



EXCISE TRADER PORTAL FOR REGISTRATION OF DIESEL REFUNDS

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1 PURPOSE

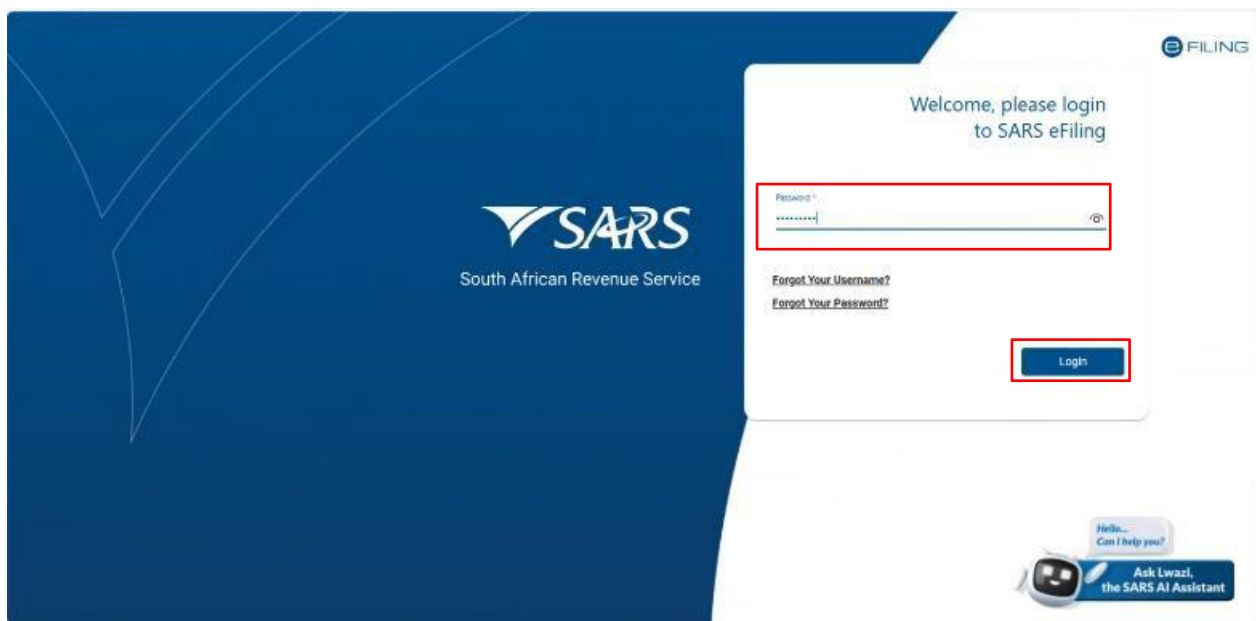
- a) The purpose of this guide is to provide applicants with a process for submission of Diesel Refund applications through eFiling.
- b) It outlines the requirements and application processes for Diesel Refund transactions that are identified with an “E” in the submission channels of SC-CF-19-A01, ensuring that applications are submitted electronically in accordance with SARS requirements.

2 SCOPE

- c) This guide applies to all applicants submitting Diesel Refund applications through eFiling for application types designated with an “E” in the submission channels of SC-CF-19-A01.
- d) The scope includes the electronic submission of the following application types:
 - i) Registration of a new Diesel Refund User;
 - ii) Registration of a new Diesel Refund Seller;
 - iii) Amendment of existing Diesel Refund registration information; and
 - iv) Withdrawal of a Diesel Refund registration.
- e) The guide further provides the necessary information to assist applicants in completing and submitting these applications through the eFiling platform.

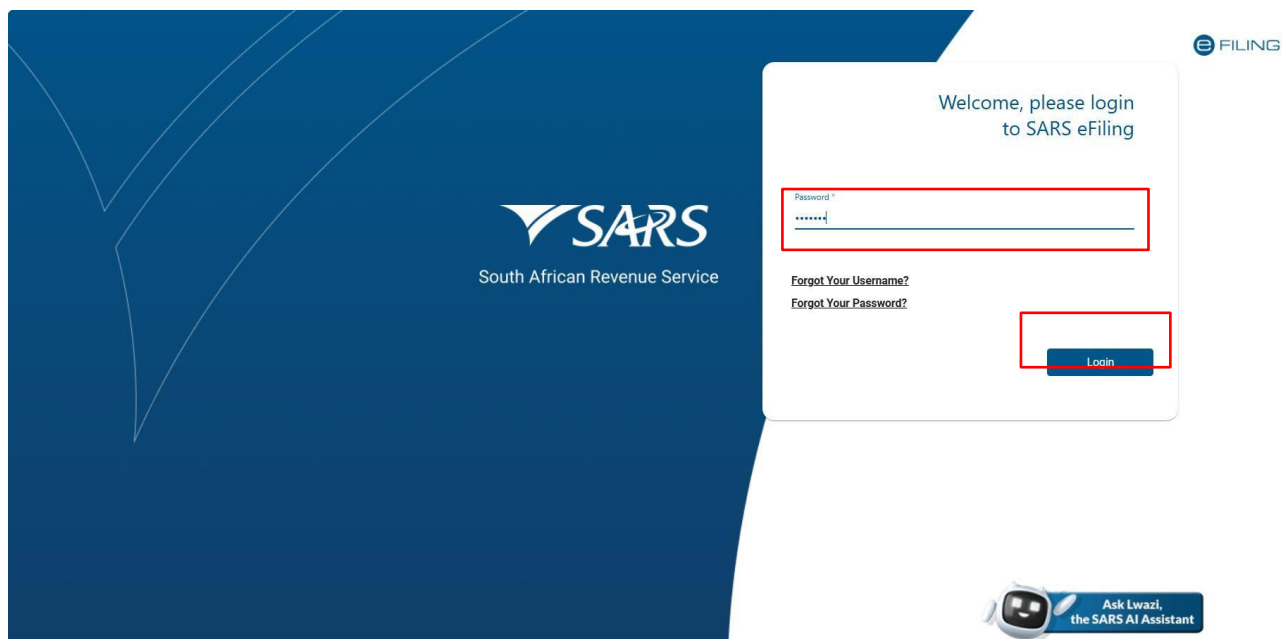
3 LOG IN TO EFILING

- a) 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) They can only use a single username and password (referred to as the primary login) to login to eFiling.
- c) Once the applicant captures his/her username and clicks on the Next button.

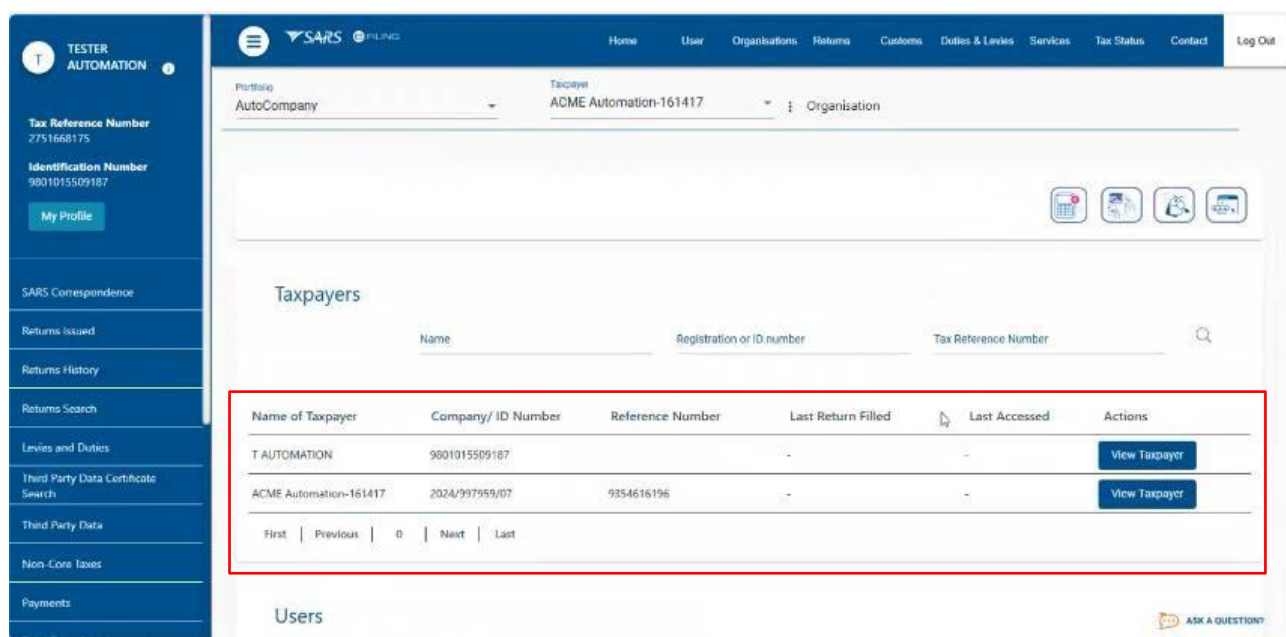


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- d) The applicant captures his/her password and clicks on the Login button. The password requirements are explained in GEN-ELEC-18-G01.



