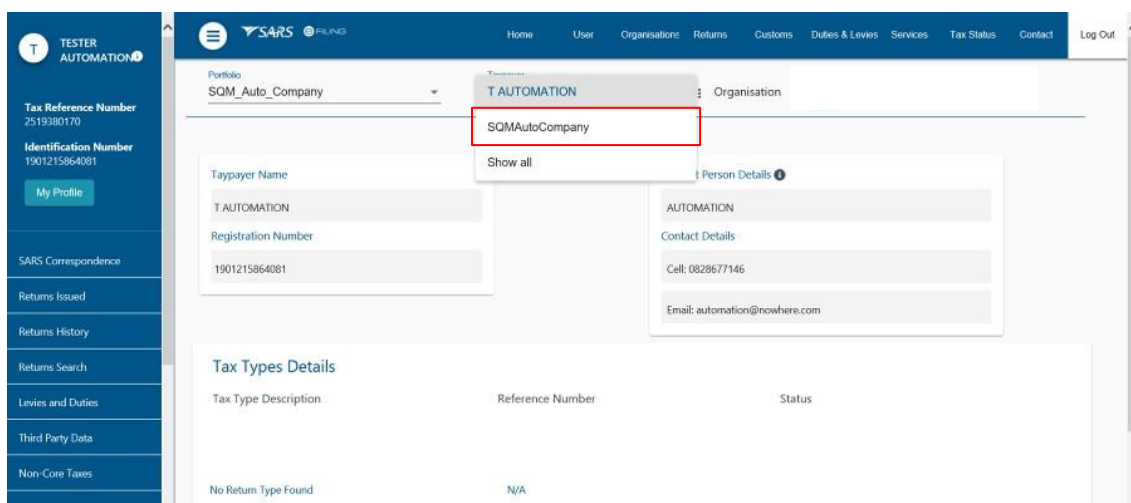
Contact Details: 0828677146

Email: automation@nowhere.com

Tax Types Details

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

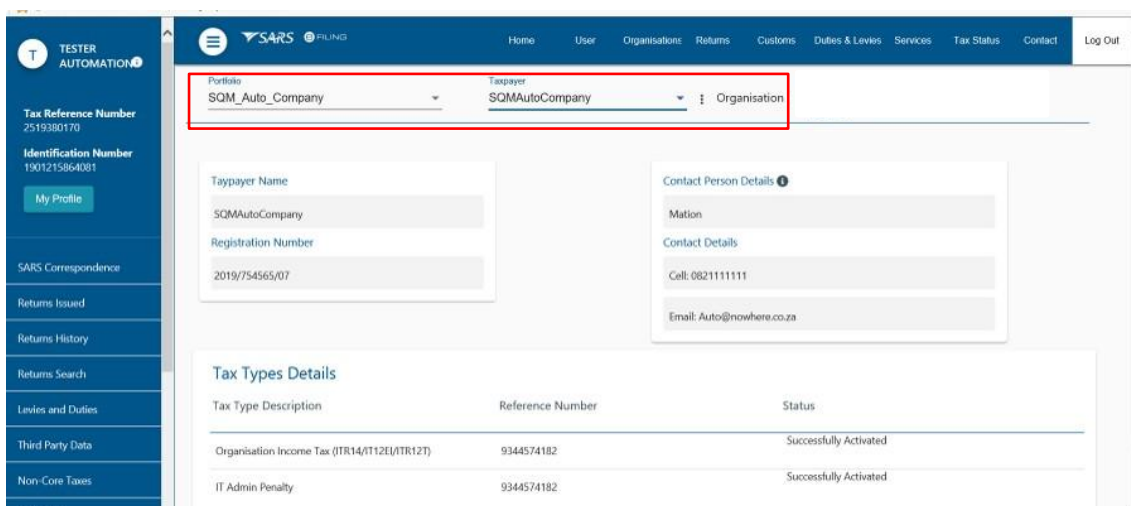
- e) The system displays the list of all the taxpayer's linked to the user's profile. The user clicks on the taxpayer on whose behalf he/she will be submitting an application for an RLA client type.



The screenshot shows the SARS eFiling interface. On the left is a sidebar with the user's profile (Tester Automation) and various menu items. The main area displays the 'Organisation' details for 'T AUTOMATION'. A dropdown menu is open, showing 'SQMAutoCompany' as the selected option, highlighted with a red box. Below the dropdown, the 'Tax Types Details' table is visible, showing 'No Return Type Found'.

Tax Type Description	Reference Number	Status
No Return Type Found		

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

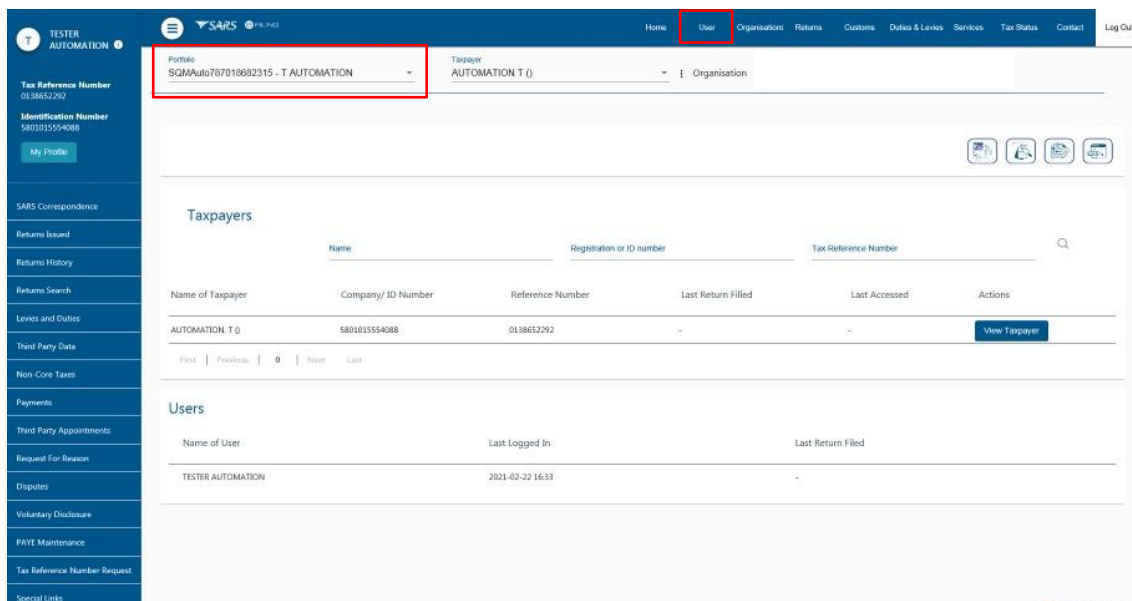


The screenshot shows the SARS eFiling interface with the 'SQMAutoCompany' taxpayer selected. The 'Taxpayer' dropdown menu is highlighted with a red box, showing 'SQMAutoCompany' as the selected option. The 'Tax Types Details' table below shows two entries: 'Organisation Income Tax (ITR14/IT12E/ITR12T)' and 'IT Admin Penalty', both with a status of 'Successfully Activated'.

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

5 ASSIGN RLA USER RIGHTS OR ROLES ON eFILING

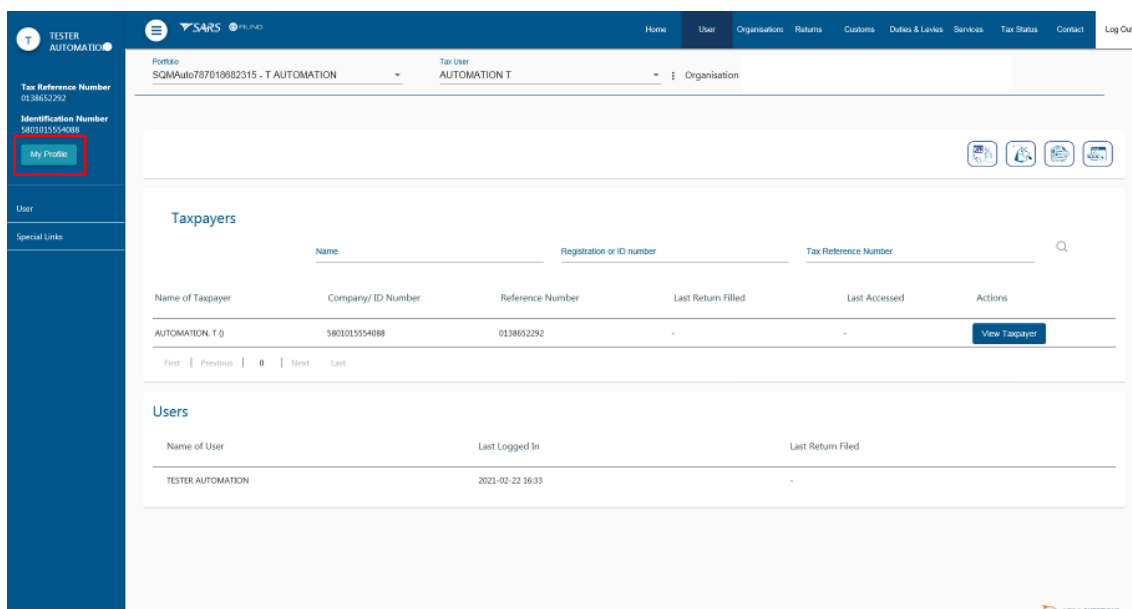
- a) In order to check if the user's rights and / or roles on eFiling is correct, the user selects the User tab in the top ribbon after the user changes his/her portfolio to organisation.



Name	Registration or ID number	Tax Reference Number
AUTOMATION T ()	5803015554088	0138652292

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

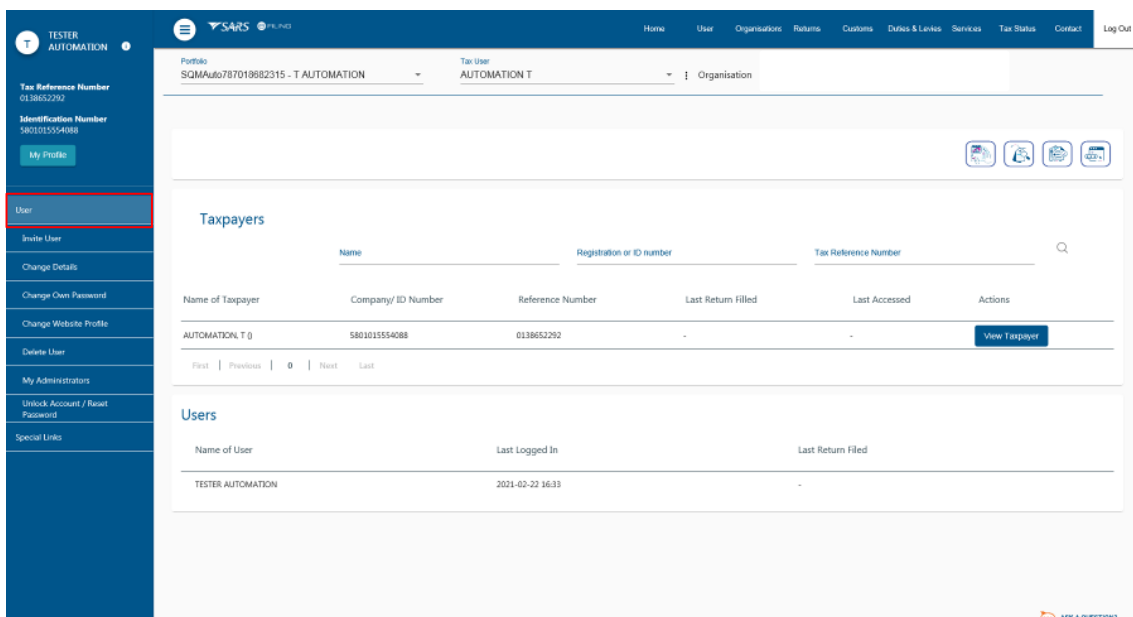
- b) The system displays the user's taxpayer and user details. The user clicks on the User option displayed on the left side of the screen.



Name	Registration or ID number	Tax Reference Number
AUTOMATION T ()	5803015554088	0138652292

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

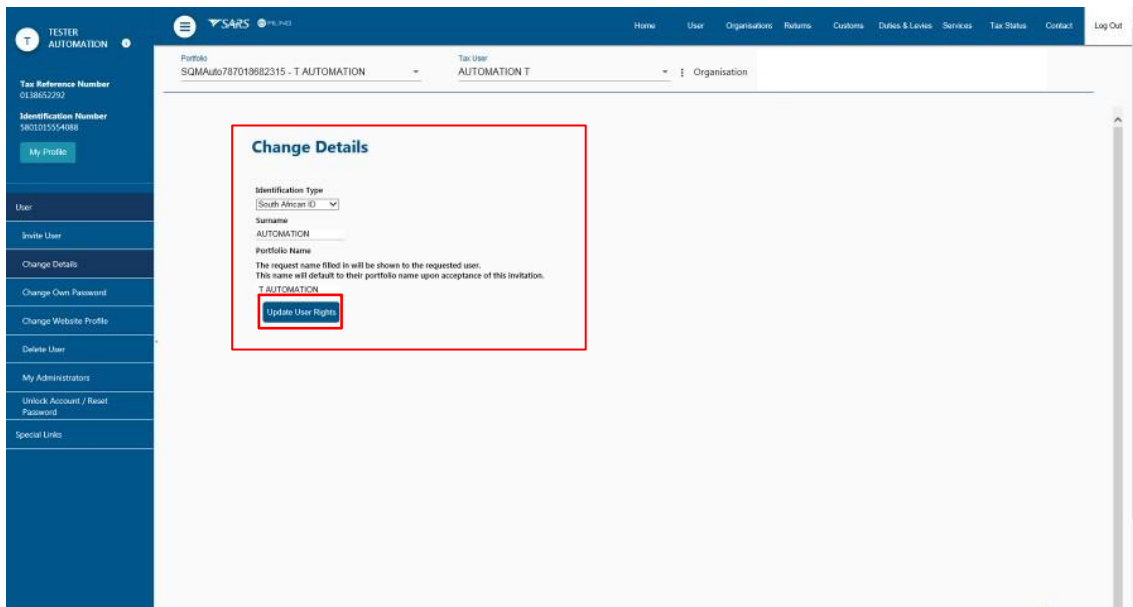
- c) The system displays the User Menu option. The user clicks on the Change Details option under the User Menu.



The screenshot shows the SARS eFiling interface. On the left, the 'User' menu is highlighted in red. The main content area displays the 'Taxpayers' table with columns: Name, Registration or ID number, and Tax Reference Number. The table contains one entry for 'AUTOMATION, T 0' with registration number '5801015554088' and tax reference number '0138652292'. A 'View Taxpayer' button is visible next to the entry.

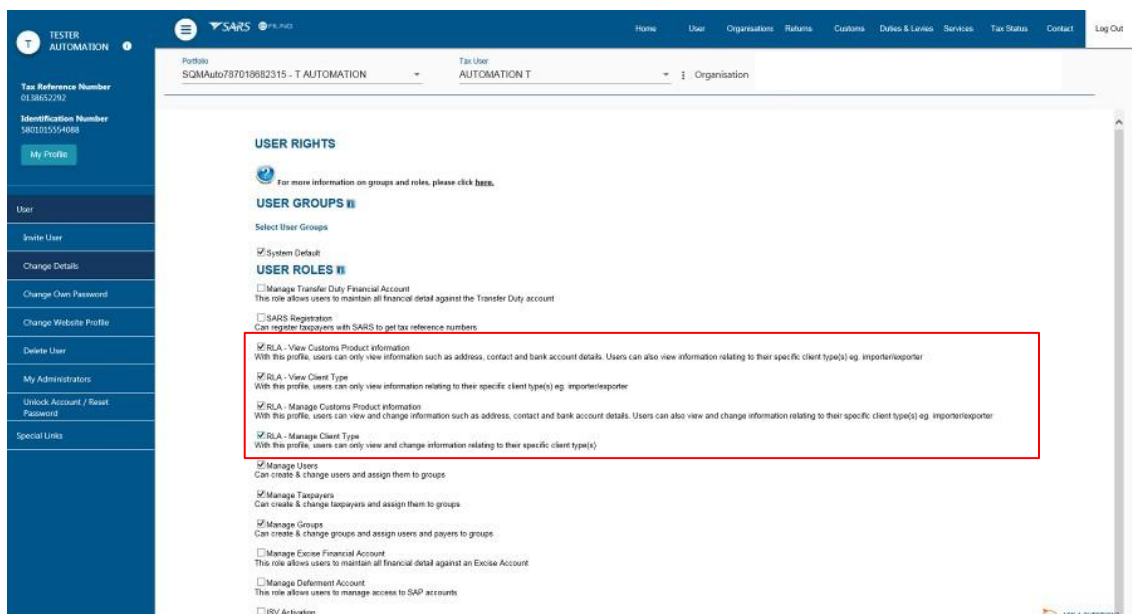
Name	Registration or ID number	Tax Reference Number
AUTOMATION, T 0	5801015554088	0138652292

- 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. It contains fields for 'Identification Type' (set to 'South African ID'), 'Surname' (set to 'AUTOMATION'), and 'Portfolio Name' (set to 'T AUTOMATION'). A red box highlights the 'Update User Rights' button at the bottom of the form.

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



USER RIGHTS

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

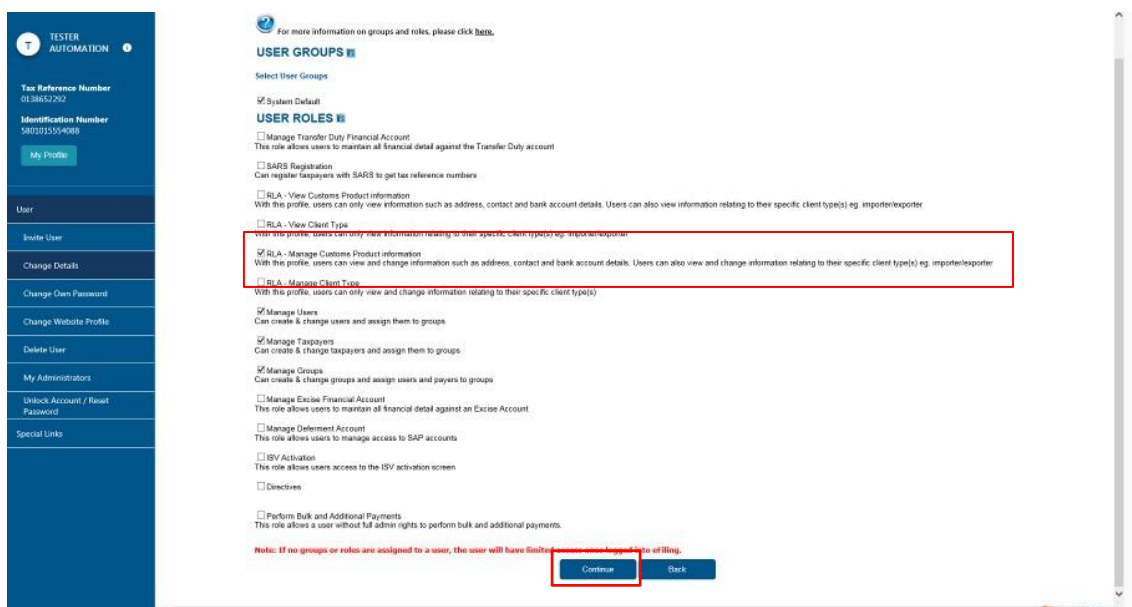
☐ Manage Excise Financial Account
This role allows users to maintain all financial detail against an Excise Account

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

☐ RV Activation

- 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:
- 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.
 - 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.
 - 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.
 - 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 - 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

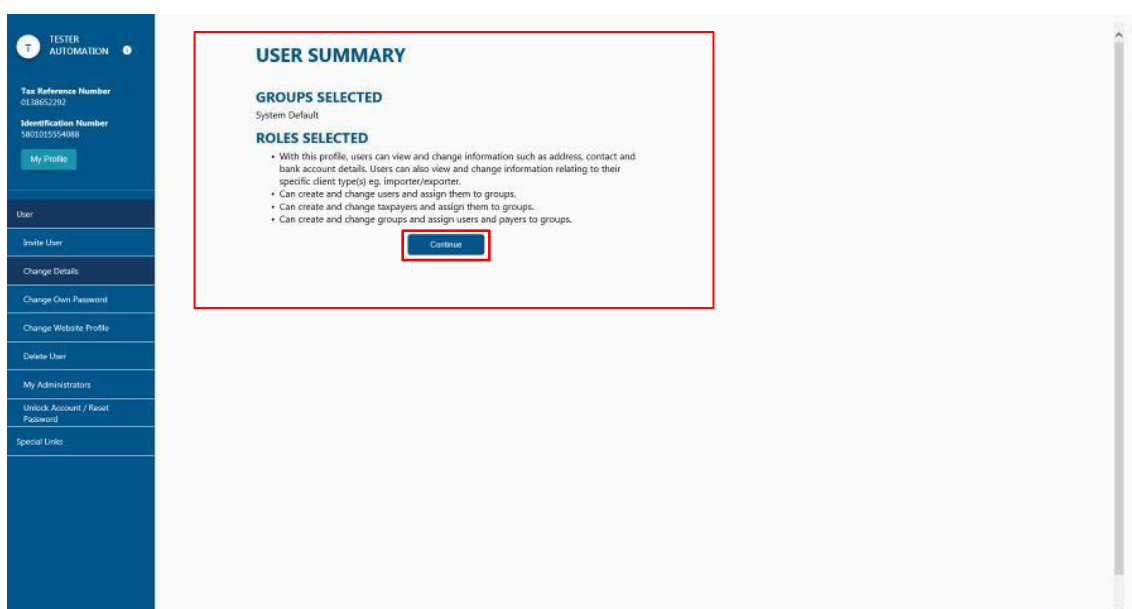
☐ Directives

☐ 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 and be logged out of 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](#)

6 CAPTURING RLA CLIENT APPLICATION

6.1 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.

The screenshot shows the SARS Customs Trader Portal interface. The top ribbon contains tabs for Home, User, Organisations, Returns, Customs (highlighted), Duties & Levies, Services, Tax Status, and Contact. The left sidebar shows the user's profile information: Tax Reference Number 0138652292, Identification Number 5801015554088, and a 'My Profile' button. The main content area is titled 'Change Details' and contains the following fields:

- Identification Type: (South African ID) [dropdown]
- Surname: AUTOMATION
- Portfolio Name: T AUTOMATION

Below these fields, there is a note: '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.' and an 'Update User Rights' button.

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

- Custom Registration; and
- Registration Licensing Accreditation.

The screenshot shows the same SARS Customs Trader Portal interface as before. The left sidebar menu is expanded, showing the following options: 'My Profile', 'Customs Registration' (highlighted), 'Customs Sufficient Knowledge', 'Registration Licensing Accreditation' (highlighted), and 'Special Links'. The main content area remains the same, displaying the 'Change Details' form.

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 web portal interface. On the left is a blue sidebar with navigation links. The main content area is titled 'Registration, Licensing and Accreditation'. It displays a message for new Customs clients. Below the message, there is a table with two rows: 'Customs Reference Number' and 'Status'. The 'Status' row has a 'Select' button next to it, which is circled in red. A 'Continue' button is also visible.

Customs Reference Number	Status
New registration	☐ Select

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

The screenshot shows the SARS web portal interface for an existing client. The sidebar on the left has 'Auto-Mation' at the top. The main content area is titled 'Registration, Licensing and Accreditation'. It displays a table with two rows: 'Customs Reference Number' and 'Status'. The 'Status' row has a 'Select' button next to it, which is circled in red. A 'Continue' button is also visible.

Customs Reference Number	Status
CU25003667	☐ ACTIVE Select

- d) The user clicks on the Continue button.

Portfolio: SQM_Auto_Company Taxpayer: SQMAutoCompany Organisation

SARS
Registration, Licensing and Accreditation

Customs Reference Number	Status	Select
CU25003567	ACTIVE	Continue

- 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.

CTP
Mthakozzi_Mthakozzi

RLA

CURRENT SESSION - ACME Automation-112185 - Registration Number: 2019/596891/07 - Customs Code: CU25013540

Under Representation: MTHAKOZZI MTHAKOZZI

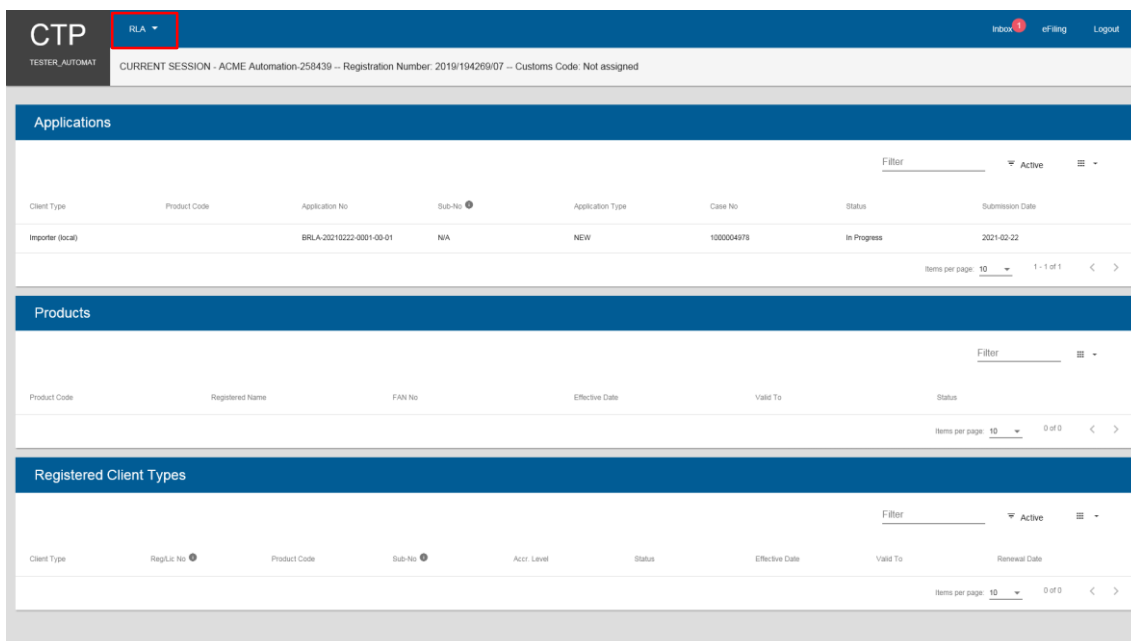
Client Type	Product Code	Application No.	Sub-No.	Application Type	Case No.	Status	Submission Date
Registered agent Importers (non-local)	CU25013540	BRLA-20220414-0014-00-01	N/A	NEW	1000026145	In Progress	2022-04-14
Clearing Agent	CU25013540	BRLA-20220720-0002-00-01	N/A	NEW	1000026335	In Progress	2022-07-20
Container agent	CU25013540	BRLA-20220916-0001-00-01	N/A	NEW	1000026408	In Progress	2022-09-16
Exporter for GSP - AGOA (local)	CU25013540	BRLA-20220920-0001-00-01	N/A	NEW	1000026410	In Progress	2022-09-20

Items per page: 10 1 - 4 of 4

Product Code	Registered Name	RSN No.	Effective Date	Valid To	Status
CU25013540	ACME Automation-112185	8123013808	2022-04-12		ACTIVE

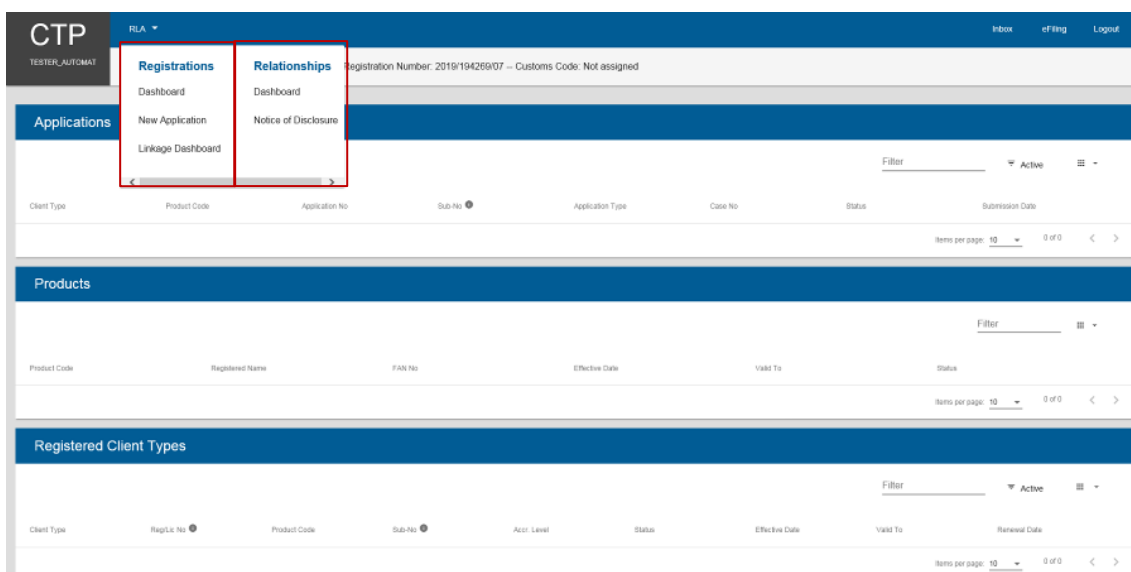
Items per page: 10 1 - 1 of 1

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



The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar is blue and contains the CTP logo, a user profile icon, and links for Inbox, eFiling, and Logout. Below the navigation bar, there is a header section with the text "CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/194269/07 -- Customs Code: Not assigned". The main content area is divided into three sections: Applications, Products, and Registered Client Types. Each section has a table with various columns and a filter button. The RLA dropdown menu is highlighted in the top navigation bar.

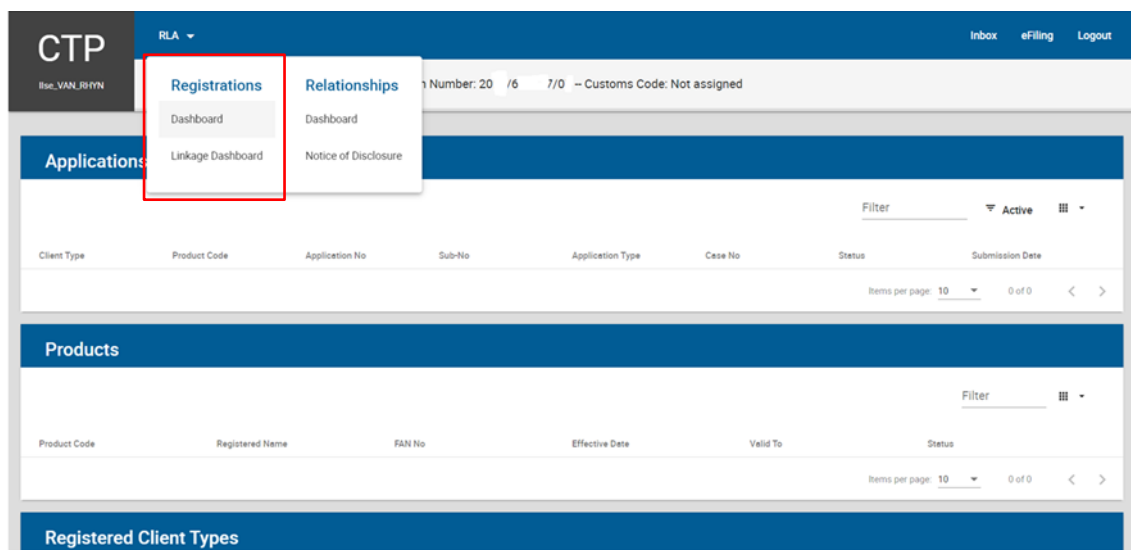
- g) The system displays the RLA Menu.



The screenshot shows the CTP (Customs Trader Portal) interface with the RLA Menu open. The menu is displayed as a dropdown from the RLA dropdown arrow in the top navigation bar. The menu contains two main sections: Registrations and Relationships. Under Registrations, there are links for Dashboard, New Application, and Linkage Dashboard. Under Relationships, there are links for Dashboard and Notice of Disclosure. The background of the interface shows the same tables as in the previous screenshot, but they are partially obscured by the menu.

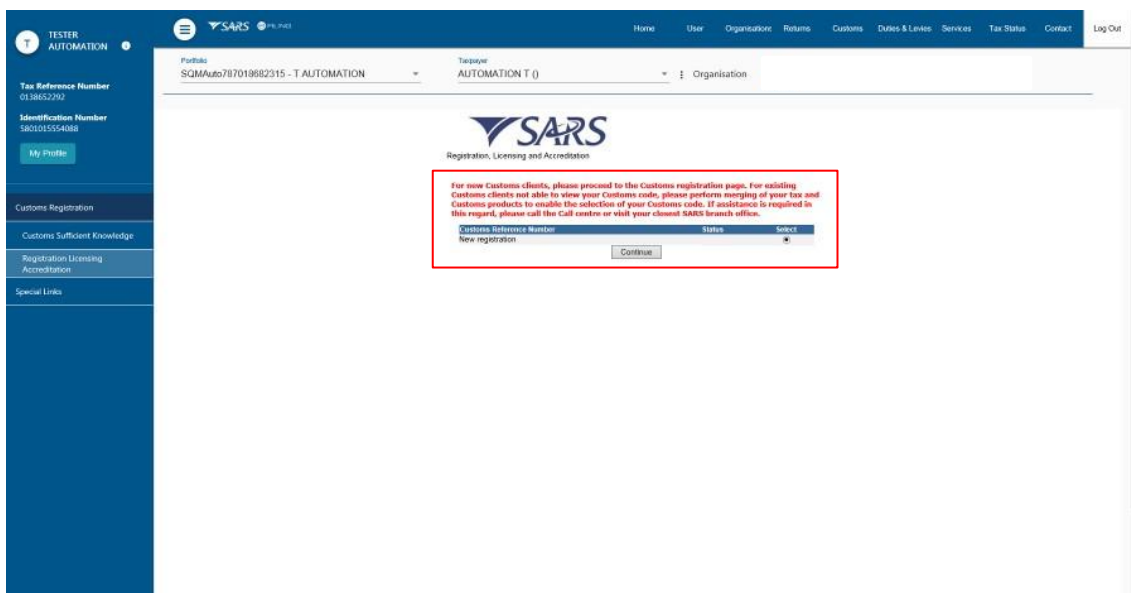
Effective Date: 21 September 2026

- 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.



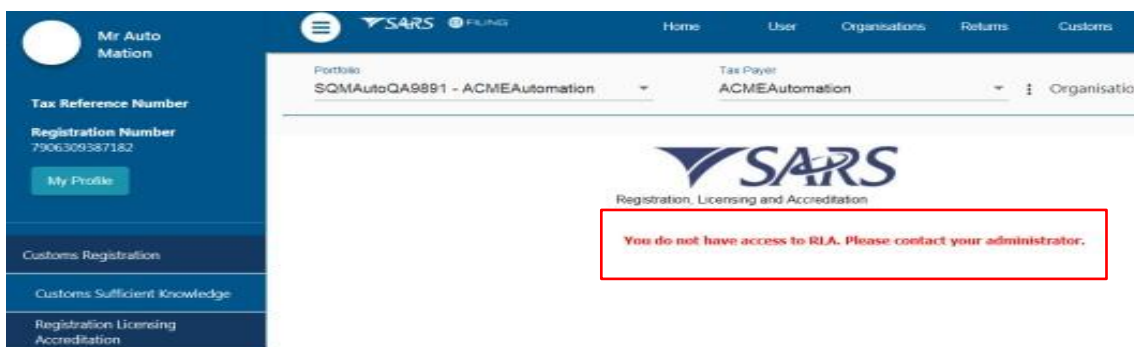
- i) Resolving error messages

- 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.