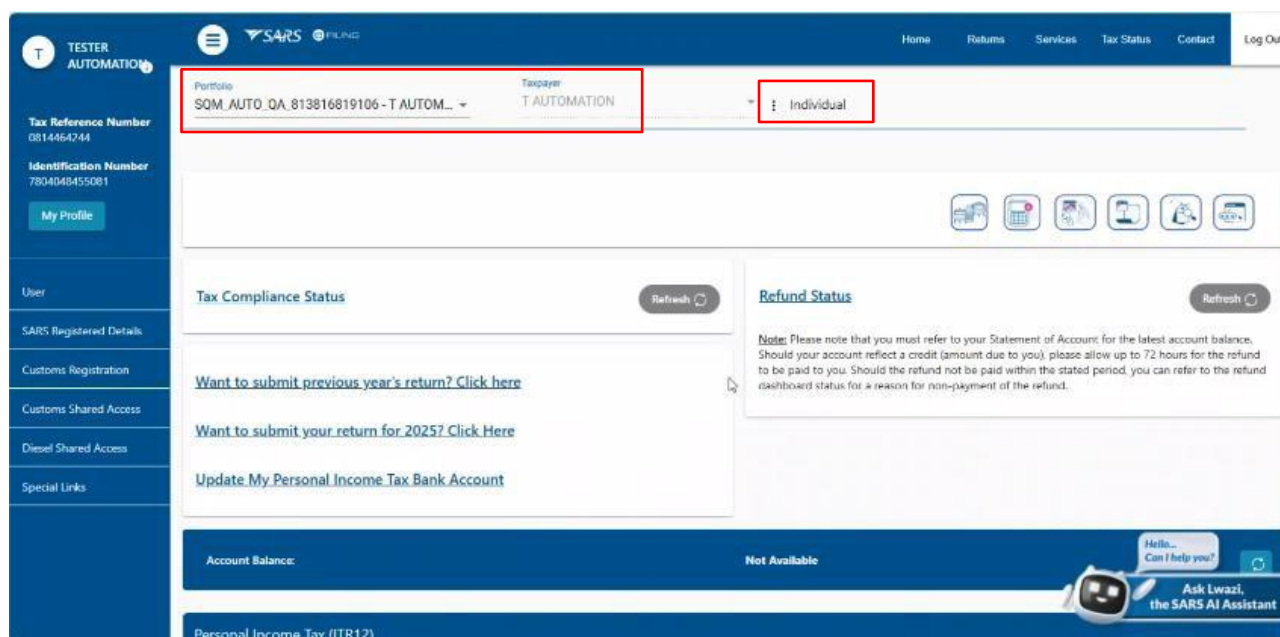
- e) The system displays the eFiling home page screen with the Client's details at the bottom.



Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
T AUTOMATION	9801015509187		-	-	View Taxpayer
ACME Automation-161417	2024/997959/07	9354616196	-	-	View Taxpayer

4 CHANGE PORTFOLIO TYPE AND TAXPAYER DETAILS ON EFILING

- a) The screen below shows a default screen with individual portfolio and the user may change his/her portfolio type from individual to organisation by:
- v) Clicks on Portfolio Management on the drop-down box;
 - vi) Selecting the client's name if any;
 - vii) Clicking on the three (03) dots next to individual;
 - viii) Select Organisation;



- b) The system displays the list of Portfolio Type options and the applicant may select Organisation.

SARS

PR.IND

ContactLog Out

Portfolio Management

Add Portfolio

Linked Portfolio(s)

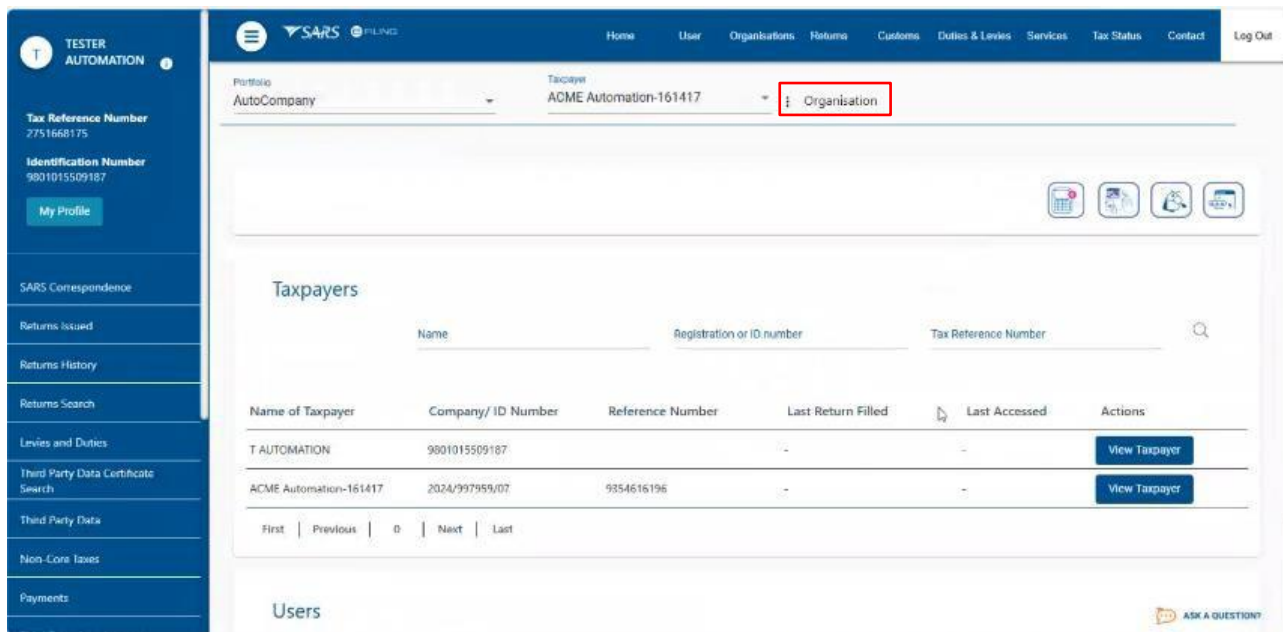
Portfolio Name	Tax User Count	Taxpayer Count	Portfolio Type	Default	
SQMAuto_QA_896238231991435701 - T AUTOMATION	1	1	Individual	Default	Go to Portfolio
AutoCompany	1	2	Organisation		Go to Portfolio

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name	Link
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Ask Lwazi,
the SARS AI Assistant

- c) The system displays a screen with the organisation portfolio.

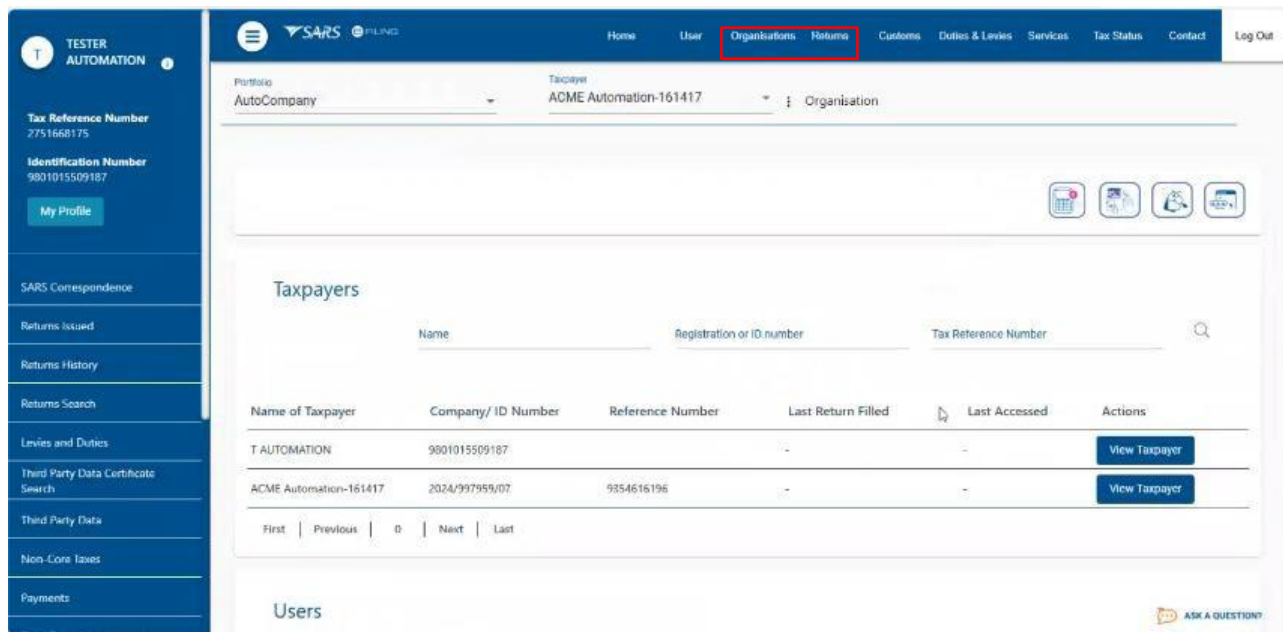


The screenshot shows the SARS Filing system interface. On the left is a blue sidebar with a 'TESTER AUTOMATION' header and a list of navigation links: 'My Profile', 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Returns Search', 'Levies and Duties', 'Third Party Data Certificate Search', 'Third Party Data', 'Non-Core Taxes', and 'Payments'. The main content area has a top navigation bar with links: 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this, there are dropdown menus for 'Portfolio' (set to 'AutoCompany'), 'Taxpayer' (set to 'ACME Automation-161417'), and 'Organisation' (highlighted with a red box). The main section is titled 'Taxpayers' and contains a table with columns: 'Name of Taxpayer', 'Company/ ID Number', 'Reference Number', 'Last Return Filled', 'Last Accessed', and 'Actions'. The table lists two entries: 'T AUTOMATION' and 'ACME Automation-161417'. Each entry has a 'View Taxpayer' button. At the bottom of the table are pagination links: 'First', 'Previous', '0', 'Next', and 'Last'. Below the table is a section titled 'Users' and an 'ASK A QUESTION?' button.

Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
T AUTOMATION	9801015509187		-	-	View Taxpayer
ACME Automation-161417	2024/997959/07	9354616196	-	-	View Taxpayer

4.1 Activation of public Representative

- a) If the portfolio selected is organisation, the system changes from individual to organisation and the applicant must click organisation on the top menu bar of the above screen.



TESTER AUTOMATION

Tax Reference Number: 2751668175
Identification Number: 9801015509187
[My Profile](#)

SARS Correspondence
Returns Issued
Returns History
Returns Search
Levies and Duties
Third Party Data Certificate Search
Third Party Data
Non-Core Taxes
Payments

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

Portfolio: AutoCompany Taxpayer: ACME Automation-161417 Organisation

Taxpayers

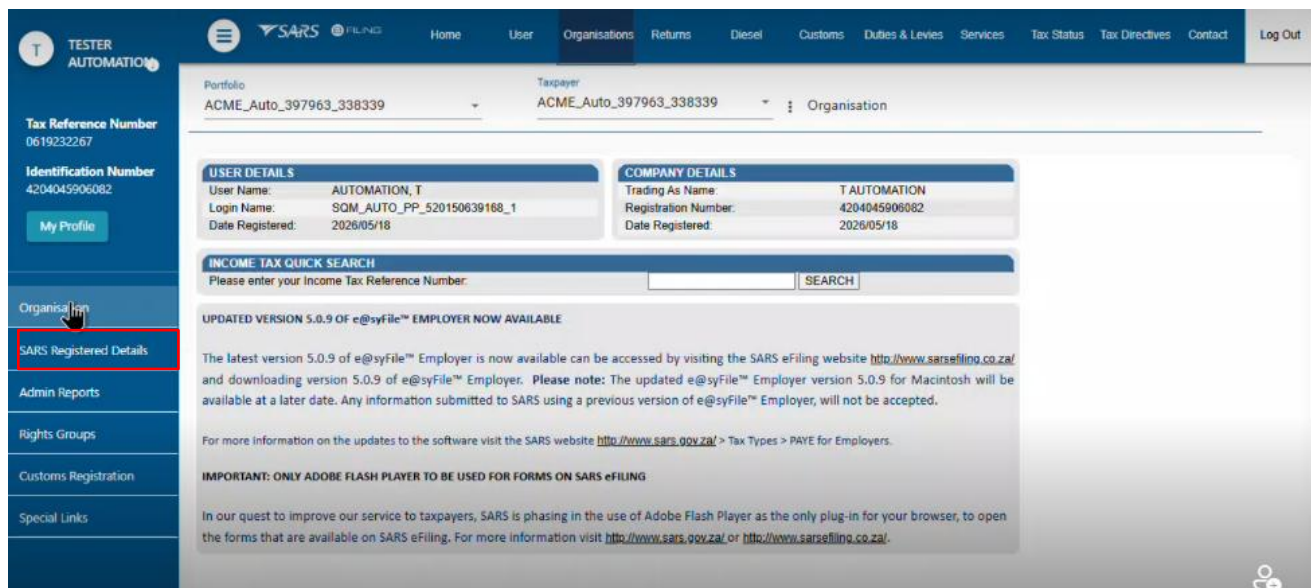
Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
T AUTOMATION	9801015509187		-	-	View Taxpayer
ACME Automation-161417	2024/997959/07	9354616196	-	-	View Taxpayer

First Previous 0 Next Last

Users

[ASK A QUESTION?](#)

- b) The applicant must click on SARS registered details.



TESTER AUTOMATION

Tax Reference Number: 0619232267
Identification Number: 4204045906082
[My Profile](#)

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

Portfolio: ACME_Auto_397963_338339 Taxpayer: ACME_Auto_397963_338339 Organisation

USER DETAILS

User Name: AUTOMATION, T
Login Name: SQM_AUTO_PP_520150639168_1
Date Registered: 2026/05/18

COMPANY DETAILS

Trading As Name: T AUTOMATION
Registration Number: 4204045906082
Date Registered: 2026/05/18

INCOME TAX QUICK SEARCH

Please enter your Income Tax Reference Number: [SEARCH](#)

UPDATED VERSION 5.0.9 OF e@syFile™ EMPLOYER NOW AVAILABLE

The latest version 5.0.9 of e@syFile™ Employer is now available can be accessed by visiting the SARS eFiling website <http://www.sarsesfiling.co.za/> and downloading version 5.0.9 of e@syFile™ Employer. **Please note:** The updated e@syFile™ Employer version 5.0.9 for Macintosh will be available at a later date. Any information submitted to SARS using a previous version of e@syFile™ Employer, will not be accepted.

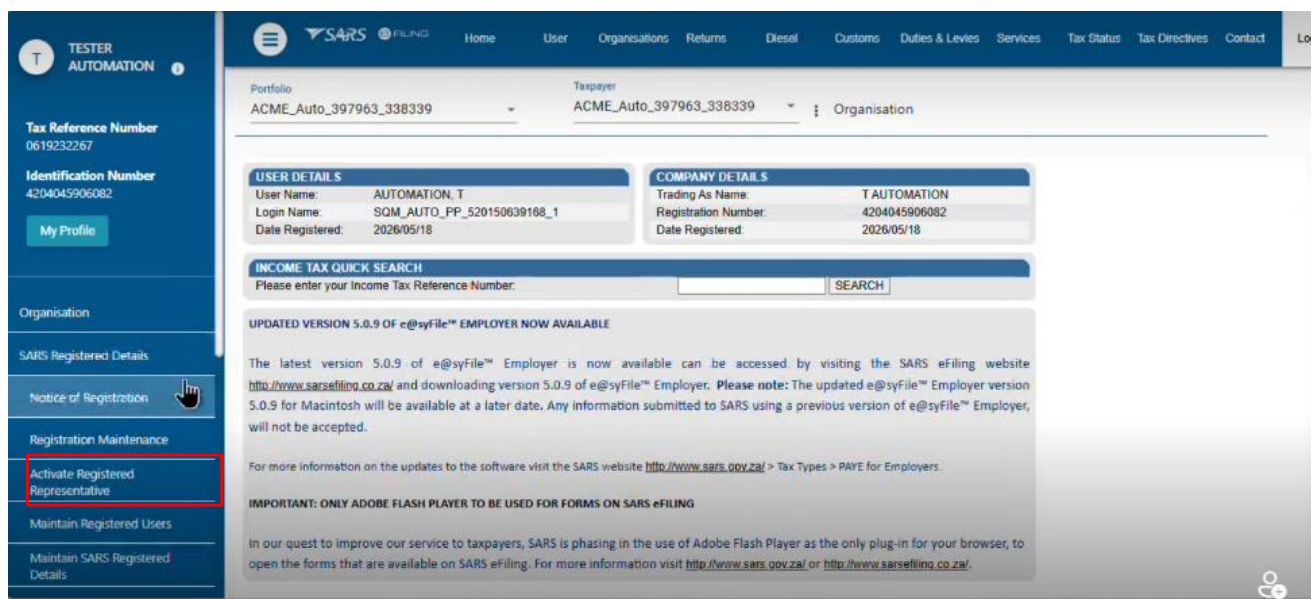
For more information on the updates to the software visit the SARS website <http://www.sars.gov.za/> > Tax Types > PAYE for Employers.

IMPORTANT: ONLY ADOBE FLASH PLAYER TO BE USED FOR FORMS ON SARS eFILING

In our quest to improve our service to taxpayers, SARS is phasing in the use of Adobe Flash Player as the only plug-in for your browser, to open the forms that are available on SARS eFiling. For more information visit <http://www.sars.gov.za/> or <http://www.sarsesfiling.co.za/>.