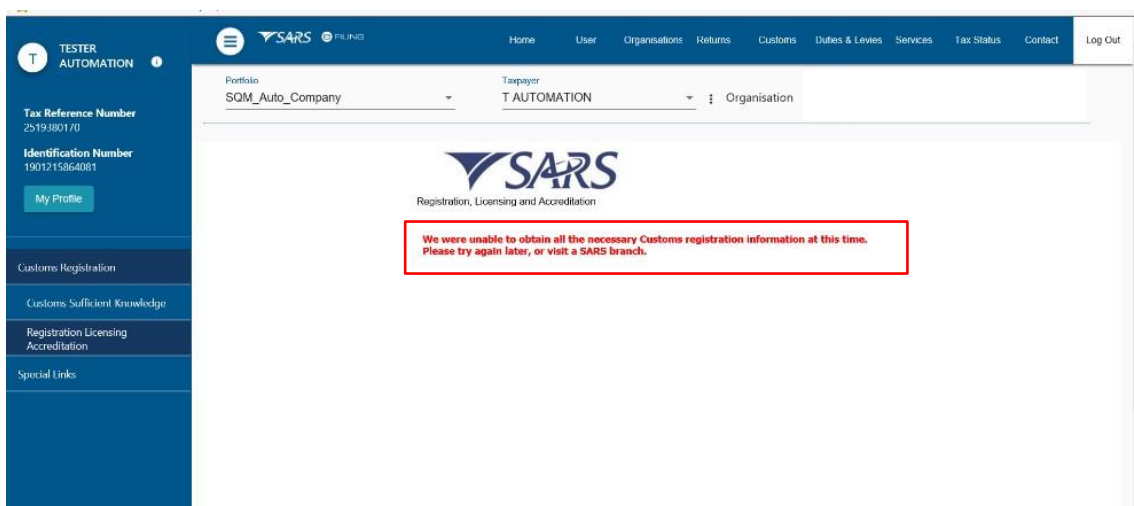


Effective Date: 21 September 2026

- 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.

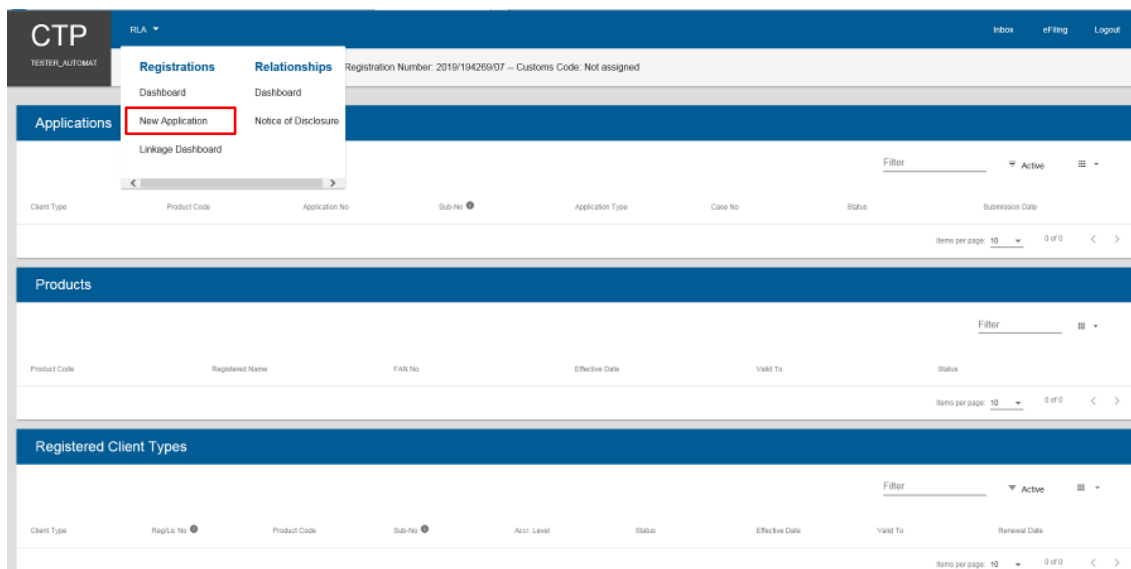


- iii) If the system displays a message that the necessary Customs registration information is not available, the user must check if he/she:
- A) Selected the correct RLA user role as prescribed in paragraph 4; or
 - B) Changed his/her portfolio from individual to company as prescribed in paragraph 3.

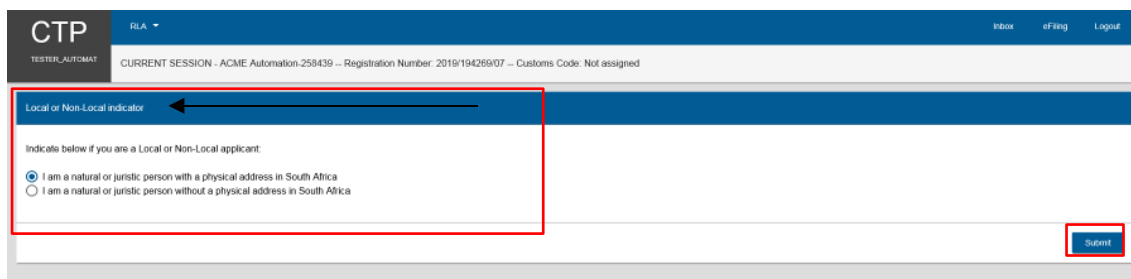


6.2 Identify applicable client type

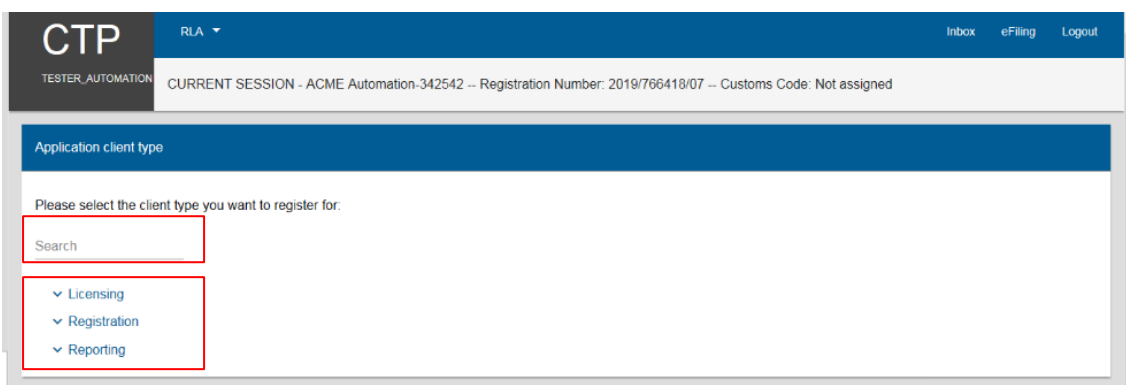
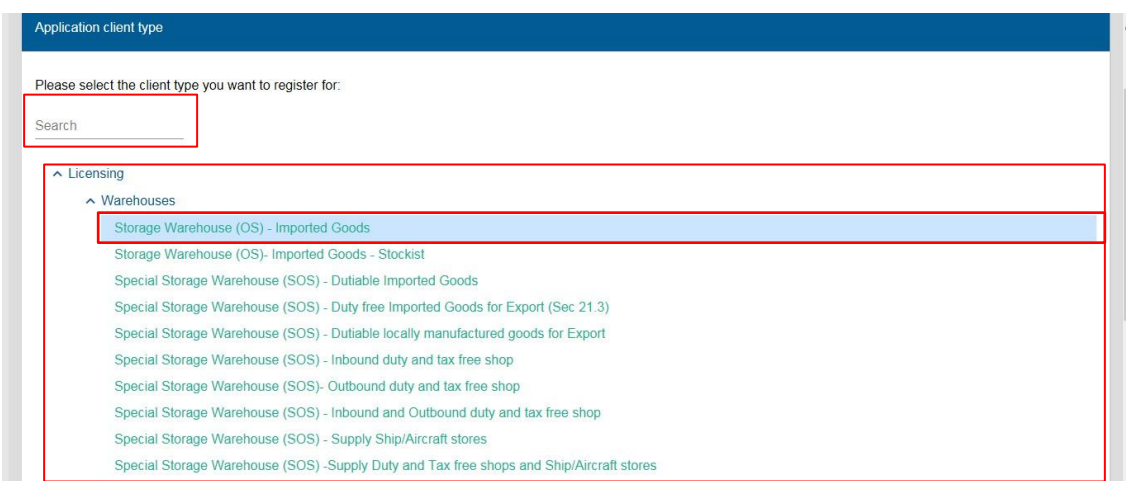
- a) After the user logged in on eFiling as prescribed in paragraph 2 to 3 and wishes to submit an application for a Customs RLA client type the user clicks on New Application under the RLA Registration menu.



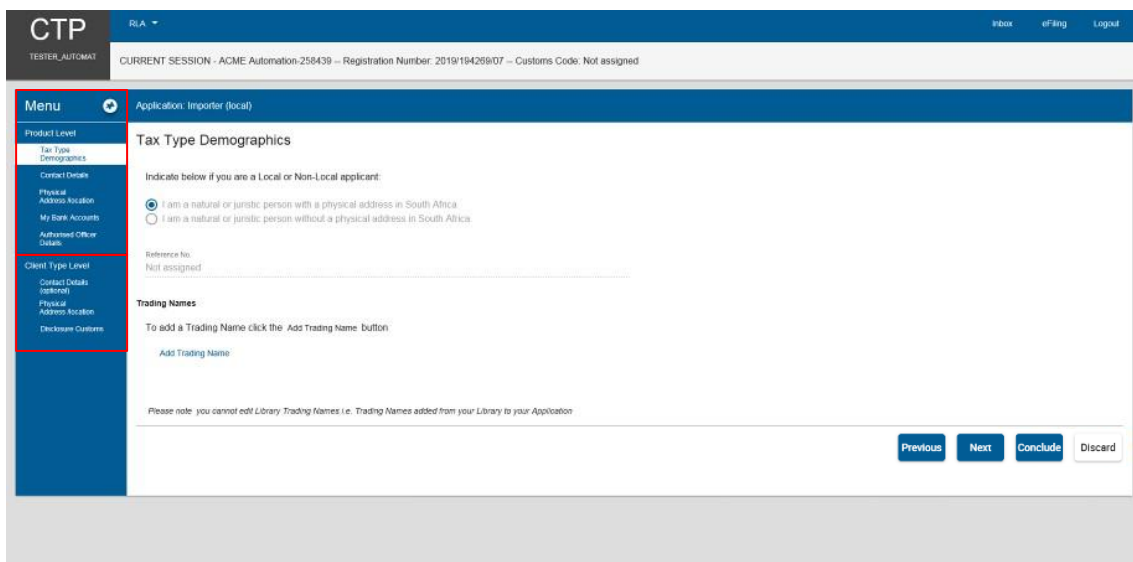
- i) If applying for a Customs client for the first time on RLA the system displays the Local or Non-Local indicator:
- The user selects the applicable radio button to indicate if the applicant is a natural or juristic person:
 - With a physical address in South Africa: or
 - Without a physical address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

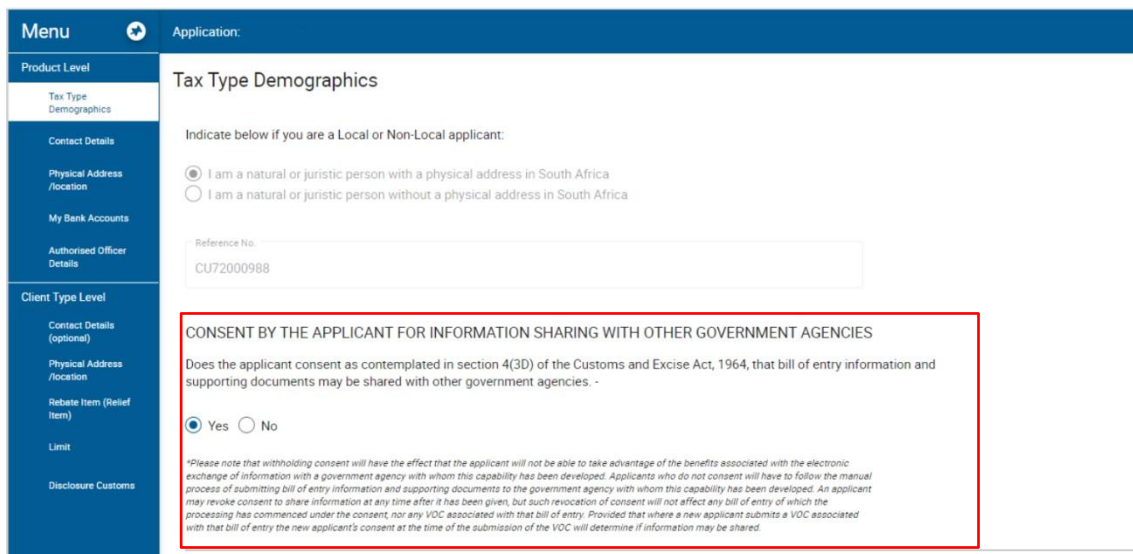
- b) The system displays the required details to be captured by the user.
- If applying for an RLA client type for the first time, the user must capture the applicant's Product level details (see paragraph 5.3 below) and client Level details (see paragraph 5.4 below).
 - If an existing RLA client is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



6.3 Product level details

6.3.1 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 top navigation bar includes 'CTP', 'TESTER_AUTOMAT', 'RLA', 'Inbox', 'eFiling', and 'Logout'. The main header displays 'CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019184269/07 -- Customs Code: Not assigned'. The left sidebar contains a 'Menu' with various options 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 'Discourage Customs'. The main content area shows a 'Trading Names' section with a note about withholding consent and a button labeled 'Add Trading Name' highlighted with a red box. At the bottom right, there are buttons for 'Previous', 'Next' (highlighted with a red box), 'Conclude', and 'Discard'.

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

- i) The Library items contains a list of all previously captured trading names. The Library items enables 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 CTP interface with a modal window titled 'Add trading name' open. The modal has a 'Library Items' button highlighted with a red box. Below the button, it says 'Add new trading name'. The main content of the modal states: 'The following trading names appear in your library. To add from your library below, select the item with the applicable trading name:'. There is a table with columns 'Trading names', 'Status', and 'Usages'. The table currently shows 'No records found' and 'No status'. At the bottom of the modal, there are 'Cancel' and 'Submit' buttons. The background shows the same CTP interface as the previous screenshot, with the 'Add Trading Name' button highlighted in the main content area.

- 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.

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
- Limit
- Disclosure Customs

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.
Not assigned

Trading Names

To add a Trading Name click the Add Trading Name button

Trading as Warehouse Auto

[Add Trading Name](#)

[Delete](#)

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

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

- 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.

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
- Limit
- Disclosure Customs

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.
Not assigned

Trading Names

To add a Trading Name click the Add Trading Name button

Trading as Warehouse Auto

[Add Trading Name](#)

[Delete](#)

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

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

- 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 'Tax Type Demographics' form in the SARS Customs Trader Portal. The left sidebar contains a navigation menu with sections: 'Product Level' (Tax Type Demographics, Contact Details, Physical Address /location, My Bank Accounts, Authorised Officer Details) and 'Client Type Level' (Contact Details (optional), Physical Address /location, Limit, Disclosure Customs). The main content area is titled 'Tax Type Demographics' and 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 includes a table with one entry: 'Trading as Warehouse Auto' and a 'Delete' link. An 'Add Trading Name' button is present. A note at the bottom states: 'Please note: you cannot edit Library Trading Names i.e. Trading Names added from your Library to your Application'. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude' (highlighted with a red box), and 'Discard'.

- 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 previous one, showing the 'Tax Type Demographics' form. In this instance, the 'Discard' button at the bottom right is highlighted with a red box, indicating the action to be taken to discontinue the application.

6.3.2 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.

- 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.

- 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.

- 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.

- 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.

- 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:
- 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.

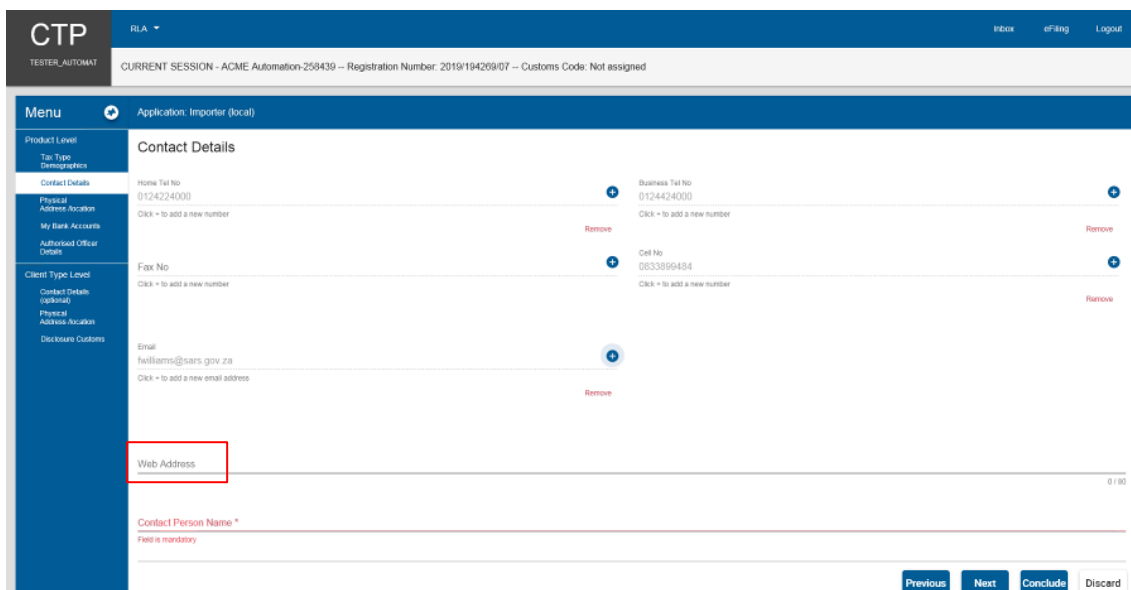
email address	Status	Usages
Automation@nowhere.co.za	Verified	INCOME_TAX 9594709173

Effective Date: 21 September 2026

- 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.

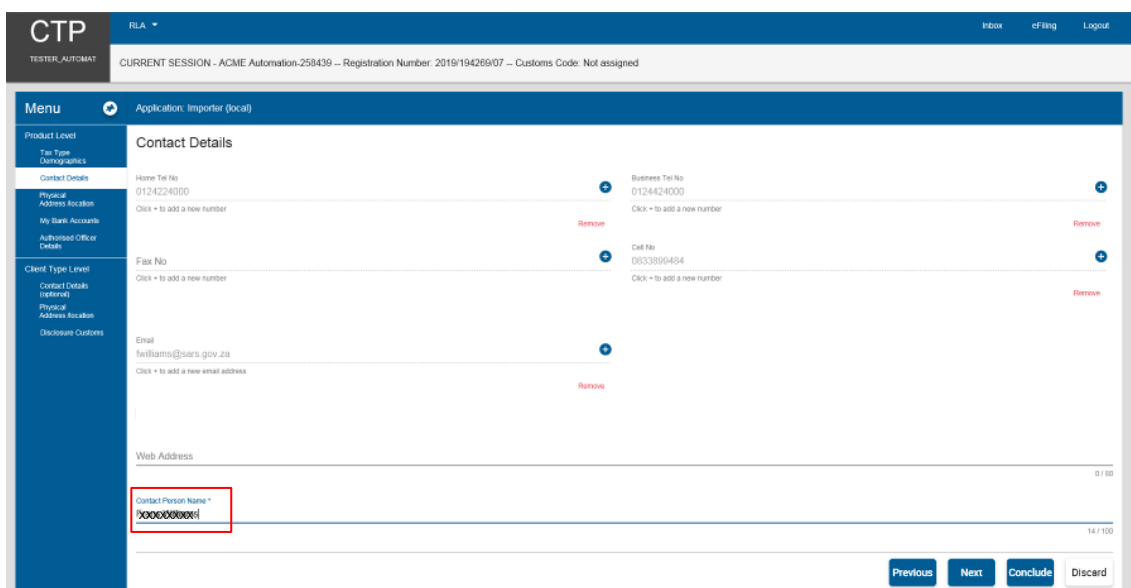
- iv) After submitting the add email address the system:
- Returns to the main Contact Details page; and
 - Displays the email address added.
- v) If captured incorrectly the user clicks on Remove and recaptures his/her email address.

- 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.

CTP
TESTER_AUTOMAT

RLA

Inbox 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

Authorised Officer Details

Client Type Level

Contact Details (optional)

Physical Address / Location

Disclosures Customers

Home Tel No

0124224000

Click + to add a new number

Business Tel No

0124424000

Click + to add a new number

Fax No

Click + to add a new number

Email

XXXXXXXXXX@gov.za

Click + to add a new email address

Web Address

Contact Person Name *

XXXXXXXXXX

Previous Next Conclude Discard

6.3.3 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.

CTP
TESTER_AUTOMATION

RLA

Inbox eFiling Logout

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

Menu

Application: Storage Warehouse (OS) - Imported Goods

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

Limit

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

Add Address

Unit No (if applica...)

Complex (If applicable)

Street No

Street / Farm Name

Suburb / District

- 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.

The screenshot shows the CTP interface with the 'Physical Address /location' step. The 'Add Address' button is highlighted with a red box. The 'Next' button is also highlighted with a red box. The interface includes a menu on the left, a header with 'CTP' and 'RLA', and a main content area with instructions and buttons.

- 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 the applicant must click Next.

The screenshot shows the 'Add Address' capture window. The 'GPS Coordinate (Latitude)' and 'GPS Coordinate (Longitude)' fields are highlighted with red boxes. The 'Next' button is also highlighted with a red box. The form includes fields for 'Suburb / District', 'City / Town', 'Postal Code', and 'Country Code'. It also has a section for 'Is this facility ready for a Physical Inspection?' with 'Yes' and 'No' radio buttons.

- f) After capturing the physical address / location the applicant must capture:

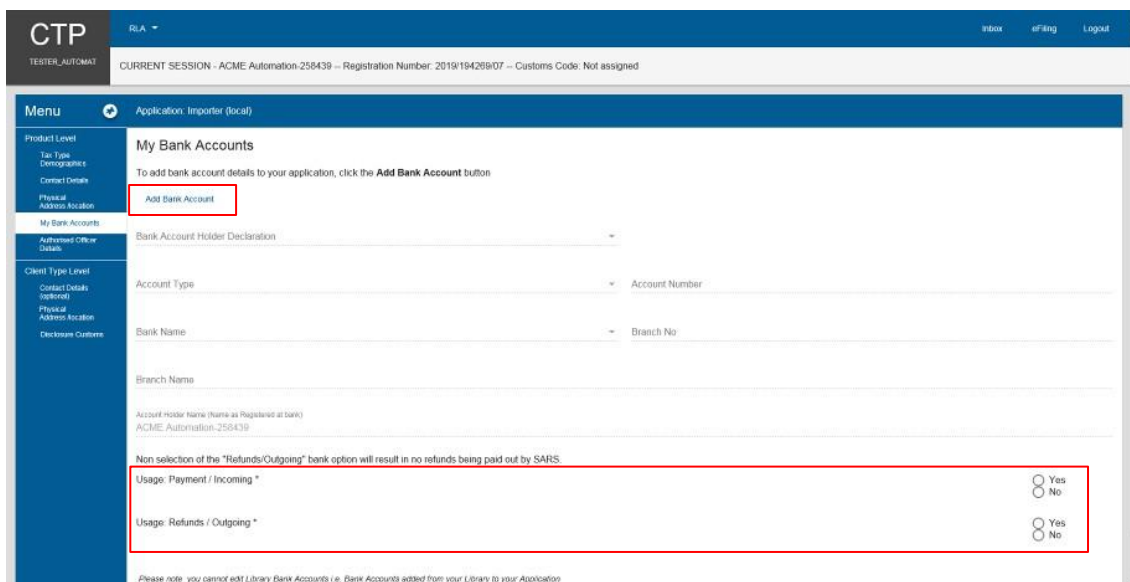
- i) GPS coordinates such as:

- A) Latitude; and
 - B) Longitude
- ii) Provide answer to the questions posed and click next.

- g) After submitting the added physical address the system:
- i) Returns to the main Physical Address / location page; and
 - ii) Displays the physical address added.
- h) 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.

6.3.4 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 RIA

TESTER_AUTOMAT

CURRENT SESSION - ACME Automation-258439 -- Registration Number: 2019/184269/07 -- 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

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

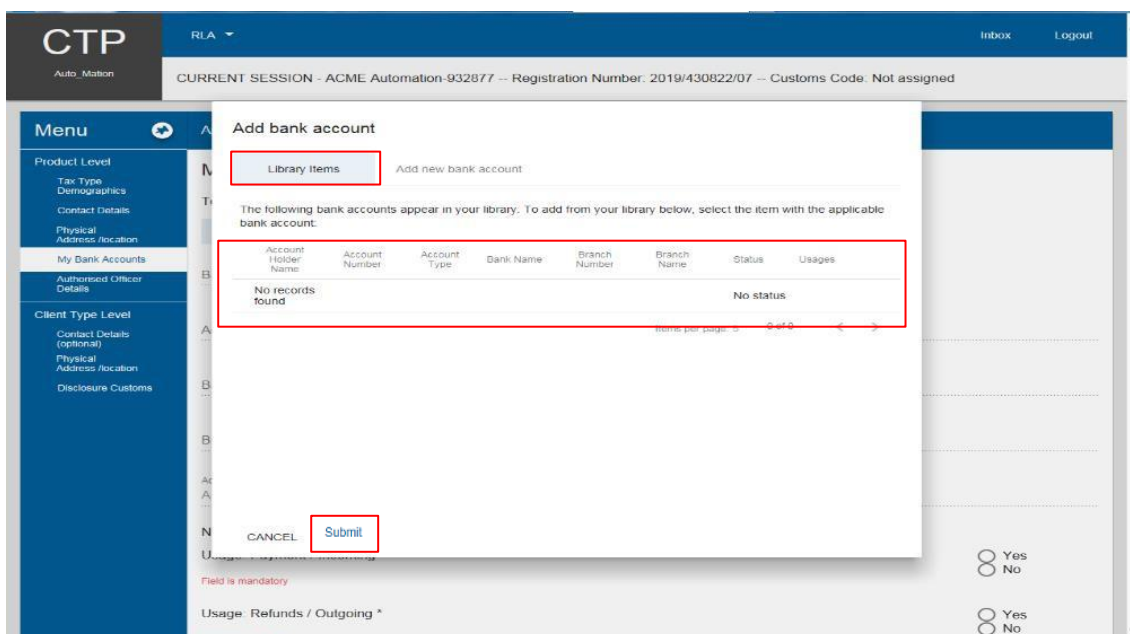
Non selection of the "Refunds/Outgoing" bank option will result in no refunds being paid out by SARS.

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 RIA

Auto_Motion

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

Menu

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

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							No status

Items per page: 10 20 50 100

CANCEL **Submit**

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 +

- 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							

No status

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

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

Menu +

- 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 * 0 / 6

Branch Name * 0 / 120

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

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)

☐ Yes ☐ No

☐ Yes ☐ No

- 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

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

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

The screenshot shows the 'Add bank account' form in the CTP system. The 'Account Type' dropdown menu is open, displaying three options: '1 - Cheque', '2 - Savings', and '3 - Transmission'. The dropdown menu is highlighted with a red box. The form also includes fields for 'Bank Account Holder Declaration', 'Account Number', 'Branch No', 'Bank Name', 'Branch Name', and 'Account Holder Name'. The 'Account Number' field is highlighted with a red box.

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

The screenshot shows the 'Add bank account' form in the CTP system. The 'Account Number' field is filled with the value '1111111111'. The field is highlighted with a red box. The form also includes fields for 'Bank Account Holder Declaration', 'Account Type', 'Branch No', 'Bank Name', 'Branch Name', and 'Account Holder Name'. The 'Account Type' dropdown menu is set to '1 - Cheque'.

- 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 Application: Importer (local) Inbox eFiling Logout

CURRENT SESSION - ACME Automation 258439 -- Registration Number: 2018/194268/07 -- Customs Code: Not assigned

Menu Product Level Tax Type Demographics Contact Details Physical Address Location My Bank Accounts Automated Office Details Client Type Level Contact Details (optional) Physical Address Location Demographic 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 No *
0 / 6

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

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 Application: Importer (local) Inbox eFiling Logout

CURRENT SESSION - ACME Automation 258439 -- Registration Number: 2018/194268/07 -- Customs Code: Not assigned

Menu Product Level Tax Type Demographics Contact Details Physical Address Location My Bank Accounts Automated Office Details Client Type Level Contact Details (optional) Physical Address Location Demographic 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 258439

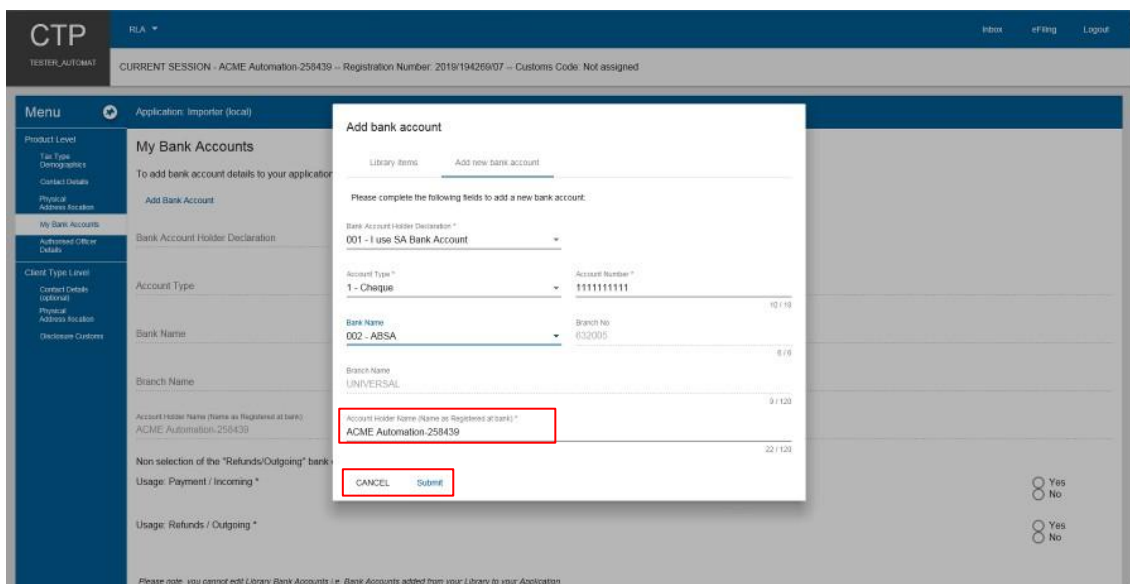
Non selection of the "Refunds/Outgoing" bank
Usage: Payment / Incoming *

Usage: Refunds / Outgoing *

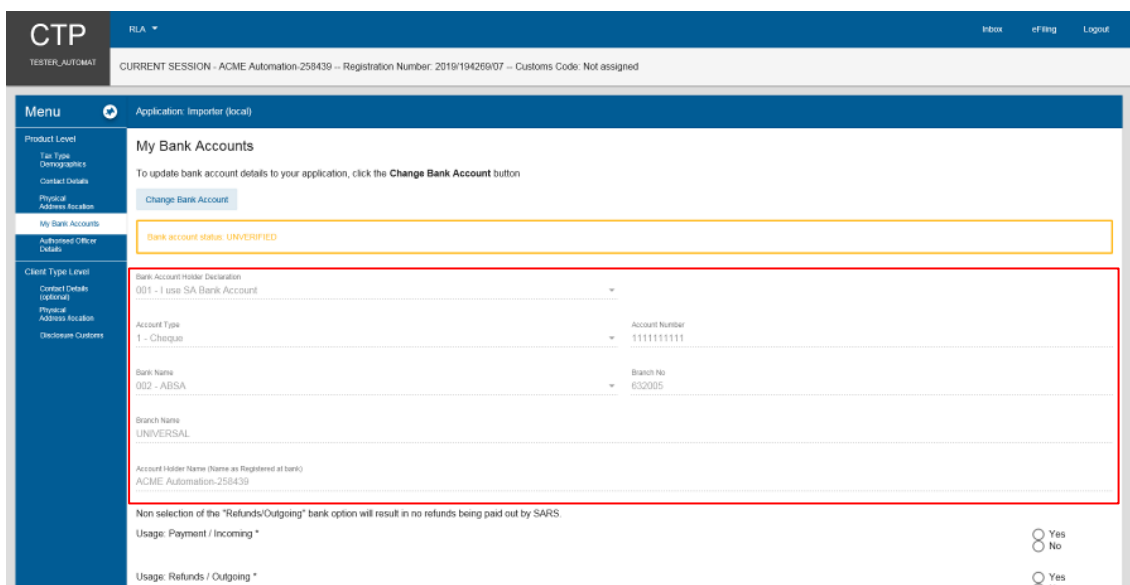
Yes No
Yes No

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.

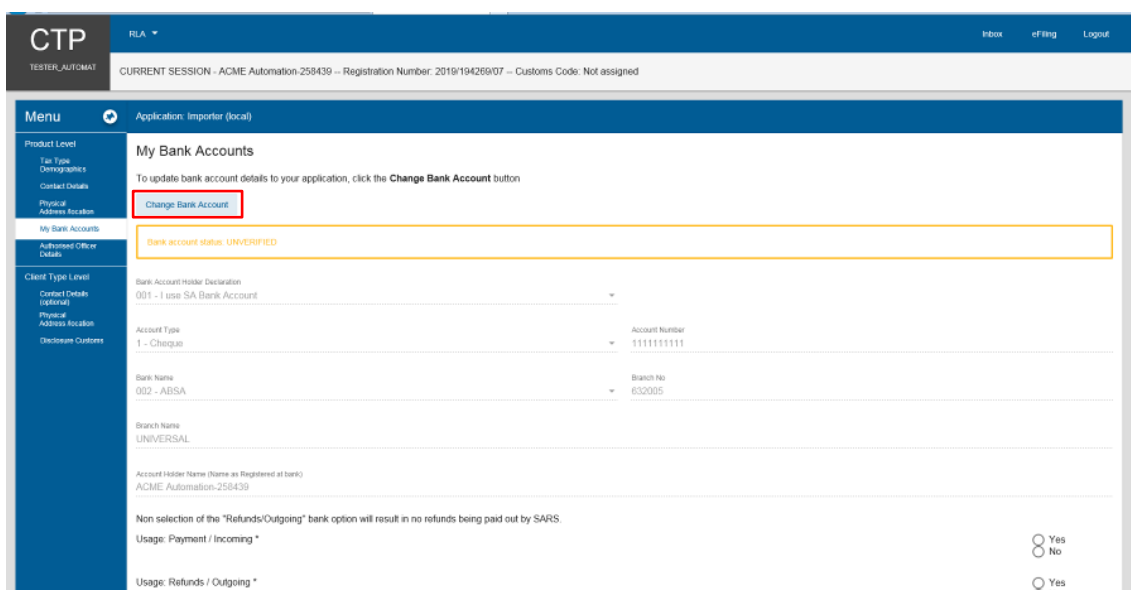


- h) The bank details captured by the user are automatically saved. The system returns to the main My Bank Accounts page and displays a message that the bank account status is unverified. The user is required to upload the required bank account documents for validation purposes, see paragraph 10.