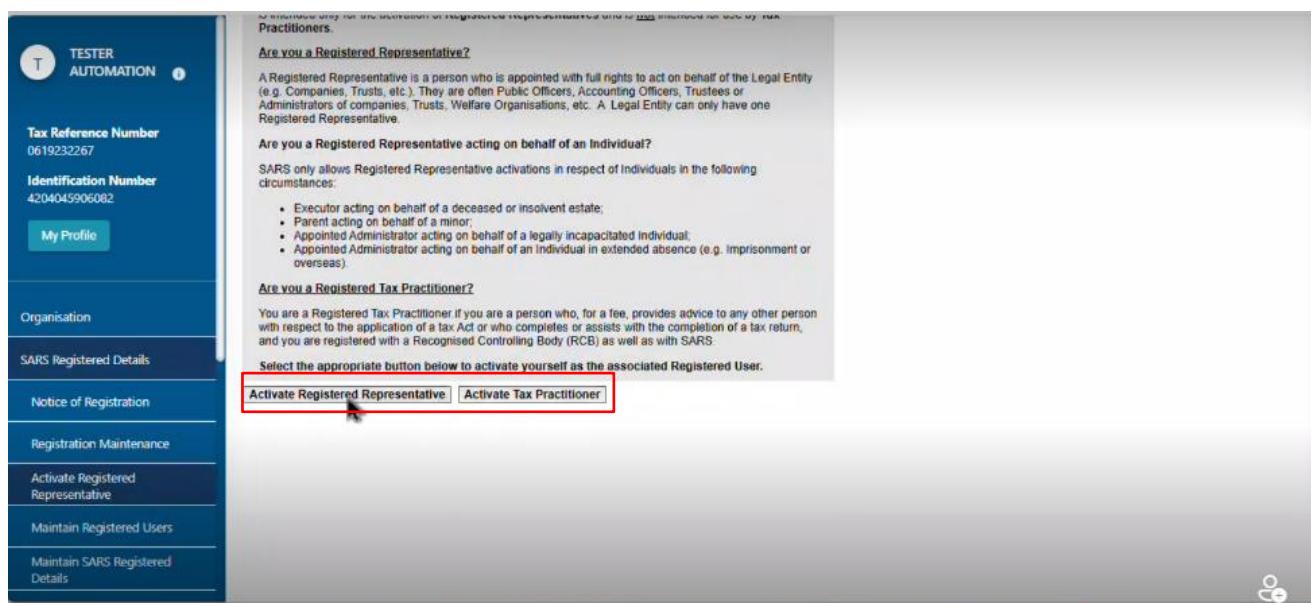
Organisation
SARS Registered Details
Admin Reports
Rights Groups
Customs Registration
Special Links

c) The applicant must click on Activate Registered Representative



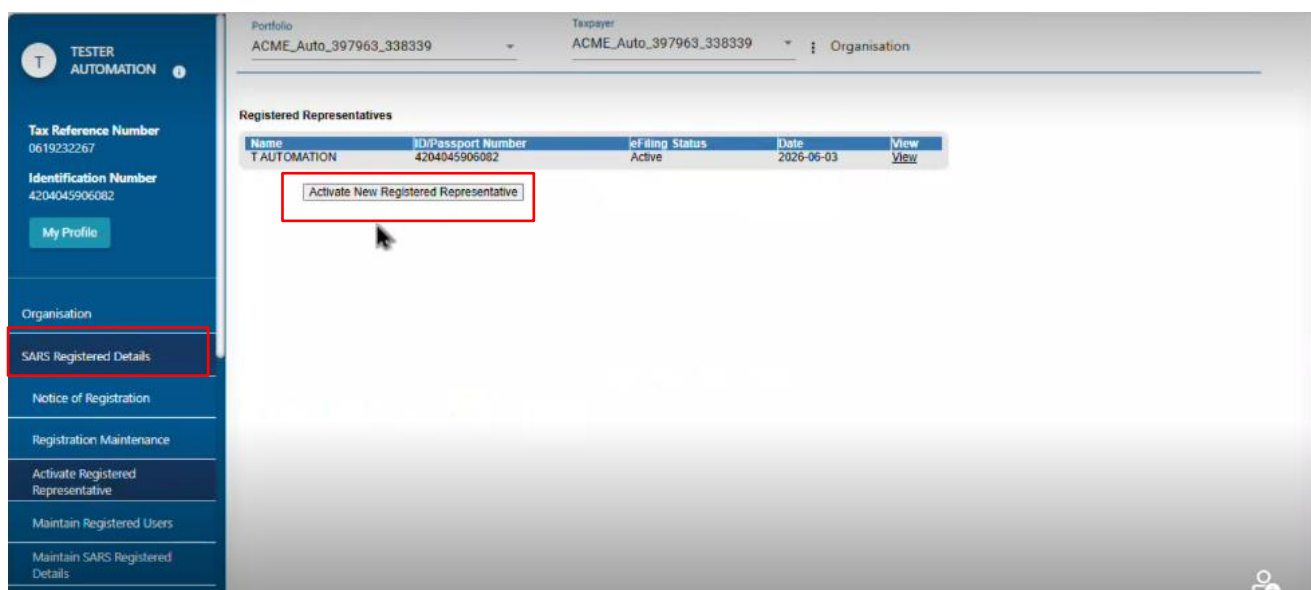
The screenshot shows the SARS eFiling portal interface. On the left sidebar, under 'SARS Registered Details', the 'Activate Registered Representative' option is highlighted with a red box. The main content area displays the user's profile information, including 'USER DETAILS' and 'COMPANY DETAILS'. Below this, there is a section for 'INCOME TAX QUICK SEARCH' and a notice about the updated version 5.0.9 of e@syFile™ EMPLOYER.

d) If necessary, the applicant must click on Activate Registered Representative



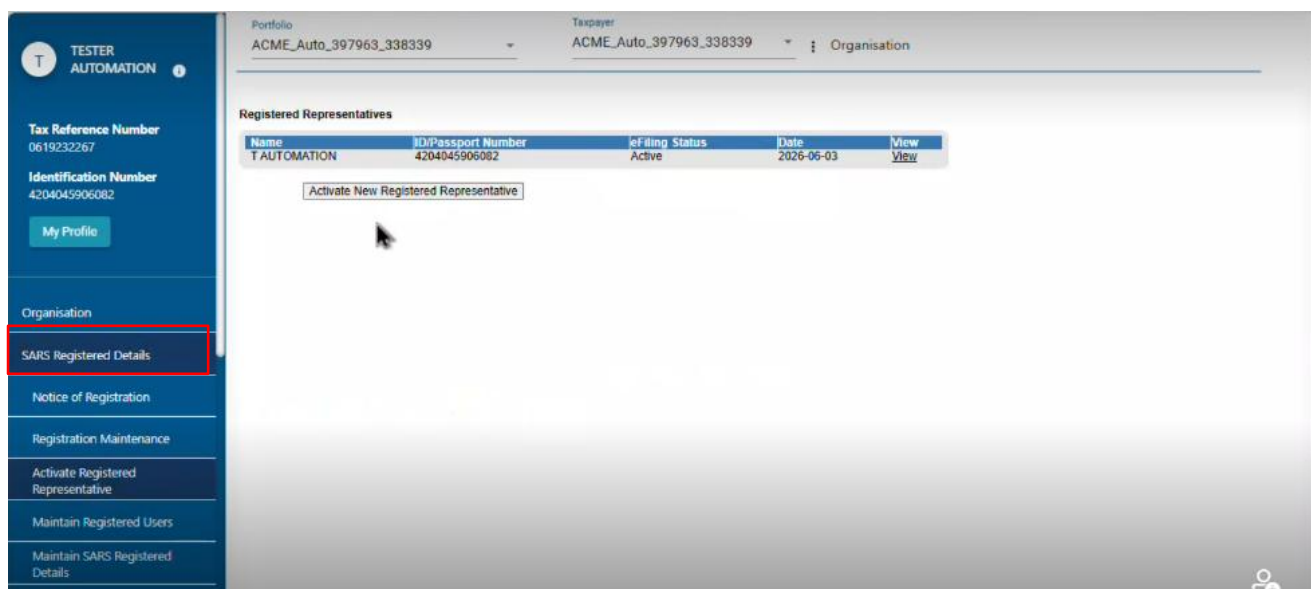
The screenshot shows the SARS eFiling portal interface. The left sidebar is visible, and the main content area displays the 'Are you a Registered Representative?' section. This section includes a definition of a Registered Representative and a list of circumstances where SARS allows Registered Representative activations. At the bottom of this section, there are two buttons: 'Activate Registered Representative' and 'Activate Tax Practitioner'. The 'Activate Registered Representative' button is highlighted with a red box.

- e) The applicant must:
- Click on Activate New Registered Representative, If necessary; or
 - Click on SARS Registered Details.

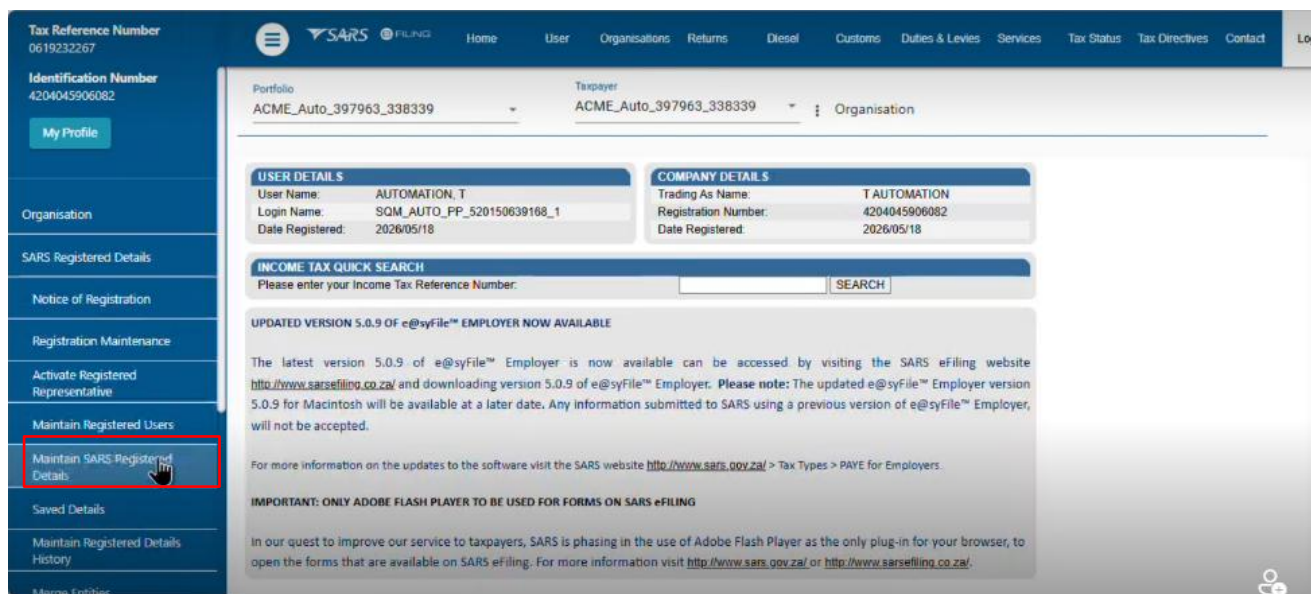


4.2 Registration Amendment and Verification Form (RAV01)

- After the details of the registered representative have been captured or verified, the applicant may proceed with verification or amendment of registration details.
- The applicant must click on SARS Registered Details.

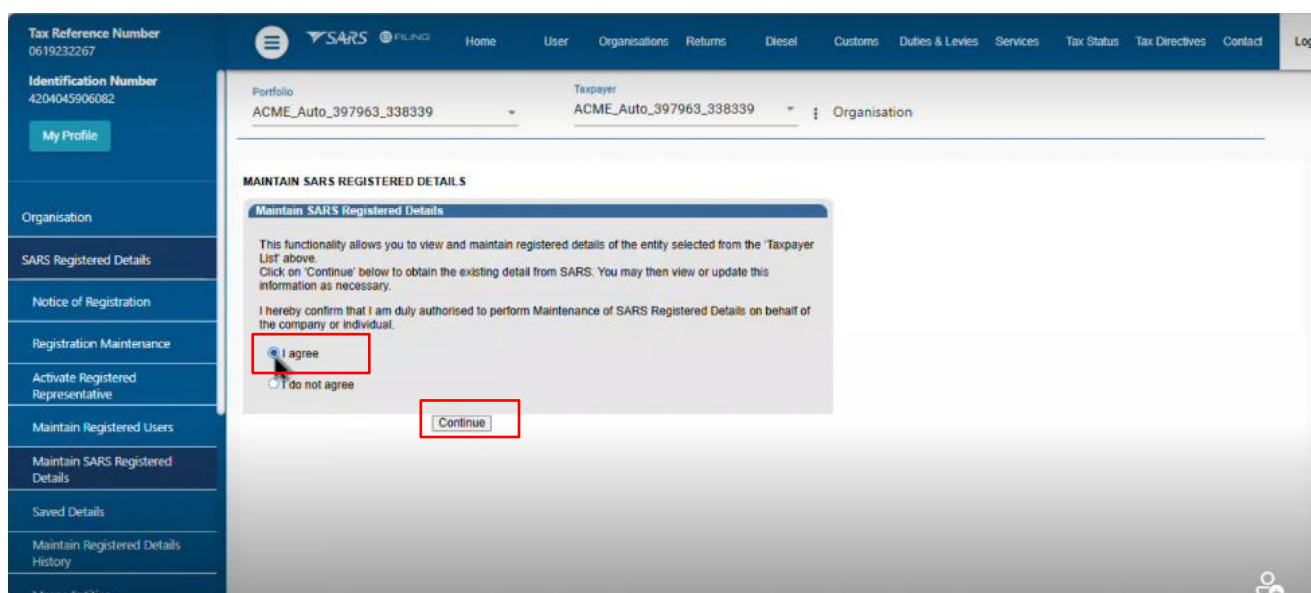


- c) The applicant must Click on Maintain SARS Registered Details



The screenshot shows the SARS eFiling portal interface. On the left sidebar, under 'SARS Registered Details', the 'Maintain SARS Registered Details' option is highlighted with a red box. The main content area displays user and company details, an income tax quick search bar, and a notice about the updated version 5.0.9 of e@syFile™ Employer.

- d) The applicant must click on:
- Agree; and
 - Continue



The screenshot shows the 'MAINTAIN SARS REGISTERED DETAILS' form. The 'I agree' radio button is selected and highlighted with a red box. The 'Continue' button is also highlighted with a red box. The form text states: 'This functionality allows you to view and maintain registered details of the entity selected from the 'Taxpayer List' above. Click on 'Continue' below to obtain the existing detail from SARS. You may then view or update this information as necessary. I hereby confirm that I am duly authorised to perform Maintenance of SARS Registered Details on behalf of the company or individual.'

- e) The system displays the Registration Amendment and Verification (RAV01) Form to be verified, edit and capture the required information.
- f) The applicant must:
- Click on My registration details;
 - Scroll down the RAV01 Form; and
 - Fill in the required information in coloured containers such as:
 - Address details
 - Bank Accounts details
 - Contact Numbers
 - Email Address
 - Trading Name Details; or
 - Complete applicant's Details

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- g) After the applicant has made any amendment, verification to the RAV01 Form and satisfied with the information therein, s/he must click on Submit.

- h) The applicant must click on Continue

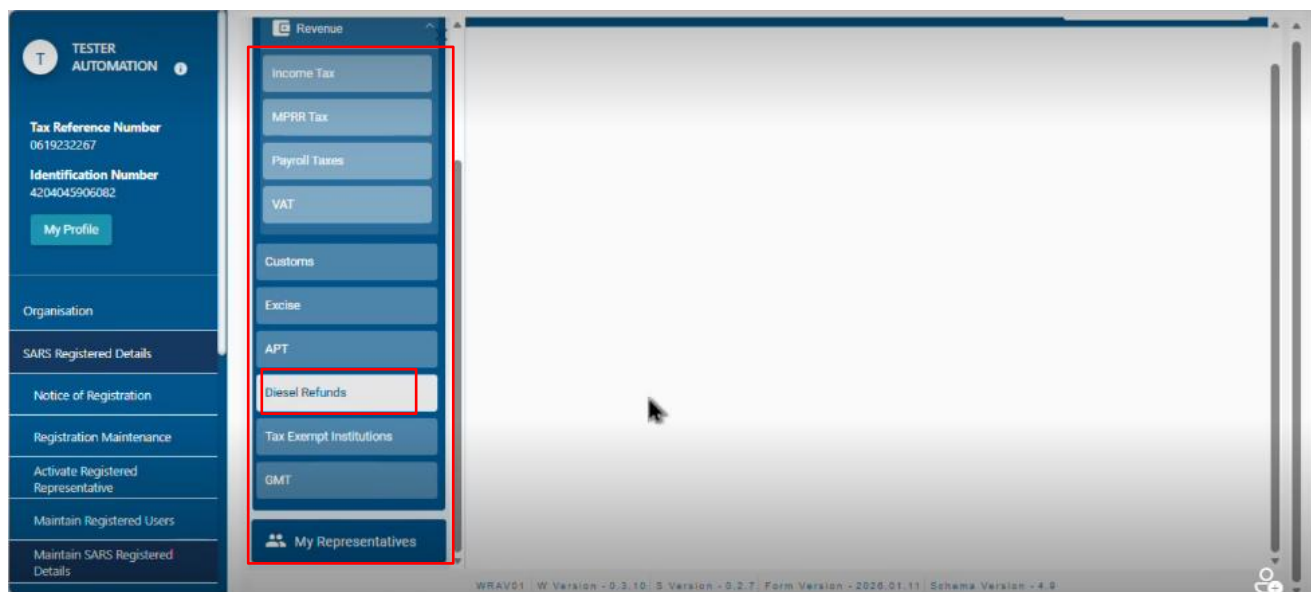
The screenshot shows the SARS Filing portal interface. At the top, there is a navigation bar with links: Home, User, Organisations, Returns, Diesel, Customs, Duties & Levies, Services, Tax Status, Tax Directives, Contact, and Log Out. Below the navigation bar, the user's Portfolio (ACME_Auto_397963_338339) and Taxpayer (ACME_Auto_397963_338339) are displayed. The main content area is divided into two sections: 'DETAILS' and 'RESULT'. The 'DETAILS' section shows the Registration Number as 2024/338339/07. The 'RESULT' section contains a message: 'Thank you for submitting your registered details to SARS. The data submitted within this form is currently being assessed. To view your captured form and the results of your submission, you may select the "Continue" button below to be directed to the "History" grid.' A red box highlights the 'Continue' button.