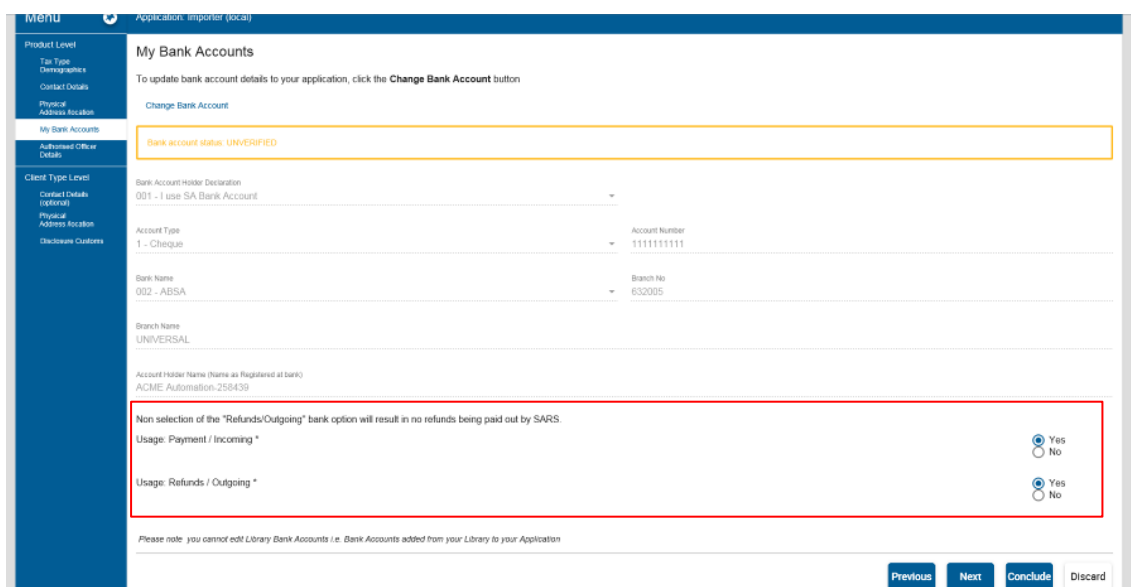
Effective Date: 21 September 2026

- 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.

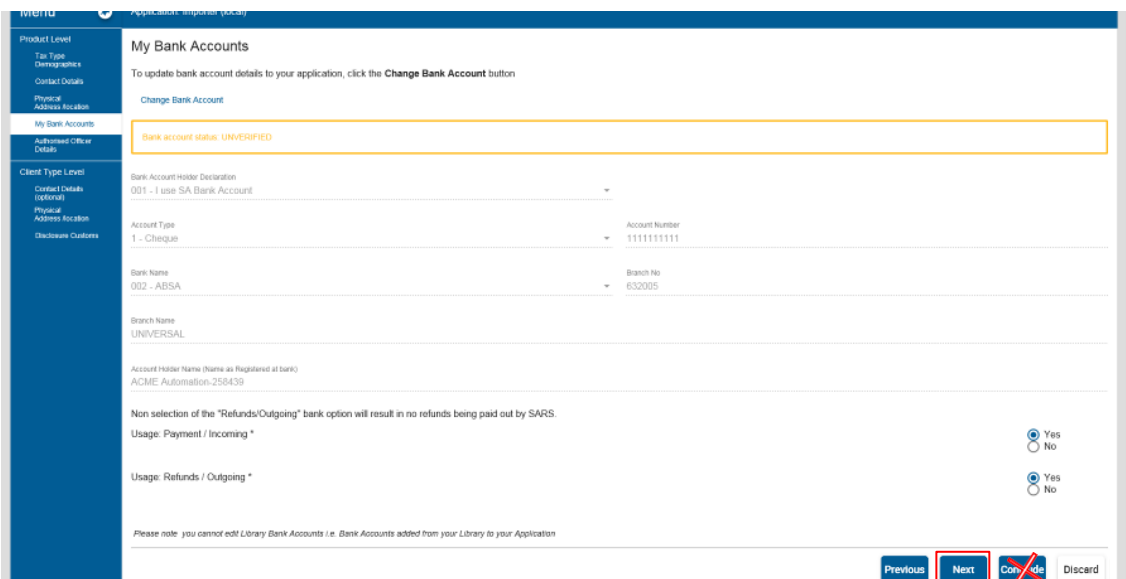


- j) After the user confirmed that the bank details are correctly captured:

- 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.



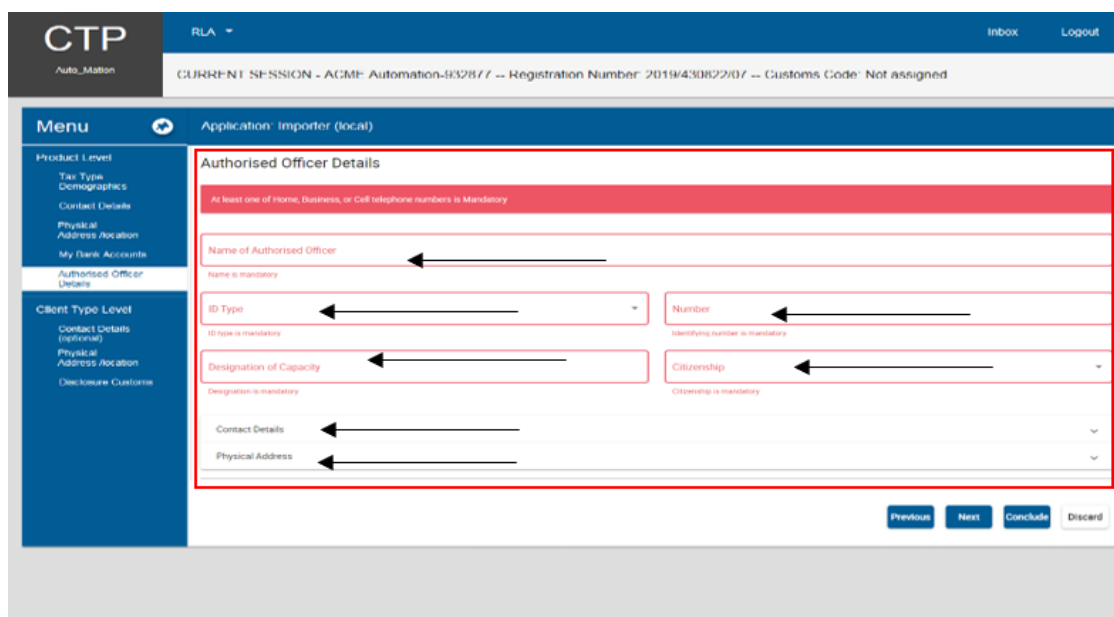
- ii) The user clicks on:
- The Next button to progress to the Authorised Officer details under Product Level; or
 - The Authorised Officer details link in the Menu; and
 - The bank account details captured by the user are automatically saved.



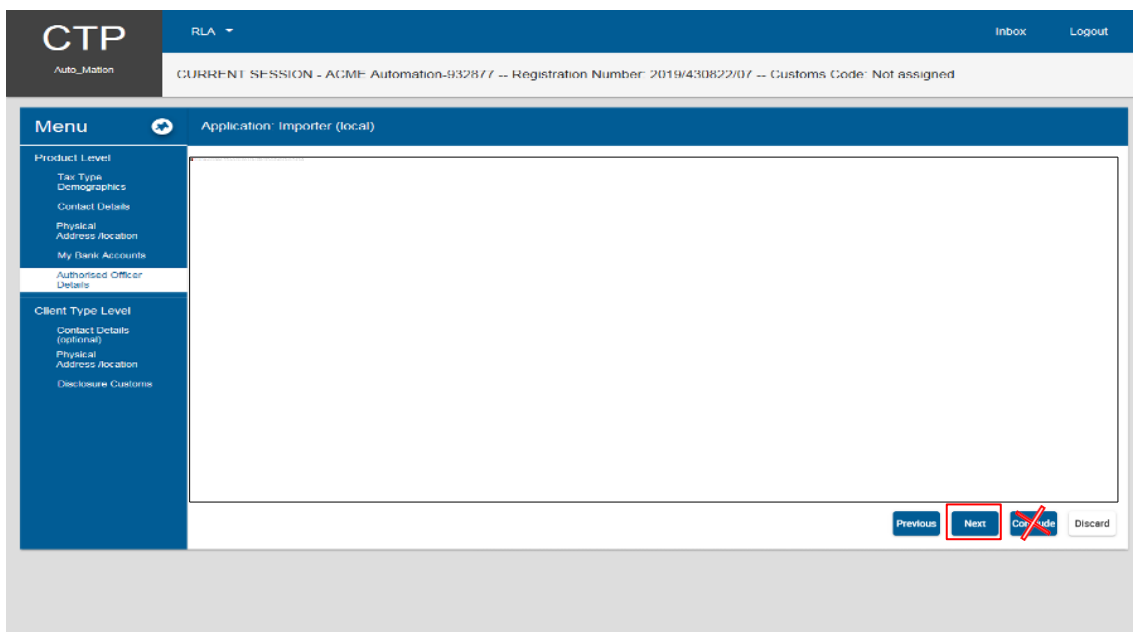
- k) If the user clicks on the Conclude button by mistake, the system displays an error message, see paragraph 9e) below to resolve the error.

6.3.5 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.



- 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.



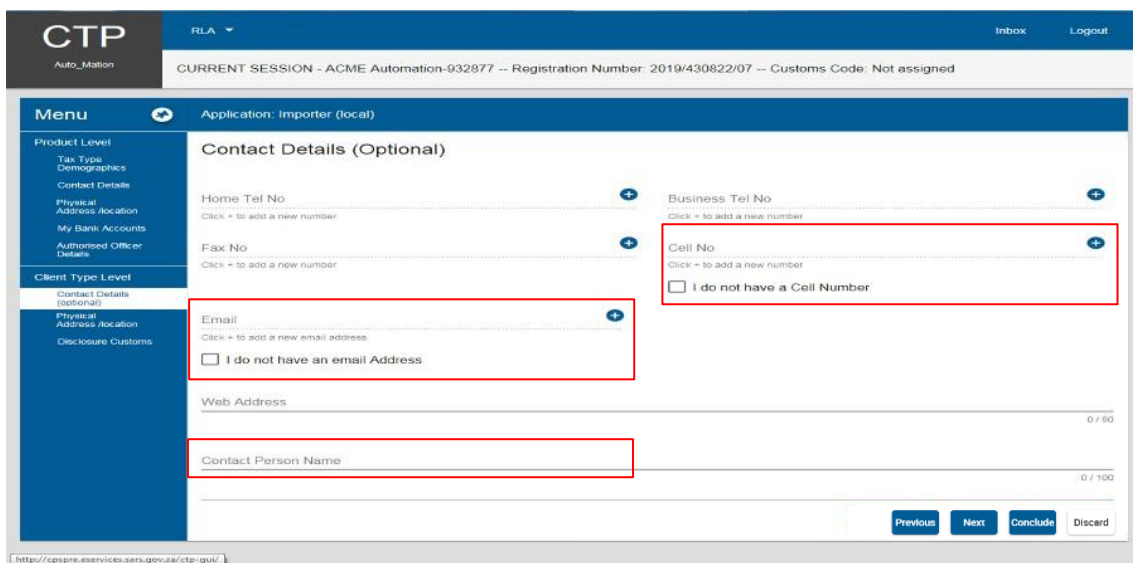
The screenshot shows the CTP interface with the following elements:

- Header:** CTP logo, RLA dropdown, and links for Inbox and Logout.
- Session Info:** CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- Customs Code: Not assigned
- Menu:**
 - 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.
- Main Content Area:** Application: Importer (local) with a large empty box.
- Navigation Buttons:** Previous, Next (highlighted with a red box), Conclude (with a red X), and Discard.

6.4 Client type level

6.4.1 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 the following elements:

- Header:** CTP logo, RLA dropdown, and links for Inbox and Logout.
- Session Info:** CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- Customs Code: Not assigned
- Menu:**
 - 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.
- Main Content Area:** Contact Details (Optional) form.
 - 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. This field is highlighted with a red box. Below it is a checkbox: ☐ I do not have a Cell Number.
 - Email:** Click + to add a new email address. Below it is a checkbox: ☐ I do not have an email Address.
 - Web Address:** 0 / 80
 - Contact Person Name:** 0 / 100
- Navigation Buttons:** Previous, Next, Conclude, and Discard.

6.4.2 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?

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- 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

RLA

CURRENT SESSION - ACME AUTOMATION-887295 -- Registration Number: 201951507907 -- Customs Code: CU21902746

Menu

Application: Storage Warehouse (03) - Imported Goods

Physical Address /location

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

Add Address

Physical Address

Florence Roberts, Pretoria, 0181

Client Type Level

Physical Address

City

Pretoria

Post Code

0181

Country Code

ZA - SOUTH AFRICA

Do you already have a Customs Warehouse number for this address?

Yes No

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

RLA

CURRENT SESSION - ACME AUTOMATION-887295 -- Registration Number: 201951507907 -- Customs Code: CU21902746

Menu

Application: Storage Warehouse (03) - Imported Goods

Physical Address /location

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

Add Address

Physical Address

Florence Roberts, Pretoria, 0181

Client Type Level

Physical Address

City

Pretoria

Post Code

0181

Country Code

ZA - SOUTH AFRICA

Do you already have a Customs Warehouse number for this address?

Yes No

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

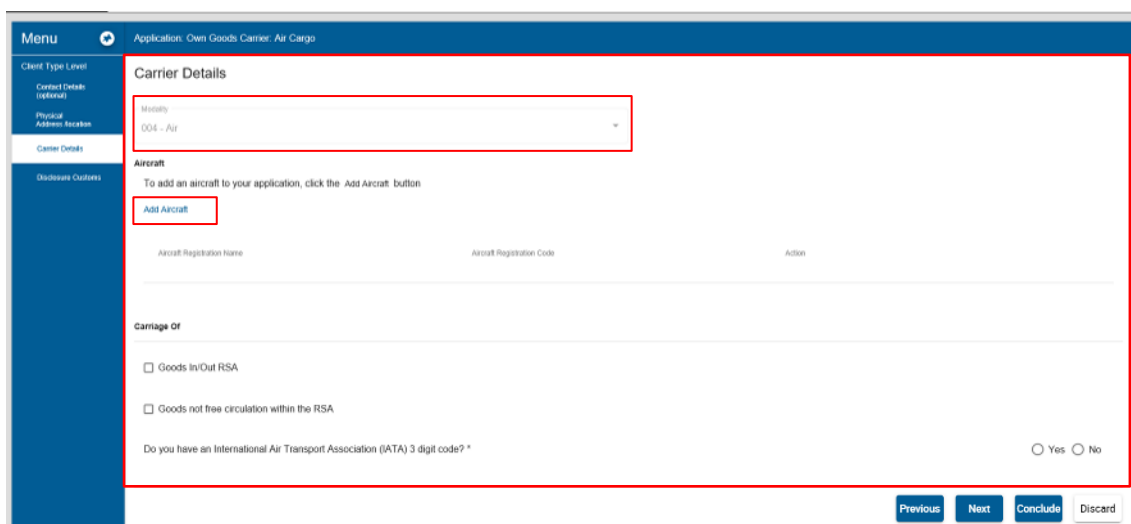
Add Document Store Address

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

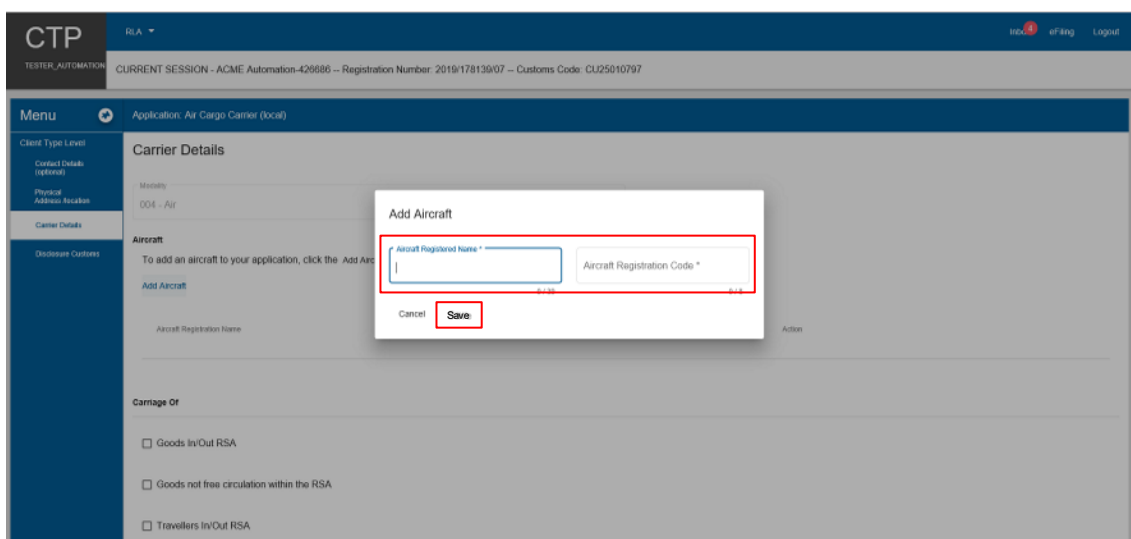
Previous Next Conclude Discard

6.4.3 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.



Effective Date: 21 September 2026

- 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.

The screenshot shows the 'Aircraft' section of the form. A table lists the aircraft details: 'Boeing 347' with registration code '12345678'. The 'Action' column has a 'Delete' button highlighted with a red box. Below the table, the 'Carriage Of' section has three checked options: 'Goods In/Out RSA', 'Goods not free circulation within the RSA', and 'Travellers In/Out RSA'. The 'Do you have an International Air Transport Association (IATA) 3 digit code?' question has 'Yes' selected. The 'IATA Code' field is empty.

- 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.

The screenshot shows the 'Aircraft' section of the form. The 'Delete' button is now greyed out. The 'Carriage Of' section remains the same. The 'Do you have an International Air Transport Association (IATA) 3 digit code?' question has 'Yes' selected and highlighted with a red box. The 'IATA Code' field now contains the value '123' and is also highlighted with a red box.

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- 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.

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.

- 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.

The screenshot shows the 'Carrier Details' form in the CTP system. The 'Vessel' section is highlighted with a red box, and the text 'Displays the vessels name and call sign captured' is overlaid on it. The form includes a 'Vessel Name' field and a 'Call Sign' field. Below the 'Vessel' section, the 'Carriage Of' section is also highlighted with a red box, showing three checked options: 'Goods In/Out RSA', 'Goods not free circulation within the RSA', and 'Travellers In/Out RSA'. At the bottom, there is a question 'Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)?' with 'Yes' and 'No' radio buttons.

- 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:

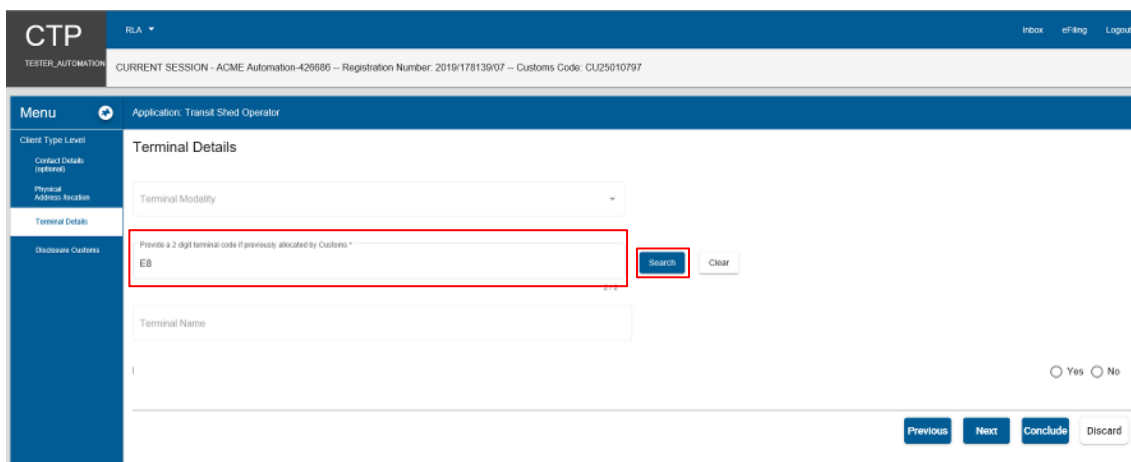
The screenshot shows the 'Carrier Details' form in the CTP system. The 'Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)?' section is highlighted with a red box. The form includes a 'Vessel' section with 'Vessel Name' and 'Call Sign' fields, and a 'Carriage Of' section with three checked options: 'Goods In/Out RSA', 'Goods not free circulation within the RSA', and 'Travellers In/Out RSA'. At the bottom, there is a question 'Do you have a Bureau International des Containers (BIC) Code or a Standard Carrier Alpha Code (SCAC)?' with 'Yes' and 'No' radio buttons.

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

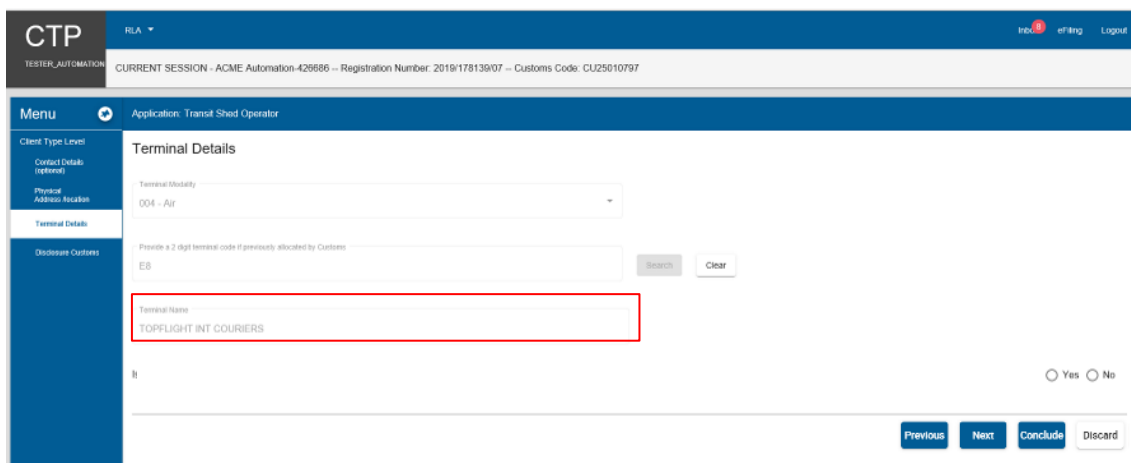
- B) The same BIC and / or SCAC code(s) may be used for multiple registered vessels linked to one (1) sea carrier.
- vii) The system validates the BIC and / or SCAC code captured to ensure it is not linked to another active sea carrier.
- viii) The application will be rejected if the BIC and / or SCAC 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.

6.4.4 Terminal details

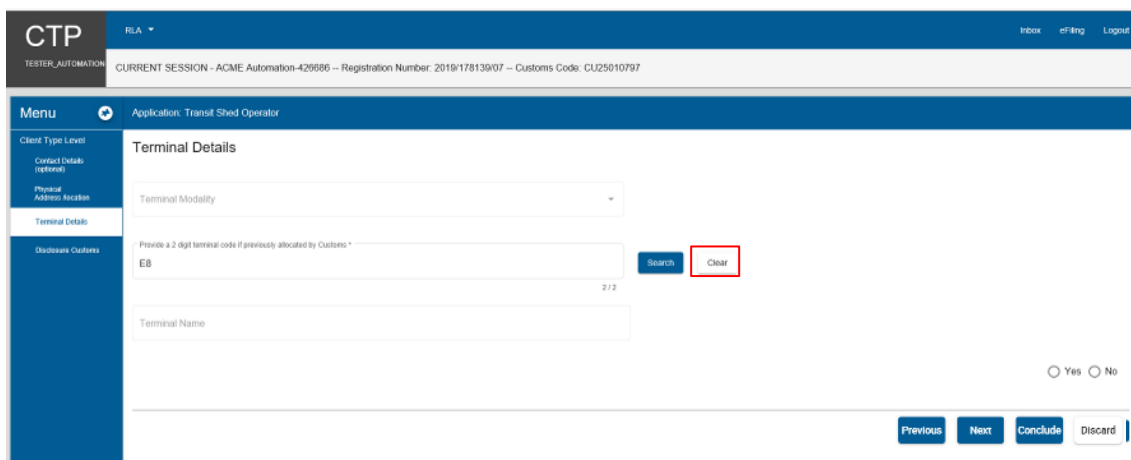
- This field must be completed by Transit Shed and Container terminal Operators required to register for the submission of cargo reports in terms of Section 8 and described in paragraph 2.1 e) of SC-CF-19.
- The user captures the two (2) digit facility code allocated by Customs as listed in SC-CF-19-A02 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.



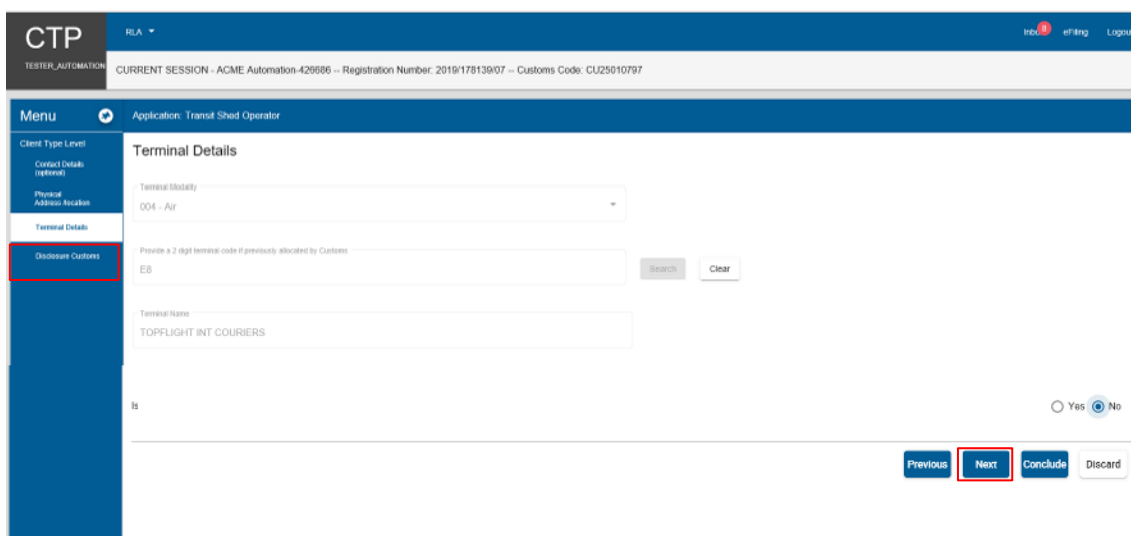
- The system populates the name of the Transit Shed or Container terminal operator as listed in SC-CF-19-A02.



- 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.

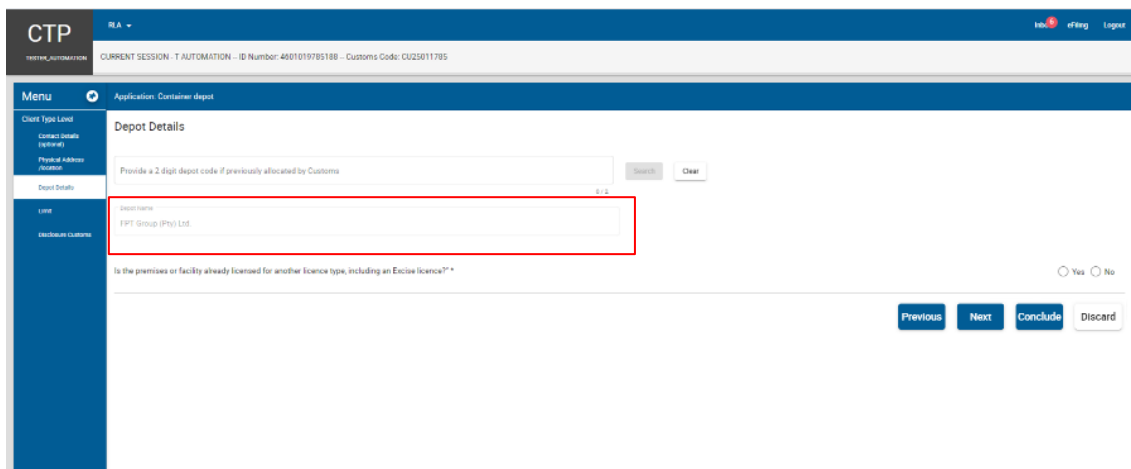
6.4.5 Depot details

- 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.

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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



CTP RLA

TESTER_AUTOMATION CURRENT SESSION - T AUTOMATION - ID Number: 4601019795188 - Customs Code: CU25011795

Menu Application: Container depot

Client Type Level

Contact Details (optional)

Physical Address /Location

Depot Details

Provide a 2 digit depot code if previously allocated by Customs *

Search Clear

2 / 3

Depot Name

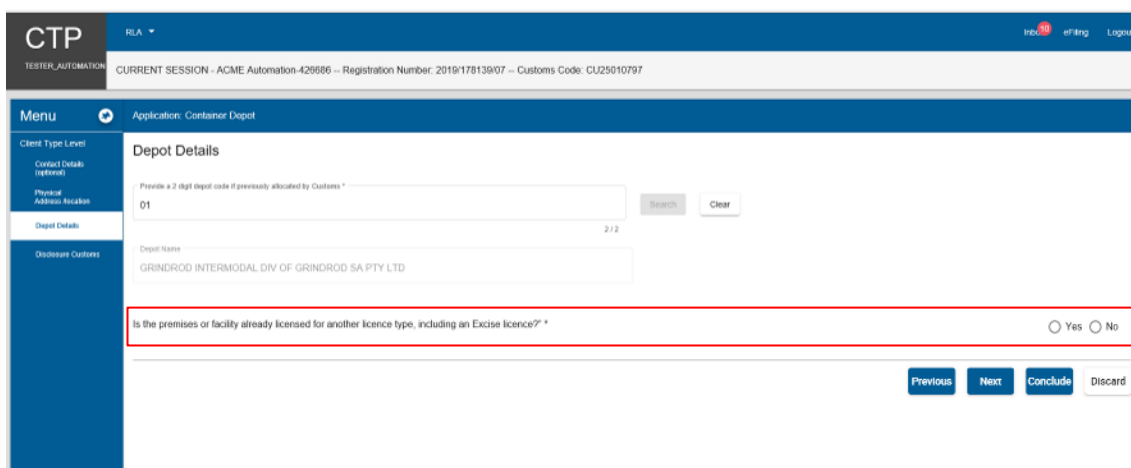
FPT Group (Pty) Ltd

Is the premises or facility already licensed for another licence type, including an Excise licence? *

☐ Yes ☒ No

Previous Next Conclude Discard

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



CTP RLA

TESTER_AUTOMATION CURRENT SESSION - ACME Automation-429686 - Registration Number: 2019/178139/07 - Customs Code: CU25010797

Menu Application: Container Depot

Client Type Level

Contact Details (optional)

Physical Address /Location

Depot Details

Provide a 2 digit depot code if previously allocated by Customs *

01 Search Clear

2 / 2

Depot Name

GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD

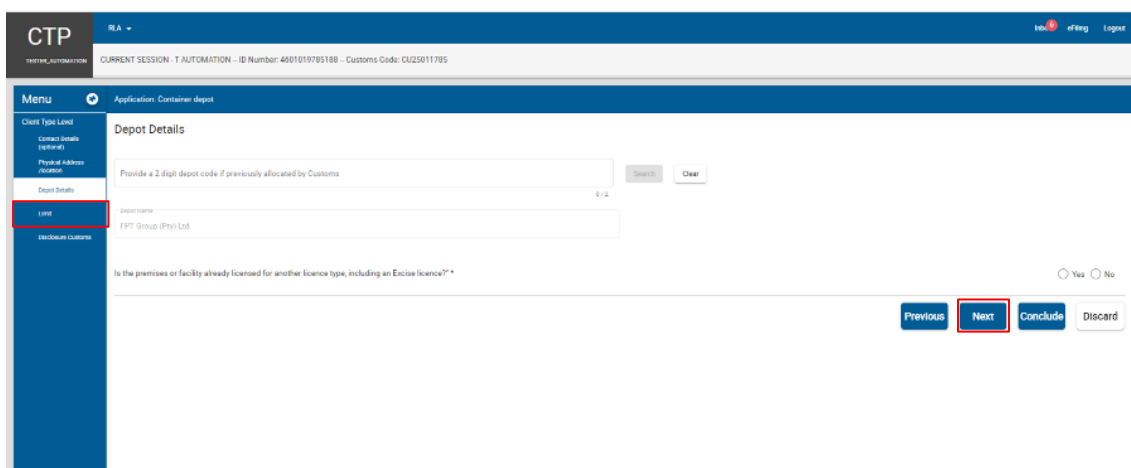
Is the premises or facility already licensed for another licence type, including an Excise licence? *

☐ Yes ☒ No

Previous Next Conclude 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.



CTP RLA

TESTER_AUTOMATION CURRENT SESSION - T AUTOMATION - ID Number: 4601019795188 - Customs Code: CU25011795

Menu Application: Container depot

Client Type Level

Contact Details (optional)

Physical Address /Location

Depot Details

Provide a 2 digit depot code if previously allocated by Customs *

Search Clear

3 / 4

Depot Name

FPT Group (Pty) Ltd

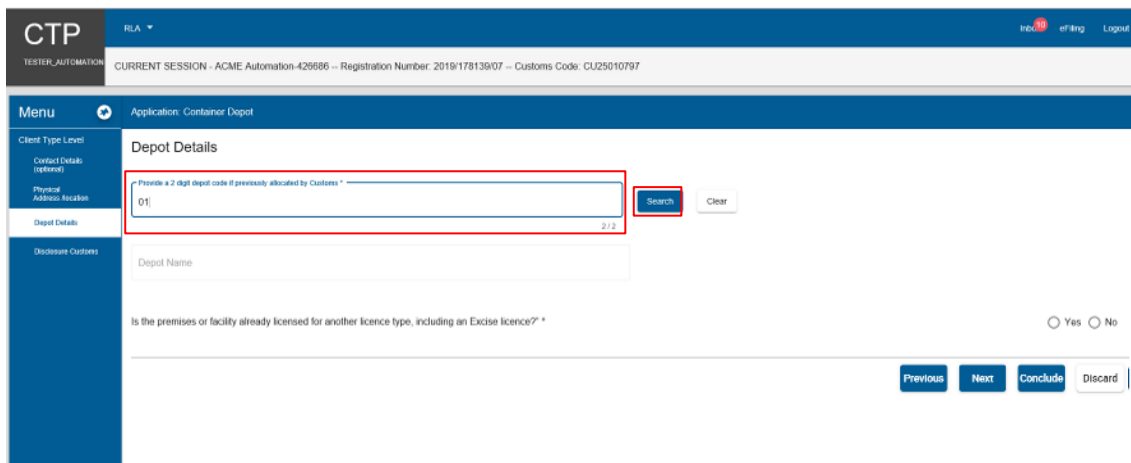
Is the premises or facility already licensed for another licence type, including an Excise licence? *

☐ Yes ☒ No

Previous Next Conclude Discard

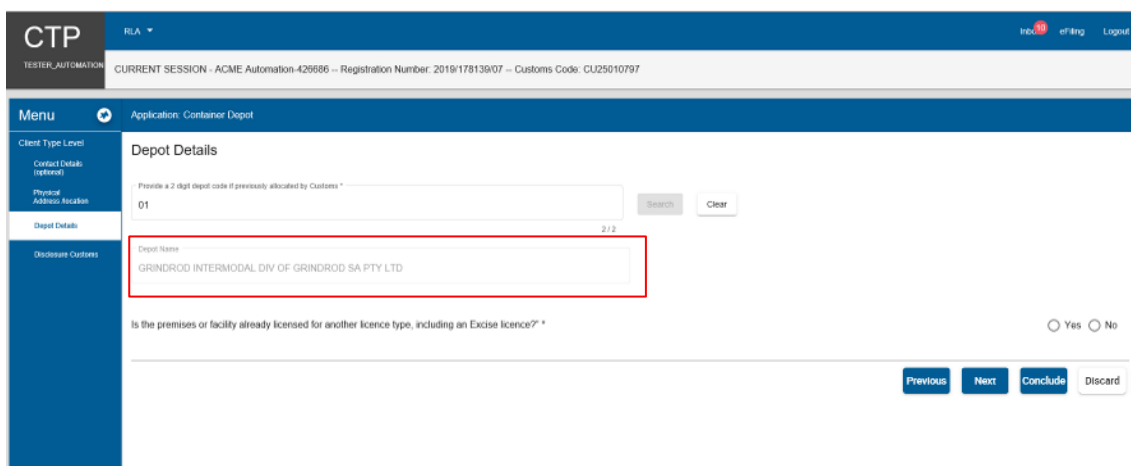
c) When the user registers in terms of paragraph a)ii) above:

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.



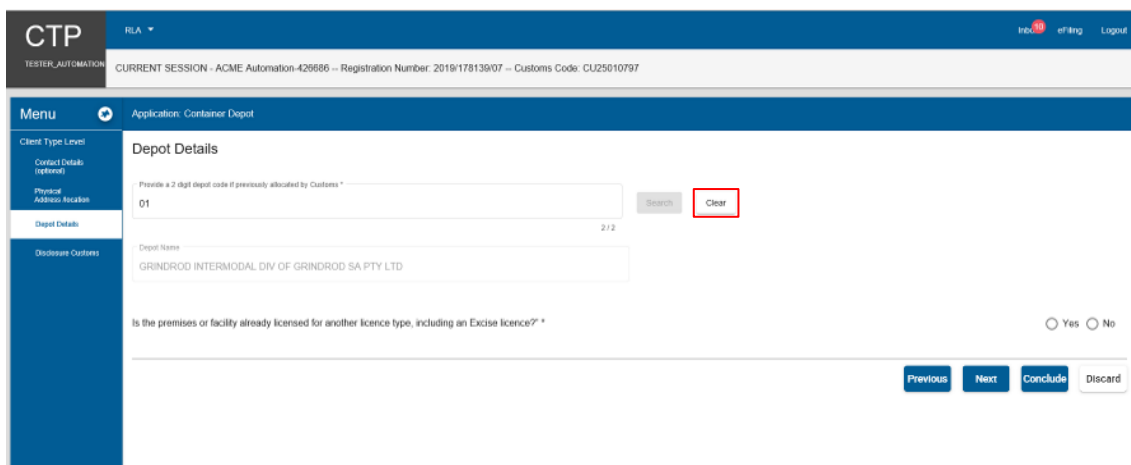
The screenshot shows the 'CTP' application interface. The top bar includes the 'CTP' logo, 'TESTER_AUTOMATION', and session details: 'CURRENT SESSION - ACME Automation-429586 -- Registration Number: 2019/178139/07 -- Customs Code: CU25010797'. The left menu has 'Client Type Level' selected. The main form is titled 'Depot Details'. It contains a text input field labeled 'Provide a 2 digit depot code if previously allocated by Customs *' with the value '01'. To the right of this field are 'Search' and 'Clear' buttons. Below this is a 'Depot Name' field with the value 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD'. At the bottom, there is 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.



This screenshot is identical to the previous one, but the 'Depot Name' field is now populated with the text 'GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD'. The 'Search' button remains highlighted.

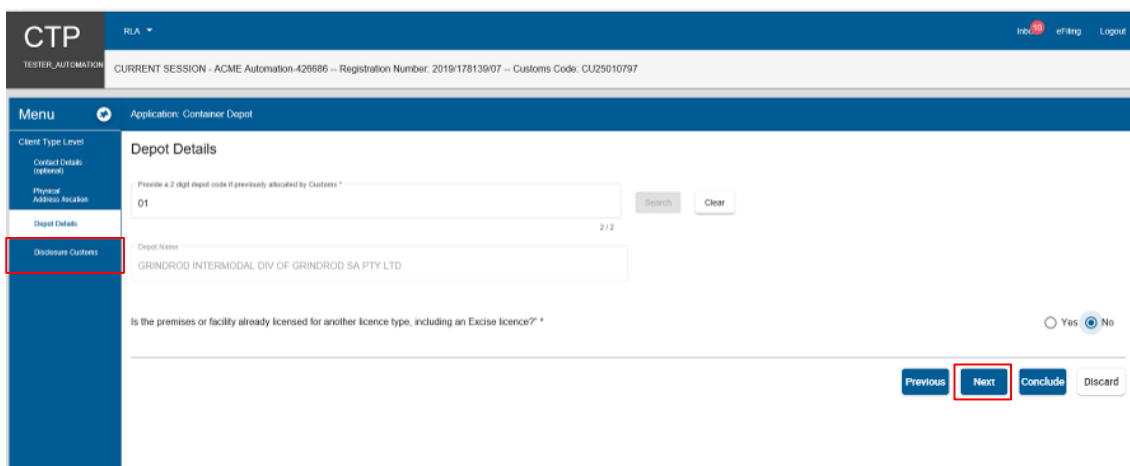
A) If incorrect, the user clicks on clear and returns to paragraph i) above.



This screenshot is identical to the previous ones, but the 'Clear' button next to the depot code field is now highlighted with a red box.

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- 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:
- I) Next button; or
 - II) Disclosure Customs link.



CTP RLA

TESTER_AUTOMATION CURRENT SESSION - ACME Automation-429686 - Registration Number: 2019/178139/07 - Customs Code: CU25010797

Menu Application: Container Depot

Client Type Level

Contact Details (optional)

Physical Address Location

Depot Details

Disclosure Customs

Depot Code * 01 Search Clear

Depot Name 2/2 GRINDROD INTERMODAL DIV OF GRINDROD SA PTY LTD

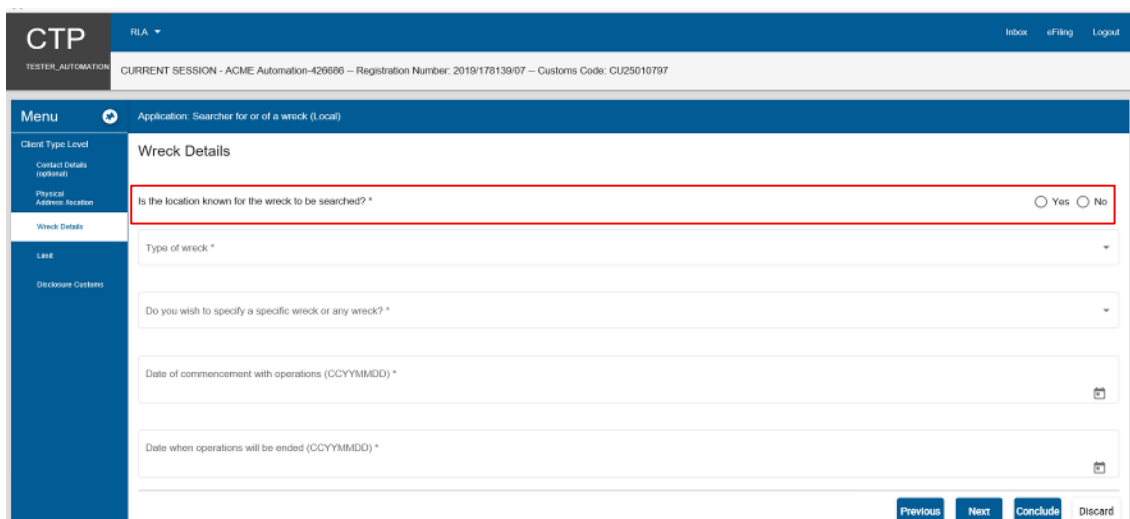
Is the premises or facility already licensed for another licence type, including an Excise licence? * ☐ Yes ☒ No

Previous Next Conclude Discard

- 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.

6.4.6 Wrecks details

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



CTP RLA

TESTER_AUTOMATION CURRENT SESSION - ACME Automation-429686 - Registration Number: 2019/178139/07 - Customs Code: CU25010797

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

Client Type Level

Contact Details (optional)

Physical Address Location

Wreck Details

Link

Disclosure Customs

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

Type of wreck *

Do you wish to specify a specific wreck or any wreck? *

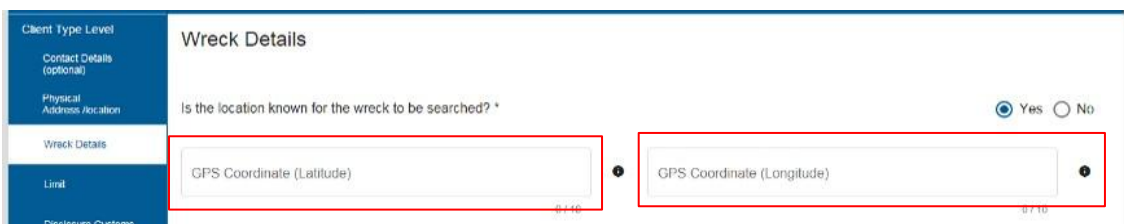
Date of commencement with operations (CCYYMMDD) *

Date when operations will be ended (CCYYMMDD) *

Previous Next Conclude Discard

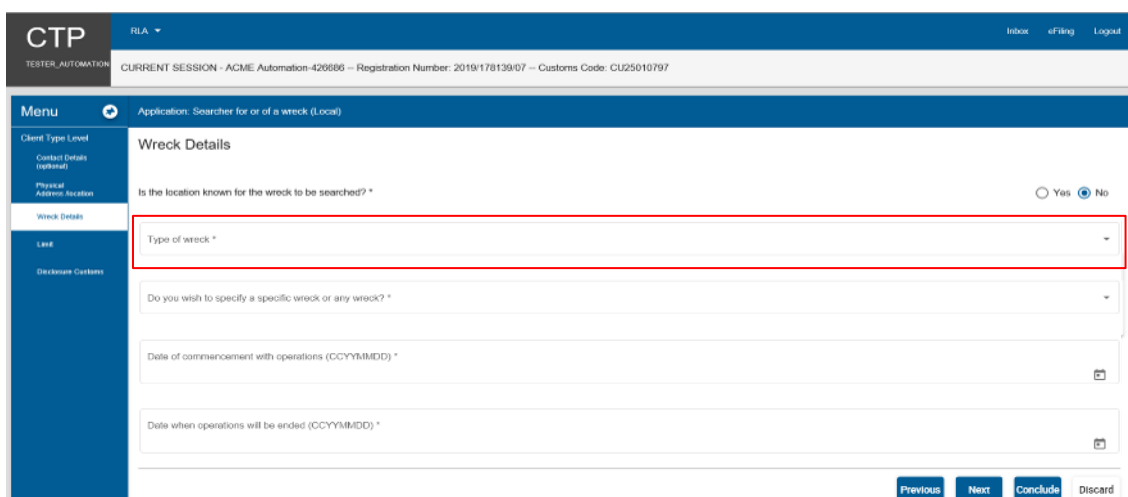
Effective Date: 21 September 2026

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



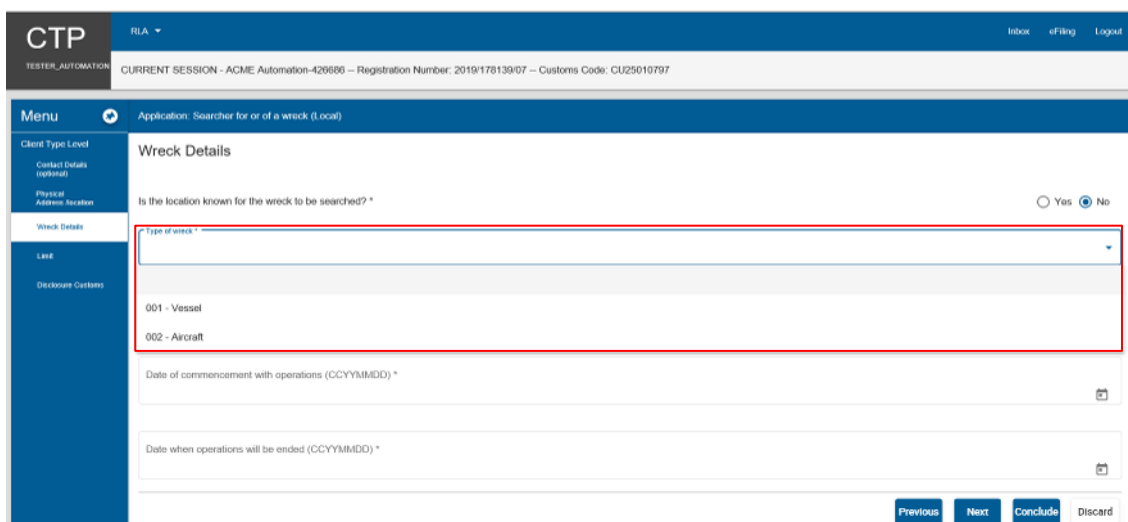
The screenshot shows the 'Wreck Details' form. A sidebar on the left contains links: 'Client Type Level', 'Contact Details (optional)', 'Physical Address / Location', 'Wreck Details' (selected), 'Limit', and 'Disclosure Customs'. The main form area has the title 'Wreck Details' and a question 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are two input fields: 'GPS Coordinate (Latitude)' and 'GPS Coordinate (Longitude)'. Both fields are highlighted with red rectangles. The input masks for these fields are shown as '000.0000' and '000.0000' respectively.

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



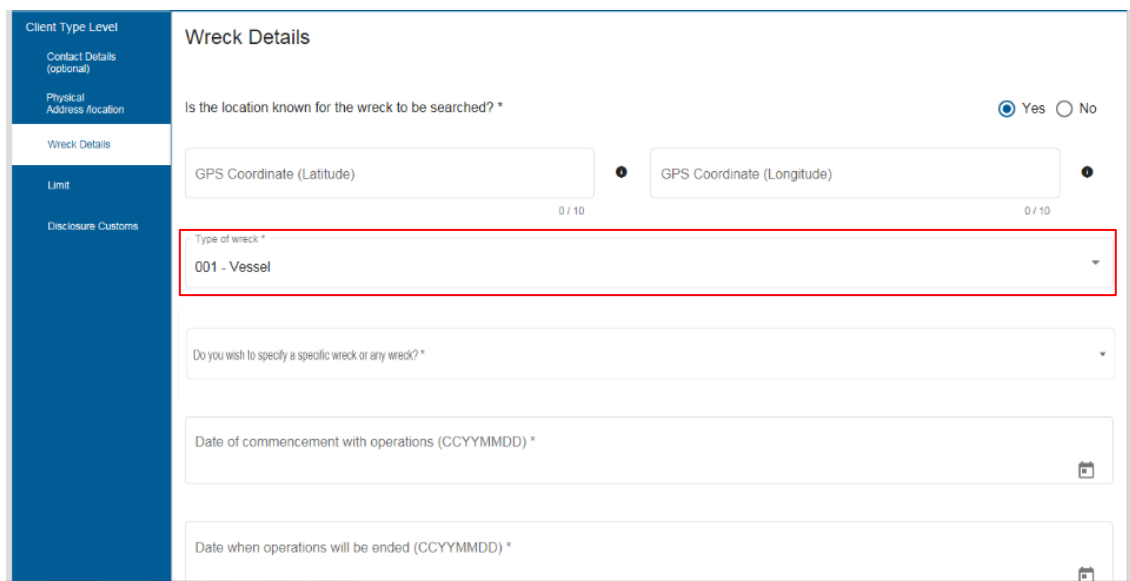
The screenshot shows the 'Wreck Details' form. The sidebar is the same as in the previous screenshot. The main form area has the title 'Wreck Details' and the question 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' and 'No' (selected). Below this, there is a dropdown menu labeled 'Type of wreck *' which is highlighted with a red rectangle. Below the dropdown menu, there are three more 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' form. The sidebar is the same as in the previous screenshots. The main form area has the title 'Wreck Details' and the 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 labeled 'Type of wreck *' which is highlighted with a red rectangle. The dropdown menu is open, showing a list of options: '001 - Vessel' and '002 - Aircraft'. Below the dropdown menu, there are three more 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.

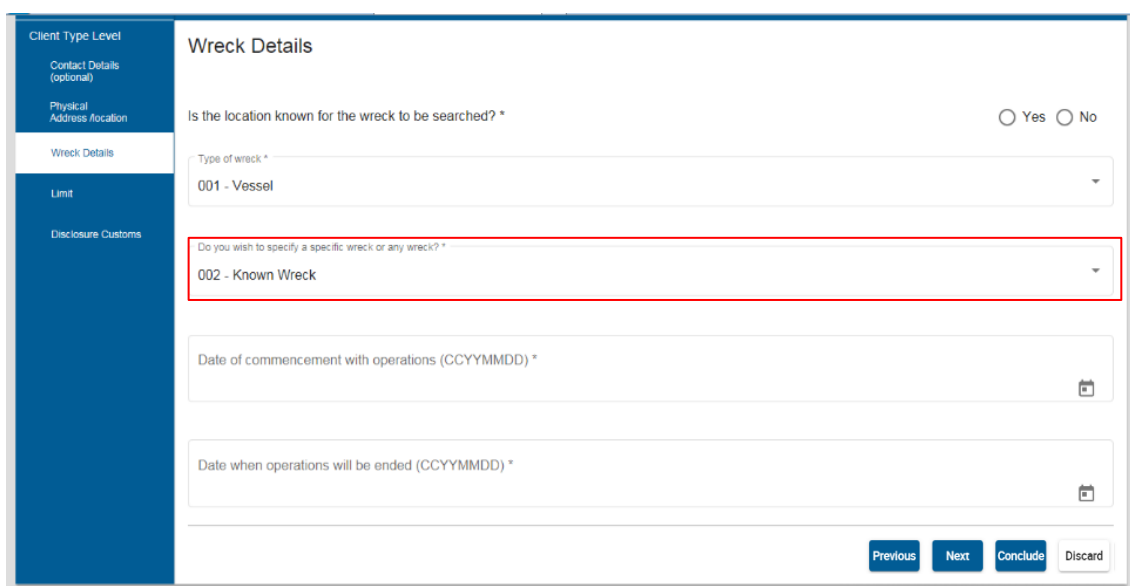


The screenshot shows the 'Wreck Details' form. The left sidebar contains a menu with 'Client Type Level', 'Contact Details (optional)', 'Physical Address location', 'Wreck Details', 'Limit', and 'Disclosure Customs'. The 'Wreck Details' section is active. The form contains the following fields:

- 'Is the location known for the wreck to be searched? *' with radio buttons for 'Yes' (selected) and 'No'.
- 'GPS Coordinate (Latitude)' and 'GPS Coordinate (Longitude)' text input fields, each with a '0 / 10' character count.
- 'Type of wreck *' dropdown menu with '001 - Vessel' selected. This field is highlighted with a red border.
- 'Do you wish to specify a specific wreck or any wreck? *' dropdown menu.
- 'Date of commencement with operations (CCYYMMDD) *' date input field.
- 'Date when operations will be ended (CCYYMMDD) *' date input field.

- 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.

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



The screenshot shows the 'Wreck Details' form with the 'Do you wish to specify a specific wreck or any wreck? *' dropdown menu highlighted with a red border. The selected option is '002 - Known Wreck'. The form also includes the 'Type of wreck' dropdown (still showing '001 - Vessel'), the date fields, and navigation buttons at the bottom: 'Previous', 'Next', 'Conclude', and '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.

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.

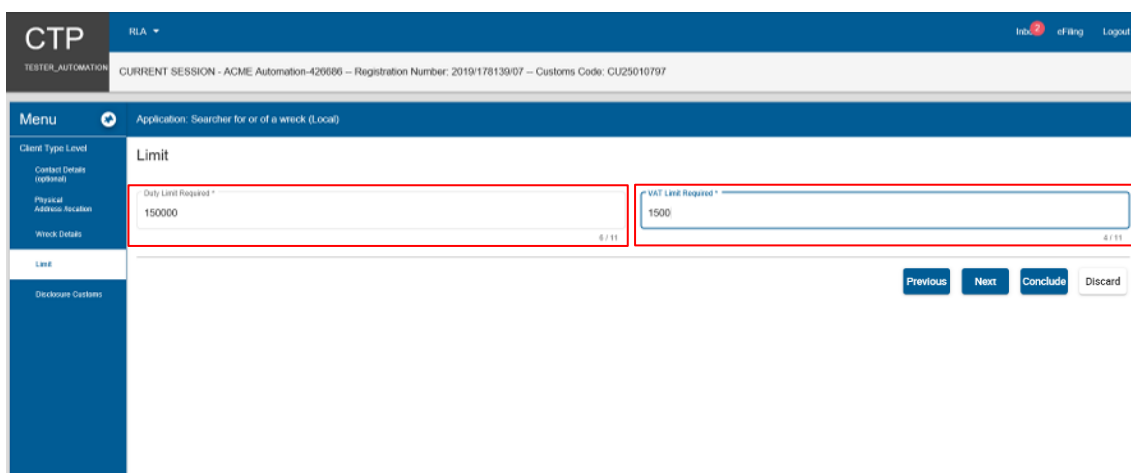
l) The details captured by the user are automatically saved.

6.4.7 Limit field

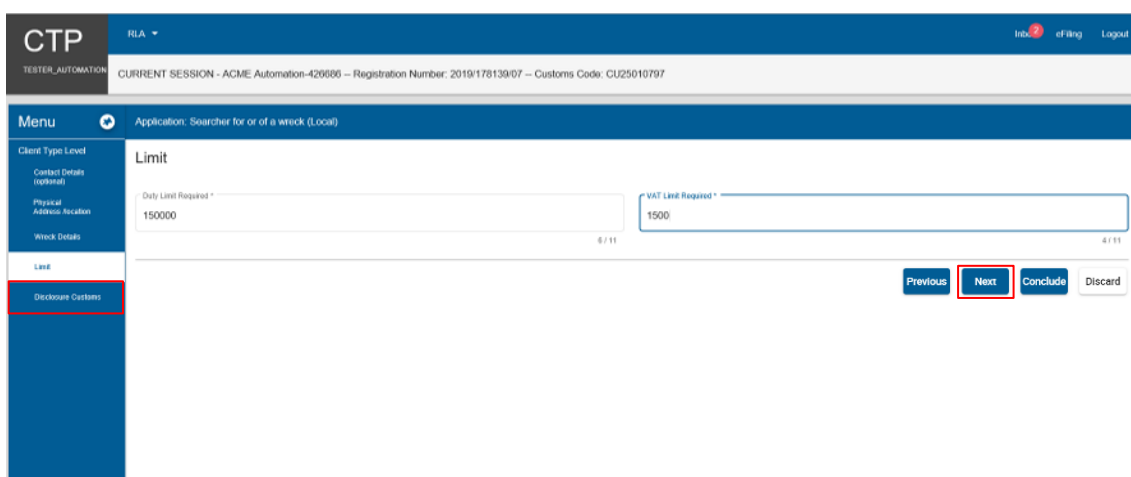
a) This field must be completed by users who are required to provide the standard amount of surety as prescribed in paragraph 2.3 in SC-SE-05. The field will not appear in cases where surety is not required.

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- b) The user must capture the amount of duties and taxes separately. The amounts must be rounded to the nearest Rand amount.



- 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.

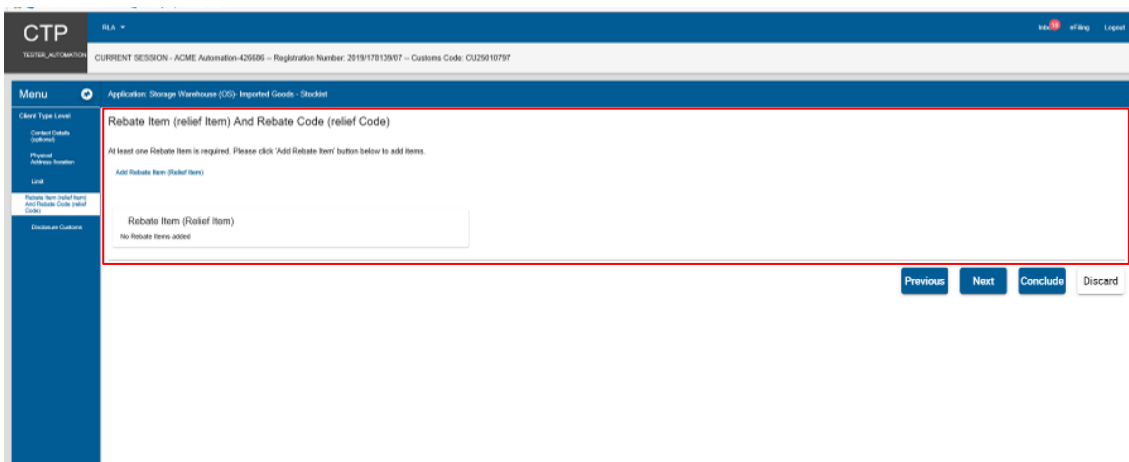


- d) The details captured by the user are automatically saved.

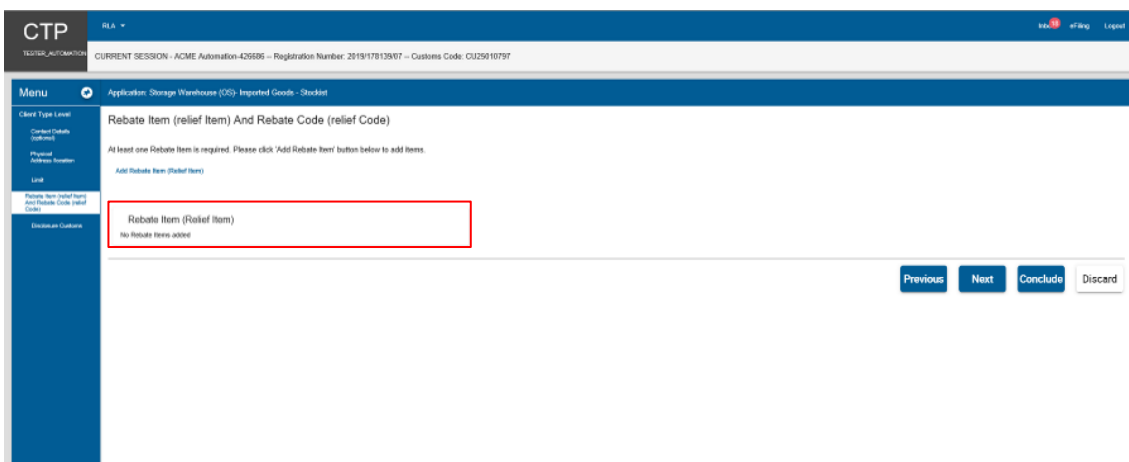
6.4.8 Rebate Item (Relief Item) and Rebate Code (Relief Code)

- a) 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.
- b) 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).

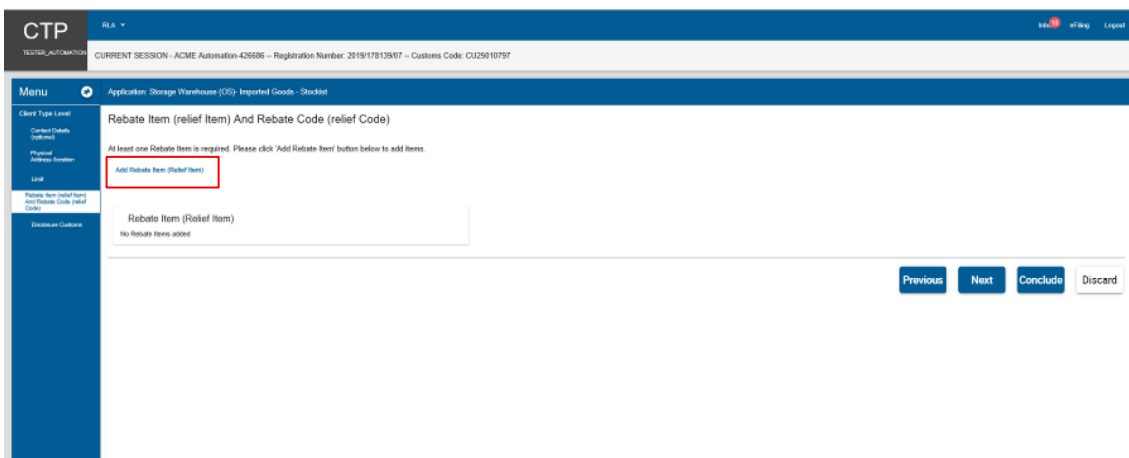
- c) The user is required to Add the Rebate item (Relief item) details. This field is mandatory if the user applies for the licensing of a CCA Enterprise manufacturing warehouse.



- 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).



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- 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.

- 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.

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

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

The screenshot shows the 'Add Rebate (Relief Item)' form in the CTP system. The 'Description' field is highlighted with a red box and contains the text 'Palm stearin, not chemically modified, for the manufacture of edible fats'. The 'Tariff heading/subheading' field contains '151190'. The 'Rebate Item (Relief Item)' and 'Rebate Code (Relief Code)' fields are empty and marked as mandatory. The background shows the 'Rebate Item (relief Item) And Rebate Code (relief Code)' section with a message: 'At least one Rebate Item is required. Please click "Add Rebate Item" button below to add item.' and a button 'Add Rebate Item (Relief Item)'.

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

The screenshot shows the 'Add Rebate (Relief Item)' form in the CTP system. The 'Rebate Item (Relief Item)' field is highlighted with a red box and contains the text '30301'. The 'Description' field contains 'Palm stearin, not chemically modified, for the manufacture of edible fats'. The 'Tariff heading/subheading' field contains '151190'. The 'Rebate Code (Relief Code)' field is empty and marked as mandatory. The background shows the 'Rebate Item (relief Item) And Rebate Code (relief Code)' section with a message: 'At least one Rebate Item is required. Please click "Add Rebate Item" button below to add item.' and a button 'Add Rebate Item (Relief Item)'.

- 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.

The screenshot shows the 'Add Rebate (Relief Item)' form in the CTP system. The 'Rebate Code (Relief Code)' field is highlighted with a red box and contains the text '0106'. The 'Description' field contains 'Palm stearin, not chemically modified, for the manufacture of edible fats'. The 'Tariff heading/subheading' field contains '151190'. The 'Rebate Item (Relief Item)' field contains '30301'. The background shows the 'Rebate Item (relief Item) And Rebate Code (relief Code)' section with a message: 'At least one Rebate Item is required. Please click "Add Rebate Item" button below to add item.' and a button 'Add Rebate Item (Relief Item)'.

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

CTP
CURRENT SESSION - ACME Automation-426696 - Registration Number: 291917813967 - Customs Code: CU2910797

Menu Application: Storage Warehouse (OS) Imported Goods - Stockist

Client Type Level
Control Codes
Physical
Physical
Level
Rebate Item (Relief Item)
Rebate Code (Relief Code)
Rebate Item (Relief Item)
Rebate Code (Relief Code)

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 * 151199 5/5 Clear Search

Other

Description
Palm stearin, not chemically modified, for the manufacture of edible fats 73/100

Rebate Item (Relief Item) * 30301 5/5

Rebate Code (Relief Code) * 0196 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
CURRENT SESSION - ACME Automation-426696 - Registration Number: 291917813967 - Customs Code: CU2910797

Menu Application: Storage Warehouse (OS) Imported Goods - Stockist

Client Type Level
Control Codes
Physical
Physical
Level
Rebate Item (Relief Item)
Rebate Code (Relief Code)
Rebate Item (Relief Item)
Rebate Code (Relief Code)

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

Rebate Code (Relief Code)

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
CURRENT SESSION - ACME Automation-426696 - Registration Number: 291917813967 - Customs Code: CU2910797

Menu Application: Storage Warehouse (OS) Imported Goods - Stockist

Client Type Level
Control Codes
Physical
Physical
Level
Rebate Item (Relief Item)
Rebate Code (Relief Code)
Rebate Item (Relief Item)
Rebate Code (Relief Code)

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

Rebate Code (Relief Code)

Previous Next Conclude Discard

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- 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:
- i) Next button; or
 - ii) Disclosure Customs link and continue with the process prescribed paragraph 9 below; or
 - iii) 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.

6.4.9 CCA number

- a) This field will only be displayed under Menu when the user (CCA Enterprise) wishes to license a premises as a:
- Storage warehouse; or
 - 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 .
- Next button; or
 - CCA Number link under the Menu.

The screenshot shows the CTP interface with the 'Menu' on the left. The 'CCA Number' link is highlighted. The main content area shows the 'Rebate Item (relief item) And Rebate Code (relief Code)' form. The form has a section for 'Rebate Item (Relief Item)' with a text input field containing '40504'. To the right, there is a summary of the selected item: 'Rebate Item (Relief Item) - 40504', 'Tariff heading/ Sub-heading: 8508', 'Description: 8508: Car parts', 'Rebate Item (Relief Item): 40504', and 'Rebate Code (Relief Code): 0400'. At the bottom right, there are buttons for 'Previous', 'Next' (highlighted with a red box), 'Conclude', and 'Discard'.

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

The screenshot shows the CTP interface with the 'Menu' on the left. The 'CCA Number' link is highlighted. The main content area shows the 'CCA Number' capture window. The window has a text input field for the 'CCA Number' and a confirmation question: 'Is the premises or facility already licensed for another licence type, including an Excise licence?'. Below the question are radio buttons for 'Yes' and 'No'. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and '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.

CTP
TESTER AUTOMATION
CURRENT SESSION - T AUTOMATION - ID Number: 4051019785188 - Customs Code: CU25011785

Menu
Application: Manufacturing Warehouse (MW) CCA (Integrate) Any goods (Other than goods liable to Excise Duty, Fuel Levy and Environmental Levy)

Client Type / Level
Customs Details
Physical Address
Location
CCA Number
CCA1200104

Is the premises or facility already licensed for another licence type, including an Excise licence? *

☐ Yes ☒ No

Previous Next Conclude 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.

CTP
TESTER AUTOMATION
CURRENT SESSION - T AUTOMATION - ID Number: 4051019785188 - Customs Code: CU25011785

Menu
Application: Storage Warehouse (SW) CCA (Integrate)

Client Type / Level
Customs Details
Physical Address
Location
CCA Number
CCA1200102

Is the premises or facility already licensed for another licence type, including an Excise licence? *

☒ Yes ☐ No

Previous Next Conclude Discard

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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.

CTP
TESTER AUTOMATION

RLA

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

Menu

Client Type Level

Contract Details (optional)

Physical Address (optional)

Limit

Relief Item, Relief Item, By Product, Waste

Disclosure Customs

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

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

6.4.10 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 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.

CTP

RLA

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

Menu

Client Type Level

Contract Details (optional)

Physical Address (optional)

Compensating Product, By Product, Waste

Limit

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

No Relief (Rebate) items added

Add Compensating Product Add By Product

Previous Next Conclude Discard

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

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. The main header displays 'CTP' and 'CURRENT SESSION - T AUTOMATION - ID Number: 4601019785188 - Customs Code: CU25011785'. The left sidebar contains a 'Menu' with options like 'Client Type Level', 'Contact Details (optional)', 'Physical Address (optional)', '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.' A modal window titled 'Add Rebate (Relief Item)' is open, featuring a text input field for 'Tariff Heading / Sub-Heading' and 'Cancel' and 'Add' buttons. The background shows a list of 'Relief (Rebate) Items' with a message: 'No Relief (Rebate) items added.'

- 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 identical to the one above, showing the 'Add Rebate (Relief Item)' modal window. In this version, the 'Search' button is highlighted with a red box, indicating the user's next action after entering the tariff heading or subheading.

- 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) items have been incorrectly captured, the user:
- Clicks on the Delete button; and
 - Recaptures the information as prescribed in paragraph b) above.

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

Menu Application: Rebate User

Client Type Level
Contract Details (optional)
Physical Address / Location
Rebate Item
Compensating Product By Product
Limits
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 31604 / 054460 / 0106

Add Compensating Product **Add By Product**

Relief (Rebate) item - 31604

Tariff heading/ Sub-heading
854460

Description
054460 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

Estimated quantity of raw materials used
5000 units

Delete

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

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

Menu Application: Rebate User

Client Type Level
Contract Details (optional)
Physical Address / Location
Rebate Item
Compensating Product By Product
Limits
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 31604 / 054460 / 0106

Add Compensating Product **Add By Product**

Relief (Rebate) item - 31604

Tariff heading/ Sub-heading
854460

Description
054460 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

Estimated quantity of raw materials used
5000 units

- 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 with the 'Add Compensating (Finished) Product' dialog box open. The dialog box has a text input field for 'Tariff heading / Tariff Sub-heading' containing '0000' and a 'Search' button. The background shows the 'Relief Item, Compensating Product, By Product, Waste' section with a list of items and a 'Description' field.

- 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 with the 'Add Compensating (Finished) Product' dialog box open. The dialog box has a text input field for 'Tariff heading / Tariff Sub-heading' containing '0000' and a 'Search' button. Below the input field, a message states: 'This is a valid Tariff Heading/Sub-heading, but has no description'. The background shows the 'Relief Item, Compensating Product, By Product, Waste' section with a list of items and a 'Description' field.