5 DIESEL REFUNDS REGISTRATION

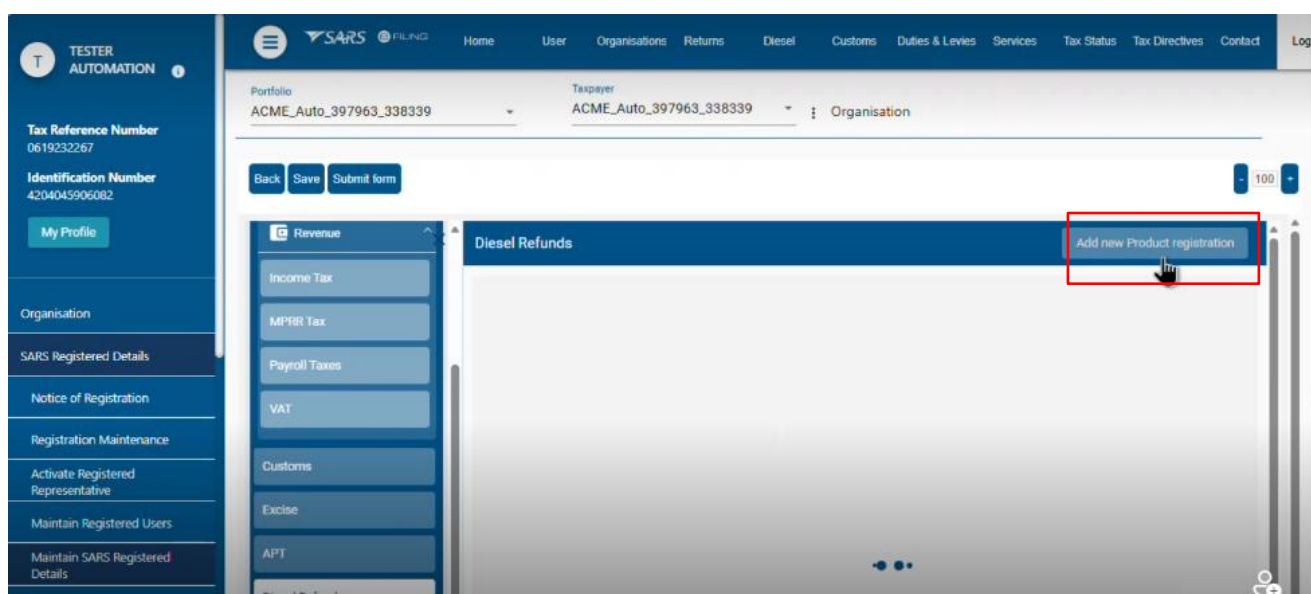
- When all the details required from the client in the RAV01 Form as a legal entity, the applicant proceed to capture diesel refund application details.
- The applicant must click on My Tax Products

The screenshot shows the SARS Filing portal interface. On the left, there is a sidebar with a 'TESTER AUTOMATION' section containing 'Tax Reference Number' (0619232267) and 'Identification Number' (4204045906082). Below this, there is a 'My Profile' button and a list of 'Organisation' items: 'SARS Registered Details', 'Notice of Registration', 'Registration Maintenance', 'Activate Registered Representative', 'Maintain Registered Users', and 'Maintain SARS Registered Details'. The main content area is divided into two sections: 'My Menu' and 'Applicant Info'. The 'My Menu' section contains three items: 'My registered particulars', 'My Tax Products' (highlighted with a red box), and 'My Representatives'. The 'Applicant Info' section contains a form with fields for 'NPO Number (if applicable)', 'Entity Status' (ACTIVE), 'Preferred Language' (ENGLISH), and 'Marital Type'. Below these fields, there are several questions with radio button options: 'Are you a foreign diplomatic or consular mission?', 'Are all the partners in this partnership natural persons?', 'Are you a Share Block?', 'Are you a Body Corporate? *', and 'Are you a asylum seeker with a valid permit?'.

- The applicant must:
 - Scroll down the tax product; and
 - Click on diesel refunds



d) The applicant must click on Add new product registration



e) The applicant must:

i) Scroll down to the Diesel Refunds product button on the RAV01 Form; and

ii) Fill in the required information in coloured containers such as:

- A) Address details
- B) Bank Accounts details
- C) Contact Numbers
- D) Email Address
- E) Trading Name Details; or
- F) Complete applicant's Details

5.1.1 Registration of New Diesel Refunds user

a) When legal entity details are completed or verified in RAV01 Form, the applicant must:

- i) Select the diesel refunds client type such as:
- ii) Seller of distilled fuel; or
- iii) Diesel refunds User.

- b) If the applicant chooses diesel refund user client type, eFiling displays the screen below and the applicant must:
- Choose whether s/he is a contractor or not;
 - Select the relevant category in which operation take place; and
 - Provide additional information required for each selected category.

TESTER AUTOMATION

Tax Reference Number: 2751668175
Identification Number: 9801015509187
My Profile

Organisation

SARS Registered Details

Notice of Registration

Registration Maintenance

Activate Registered Representative

Maintain Registered Users

Maintain SARS Registered Details

Saved Details

Maintain Registered Details History

Portfolio: AutoCompany Taxpayer: ACME Automation-161417 Organisation

Back Save Submit form

Cell No. Email

Diesel Refund Users

Are you a Contractor? * ☐ Y ☒ N

Select applicable User:

☒ Agriculture * ☐ Fishing * ☐ Mining on Land * ☐ Offshore mining *
☐ Offshore shipping * ☐ Harbour shipping * ☐ Rail freight transport * ☐ Electricity generation *

Agriculture

Note: It is the responsibility of the diesel refund user to ensure compliance with the terms of refund item 6/0.04 as prescribed in Section 7(b) and the rules thereof and Note 6 of Part 1 to Schedule No. 6. Should there be any doubt, the diesel refund user should apply for a formal determination on form DA314.

- c) The applicant must fill in the required information as per the previous selection in all the coloured containers.

TESTER AUTOMATION

Tax Reference Number: 2751668175
Identification Number: 9801015509187
My Profile

Organisation

SARS Registered Details

Notice of Registration

Registration Maintenance

Activate Registered Representative

Maintain Registered Users

Maintain SARS Registered Details

Saved Details

Maintain Registered Details History

Portfolio: AutoCompany Taxpayer: ACME Automation-161417 Organisation

Back Save Submit form

Trading Name * AGRIUAT ✓ My Trading Names

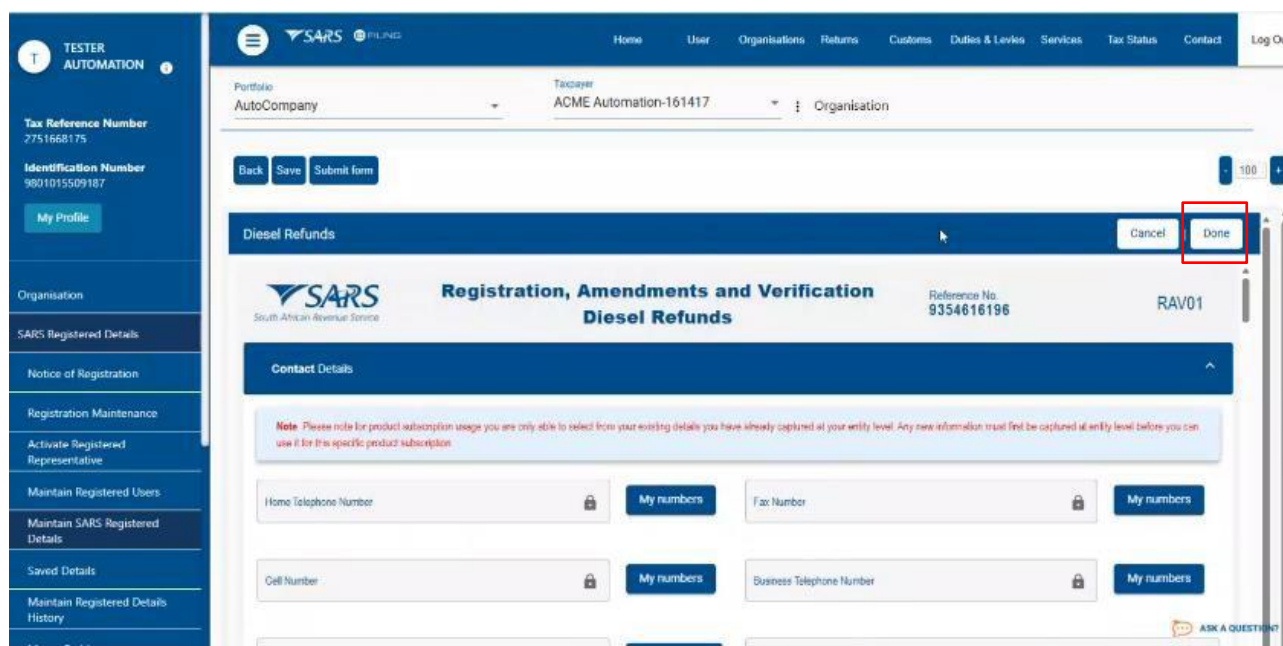
Commencement Date (CCP/SAAS) * 2025 / 11 / 18 ✓