- 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.

The screenshot shows the CTP interface. A modal titled 'Add Compensating (Finished) Product' is open. It contains a 'Tariff heading / Tariff sub-heading' field with the value '0000'. A red box highlights the 'Clear' button next to this field. Below the field, a message states: 'This is a valid Tariff heading/sub-heading, but has no description'. The modal also has fields for 'Description', 'Trade / Registered name of Compensating product *', and 'Waste Generated'. The background shows the 'Relief Item, Compensating Product' form with a 'Relief (Rebate) item: 31604'.

- 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.

The screenshot shows the CTP interface. A modal titled 'Add Compensating (Finished) Product' is open. It contains a 'Description' field with the value 'Electric Vehicles', a 'Trade / Registered name of Compensating product *' field with the value 'Nissan Leaf', and a 'Waste Generated' field with the value 'Metal Waste'. The 'Expected yield of final product from raw/rebated material used (per volume/number)' field has the value '4000 units'. The 'Add' button is highlighted with a red box. The background shows the 'Relief Item, Compensating Product' form with a 'Relief (Rebate) item: 31604'.

Effective Date: 21 September 2026

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

CTP
TESTER AUTOMATION

HLA

CURRENT SESSION - T AUTOMATION - ID Number: 4601019785186 - Customs Code: CU25011785

Menu

Application: Rebate User

Client Type Level

Contact Details (optional)

Physical Address / Location

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

Add Compensating Product Add By Product

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
TESTER AUTOMATION

HLA

CURRENT SESSION - T AUTOMATION - ID Number: 4601019785186 - Customs Code: CU25011785

Menu

Application: Rebate User

Client Type Level

Contact Details (optional)

Physical Address / Location

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

Add Compensating Product Add By Product

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 (Customs Trader Portal) interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. The main header displays 'CTP' and 'TESTER AUTOMATION'. The current session information is shown as 'CURRENT SESSION - T AUTOMATION - ID Number: 4601019785188 - Customs Code: CU25011785'. The left sidebar contains a 'Menu' with options: 'Client Type Level', 'Contact Details (optional)', 'Physical Address Location', 'Relief Item', 'Compensating Product By Product', 'Waste', 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, there are two main sections: 'Relief (Rebate) Items' and 'Compensating (Finished) Product - 0000'. The 'Relief (Rebate) Items' section contains a list of items with a red box highlighting the 'Add By Product' button. The 'Compensating (Finished) Product - 0000' section contains a form with fields for 'Tariff heading/ Sub-heading', 'Description', 'Expected Yield of final product from raw/ rebated material used (per volume/number)', 'Waste Generated', and 'Trade/Registration Name of Compensating Product'. The 'Add By Product' button is highlighted with a red box.

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

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

The screenshot shows the CTP (Customs Trader Portal) 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'. The input field contains the value '0000'. To the right of the input field is a 'Search' button, which is highlighted with a red box. Below the input field are 'Cancel' and 'Add' buttons. The background of the main form is dimmed, showing the same 'Relief Item, Compensating Product, By Product, Waste' form as in the previous screenshot.

- 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 dialog titled 'Add By-Product' is open. It displays a message: 'This is a valid Tariff Heading/Sub-heading, but has no description'. The background form is titled 'Relief Item, Compensating Product, By Product, Waste' and includes fields for 'Description', 'Trade / Registration name of By product', 'Waste Generated', and 'Expected yield of final product from raw/rebated material used (per volume/number)'. The 'Add By-Product' button is highlighted in red.

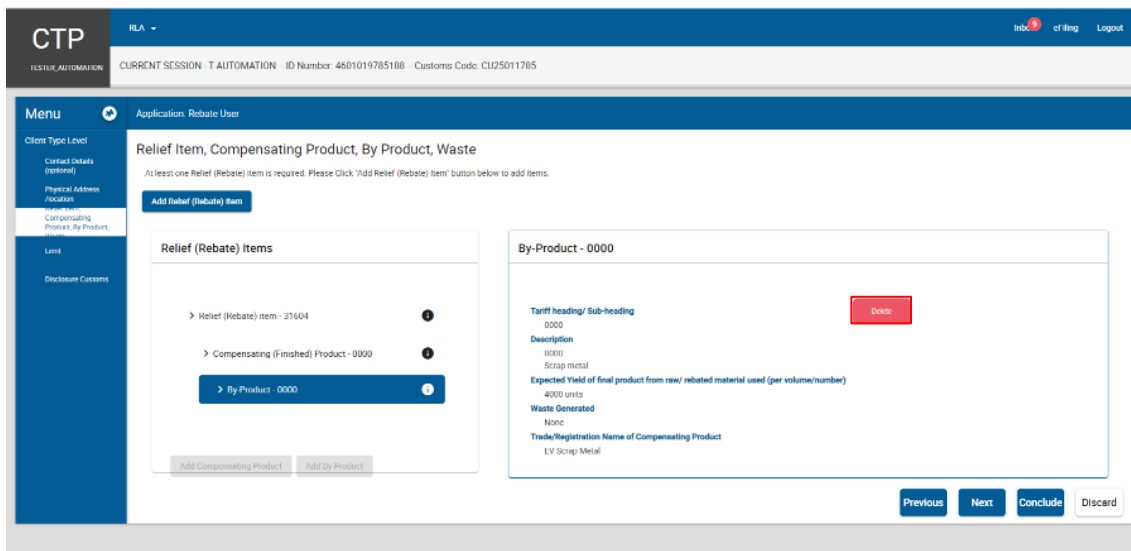
- ii) If the tariff heading or subheading of the by product has been incorrectly captured, the user:
- Clicks on clear; and
 - Recaptures the tariff heading or subheading as prescribed in paragraph j) above.

The screenshot shows the CTP interface with the 'Add By-Product' dialog box. The dialog box has a text input field containing '0000' and a red 'Clear' button. The background form is titled 'Relief Item, Compensating Product, By Product, Waste' and includes fields for 'Description', 'Trade/Registration Name of Compensating Product', and 'Waste Generated'. The 'Add By-Product' button is highlighted in red.

- 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.

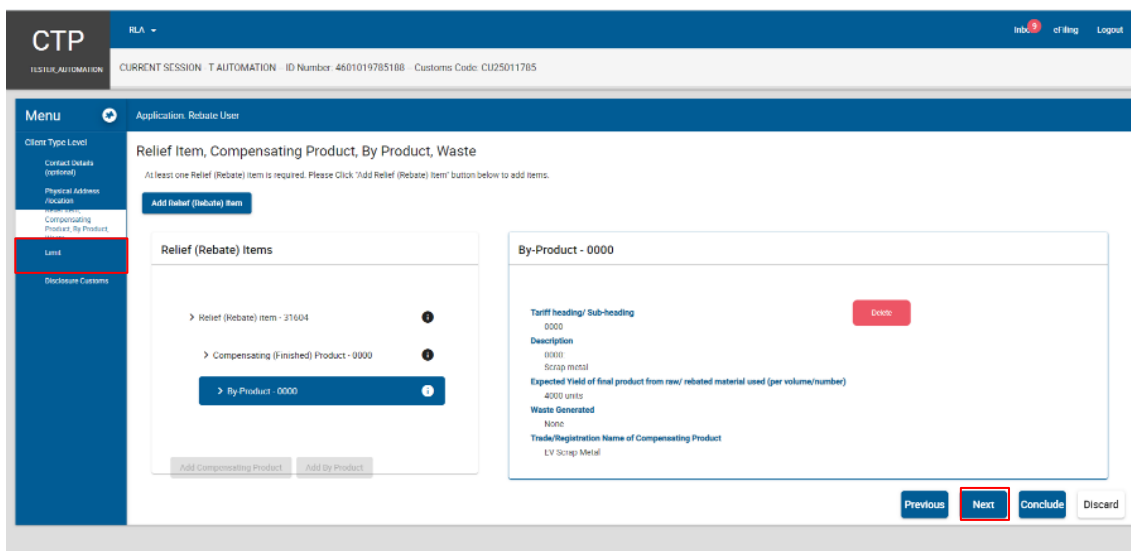
- i) The information captured is automatically saved and displayed on the Relief item, Compensating Product, By Product, Waste page.

- 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 SARS CTP application interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. Below this, the application title 'CTP' is displayed. The main content area is titled 'Relief Item, Compensating Product, By Product, Waste'. It contains a list of items: 'Relief (Rebate) item - 31604', 'Compensating (Finished) Product - 0000', and 'By-Product - 0000'. The 'By-Product - 0000' section is highlighted with a red box. The form includes fields for 'Tariff heading/ Sub-heading', 'Description', 'Expected Yield of final product from raw/ rebated material used (per volume/number)', 'Waste Generated', and 'Trade/Registration Name of Compensating Product'. A 'Delete' button is visible next to the 'By-Product - 0000' entry. The bottom of the form has 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.



This screenshot is identical to the previous one, showing the same SARS CTP application interface. However, the 'Next' button at the bottom of the form is highlighted with a red box, indicating the next step in the process.

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

5.4.11 SEZ CCA Importer details

- a) This field is completed by users to whom Special Economic Zone (SEZ) operators' permits have been issued by the Department of Trade and Industry.

b) The user captures:

- i) 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.

The screenshot shows the CTP application interface for 'Special Economic Zone Operator'. The 'Sez Cca Importer Details' form is displayed. The 'Operator Permit Number' field is highlighted with a red box. The 'Name / Description of CCA' field is also highlighted with a red box. Below these fields, there are fields for 'Rebate Item' (49802), 'Tariff Heading' (92000000), and 'Rebate Code' (0100). At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

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

The screenshot shows the CTP application interface for 'Special Economic Zone Operator'. The 'Sez Cca Importer Details' form is displayed. The 'Operator Permit Number' field is populated with 'CCA3300001'. The 'Name / Description of CCA' field is populated with 'East London CCA'. The 'Rebate Item' field is populated with '49802', the 'Tariff Heading' field is populated with '92000000', and the 'Rebate Code' field is populated with '0100'. These three fields are highlighted with red boxes. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

d) The user clicks on the:

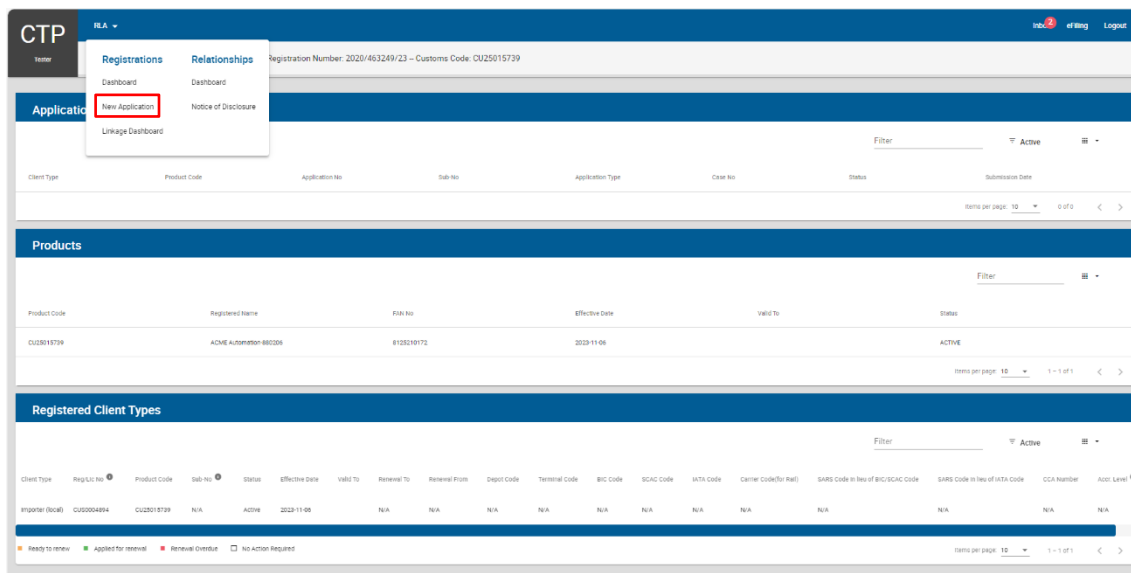
- i) Disclosure Customs link under Menu; or
- ii) Next button and continues with the process prescribed in paragraph 9 below.

The screenshot shows the CTP application interface for 'Special Economic Zone Operator'. The 'Sez Cca Importer Details' form is displayed. The 'Operator Permit Number' field is populated with 'CCA3300001'. The 'Name / Description of CCA' field is populated with 'East London CCA'. The 'Rebate Item' field is populated with '49802', the 'Tariff Heading' field is populated with '92000000', and the 'Rebate Code' field is populated with '0100'. The 'Disclosure Customs' link under the Menu is highlighted with a red box. At the bottom right, there are buttons for 'Previous', 'Next', 'Conclude', and 'Discard'.

7 ACCREDITATION

7.1 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.



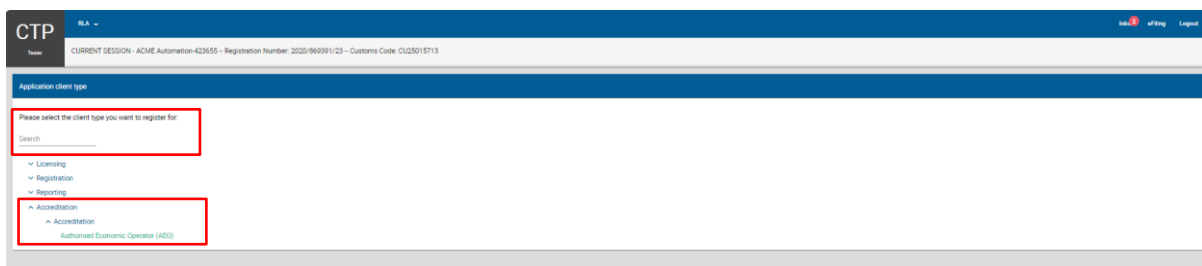
The screenshot shows the CTP dashboard with the 'Registrations' menu open. The 'New Application' option is highlighted. Below the menu, there are sections for 'Products' and 'Registered Client Types'.

Product Code	Registered Name	Fish No	Effective Date	Valid To	Status
CU25015739	ACME Automation 880306	8102519172	2023-11-06		ACTIVE

Client Type	Reg/Lic No	Product Code	Sub No	Status	Effective Date	Valid To	Renewal To	Renewal From	Export Code	Terminal Code	BIC Code	SCAC Code	ATA Code	Carrier Code (for IMU)	SARS Code in lieu of BIC/SCAC Code	SARS Code in lieu of ATA Code	CCA Number	Ass Level
Importer (SARS)	CU250304884	CU25015739	N/A	ACTIVE	2023-11-06	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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

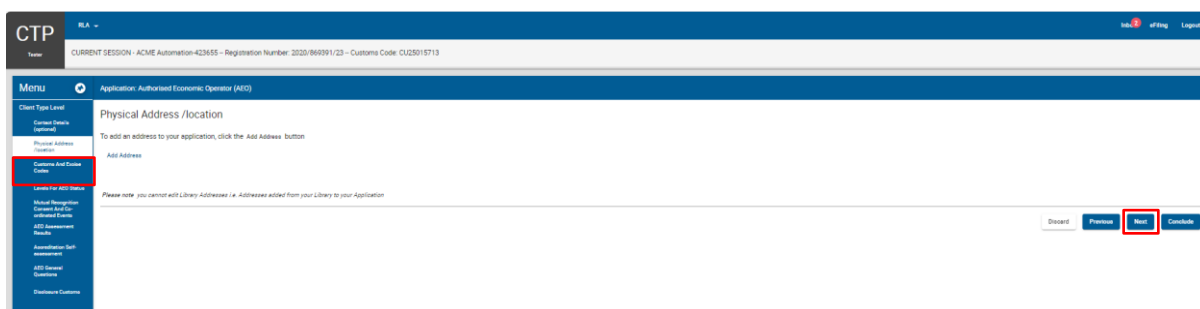


The screenshot shows the 'Application client type' screen. A search field is present, and a dropdown menu is open showing the 'Accreditation' category. The 'Authorised Economic Operator (AEO)' option is highlighted.

7.2 Contact and Physical address/location

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



7.3 Customs and Excise code(s)

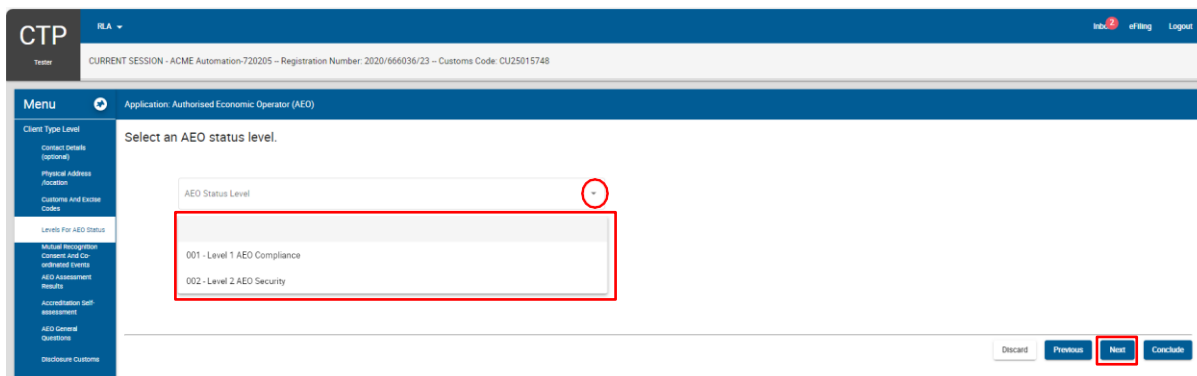
- a) The system displays all the active Customs and Excise client code(s) of the applicant.
- b) The user:
 - i) Ticks the tick box(es) next to each Customs and Excise code(s) to confirm that the codes belong to the applicant; and
 - ii) Clicks on the:
 - A) Next button to progress to the next field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



7.4 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.

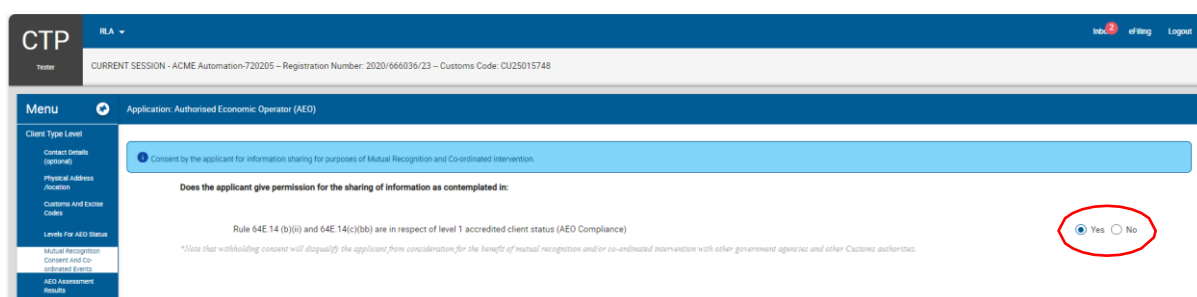
- ii) Clicks on the:
 - A) Next button to progress to the next field which is Mutual Recognition Consent and Co-ordinated Events; or
 - B) Mutual Recognition Concept and Co-ordinated Events link under Menu.



The screenshot shows the CTP interface for an 'Authorised Economic Operator (AEO)' application. The main heading is 'Select an AEO status level.' Below this, there is a dropdown menu for '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.

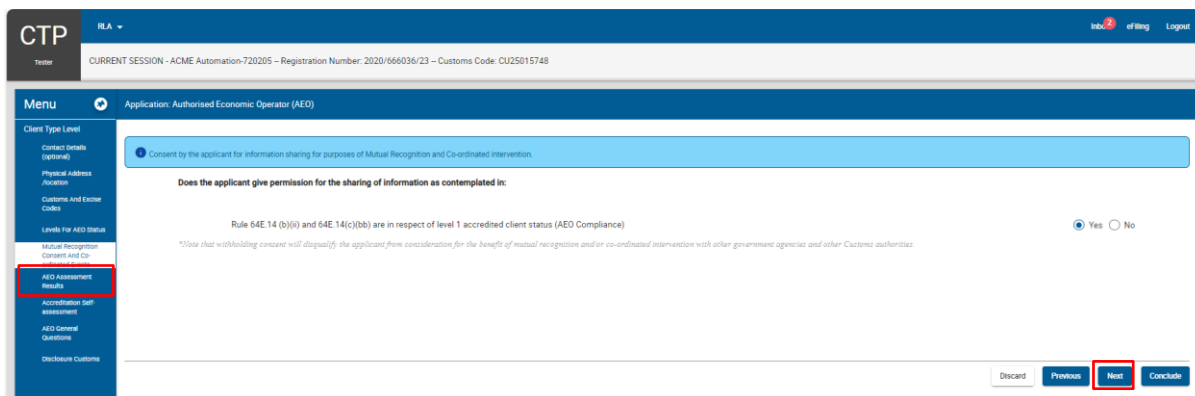
7.5 Mutal Recognition and co-ordinated event

- 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 an 'Authorised Economic Operator (AEO)' application. The main heading is 'Consent by the applicant for information sharing for purposes of Mutual Recognition and Co-ordinated intervention.' Below this, there is a question: 'Does the applicant give permission for the sharing of information as contemplated in:'. The question is followed by a reference to 'Rule 64E 14 (b)(ii) and 64E 14(c)(bb) are in respect of level 1 accredited client status (AEO Compliance)'. At the bottom right, there are two radio buttons: 'Yes' (selected) and 'No'. The 'Yes' radio button is highlighted with a red box.

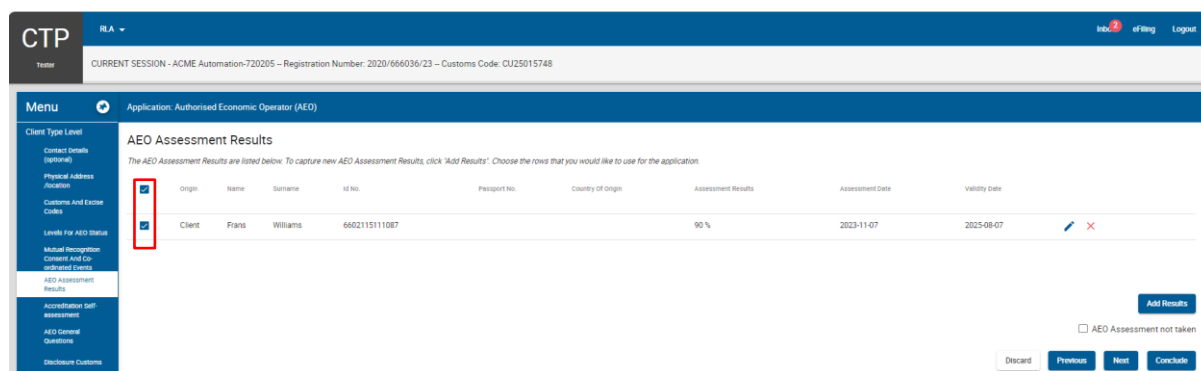
- c) The user clicks on the:
- Next button to progress to the next field which is AEO Assessment Results; or
 - AEO Assessment Results link under Menu.



The screenshot shows the 'Consent by the applicant for information sharing for purposes of Mutual Recognition and Co-ordinated intervention' step. The user is asked to confirm if they give permission for the sharing of information as contemplated in Rule 64E 14 (b)(i) and 64E 14(c)(bb) in respect of level 1 accredited client status (AEO Compliance). The 'Yes' radio button is selected. The 'Next' button is highlighted with a red box.

7.6 AEO Assessment Results

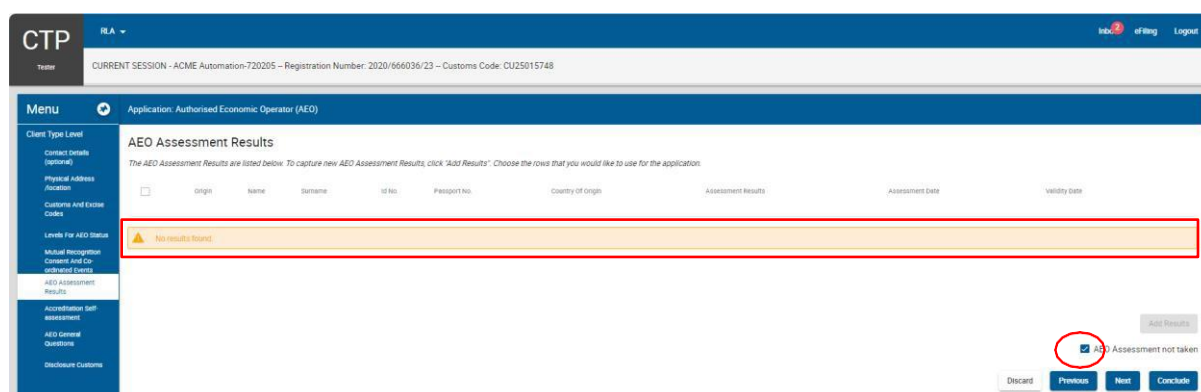
- The system automatically retrieves sufficient knowledge results of employees that are linked to the applicant and who have completed the assessment through eFiling as prescribed in SC-CF-37.
- If multiple results are displayed in the AEO results table the user must deselect the person(s) no longer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



The screenshot shows the 'AEO Assessment Results' section. A table lists assessment results for a client named Frans Williams. The table has columns for origin, name, surname, ID No., Passport No., Country of origin, Assessment Results, Assessment Date, and Validity Date. The 'Add Results' button is highlighted with a red box.

origin	Name	Surname	ID No.	Passport No.	Country of origin	Assessment Results	Assessment Date	Validity Date
Client	Frans	Williams	6602115111087			90 %	2023-11-07	2025-08-07

- 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.



The screenshot shows the 'AEO Assessment Results' section with a message 'No results found'. The 'Add Results' button is highlighted with a red box. The 'AEO Assessment not taken' checkbox is also highlighted with a red box.

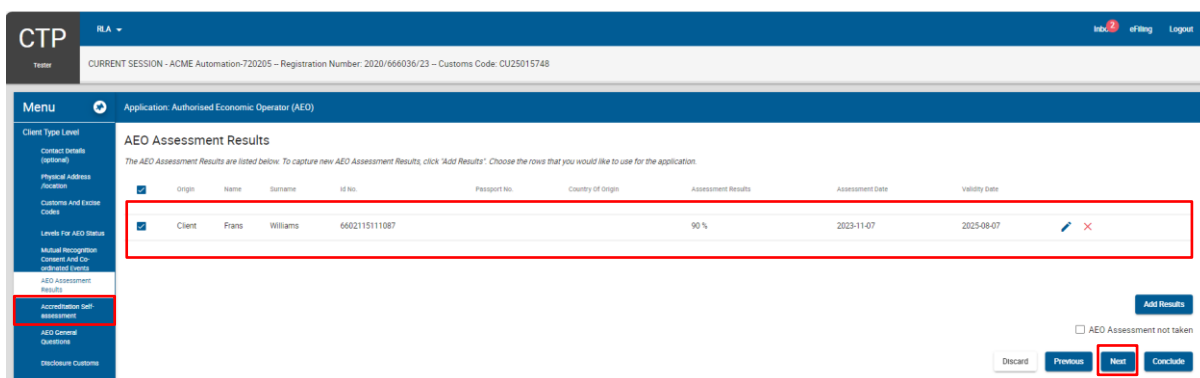
Effective Date: 21 September 2026

- 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].

- 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.

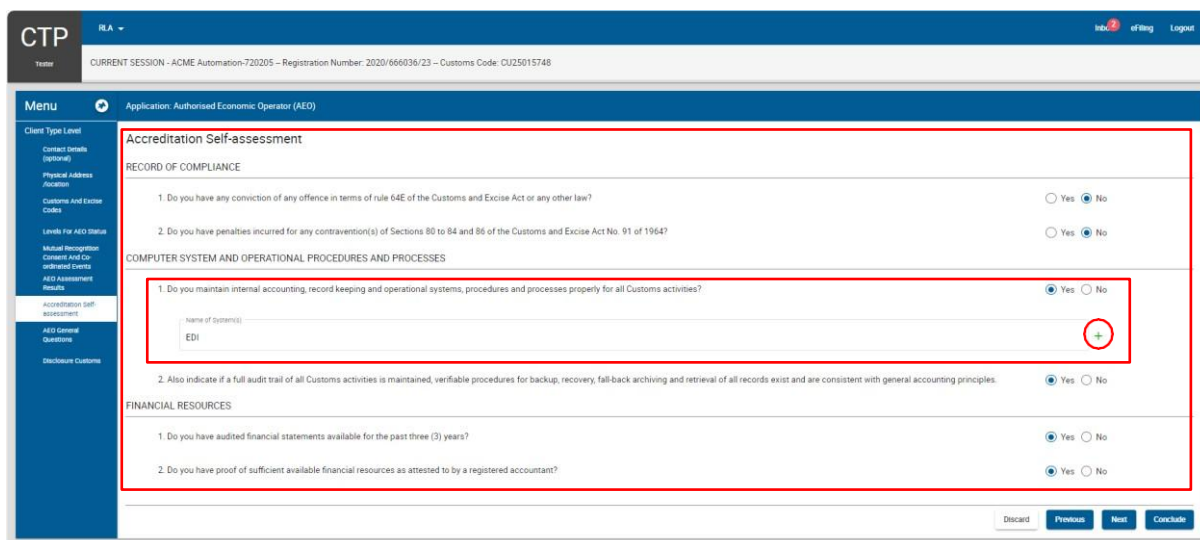
- C) The captured information is:
- I) Incorrect, the user clicks on Cancel and recaptures the required information; or
 - II) Correct, the user clicks on Save to save the captured information.

- 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.



7.7 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.



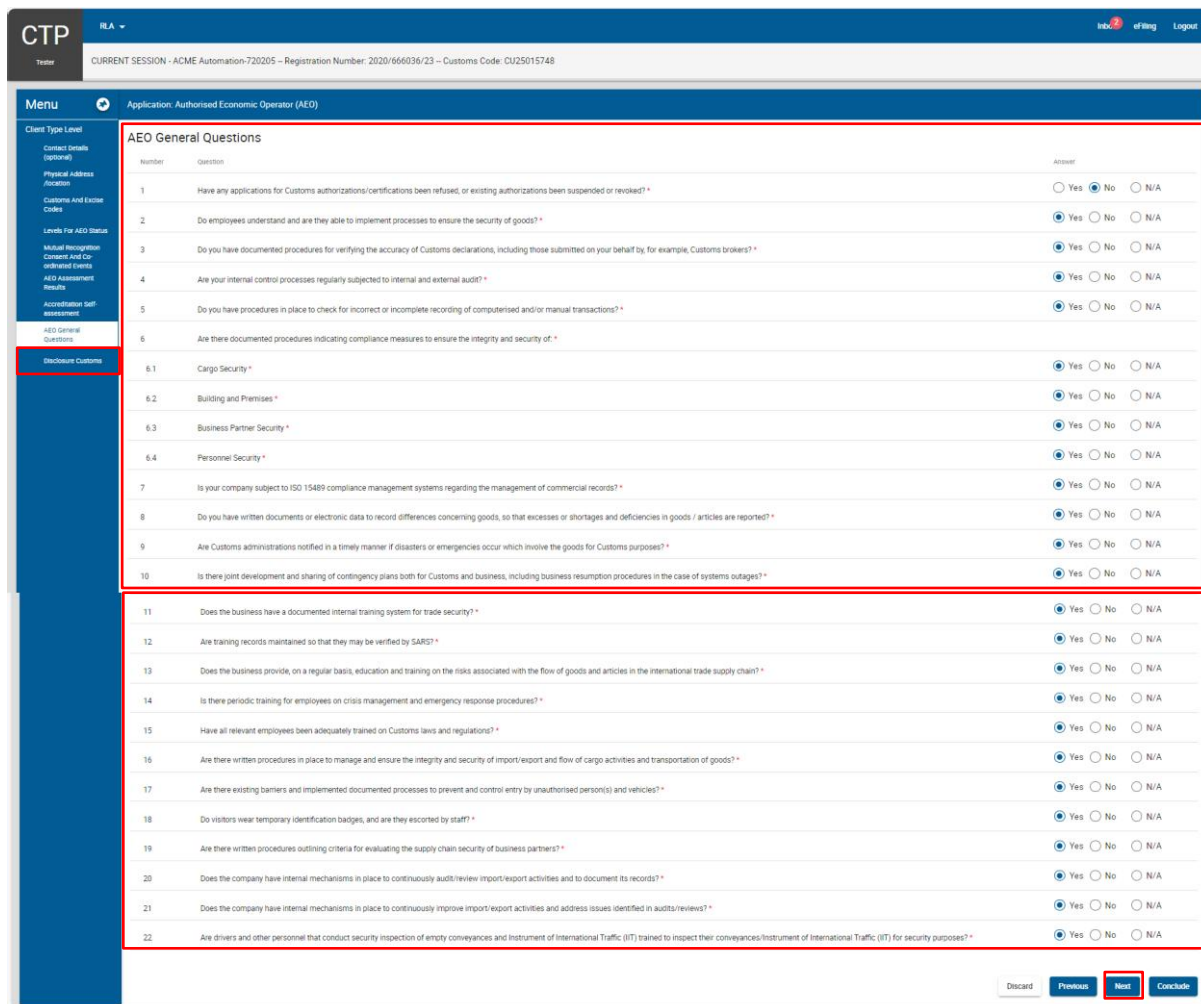
- c) The user clicks on the:
- A) Next button to progress to the next field which is the AEO General Questions; or
 - B) AEO General Questions link under Menu.

The screenshot shows the SARS CTP Accreditation Self-assessment form. The left-hand menu has a red box around 'AEO General Questions'. The main content area is titled 'Accreditation Self-assessment' and contains three sections: '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, there are four buttons: 'Discard', 'Previous', 'Next', and 'Conclude'. The 'Next' button is highlighted with a red box.

7.8 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:
- Next button to progress to the next field which is the Disclosure Customs page; or
 - Disclosure Customs link under the Menu.



CTP RLA Info eFiling Logout

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

Menu Application: Authorised Economic Operator (AEO)

Client Type Level

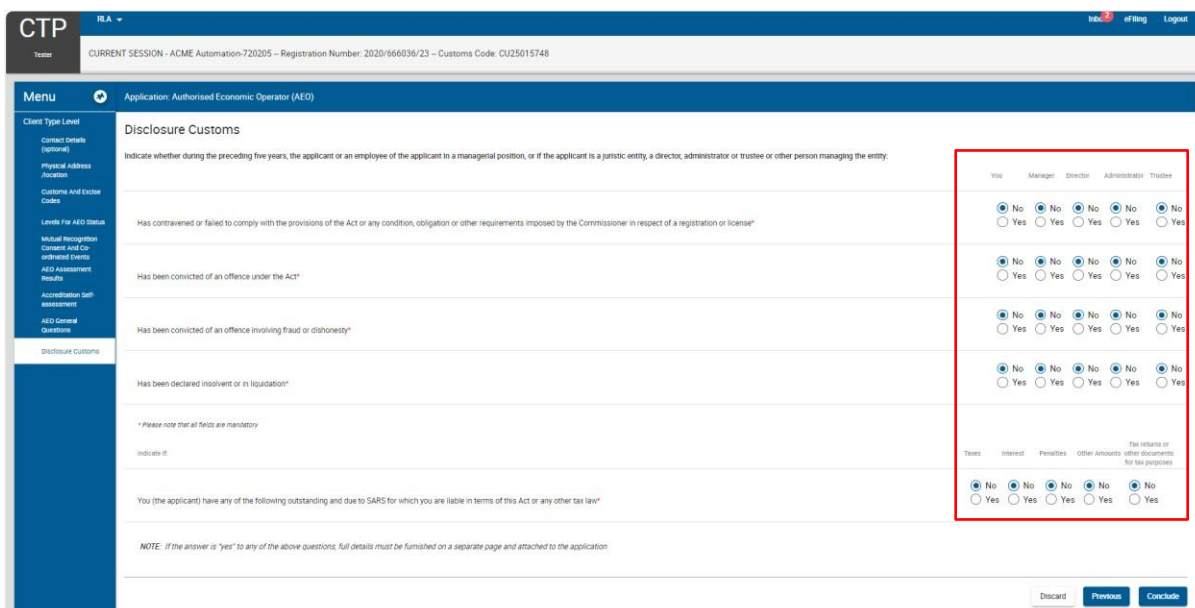
- Contact Details (optional)
- Physical Address Allocation
- Customs And Excise Codes
- Levels For AEO Status
- Initial Incorporation Cessant And Co-ordinated Events
- AEO Assessment Results
- Accreditation Self-assessment
- AEO General Questions**
- Disclosure Customs**

AEO General Questions

Number	Question	Answer
1	Have any applications for Customs authorizations/certifications been refused, or existing authorizations been suspended or revoked? *	☐ Yes ☒ No ☐ N/A
2	Do employees understand and are they able to implement processes to ensure the security of goods? *	☒ Yes ☐ No ☐ 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? *	☒ Yes ☐ No ☐ N/A
4	Are your internal control processes regularly subjected to internal and external audit? *	☒ Yes ☐ No ☐ N/A
5	Do you have procedures in place to check for incorrect or incomplete recording of computerised and/or manual transactions? *	☒ Yes ☐ No ☐ N/A
6	Are there documented procedures indicating compliance measures to ensure the integrity and security of? *	☒ Yes ☐ No ☐ N/A
6.1	Cargo Security *	☒ Yes ☐ No ☐ N/A
6.2	Building and Premises *	☒ Yes ☐ No ☐ N/A
6.3	Business Partner Security *	☒ Yes ☐ No ☐ N/A
6.4	Personnel Security *	☒ Yes ☐ No ☐ N/A
7	Is your company subject to ISO 15489 compliance management systems regarding the management of commercial records? *	☒ Yes ☐ No ☐ 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? *	☒ Yes ☐ No ☐ N/A
9	Are Customs administrations notified in a timely manner if disasters or emergencies occur which involve the goods for Customs purposes? *	☒ Yes ☐ No ☐ 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? *	☒ Yes ☐ No ☐ N/A
11	Does the business have a documented internal training system for trade security? *	☒ Yes ☐ No ☐ N/A
12	Are training records maintained so that they may be verified by SARS? *	☒ Yes ☐ No ☐ 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? *	☒ Yes ☐ No ☐ N/A
14	Is there periodic training for employees on crisis management and emergency response procedures? *	☒ Yes ☐ No ☐ N/A
15	Have all relevant employees been adequately trained on Customs laws and regulations? *	☒ Yes ☐ No ☐ 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? *	☒ Yes ☐ No ☐ N/A
17	Are there existing barriers and implemented documented processes to prevent and control entry by unauthorised person(s) and vehicles? *	☒ Yes ☐ No ☐ N/A
18	Do visitors wear temporary identification badges, and are they escorted by staff? *	☒ Yes ☐ No ☐ N/A
19	Are there written procedures outlining criteria for evaluating the supply chain security of business partners? *	☒ Yes ☐ No ☐ N/A
20	Does the company have internal mechanisms in place to continuously audit/review import/export activities and to document its records? *	☒ Yes ☐ No ☐ N/A
21	Does the company have internal mechanisms in place to continuously improve import/export activities and address issues identified in audits/reviews? *	☒ Yes ☐ No ☐ N/A
22	Are drivers and other personnel that conduct security inspection of empty conveyances and instrument of International Traffic (IT) trained to inspect their conveyances/instrument of International Traffic (IT) for security purposes? *	☒ Yes ☐ No ☐ N/A

Discard Previous **Next** Conclude

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



8 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 licenses are described in SC-CF-19.
- b) Under the field Manage a user can:
- Amend:
 - Product details as prescribed above; or
 - Existing RLA client details as prescribed above.
 - The mutual recognition and co-ordinated event consent status provided at the time of application as indicated 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 license 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 above.

Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CU25015764	ACME_Auto_614414_715891	0125937989	2026-04-10		ACTIVE

Registered Client Types					
Filter Active					
Client Type	Reg/Lic No	Product Code	Certificate/License	Notification of Approval	Sub-No
Authorised Economic Operator (AEO)	CU50004452	CU25015764			N/A
Manufacturing Warehouse (VM) CCA Enterprise Any goods (Other than goods liable to Excise Duty, Fuel Levy and Environmental Levy)	CU50004453	CU25015764			Multiple Sub Nos
Importer (local)	CU50004438	CU25015764			N/A
Rebate User	CU50004442	CU25015764			25015764 Effective: 2026-04
Special Storage Warehouse (SSS) - Dutiable Imported Goods	CU50004444	CU25015764			PTAS0550070 Effective: 2026
Storage Warehouse (OS) - Imported Goods - Stockist	CU50004446	CU25015764			Multiple Sub Nos
Special Storage Warehouse (SSS) - Dutiable locally manufactured goods for Export	CU50004458	CU25015764			PTAS0551004 Effective: 2026
Storage Warehouse (OS) - Imported Goods	CU50004470	CU25015764			PTA0552139 Effective: 2026

- i) From the RLA home screen, the user must click on the relevant entity on the registered client types.

CTP RLA BACK TO eFILING RLA Wizard Info 24 Logout

CURRENT SESSION - ACME_Auto_614414_715891 - Registration Number: 2024/715891/07 - Customs Code: CU25015764

Menu Application: Storage Warehouse (OS) - Imported Goods

Client Type Level

- Contact Details (Optional)
- Physical Address / Location
- Limit
- Commodity
- Disclosure Customs
- Manage**

Contact Details (Optional)

Home Tel No
0124221111 +

Click + to add a new number

Business Tel No +

Click + to add a new number

Remove

Fax No
0124221111 +

Click + to add a new number

Remove

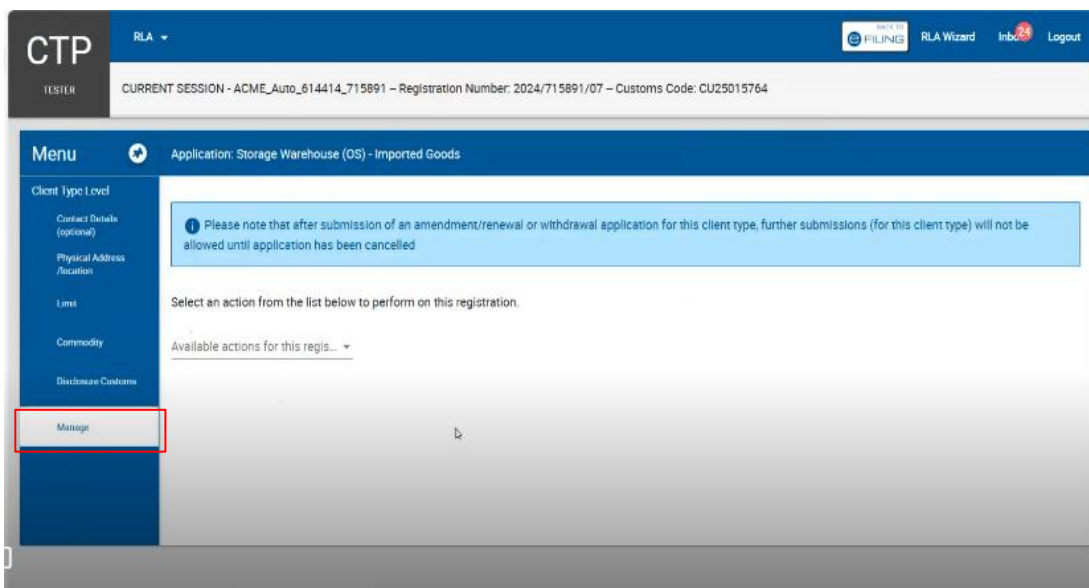
☒ I do not have a Cell Number

Email
gmoyana@sars.gov.za +

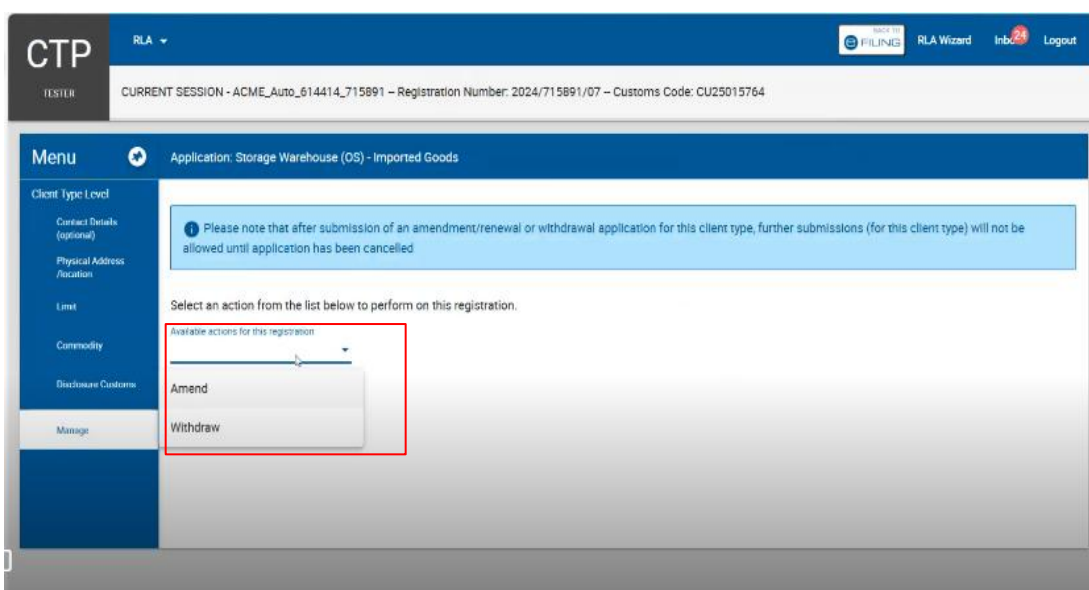
Click + to add a new email address

Remove

- j) To amend details on the screen the user must click on the menu bar on the left.



- k) After clicking Manage on the menu bar, the system displays the above screen.



Effective Date: 21 September 2026

- l) As displayed on the above screen, the user must select:
- Amend option; or
 - Withdraw option.

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes 'CTP', 'RLA', 'FILING', 'RLA Wizard', 'Inbox', and 'Logout'. The current session is 'ACME_Auto_614414_715891' with Registration Number '2024/715891/07' and Customs Code 'CU25015764'. The application is 'Storage Warehouse (OS) - Imported Goods'. The left menu is expanded, showing 'Client Type Level' with options: 'Contact Details (optional)', 'Physical Address /location', 'Unit', 'Commodity', and 'Disclosure Customs'. The 'Amend' option is selected in the 'Available actions for this registration' dropdown. The 'Amend' button is highlighted in the bottom right corner.

- m) After selecting the relevant option, the user must:
- Select the relevant item to be amended on the menu bar; and
 - Click on the Amend button

The screenshot shows the CTP (Customs Trader Portal) interface for the 'Physical Address /location' form. The top navigation bar includes 'CTP', 'RLA', 'Inbox', 'Filing', and 'Logout'. The current session is 'ACME Automation-258439' with Registration Number '2019/194269/07' and Customs Code 'Not assigned'. The application is 'Importer (local)'. The left menu is expanded, showing 'Product Level' with options: 'Tax Type', 'Demographics', 'Contact Details', 'Physical Address /location', 'My Bank Accounts', and 'Automated Office Details'. The 'Physical Address /location' option is selected. The form contains fields for 'Unit No (if applicable)', 'Street No', 'Street / Farm Name', 'Suburb / District', 'City / Town', 'Postal Code', and 'Country Code'. The 'Change Address' button is highlighted. The 'Next' button is highlighted in the bottom right corner.

- n) After the selection of either amend or withdraw, user must:
- Amend the details; or
 - Withdraw the details

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

The screenshot shows the SARS CTP interface. The top navigation bar includes the CTP logo, a user menu, and session information: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left sidebar contains a 'Menu' with options like 'Product Level', 'Tax Type', 'Contact Details', 'Physical Address', 'My Bank Accounts', and 'Manage'. The main content area is titled 'Application' and contains a notice about amendments. Below the notice, there is a section for 'Amend' with a dropdown menu for 'Reason for Amendment'. This dropdown is open, displaying a list of reasons: 001 - Contact Details, 002 - Physical Address Details, 003 - Bank Account Details, 004 - Contact Person, 005 - Authorized Officer Details, 006 - Disclosure of Circumstances, 007 - Breach of Limits, 008 - LUT Particulars, and 009 - Other. The '009 - Other' option is highlighted with a red box.

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

This screenshot is identical to the one above, showing the same SARS CTP interface. However, in this instance, the '009 - Other' option in the 'Reason for Amendment' dropdown menu is selected, indicated by a blue checkmark and a red box.

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

CTP
TESTER AUTOMATION

RLA -

CURRENT SESSION - ACME Automation-521283 - Registration Number: 2019/921489/07 - Customs Code: CU20010416

Menu

Product Level

Tax Type

Demographics

Contact Details

Physical Address

Business

My Work Accounts

Amendment Officer

Details

Settings

Application: Amend

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):

000

Selected Reason(s)

000 - Other

Other Reason

Amend Discard

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

CTP
TESTER AUTOMATION

RLA -

CURRENT SESSION - ACME Automation-521283 - Registration Number: 2019/921489/07 - Customs Code: CU20010416

Menu

Client Type Level

Contact Details

Demographics

Physical Address

Location

Limit

Storage Customs

Settings

Application: Storage Warehouse (DS) Imported Goods

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):

000

Selected Reason(s)

000 - Other

Other Reason

Amend title and layout (pdf)

Amend Discard

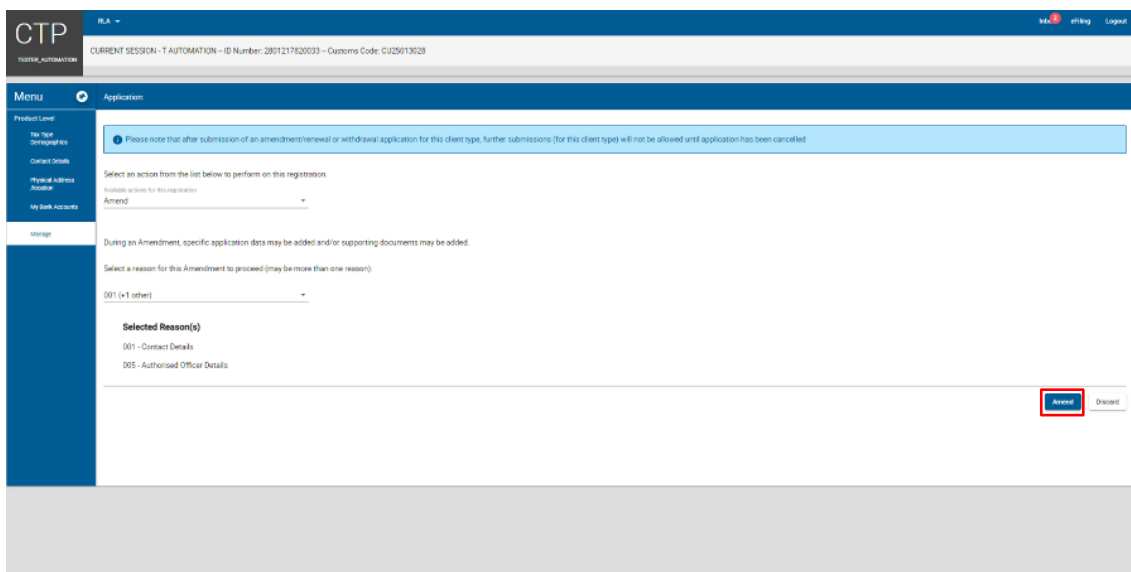
- B) If the reason for amendment is listed in the dropdown box:
I) The user selects the box next to the reason(s) for amendment.

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 - Revolt Limits, 008 - LHA Particulars, and 009 - Other. The 'Amend' button is highlighted with a red box.

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

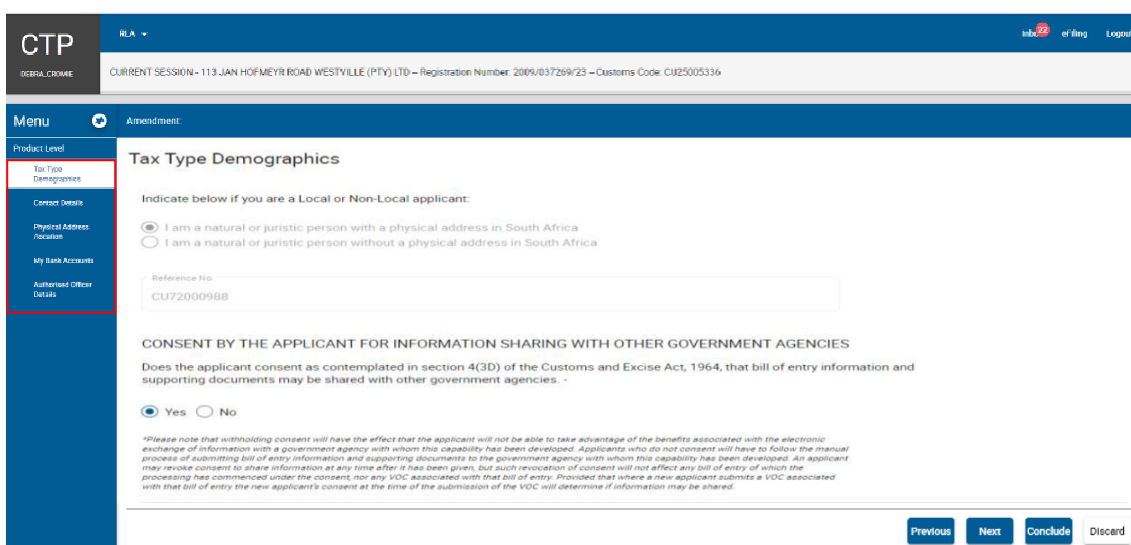
The screenshot shows the SARS CTP Application page. The 'Amend' dropdown menu is closed, and the 'Selected Reason(s)' field is populated with the selected reasons: 001 - Contact Details and 005 - Authorised Officer Details. The 'Amend' button is highlighted with a red box.

- iv) The user clicks on the amend button.



The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. Below this, the current session information is displayed: 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU29013028'. The main menu on the left lists various options: 'Product Level', 'Tax Type Demographics', 'Contact Details', 'Physical Address Location', 'My Bank Accounts', and 'Storage'. The 'Application' section is active, showing 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, there is a section for 'Available actions for this registration' with a dropdown menu set to 'Amend'. A message states: 'During an Amendment, specific application data may be added and/or supporting documents may be added.' Another message says: 'Select a reason for this Amendment to proceed (may be more than one reason):'. A dropdown menu shows '001 (x1 other)'. Under 'Selected Reason(s)', there are two options: '001 - Contact Details' and '005 - Authorised Officer Details'. At the bottom right, there are two buttons: 'Amend' (highlighted with a red box) and 'Discard'.

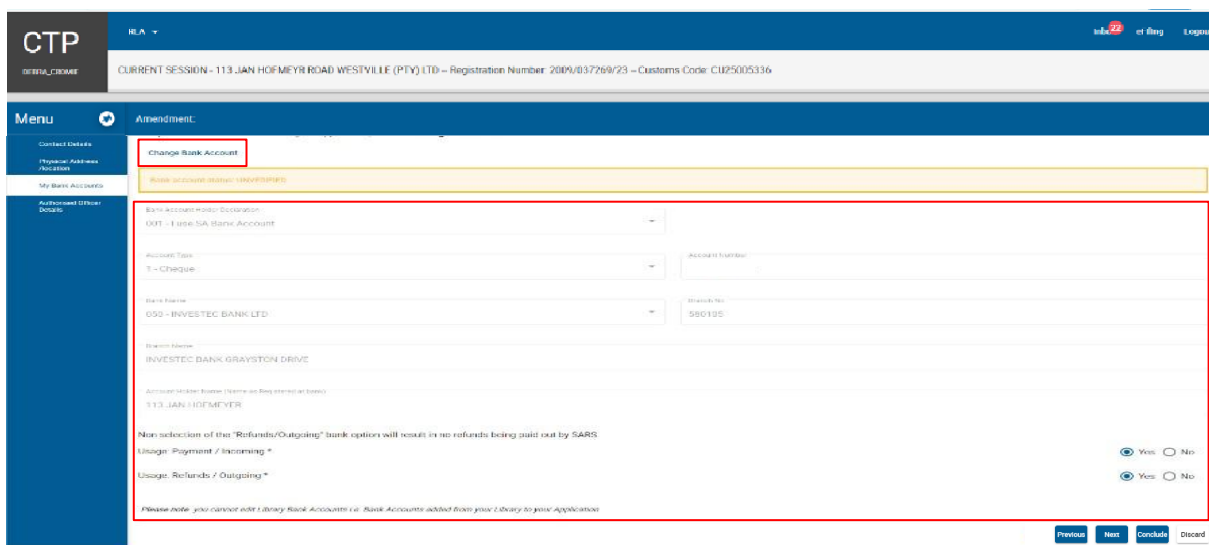
- v) The system displays the Product Level page and the user clicks on the applicable field to be amended.



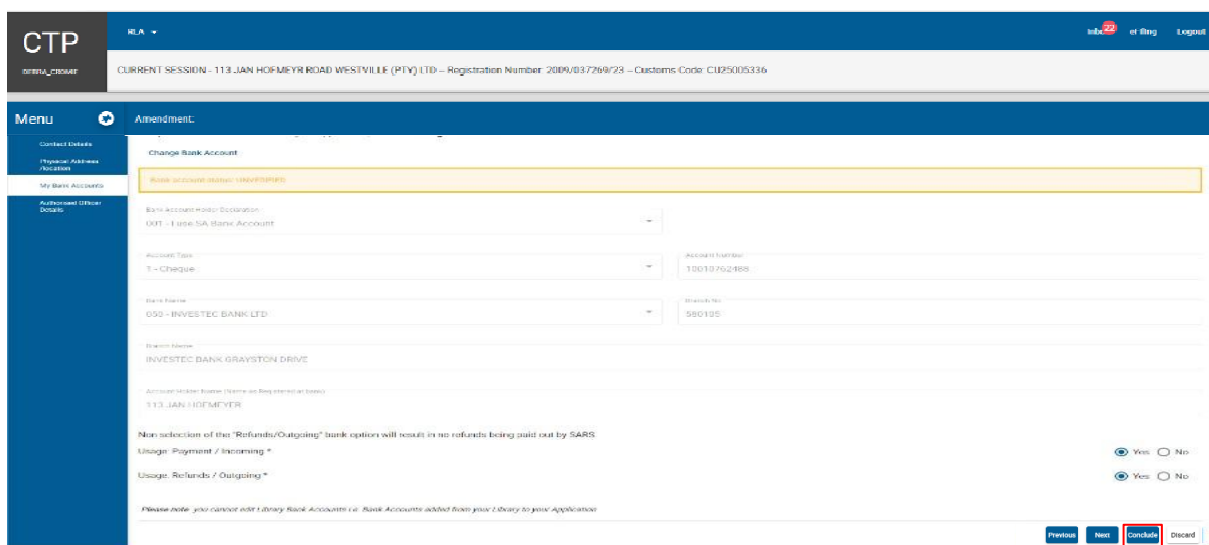
The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. Below this, the current session information is displayed: 'CURRENT SESSION - 113 JAN HOFMEYER ROAD WESTVILLE (PTY) LTD - Registration Number: 2009/037269/23 - Customs Code: CU25005336'. The main menu on the left lists various options: 'Product Level', 'Tax Type Demographics', 'Contact Details', 'Physical Address Location', 'My Bank Accounts', and 'Authorised Officer Details'. The 'Amendment' section is active, showing the 'Tax Type Demographics' page. A message states: '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 this, there is a text field for 'Reference No.' with the value 'CU72000988'. A section titled 'CONSENT BY THE APPLICANT FOR INFORMATION SHARING WITH OTHER GOVERNMENT AGENCIES' contains a message: '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'. A small note at the bottom states: '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, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard'.

Effective Date: 21 September 2026

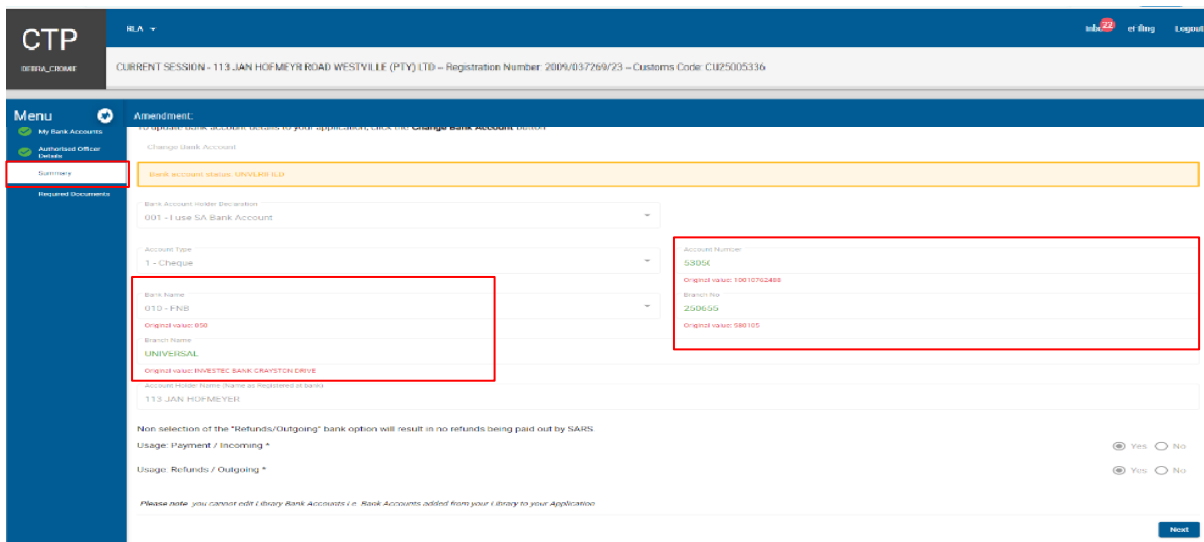
- vi) The system displays the existing details captured. The user clicks on the Change option and follows the process prescribed in paragraph 5.3 in order to capture the amended details.



- vii) The user clicks on the Conclude button.



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

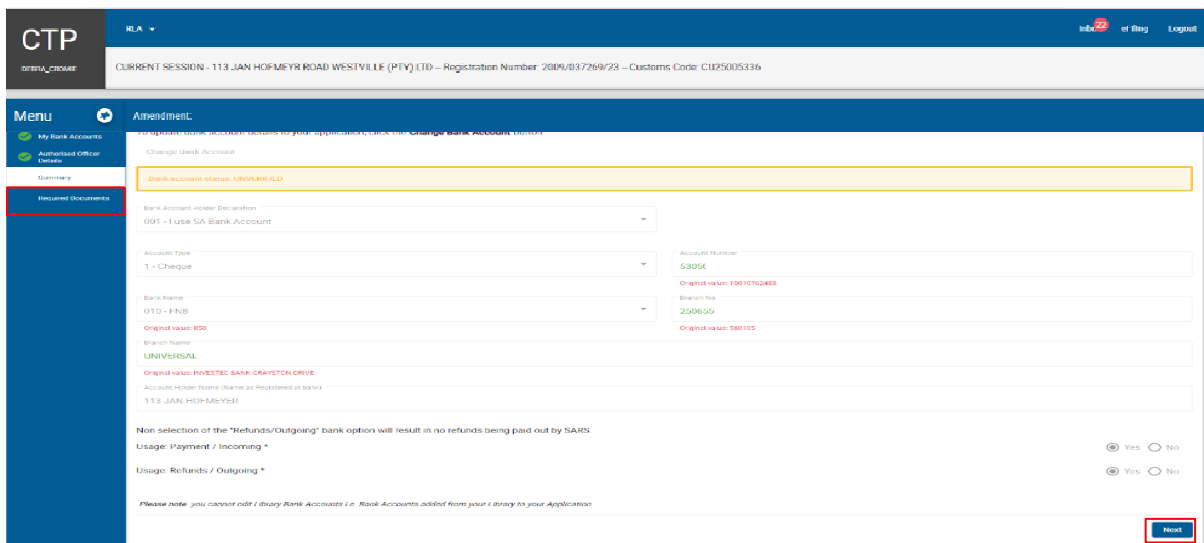


The screenshot shows the 'Summary' page of the 'Change Bank Account' process. The 'Menu' on the left has 'Summary' highlighted. The main content area shows the following details:

- Bank account status:** UNVERIFIED
- 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: INVESTEC BANK CRAWFORD DRIVE)
- Account Holder Name (Name as Registered at bank):** 113 JAN HOFMEYER
- Account Number:** 53056 (Original value: 10010762488)
- Branch No:** 250655 (Original value: 580105)

At the bottom, there are radio buttons for 'Usage: Payment / Incoming' (selected) and 'Usage: Refunds / Outgoing'. A 'Next' button is located at the bottom right.

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

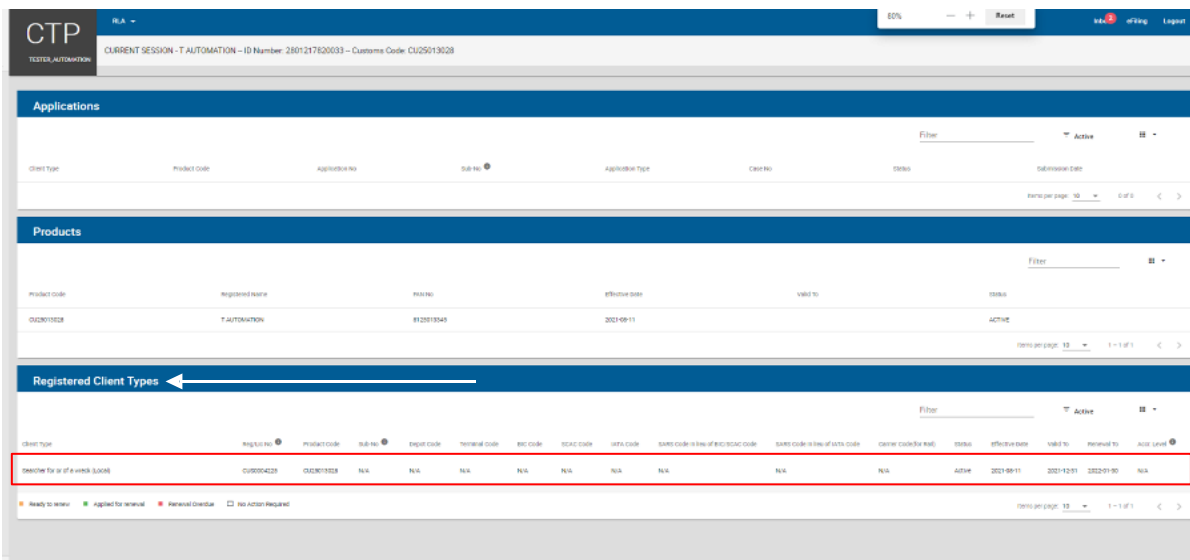


This screenshot is identical to the previous one, but the 'Next' button at the bottom right is highlighted with a red box, indicating the next step in the process.

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

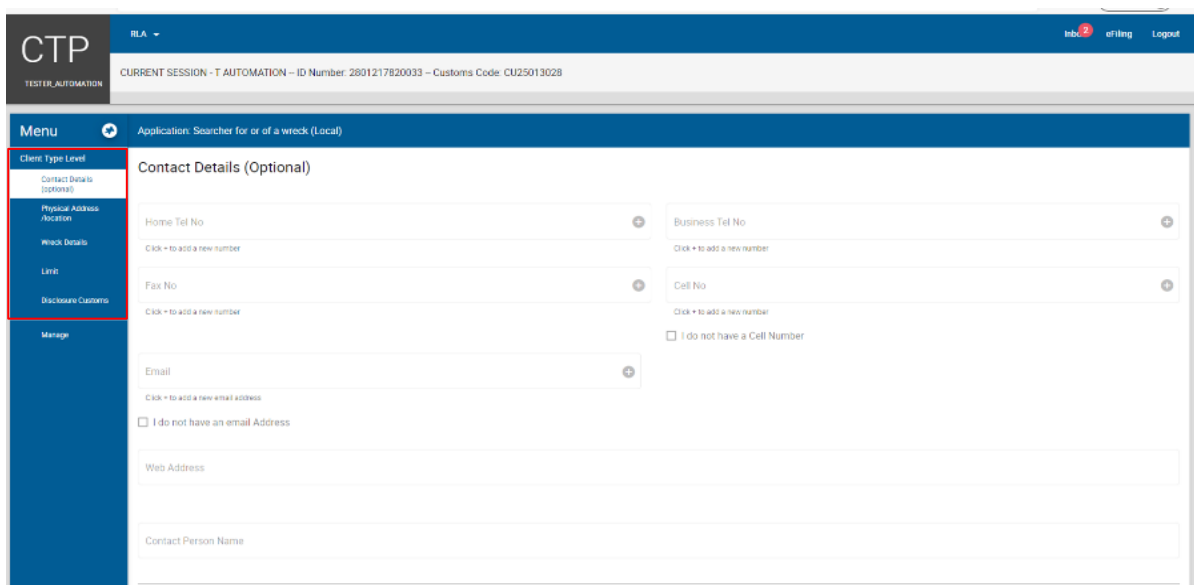
d) The amendment of the client level details

- 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.



Client Type	Product Code	Application No	Sub No	Application Type	Client No	Status	Submission Date
Searcher for or of a wreck (Local)	CU25013028	CU25013028	CU25013028	CU25013028	CU25013028	ACTIVE	2023-09-11

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



Menu

- Client Type Level
- Contact Details (Optional)
- Physical Address / Location
- Wreck Details
- Limit
- Disclosure Customs
- Manage

Application: Searcher for or of a wreck (Local)

Contact Details (Optional)

Home Tel No

Business Tel No

Fax No

Cell No

Email

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 (Optional)

Physical Address /Location

Wreck Details

Link

Disclosure Customs

Manage

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

Link

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 SARS logo, 'South African Revenue Service', and the text 'Effective Date: 21 September 2026'. The main header area displays 'CTP' and 'TESTER_AUTOMATION'. The current session information is 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left sidebar contains a 'Menu' with options: 'Client Type Level', 'Contact Details (optional)', 'Physical Address /location', 'Work Details', 'Link', 'Disclosure Customs', and 'Manage'. The main content area shows 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, it says 'Select an action from the list below to perform on this registration.' and 'Available actions for this registration'. A dropdown menu is open, showing 'Amend' and 'Withdraw' options. The 'Amend' option is highlighted with a red box.

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

The screenshot shows the SARS CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo, 'South African Revenue Service', and the text 'Effective Date: 21 September 2026'. The main header area displays 'CTP' and 'TESTER_AUTOMATION'. The current session information is 'CURRENT SESSION - T AUTOMATION - ID Number: 2801217820033 - Customs Code: CU25013028'. The left sidebar contains a 'Menu' with options: 'Client Type Level', 'Contact Details (optional)', 'Physical Address /location', 'Work Details', 'Link', 'Disclosure Customs', and 'Manage'. The main content area shows 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, it says 'Select an action from the list below to perform on this registration.' and 'Available actions for this registration'. A dropdown menu is open, showing 'Amend' and 'Withdraw' options. The 'Amend' option is highlighted with a red box. Below the dropdown, it says 'During an Amendment, specific application data may be added and/or supporting documents may be added.' and 'Select a reason for this Amendment to proceed (may be more than one reason)'. A dropdown menu is open, showing 'Selected Reason(s)' and a dropdown arrow. The 'Selected Reason(s)' option is highlighted with a red box. At the bottom right, there are 'Amend' and 'Discard' buttons.