Physical Address

Select from my addresses

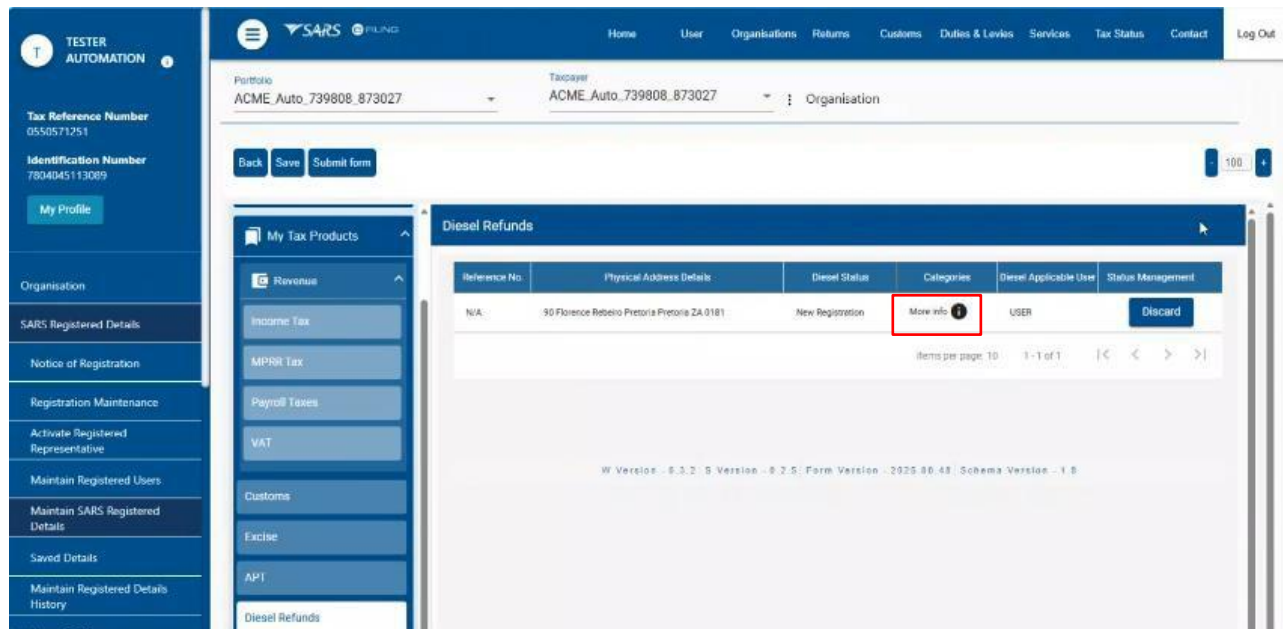
Unit No. Complex (if applicable)

- d) If the Diesel Refunds registration, amendment and verification form, RAV01 form is fully completed and no longer shows coloured containers, the user must click the Done button.



The screenshot shows the SARS Diesel Refunds registration form (RAV01) for the taxpayer 'ACME Automation-161417'. The form is titled 'Registration, Amendments and Verification Diesel Refunds'. The 'Done' button is highlighted with a red box. The form includes fields for Contact Details, Home Telephone Number, Fax Number, Cell Number, and Business Telephone Number, each with a 'My numbers' button. A note states: 'Please note for product subscription usage you are only able to select from your existing details you have already captured at your entity level. Any new information must first be captured at entity level before you can use it for this specific product subscription.'

- e) Filing displays the screen below and the applicant may click on the More Information button and view the information captured.



The screenshot shows the SARS Diesel Refunds filing screen for the taxpayer 'ACME Auto_739808_873027'. The screen displays a table with columns: Reference No., Physical Address Details, Diesel Status, Categories, Diesel Applicable Use, and Status Management. The 'More info' button is highlighted with a red box. The table shows a single entry with Reference No. N/A, Physical Address Details: 90 Florence Rebero Pretoria Pretoria ZA 0181, Diesel Status: New Registration, Categories: More info, Diesel Applicable Use: UGER, and Status Management: Discard. The footer indicates: 'W Version - 6.3.2 | S Version - 6.2.5 | Form Version - 2025 06 48 | Schema Version - 1.8'.

- f) Efiling displays the dialogue box reflecting the Diesel Refund User category status and the applicant can close the information.

The screenshot shows the SARS eFiling portal interface. On the left is a sidebar with navigation options like 'My Profile', 'Organisation', and 'SARS Registered Details'. The main area displays 'My Tax Products' and 'Diesel Refunds'. A 'Diesel User Category Status' dialog box is open, showing a table of categories and their registration status.

Offshore Mining	Offshore Shipping	Harbour Shipping	Rail Freight	Electricity Generation
Not registered	Not registered	Not registered	New Registration	Not registered

- g) Efiling displays the summary of captured registration details of the client with an option for the client to discard the details captured and the applicant must click the submit button.

The screenshot shows the SARS eFiling portal interface. The 'Diesel Refunds' section displays a summary of the registration details. A red box highlights the 'Submit form' button in the top left corner of the main content area.

Reference No.	Physical Address Details	Diesel Status	Categories	Diesel Applicable User	Status Management
N/A	90 Florence Ribeiro Pretoria Pretoria ZA 0181	New Registration	More info	USER	Discard

h) The system displays the screen below and the applicant must click the Continue button.

The screenshot displays the SARS Filing interface. On the left is a blue sidebar with a 'TESTER AUTOMATION' header and a list of navigation options including 'Tax Reference Number', 'Identification Number', 'My Profile', 'Organisation', 'SARS Registered Details', 'Notice of Registration', 'Registration Maintenance', 'Activate Registered Representative', 'Maintain Registered Users', 'Maintain SARS Registered Details', 'Saved Details', and 'Maintain Registered Details History'. The main content area has a top navigation bar with 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this, there are dropdown menus for 'Portfolio' and 'Taxpayer', both set to 'ACME_Auto_739808_873027', and an 'Organisation' dropdown. The 'DETAILS' section shows 'Registration Number' as '2024/873027/07'. The 'RESULT' section contains a message: 'Please note that your submission has been rejected. Existing Diesel Refund Verification Case in progress. A new Diesel Refund Registration request cannot be submitted.' A red rectangular box highlights a 'Continue' button located below the rejection message.

5.1.2 New Registration of Diesel Refunds Seller

- a) After the details of the registered representative have been captured or verified, the applicant may proceed with verification or amendment of registration details.
- b) The applicant must select Seller of Distillate Fuel.

The screenshot shows the SARS Diesel Refunds registration interface. On the left is a sidebar with navigation links. The main content area is titled 'Diesel Refunds' and includes a 'Select applicable Diesel Client' dropdown menu. The 'Seller of Distillate Fuel' option is highlighted with a red box and a mouse cursor. Other visible fields include 'Diesel Refund Client Number (if already registered)', 'Product Status' (set to 'New Registration'), and 'Mark for withdrawal'.

- c) The applicant must:
 - i) Scroll down the form; and
 - ii) Fill in the required information in the coloured containers.

The screenshot shows the SARS Diesel Refunds registration interface, scrolled down to the 'Sellers of Distillate Fuel to Users' section. This section is highlighted with a red box. It contains a note about compliance, a 'Trading Particulars' section, and a 'Particulars of distillate fuel trade by the seller' section. The 'Trading Particulars' section is highlighted with a red box and a mouse cursor.

d) The applicant must provide the financial turnover.

The screenshot shows the SARS Diesel Refund Registration portal. On the left is a sidebar with the user's profile and navigation menu. The main content area is titled 'Particulars of distillate fuel trade by the seller'. A red box highlights the 'Turnover from distillate fuel trade by seller (Rand)' section, which contains three input fields: 'Estimate for current financial year *' (with a value of R 10000.00), 'Actual for previous financial year', and 'Actual for year before previous financial year'. Below this is a section for 'Sellers of Distillate Fuel to Users (continue)' and a 'Declaration' button at the bottom.

e) The applicant must:

- i) Declare the source of distilled fuel; and
- ii) Describe the manufacturers of the distilled fuel.

The screenshot shows the SARS Diesel Refund Registration portal. A red box highlights the 'Details of purchases of distillate fuel as contemplated in Note 6 of Part 3 to Schedule No. 6' section. This section includes a 'Sources of distillate fuel purchases by the seller' area with checkboxes for 'Manufacturers *', 'Wholesalers *', and 'Direct imports *'. Below this is a table with columns for 'Licenced Manufacturer / Wholesaler Name' and 'Manufacturer /Wholesaler Licence Number'. The table has two rows, both with red error messages indicating that these fields are mandatory. At the bottom of the section is a 'Total volume of distillate fuel purchases by the seller per year (Litres)' field and a 'Details of sales of distillate fuel as contemplated in Note 6 of Part 3 to Schedule No. 6' section.

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- f) The applicant must declare the volume of distilled fuel that s/he buys from each manufacturer.

TESTER AUTOMATION

Tax Reference Number
0619232267

Identification Number
4204045906082

[My Profile](#)

Organisation

SARS Registered Details

Notice of Registration

Registration Maintenance

Activate Registered Representative

Maintain Registered Users

Maintain SARS Registered Details

Back Save Submit form

Total volume of distillate fuel purchases by the seller per year (Litres)

Estimate for current financial year

Estimate for current financial year is a mandatory field

Actual for previous financial year

Actual for year before previous financial year

Details of sales of distillate fuel as contemplated in Note 6 of Part 3 to Schedule No. 6

- g) The applicant must:
- i) Scroll down the form; and
 - ii) Ensure that all the containers are blue; and
 - iii) Click on Done.