- 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

Int. 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

Link

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

- 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

Int. 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

Link

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

006 - Disclosure of Circumstances

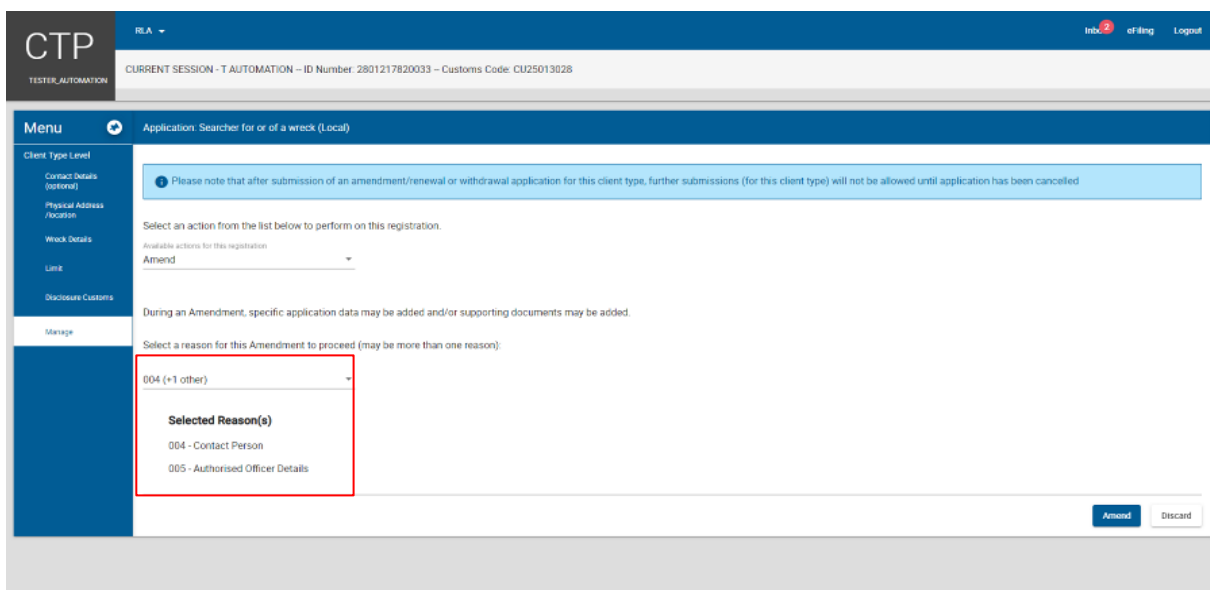
007 - Bond Limits

008 - EDI Particulars

009 - Other

Amend Discard

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



CTP
TESTER_AUTOMATION

RLA

INBOX 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

Link

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)

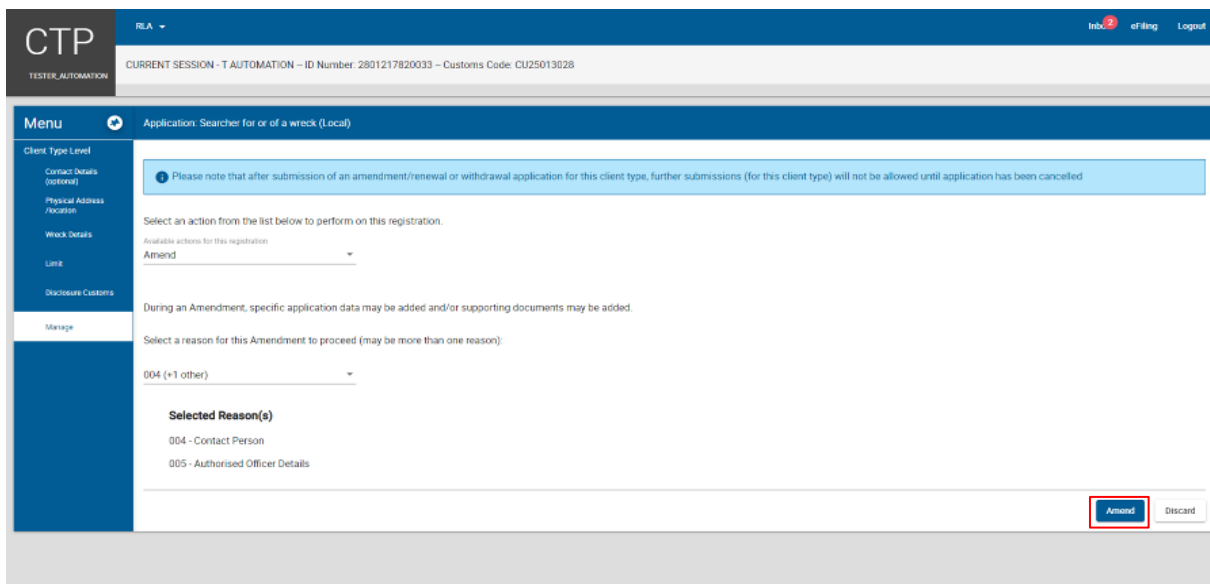
Selected Reason(s)

004 - Contact Person

005 - Authorised Officer Details

Amend Discard

- 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.



CTP
TESTER_AUTOMATION

RLA

INBOX 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

Link

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)

Selected Reason(s)

004 - Contact Person

005 - Authorised Officer Details

Amend Discard

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

CTP
TESTER AUTOMATION

RLA

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

Menu

Client Type Level

Contact Details (Optional)

Physical Address /Location

Wreck Details

Link

Disclosure Customs

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

- 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:
- Not in agreement with the amendment(s) the user continues with the process prescribed in paragraph 8; or
 - 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:
- Green indicates the amended details captured by the user; and
 - Red indicates the original details captured by the user at the time of application.

CTP
TESTER AUTOMATION

RLA

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

Menu

Client Type Level

Contact Details (Optional)

Physical Address /Location

Wreck Details

Link

Disclosure Customs

Summary

Required Documents

Summary of changes made for review

CONTACT DETAILS

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

0831231234

Original value Previously not captured

☐ I do not have a Cell Number

Email

SQMAutomation@nwre.gov.za

Original value Previously not captured

☐ I do not have an email Address

Web Address

Contact Person Name

Frans Williams

Original value Previously not captured

Next

Effective Date: 21 September 2026

- xiii) After viewing the amendments or changes, the user must progress to the next field which is Required Documents (see paragraph 5.15) by clicking on the:
- Next button; or
 - Required Documents link under Menu and continue with paragraph 10 below.

The screenshot shows the CTP interface with the 'Contact Details (Optional)' form. The left sidebar contains a menu with 'Required Documents' highlighted. The main form area has fields for Home Tel No, Business Tel No, Fax No, Cell No, Email, and Web Address. The 'Next' button is located at the bottom right of the form.

e) Withdrawal of existing RLA client

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

The screenshot shows the 'Registered Client Types' table in the CTP interface. The table has the following columns: Client Type, Reg. Lic. No., Product Code, Sub-No., Export Code, Terminal Code, BIC Code, SIC Code, UIC Code, SARS Code in lieu of BIC/SIC Code, SARS Code in lieu of UIC Code, Letter Code (if any), Status, Effective Date, Valid To, Renewal To, and Add Level. The row for 'Storage Warehouse (SC) - Imported Goods' is highlighted with a red box.

Client Type	Reg. Lic. No.	Product Code	Sub-No.	Export Code	Terminal Code	BIC Code	SIC Code	UIC Code	SARS Code in lieu of BIC/SIC Code	SARS Code in lieu of UIC Code	Letter Code (if any)	Status	Effective Date	Valid To	Renewal To	Add Level
Storage Warehouse (SC) - Imported Goods		CU2000475	CU2010018	PT4000020	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-03-10	2021-03-10	N/A	N/A
Export (Bond)		CU2000052	CU2010018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-03-10	2021-03-10	N/A	N/A
Import (Bond)		CU2000001	CU2010018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-03-10	2021-03-10	N/A	N/A

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

CTP
TESTER AUTOMATION

RLA

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

Menu

Client Type Level

Contact Details (Optional)

Home Tel No

Business Tel No

Fax No

Cell No

Email

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

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

Menu

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.

The screenshot shows the SARS CTP interface. The top navigation bar includes the SARS logo, 'South African Revenue Service', and the text 'Effective Date: 21 September 2026'. Below this, the header displays 'CTP' and 'TESTER AUTOMATION'. The main content area is titled 'Menu' and 'Application: Searcher for or of a wreck (Local)'. A blue notification 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 message says 'Select an action from the list below to perform on this registration.' The 'Available actions for this registration' dropdown menu is open, showing a red circle around the dropdown arrow. The menu options are 'Amend' and 'Withdraw'.

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

The screenshot shows the SARS CTP interface. The top navigation bar includes the SARS logo, 'South African Revenue Service', and the text 'Effective Date: 21 September 2026'. Below this, the header displays 'CTP' and 'TESTER AUTOMATION'. The main content area is titled 'Menu' and 'Application: Searcher for or of a wreck (Local)'. A blue notification 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 message says 'Select an action from the list below to perform on this registration.' The 'Available actions for this registration' dropdown menu is open, showing a red box around the 'Withdraw' option. The menu options are 'Amend' and 'Withdraw'.

- 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

info 2 e filing 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

Items

Discourse 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

info 2 e filing 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

Items

Discourse 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.

CTP
TESTER AUTOMATION

RLA

Int. 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 (optional)

Wreck Details

Learn

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

Withdraw

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

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

Withdraw Discard

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

CTP
TESTER AUTOMATION

RLA

Int. 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 (optional)

Wreck Details

Learn

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

Withdraw

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

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

Withdraw Discard

- 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.

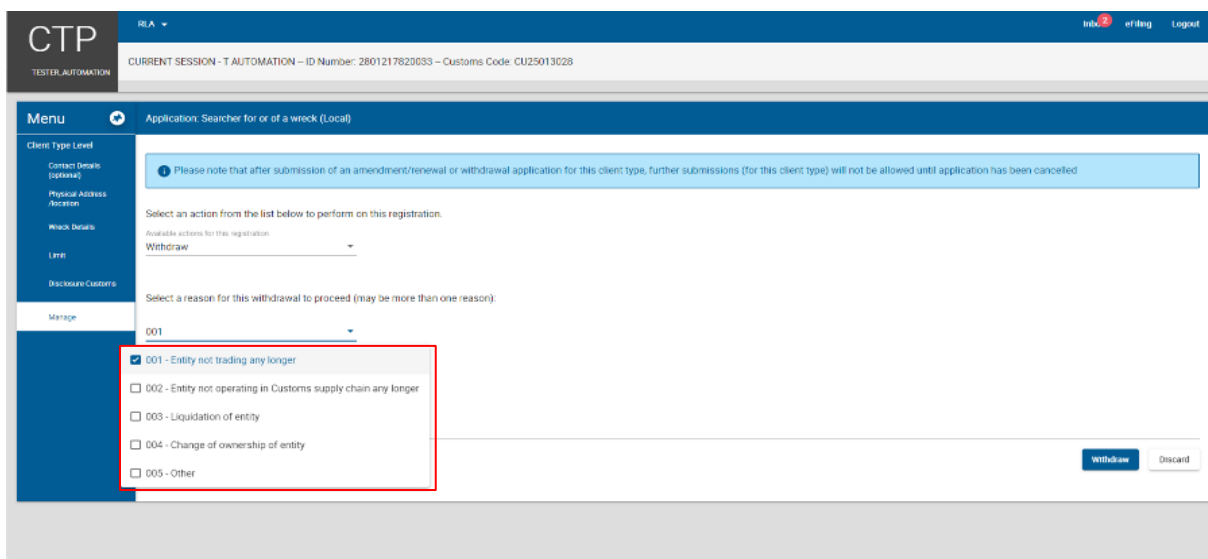
The screenshot shows the SARS CTP system interface. The top navigation bar includes the CTP logo, a user menu, and session information. The main content area is titled 'Application: Storage Warehouse (DS) - Imported Goods'. A sidebar on the left contains a 'Menu' with options like 'Client Type Level', 'Contact Details', 'Physical Address', 'Lien', 'Disclosure Customs', and 'Manage'. The main area displays a form for withdrawing an application. A red box highlights the 'Withdraw' button in the 'Available actions for this registration' section. Below this, there is a section for 'Selected Reason(s)' with a dropdown menu set to '005' and a text input field for 'Other Reason'.

- 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. However, the 'Withdraw' button in the 'Available actions for this registration' section is now highlighted with a red box, indicating it is active. The 'Selected Reason(s)' section remains the same, with the dropdown set to '005' and a text input field for 'Other Reason'.

Effective Date: 21 September 2026

- 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.



CTP
TESTER AUTOMATION

RLA

CURRENT SESSION - T AUTOMATION - ID Number: 2601217620033 - Customs Code: CU25013028

Menu

Client Type Level

Contact Details (optional)

Physical Address / Location

Work Details

License

Disclosure 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

Withdraw

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

001

☒ 001 - Entity not trading any longer

☐ 002 - Entity not operating in Customs supply chain any longer

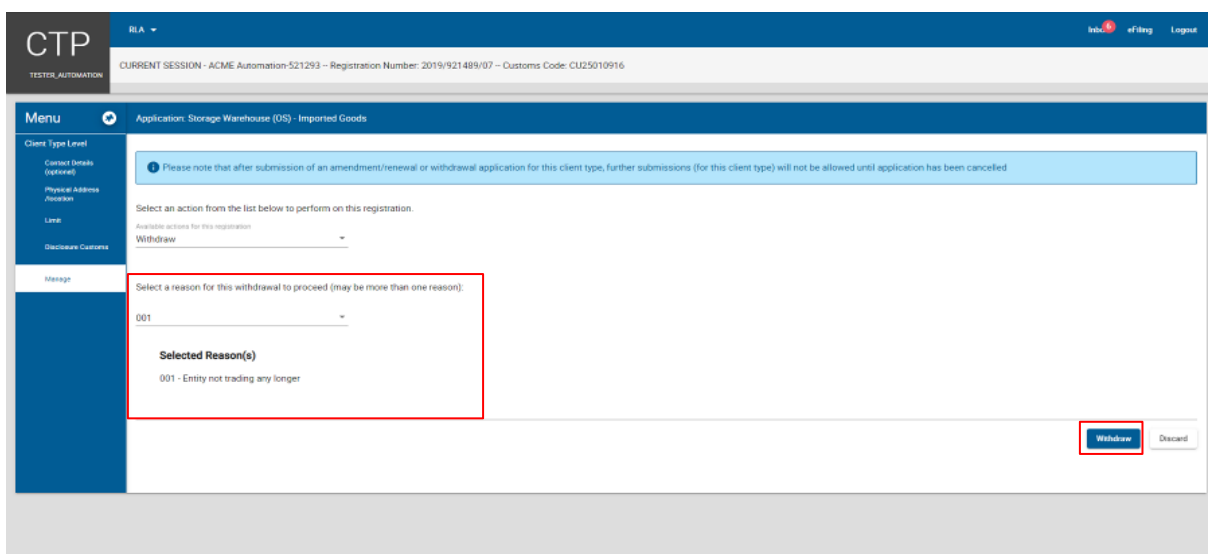
☐ 003 - Liquidation of entity

☐ 004 - Change of ownership of entity

☐ 005 - Other

Withdraw Discard

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



CTP
TESTER AUTOMATION

RLA

CURRENT SESSION - ACME Automation-521293 - Registration Number: 2019/921489/07 - Customs Code: CU25010916

Menu

Client Type Level

Contact Details (optional)

Physical Address / Location

License

Disclosure Customs

Manage

Application: Storage Warehouse (OS) - Imported Goods

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):

001

Selected Reason(s)

001 - Entity not trading any longer

Withdraw Discard

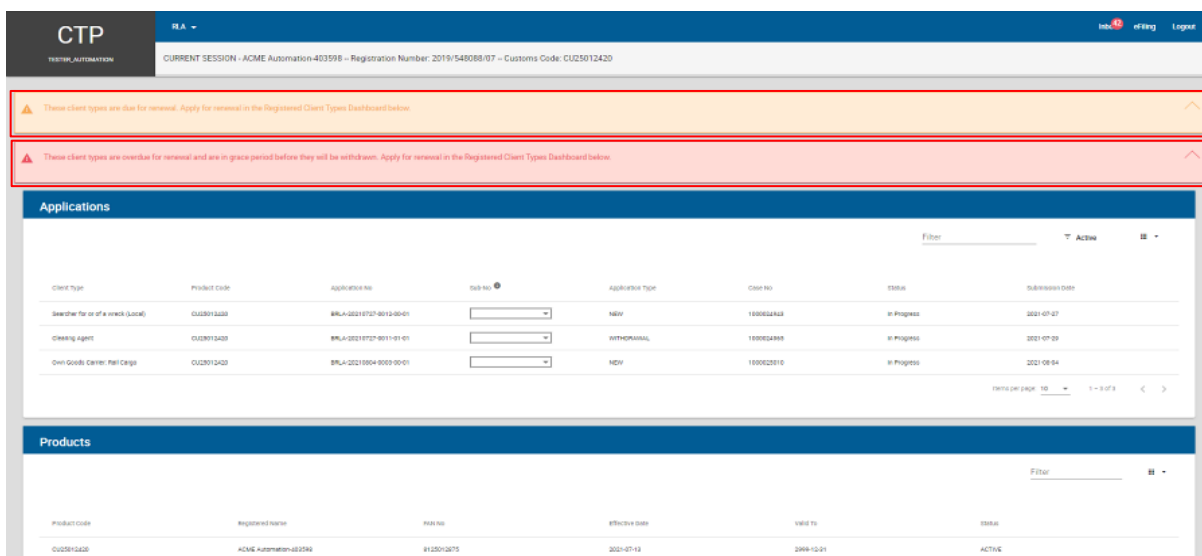
- xi) The user continues with the processes prescribed in paragraph 9 to 11.
- xii) Upon submission of the withdrawal request, the client's registration or licence status is immediately changed to pending withdrawal to prevent the client from processing any new transactions.

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 day's 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

Effective Date: 21 September 2026

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



CTP TRADER AUTOMATION RLA Info eFiling Login

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

Applications

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.

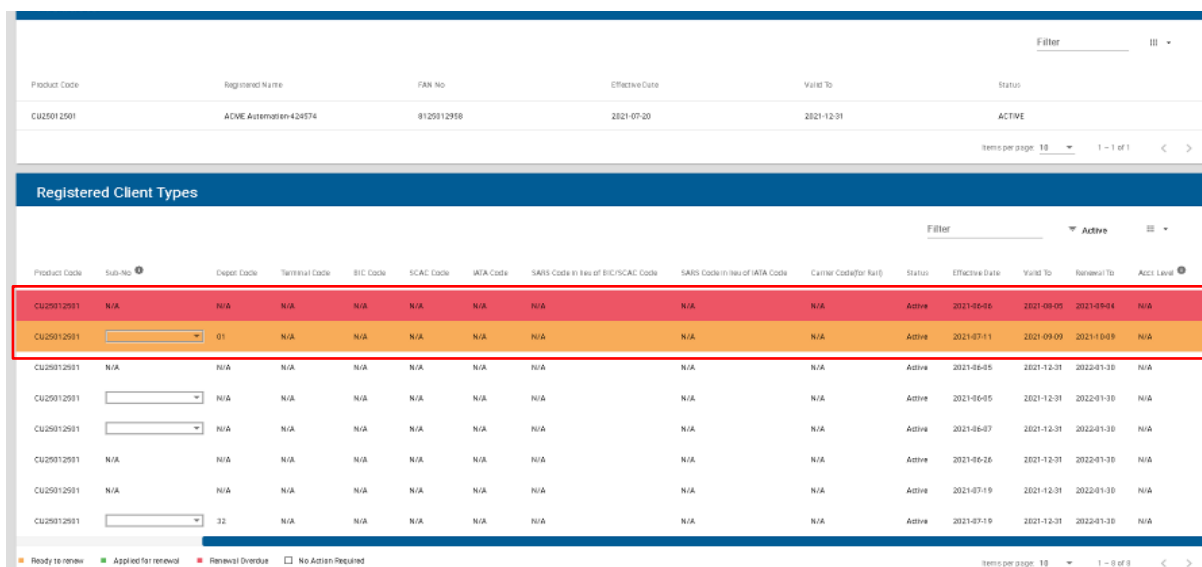
Client Type	Product Code	Application No	Sub No	Application Type	Case No	Status	Submission Date
Searcher for or of a vessel (Local)	CU25012420	BPLA-20210721-0012-00-01		NAIR	1800024902	In Progress	2021-07-27
Cleaning Agent	CU25012420	BPLA-20210721-0011-01-01		WITHDRAWN	1800024908	In Progress	2021-07-29
Own Goods Carrier: Full Cargo	CU25012420	BPLA-20210804-0009-00-01		NDN	1800025010	In Progress	2021-08-04

Items per page: 10 1 - 3 of 3

Products

Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CU25012420	ACME Automation 403598	9125012975	2021-07-12	2026-12-31	ACTIVE

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



Registered Client Types

Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CU25012501	ACME Automation 424574	9125012958	2021-07-20	2021-12-31	ACTIVE

Items per page: 10 1 - 1 of 1

Product Code	Sub No	Depot Code	Terminal Code	BIC Code	SCAC Code	ATA Code	SARS Code in lieu of BIC/SCAC Code	SARS Code in lieu of ATA Code	Carrier Code (for Rat)	Status	Effective Date	Valid To	Renewal To	Acc Level
CU25012501	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-05	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	2021-04-09	N/A
CU25012501	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-05	2021-12-31	2022-01-30	N/A
CU25012501		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-05	2021-12-31	2022-01-30	N/A
CU25012501		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-07	2021-12-31	2022-01-30	N/A
CU25012501	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-06-26	2021-12-31	2022-01-30	N/A
CU25012501	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Active	2021-07-19	2021-12-31	2022-01-30	N/A
CU25012501	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

Items per page: 10 1 - 8 of 8

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

The screenshot shows the CTP (Customs Trader Portal) interface. The left-hand menu is expanded, and the 'Manage' link under the 'Client Type Level' section is highlighted with a red box. The main content area is titled 'Contact Details (Optional)' and contains several input fields: 'Home Tel No', 'Business Tel No', 'Fax No', 'Cell No', 'Email', 'Web Address', and 'Contact Person Name'. Each number field has a small '+' icon and a tooltip that says 'Click + to add a new number'. The 'Email' field has a '+' icon and a tooltip that says 'Click + to add a new email address'. There is also a checkbox labeled 'I do not have an email Address' and another labeled 'I do not have a Cell Number'. The top of the page shows the current session information: 'CURRENT SESSION - ACME Automation-203306 - Registration Number: 2019/996340/07 - Customs Code: CU25012552'.

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

The screenshot shows the CTP 'Manage' page. The left-hand menu is expanded, and the 'Manage' link under the 'Client Type Level' section is highlighted with a red box. 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.' and a dropdown menu labeled 'Available actions for this registrat...'. The dropdown arrow is highlighted with a red circle. The top of the page shows the current session information: 'CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978'.

- 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 navigation bar includes 'CTP', 'TESTER_AUTOMATION', 'RLA', 'Inbox', 'eFiling', and 'Logout'. The main header displays 'CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978'. The left sidebar contains a 'Menu' with options: 'Client Type Level', 'Contact Details (optional)', 'Physical Address /Location', 'Disclosure Customs', and 'Manage'. The main content area shows 'Application: Clearing Agent' and a notification: '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, it says 'Select an action from the list below to perform on this registration.' and 'Available actions for this registration'. A dropdown menu is open, showing '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 navigation bar includes 'CTP', 'TESTER_AUTOMATION', 'RLA', 'Inbox', 'eFiling', and 'Logout'. The main header displays 'CURRENT SESSION - ACME Automation-141138 - Registration Number: 2019/477774/07 - Customs Code: CU25012978'. The left sidebar contains a 'Menu' with options: 'Client Type Level', 'Contact Details (optional)', 'Physical Address /Location', 'Disclosure Customs', and 'Manage'. The main content area shows 'Application: Clearing Agent' and a notification: '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, it says 'Select an action from the list below to perform on this registration.' and 'Available actions for this registration'. The dropdown menu is open, showing 'Renew' 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.

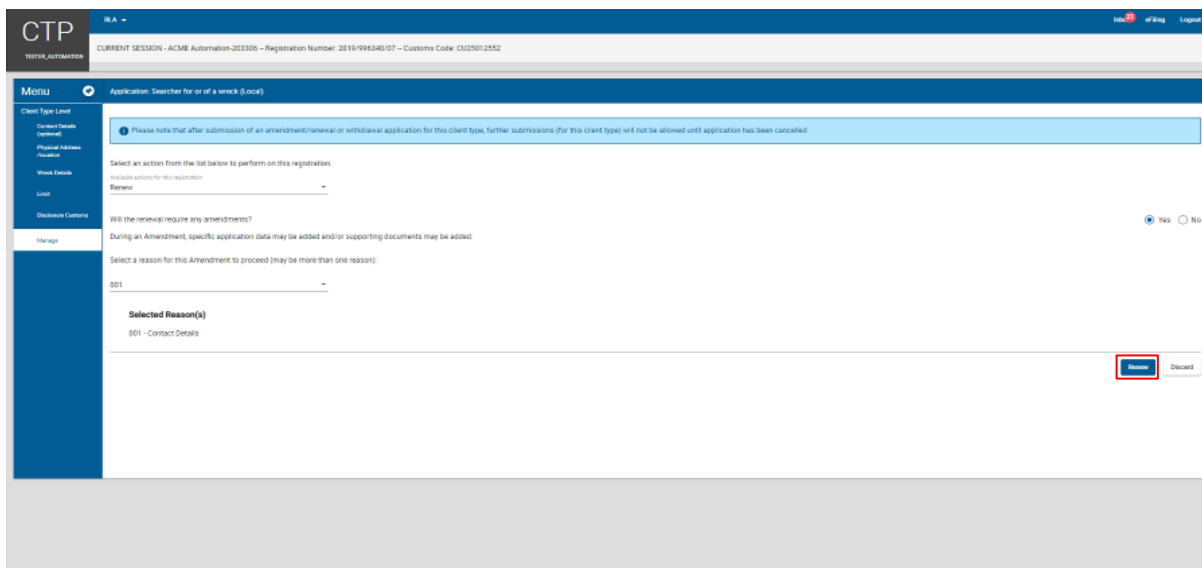
- vii) If an amendment is required:
- The user selects the radio button Yes.
 - The system displays the Select Reason(s) for amendment dropdown arrow.

The screenshot shows the CTP (Customs Trader Portal) interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. The main header displays 'CTP' and 'TESTER AUTOMATION'. Below the header, a blue bar contains the text 'Application: Searcher for or of a wreck (Local)'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Menu' section with options: 'Client Type Level', 'Contact Details (optional)', 'Physical Address Amendment', 'Wreck Details', 'Last', 'Disclosure Customs', and 'Manage'. The main panel displays a form for amending a registration. It includes a note: '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, there is a section for 'Available actions for this registration' with a dropdown menu set to 'Renew'. A question 'Will the renewal require any amendments?' is followed by two radio buttons, 'Yes' (selected) and 'No'. Below this, a red box highlights the 'Selected Reason(s)' dropdown menu, which is currently empty. At the bottom right of the form, there are 'Renew' and 'Discard' buttons.

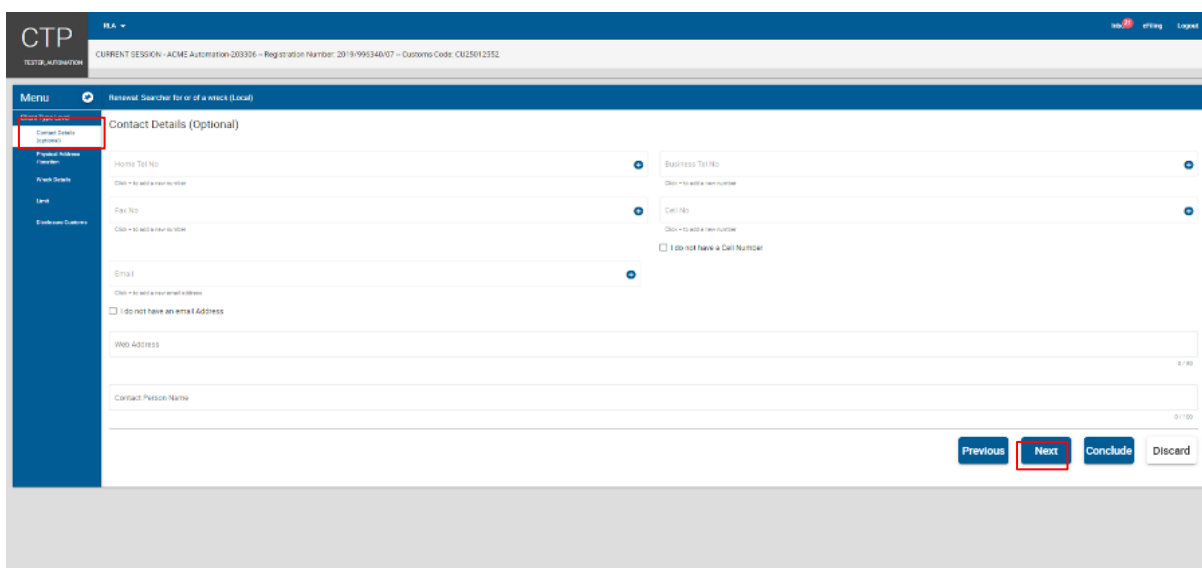
- The user continues with the processes as prescribed above in order to select the applicable reason(s) for amendment.

The screenshot shows the CTP (Customs Trader Portal) interface, similar to the previous one. The 'Yes' radio button remains selected. The 'Selected Reason(s)' dropdown menu is now populated with the value '001'. Below the dropdown, the text 'Selected Reason(s)' is displayed, followed by '001 - Contact Details'. The 'Renew' and 'Discard' buttons are still present at the bottom right of the form.

D) The user clicks on the Renew button.



E) The system displays the Client Type Level page. The user continues with the processes prescribed 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 SARS CTP interface. The top header includes the SARS logo and 'South African Revenue Service'. Below this, a blue bar contains 'CTP' and 'TESTER AUTOMATION'. The main content area is titled 'Application: Searcher for or of a wreck (Local)'. It features a 'Menu' on the left with options like 'Client Type Level', 'Contact Details', 'Physical Address', 'Wreck Details', 'Link', and 'Disclosure Customs'. The main area 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, it says 'Select an action from the list below to perform on this registration.' and 'Available actions for this registration: Renew'. A question 'Will the renewal require any amendments?' is followed by two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and circled in red. At the bottom right, there are two buttons: 'Renew' (highlighted with a red box) and 'Discard'.

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

9 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 SARS CTP interface. The top header includes the SARS logo and 'South African Revenue Service'. Below this, a blue bar contains 'CTP' and 'TESTER AUTOMATION'. The main content area is titled 'Tax Type Demographics'. It features a 'Menu' on the left with options like 'Product Level', 'Tax Type Demographics', 'Contact Details', 'Physical Address', 'My Bank Account', 'Client Type Level', 'Contact Details', 'Physical Address', 'Wreck Details', 'Link', and 'Disclosure Customs'. The main area contains a message: 'Indicate below if you are a Local or Non-Local applicant:'. Below this, 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'. A text field 'Reference No.' contains 'Not assigned'. Below this, there is a section 'Trading Names' with a message: 'To add a Trading Name click the Add Trading Name button'. It shows a table with one entry: 'T AUTOMATION'. At the bottom right, there are four buttons: 'Previous', 'Next', 'Conclude', and 'Discard' (highlighted with a red box).

- 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

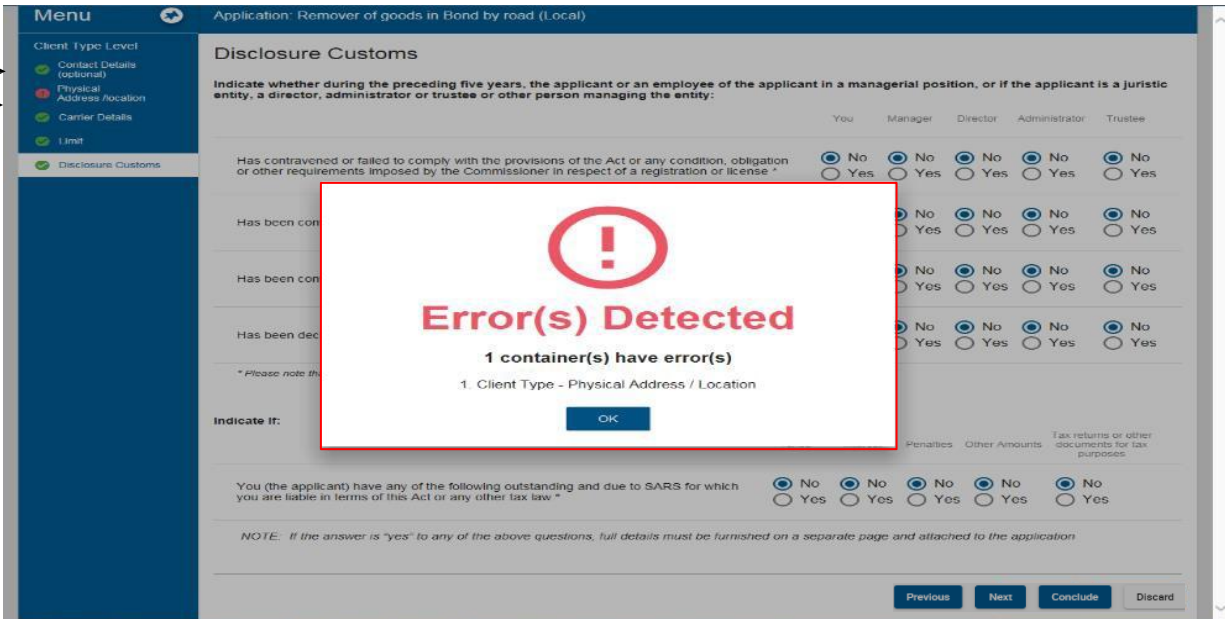
- ii) Discard the current application by clicking on Discard button and the system returns to the user's RLA Dashboard, see paragraph 5.4 above.

10 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.

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

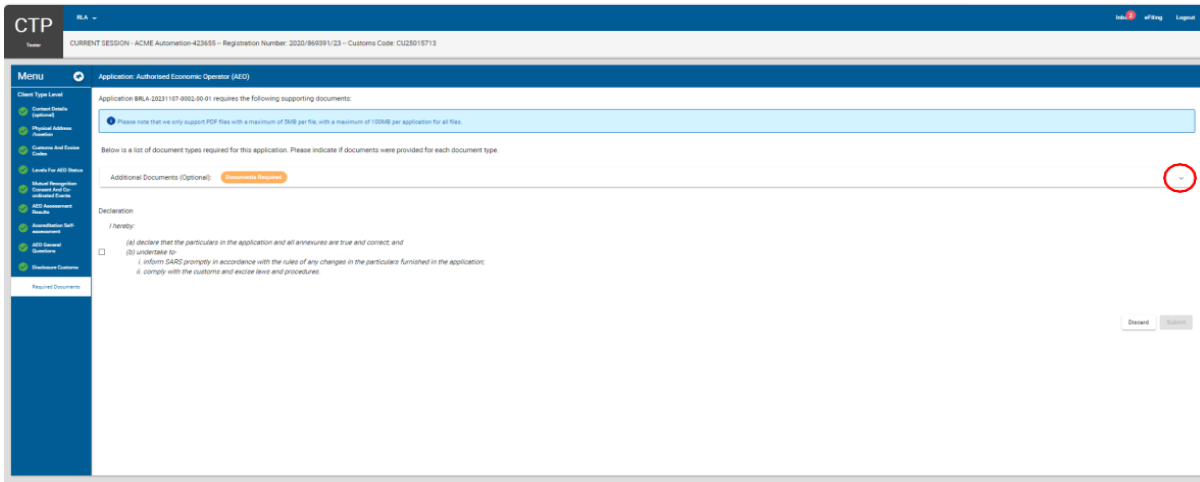
- e) The system will after all the details captured has been verified, indicate next to each field whether the details captured is correct or incorrect.
- i) If incorrect:
- The system displays an error message.
 - The user clicks on the Ok button; and
 - The system displays an “” next to the field incorrect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



The screenshot shows the SARS system interface for 'Removal of goods in Bond by road (Local)'. A red box highlights an 'Error(s) Detected' message. The message indicates that 1 container has an error, specifically 'Client Type - Physical Address / Location'. The background shows a 'Disclosure Customs' form with various fields and radio buttons for 'No' or 'Yes'.

11 UPLOADING OF REQUIRED SUPPORTING DOCUMENT(S)

- a) Once the system has concluded that all the details captured is valid and correct, the system displays the list of required (supporting) documents that must be uploaded.
- b) 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.
- c) The user clicks on the dropdown arrow under each required document to be provided.



The screenshot shows the SARS system interface for 'Application: Authorised Economic Operator (AEO)'. The 'Additional Documents (Optional)' section is highlighted. A red circle highlights a dropdown arrow next to the 'Documents Provided' button.

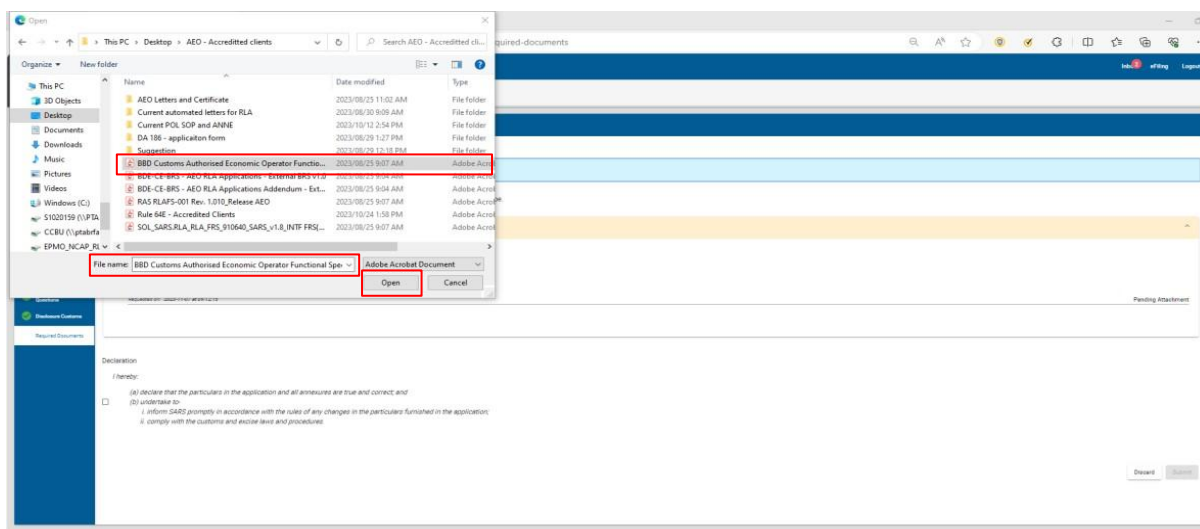
- d) The system displays a message to attach the document(s) for this application. The user clicks on the Select Files button.

The screenshot shows the SARS CTP application interface. The top navigation bar includes the SARS logo and the text 'South African Revenue Service'. Below the navigation bar, the current session information is displayed: 'CURRENT SESSION - ACME Automation-423655 - Registration Number: 2020/960391/23 - Customs Code: CU2015713'. The main content area is titled 'Application: Authorised Economic Operator (AEO)'. It contains a message stating: 'Application BRLA-20231107-0002-00-01 requires the following supporting documents:'. Below this, a note says: 'Please note that we only support PDF files with a maximum of 50MB per file, with a maximum of 100MB per application for all files.' A table lists the required documents, with a 'Select Files' button highlighted in red. The table has columns for 'Document Required', 'Please attach documents for this application', and 'Pending Attachment'. Below the table, there is a 'Declaration' section with a checkbox and a text area for the user to declare that the particulars in the application and all annexures are true and correct, and that they inform SARS promptly in accordance with the rules of any changes in the particulars furnished in the application, and that they comply with the customs and excise laws and procedures. The 'Discard' and 'Submit' buttons are at the bottom right.

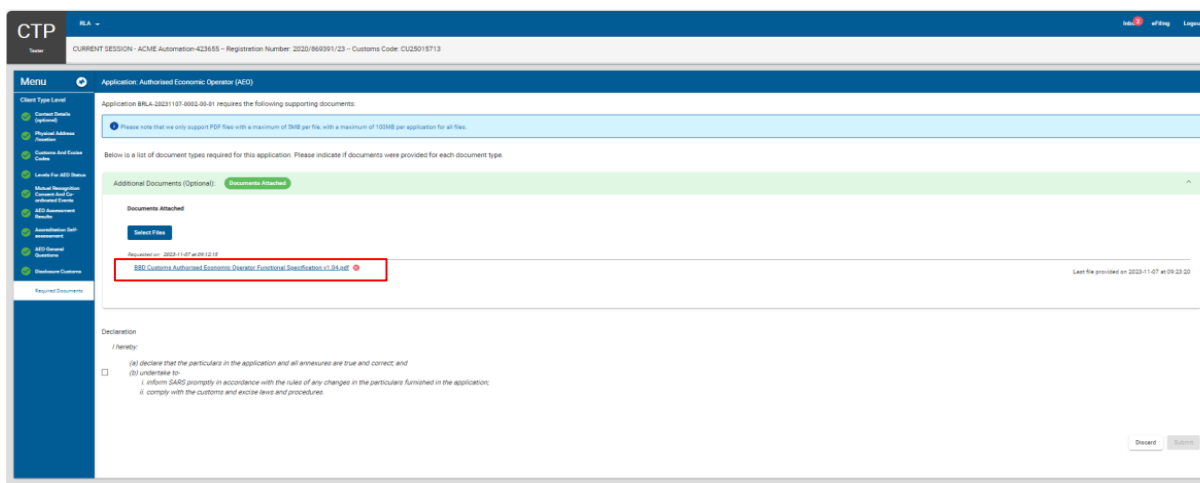
- e) The Choose File to Upload screen will pop up.

The screenshot shows the SARS CTP application interface with a file selection dialog box open. The dialog box is titled 'Open' and shows the 'This PC' view. The 'Desktop' folder is selected, and a list of files is displayed. The file 'AEO - Accredited clients' is selected. The 'File name' field is empty, and the 'File type' is set to 'Adobe Acrobat Document'. The 'Open' button is highlighted in red. The background shows the same application interface as in the previous screenshot, with the 'Select Files' button highlighted in red.

- 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.

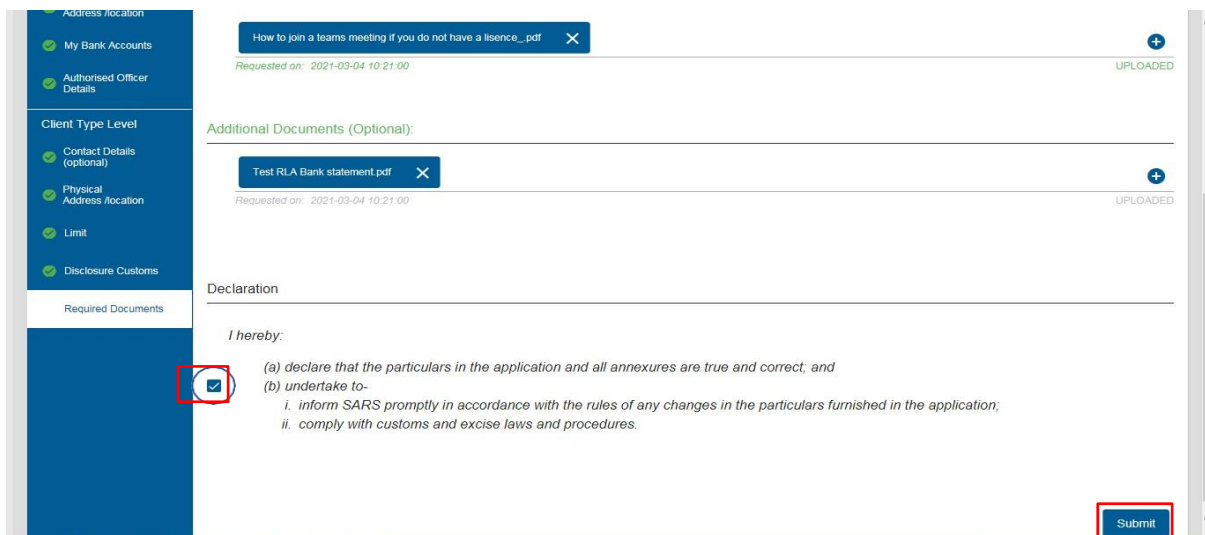


- g) The required document(s) is then uploaded to the application case. The same processes mentioned in the above paragraph [c) to f)] must be followed until all the required (supporting) document(s) have been successfully uploaded to the RLA or AEO application case.



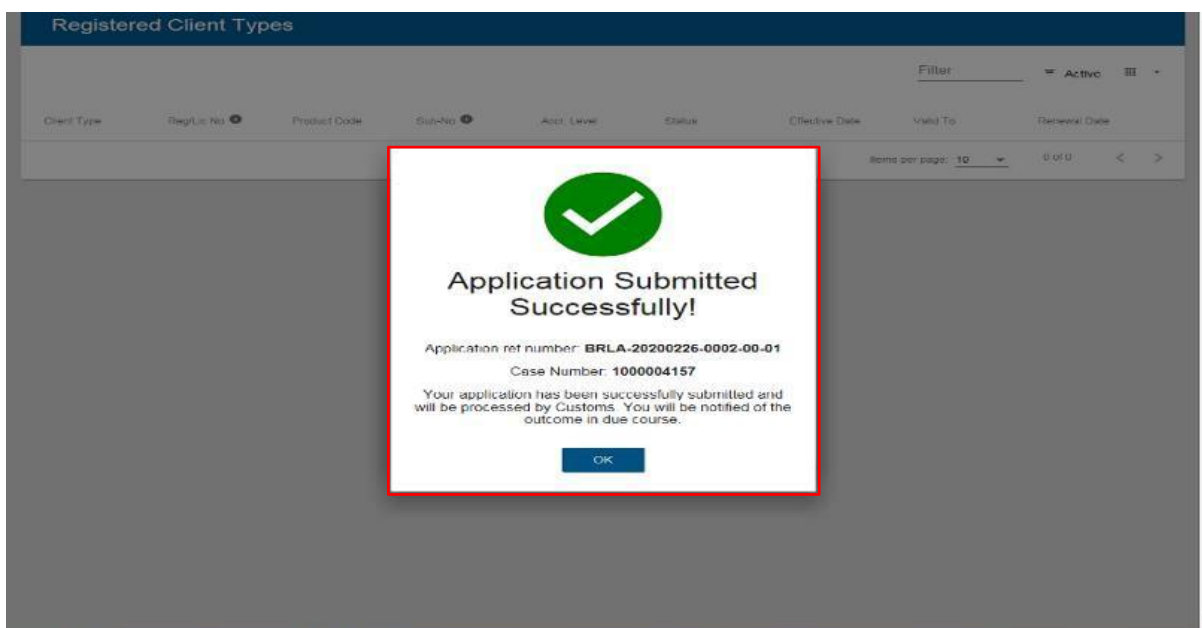
12 DECLARATION

- 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.



The screenshot shows the SARS application form. On the left, there is a sidebar with navigation links: Address location, My Bank Accounts, Authorised Officer Details, Client Type Level, Contact Details (optional), Physical Address location, Limit, Disclosure Customs, and Required Documents. The main content area shows a list of uploaded documents: 'How to join a teams meeting if you do not have a licence_.pdf' and 'Test RLA Bank statement.pdf'. Below this is the 'Declaration' section, which is highlighted with a red box. It contains a checkbox labeled 'I hereby:' and two sub-points: (a) declare that the particulars in the application and all annexures are true and correct; and (b) undertake to- i. inform SARS promptly in accordance with the rules of any changes in the particulars furnished in the application; ii. comply with customs and excise laws and procedures. At the bottom right, there is a 'Submit' button, also highlighted with a red box.

- 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.



The screenshot shows the SARS application form with a modal message box displayed in the center. The message box is titled 'Application Submitted Successfully!' and contains the following information: Application ref number: BRLA-20200226-0002-00-01, Case Number: 1000004157. Below this, it states: 'Your application has been successfully submitted and will be processed by Customs. You will be notified of the outcome in due course.' At the bottom of the message box is an 'OK' button. The message box is highlighted with a red box.

- d) The system:
- 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:
- The case under Application; and
 - Case status e.g. in Progress.

CTP

Auto_Mation

RLA

Inbox

Logout

CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- 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
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Items per page: 100 of 0

Registered Client Types

Filter

Active

- 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_Mation

RLA

Inbox

Logout

CURRENT SESSION - ACME Automation-932877 -- Registration Number: 2019/430822/07 -- 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
CU20001557	ABC Wholesale PTY LTD	8125901411	2020-02-26	2020-02-26	ACTIVE

Items per page: 101 - 1 of 1

Registered Client Types

Filter

Active

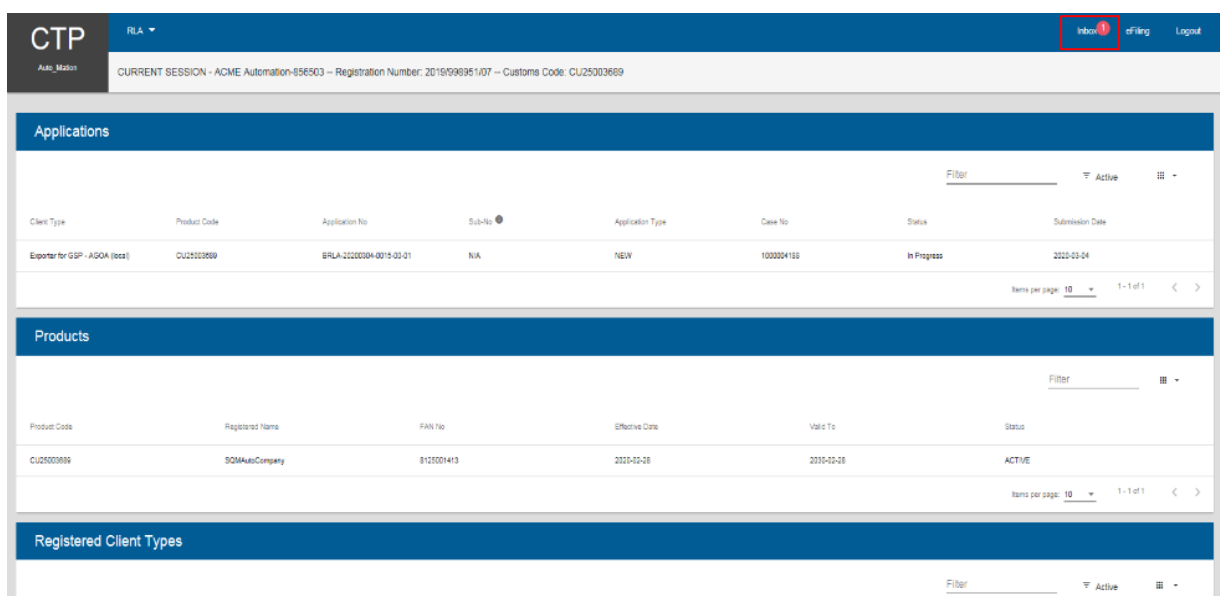
Client Type	Reg/Lic No	Product Code	Sub No	Appr. Level	Status	Effective Date	Valid To	Renewal Date
Importer (local)	CU80001018	CU20001557	N/A	N/A	Active	2020-02-26	2020-02-26	2030-01-27

Items per page: 101 - 1 of 1

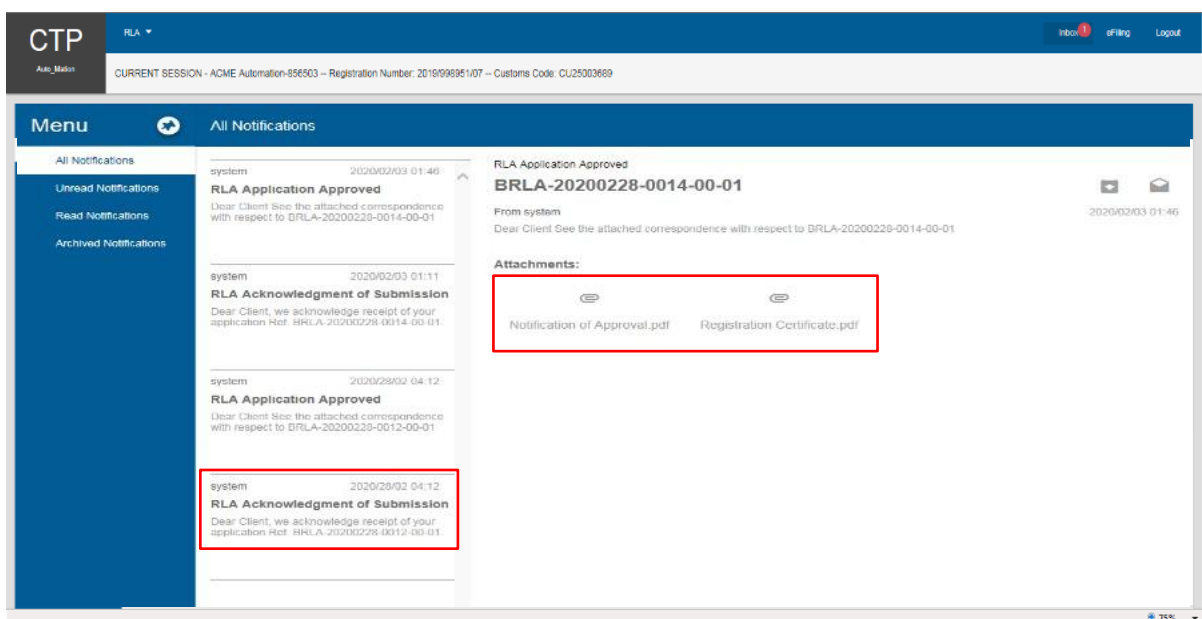
13 INBOX ON THE RLA DASHBOARD

13.1 Viewing of notification issued

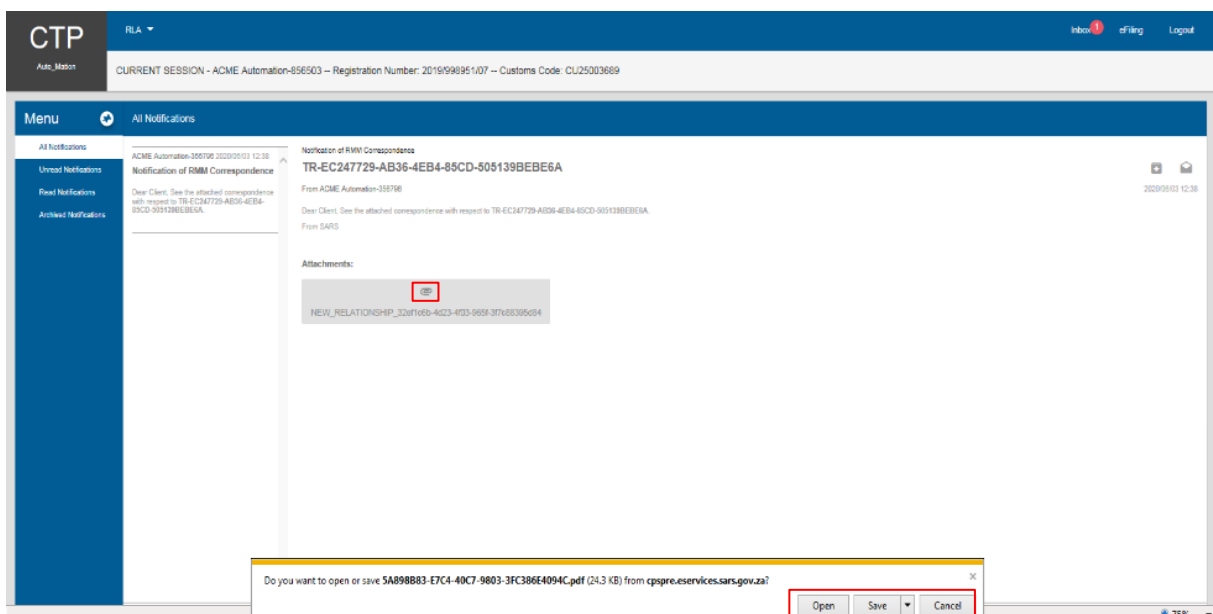
- a) Various notifications are sent to clients via email to inform them that there is new correspondence available in relation to applications that have been submitted. These notifications are visible in the Inbox on the client's RLA dashboard.
- b) Once the user has successfully logged in onto the client's RLA Dashboard via eFiling, the user 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.



- c) The system displays the RLA Inbox.
- d) 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.



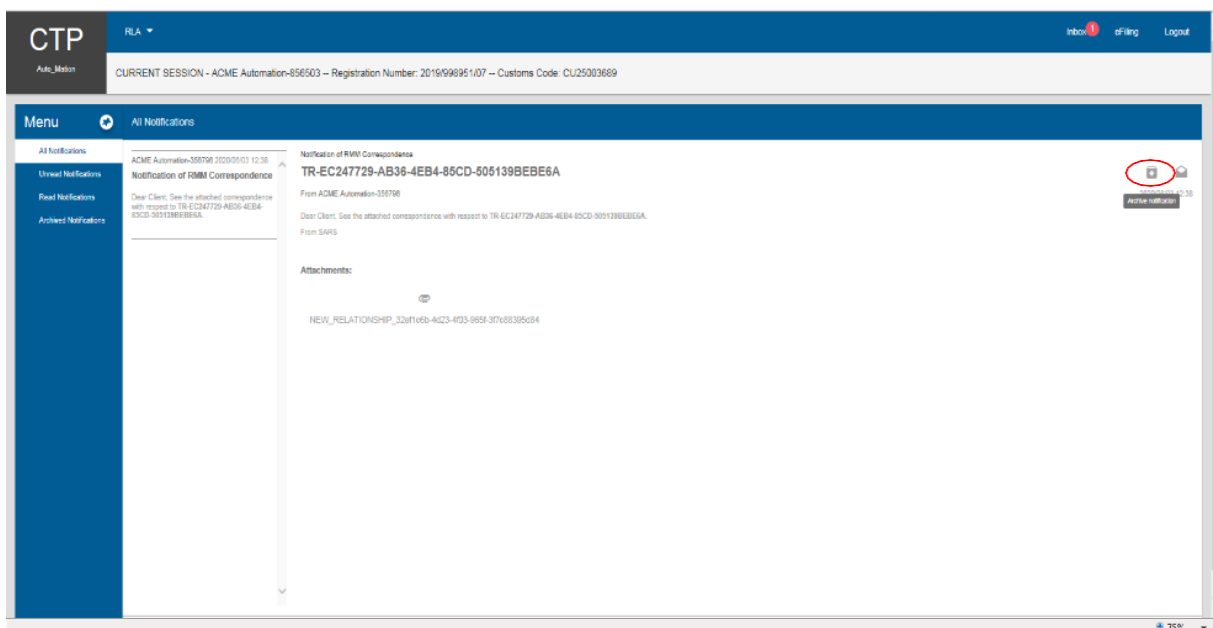
- e) To view, save or print an attachment:
- The user clicks on the attachment icon.
 - The system asks if you want to Open or Save the attachment.
 - The user clicks on the:
 - Open button to view or print the attachment: or
 - Save button to save the attachment to his/her computer.



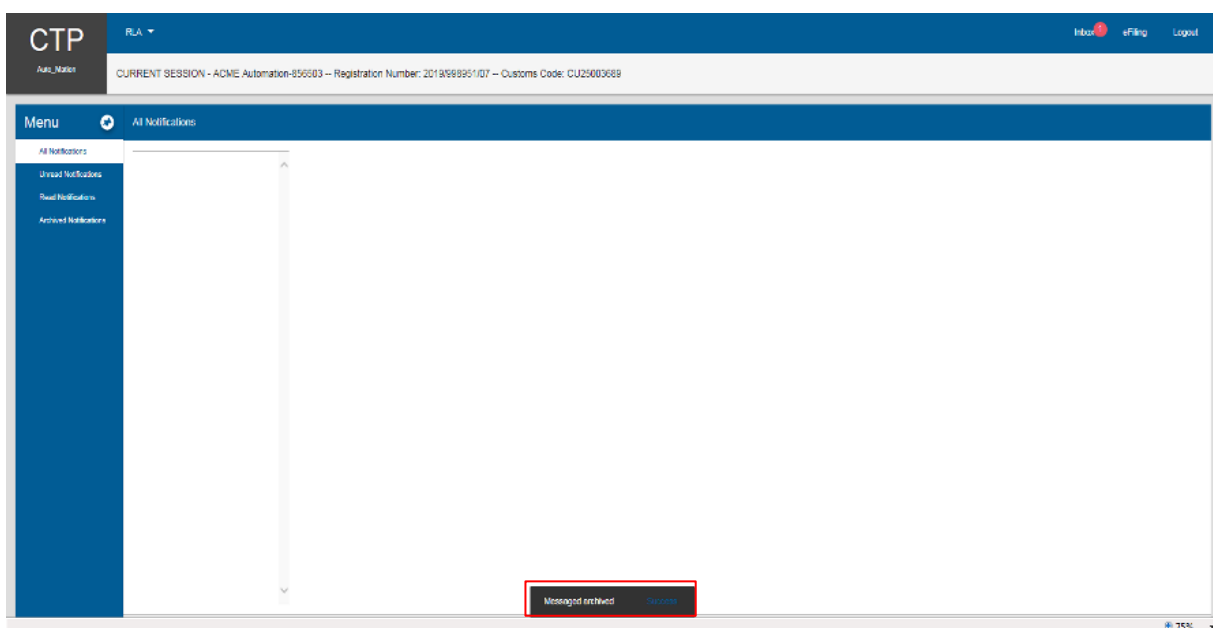
13.2 Archiving of Notification

- 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

- B) Updates the number of unread messages displayed in red next to the Inbox link.

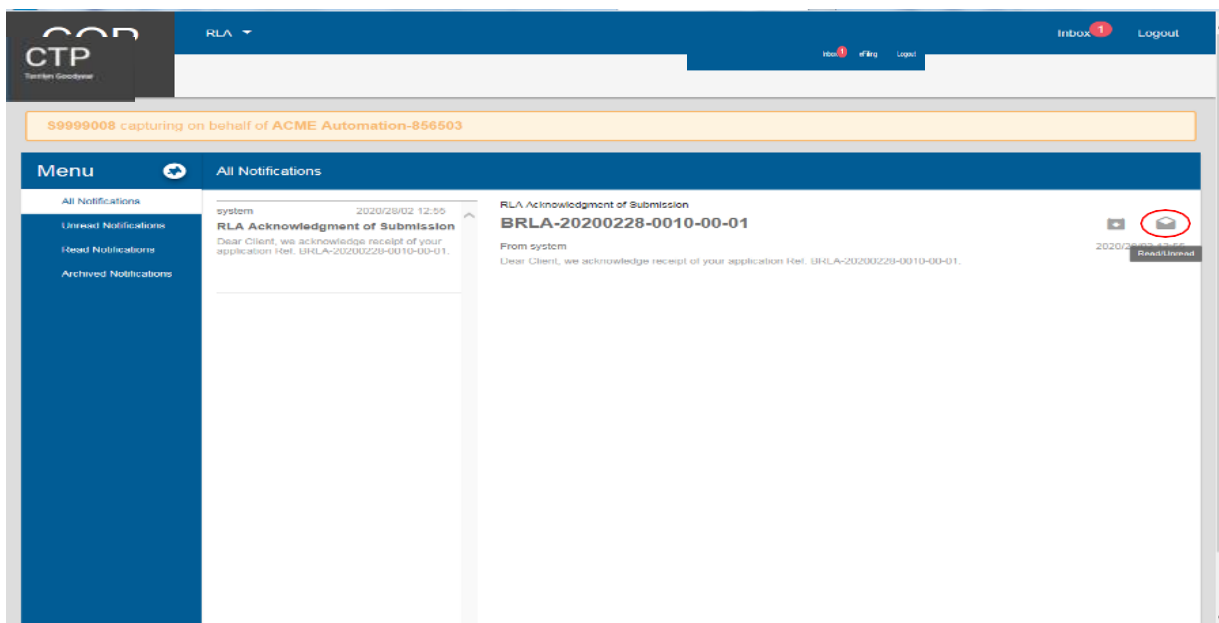


- b) The system displays a message that the notification has been successfully archived.

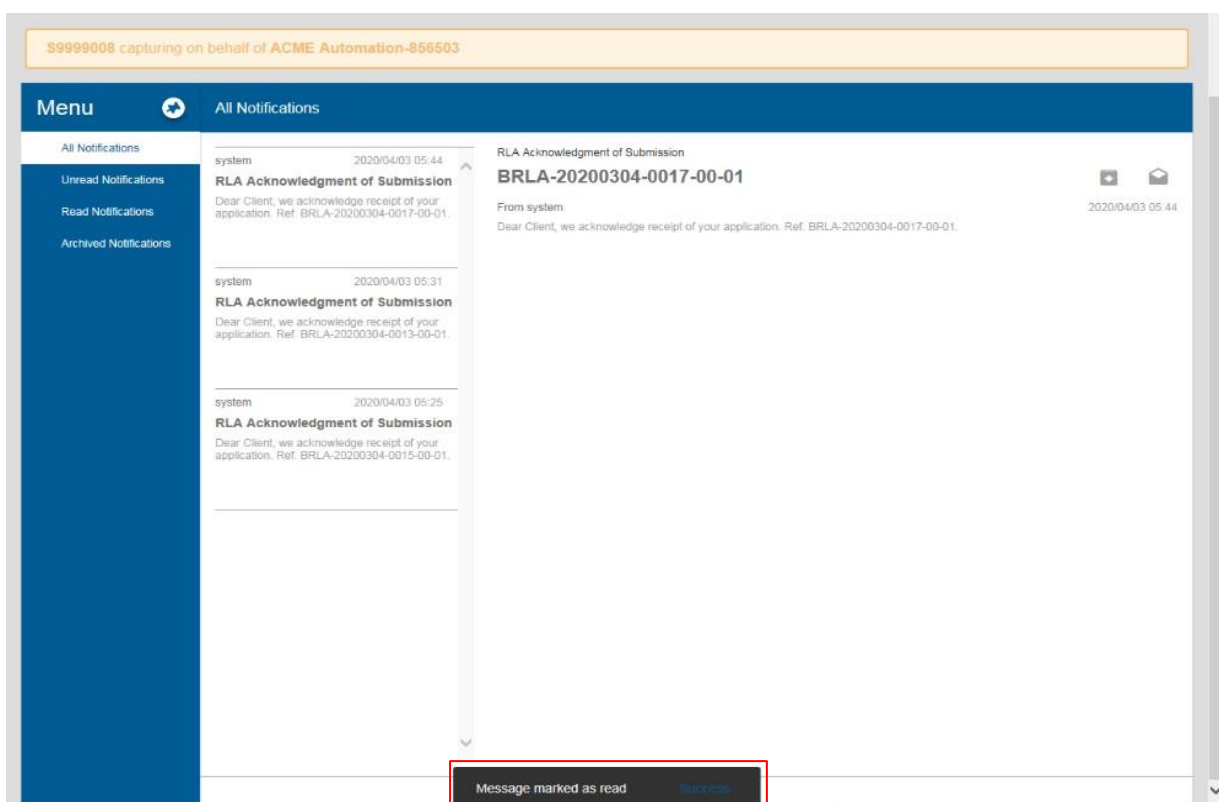


13.3 Mark notification as read or unread

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

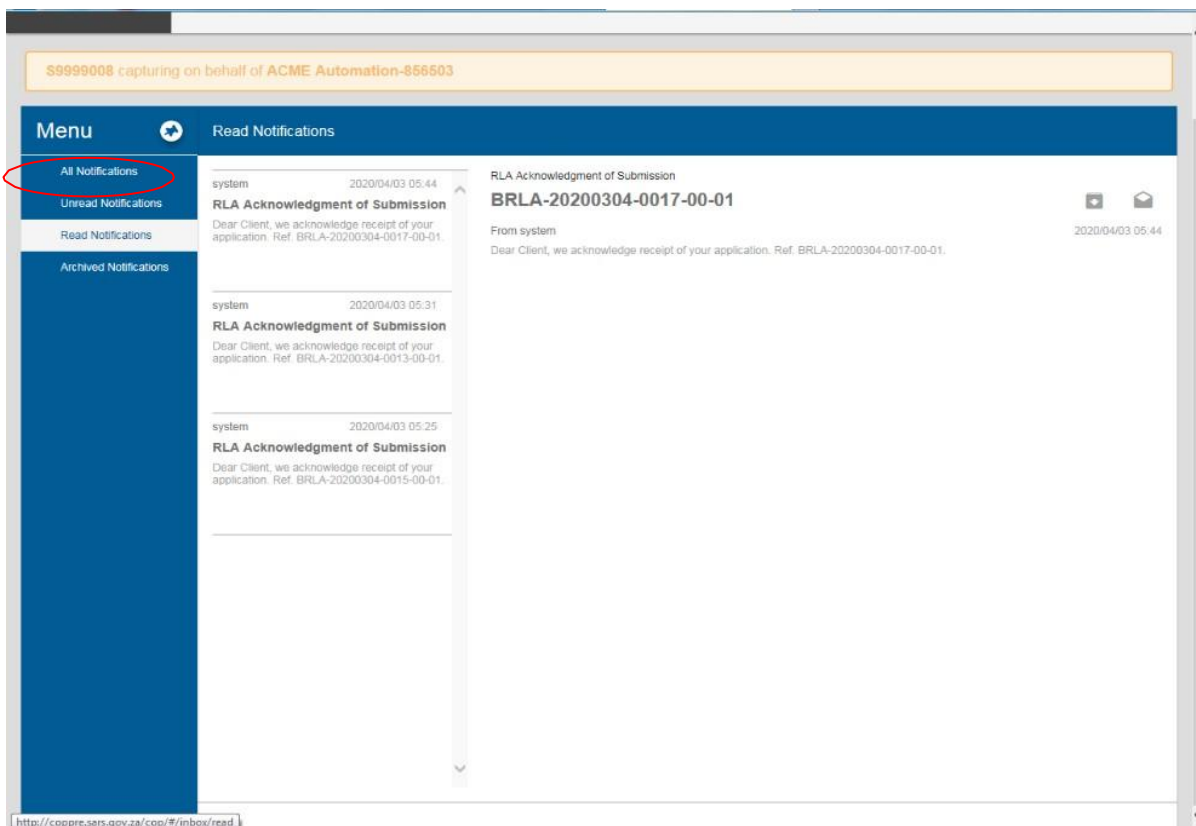


- b) The system indicates that the message is marked as read.



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



14 REFERENCES

14.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	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 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 Schedule 3: Industrial Rebates of Customs Duties Schedule 4: General Rebates of Customs Duties, Fuel Levy and Environmental Levy Schedule 5: Specific Drawbacks and Refunds of Customs Duties, Fuel Levy and Environmental Levy Schedule 6: Refunds and Rebates of Excise Duties, Fuel Levy and Environmental Levy Schedule 8 Schedule 10: Part - This Schedule provides for the publication of agreements as a part of Customs legislation in order to give effect there to:

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TYPE OF REFERENCE	REFERENCE
	a) Part 1A – Agreement on Trade Development and Co-operation between the European Community and their Member States and the Republic of South Africa; and b) 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; c) 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; d) Part 2 – Treaty of the Southern African Development Community (SADC) and Protocols concluded under the provisions of Article 22 of the Treaty; e) 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; f) 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; g) 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; h) Part 6 – Free Trade Agreement between the EFTA States and the SACU States; i) Part 7 - Preferential Trade Agreement between MERCOSUR and SACU; and Part 8 – Agreement establishing the African Continental Free Trade Area (AfCFTA)
Other Legislation:	None
International Instruments:	None

14.2 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

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DOCUMENT #	DOCUMENT TITLE
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

14.3 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
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 license 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

NUMBER	TITLE
DA 8C	Application for registration to submit reporting documents for road cargo
RAV01	Registration, Amendments and Verification form

15 DEFINITIONS AND ACRONYMS

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

16 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).