TESTER AUTOMATION

Tax Reference Number
0619232267

Identification Number
4204045906082

[My Profile](#)

Organisation

SARS Registered Details

Notice of Registration

Registration Maintenance

Activate Registered Representative

Maintain Registered Users

Maintain SARS Registered Details

Back Save Submit form

Diesel Refunds

Cancel Done

SARS Registration, Amendments and Verification
South African Revenue Service Diesel Refunds

Reference No.
9608522182

RAV01

Contact Details

Physical Address Details

Postal Address Details

Bank Account Details

Diesel Refunds

Authorised Person

- h) The applicant has an option to:
- Discard the information captured; or
 - Submit, by clicking submit form button.

The screenshot shows the SARS Diesel Refunds application interface. On the left is a sidebar with navigation options. The main content area shows a 'Diesel Refunds' section with a table containing one row of data. The 'Submit form' button is highlighted with a red box.

Reference No.	Physical Address Details	Diesel Status	Categories	Diesel Applicable User	Status Management
N/A	90 Florence Rebeiro Pretoria Pretoria ZA 0181	New Registration	N/A	SELLER	Discard

- i) The applicant will be sent a request to approve the online request. He or she has an option to receive the approval by:
- Cell phone; or
 - Email; and
 - OK

The screenshot shows an 'Online Request' dialog box titled 'Approve Online Request'. It contains a message from SARS asking for approval. Below the message are two radio buttons: 'Email' and 'Cell Number', both of which are highlighted with red boxes. At the bottom of the dialog is an 'OK' button, also highlighted with a red box.

- j) The applicant will be sent an OTP on the preferred channel and must:

- i) Insert the OTP Code as directed on the screen; and
- ii) Click Submit.

- k) The applicant must click on continue.

- l) The applicant must click on SARS Registered details to view the information captured and the registration status.

The screenshot shows the SARS eFiling interface. On the left, a sidebar contains a menu with 'SARS Registered Details' highlighted in red. The main content area is titled 'REGISTRATION WORK PAGE' and displays the following information:

Legal Entity Details

Taxpayer Type	COREG
Trading Name	ACME_Auto_397963_338339
Registration Number	2024/338339/07
Tax Reference Number	9608522182

Below this, a table shows the registration status:

Legal Entity Name	ID / Registration Number	Status	Status Date
ACME_Auto_397963_338339	2024/338339/07	Request completed	

At the bottom, a table lists 'My Menu' items:

My Menu	Category	Case Reference	Status	Status Date	Reference Number
My Tax Products	Diesel Refunds	215756202	Pending	2026/09/01	

- m) The applicant must click on SARS Correspondence.

The screenshot shows the SARS eFiling interface with 'SARS Correspondence' highlighted in red in the sidebar. The main content area displays the following information:

USER DETAILS

User Name:	AUTOMATION, T
Login Name:	SQM_AUTO_FP_520150639168_1
Date Registered:	2026/05/18

COMPANY DETAILS

Trading As Name:	T AUTOMATION
Registration Number:	4204045906082
Date Registered:	2026/05/18

Below this, there is an 'INCOME TAX QUICK SEARCH' section with a text input field and a 'SEARCH' button.

There is also a section titled 'UPDATED VERSION 5.0.9 OF e@syFile™ EMPLOYER NOW AVAILABLE' with a message about the latest version and a link to the SARS eFiling website.

At the bottom, there is an 'IMPORTANT: ONLY ADOBE FLASH PLAYER TO BE USED FOR FORMS ON SARS eFILING' section with a message about the use of Adobe Flash Player.

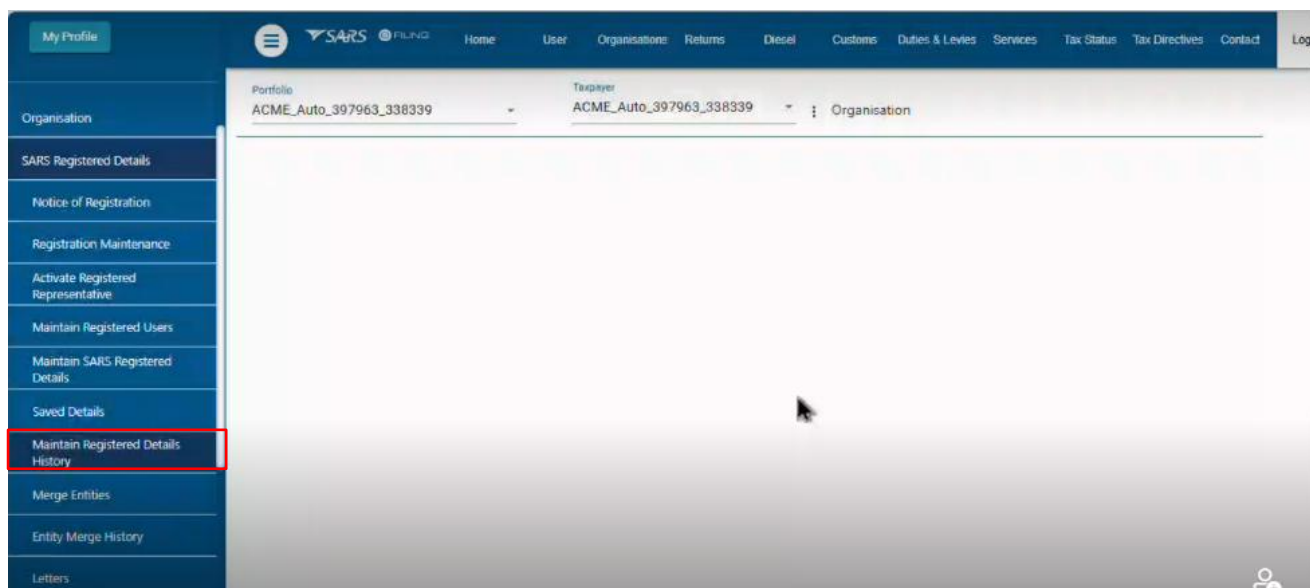
n) The applicant must click on Search Correspondence.

The screenshot shows the SARS eFiling portal interface. On the left sidebar, under the 'TESTER AUTOMATION' header, the 'Search Correspondence' option is highlighted with a red box. The main content area displays the 'Search Correspondence' form with various filters like Tax Types, Tax Year, Received Date From/To, Letter Type, Notice Types, and Message Type. The 'Organisation' menu item in the top navigation bar is also highlighted with a red circle.

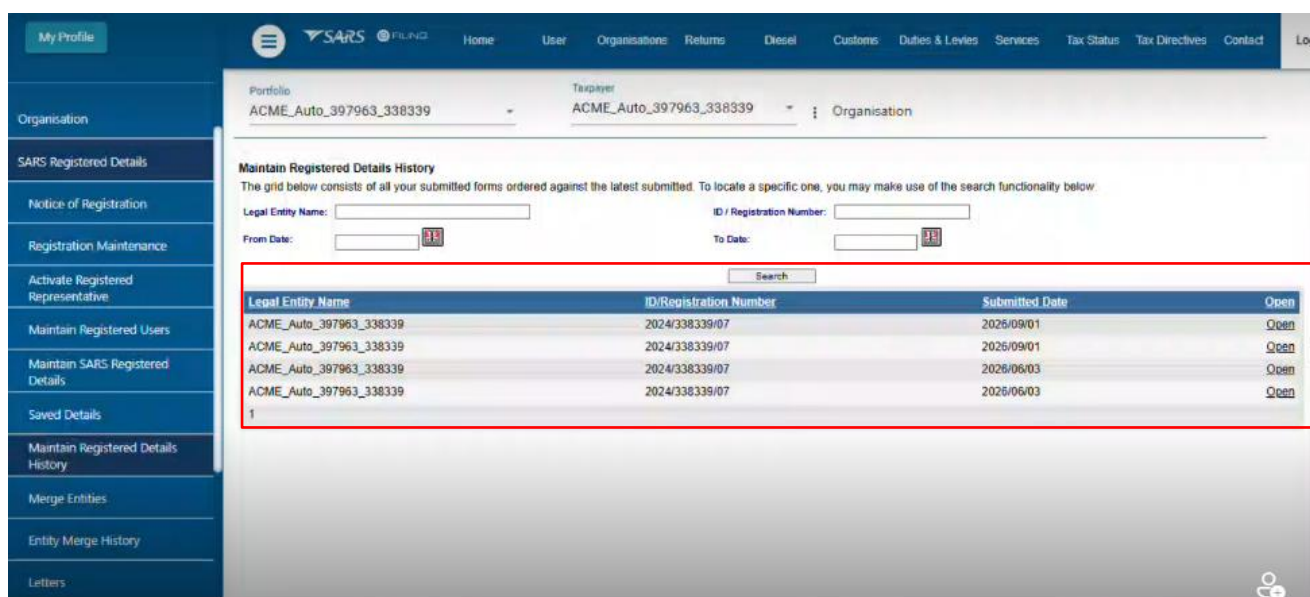
o) The applicant must click on SARS registered details.

The screenshot shows the SARS eFiling portal interface. On the left sidebar, under the 'TESTER AUTOMATION' header, the 'SARS Registered Details' option is highlighted with a red box. The main content area displays the 'SARS Registered Details' form with sections for 'USER DETAILS', 'COMPANY DETAILS', 'INCOME TAX QUICK SEARCH', and a notice about the updated version 5.0.9 of e@syFile™ Employer. The 'Organisation' menu item in the top navigation bar is also highlighted with a red circle.

p) The applicant must click on Maintain registered details history.

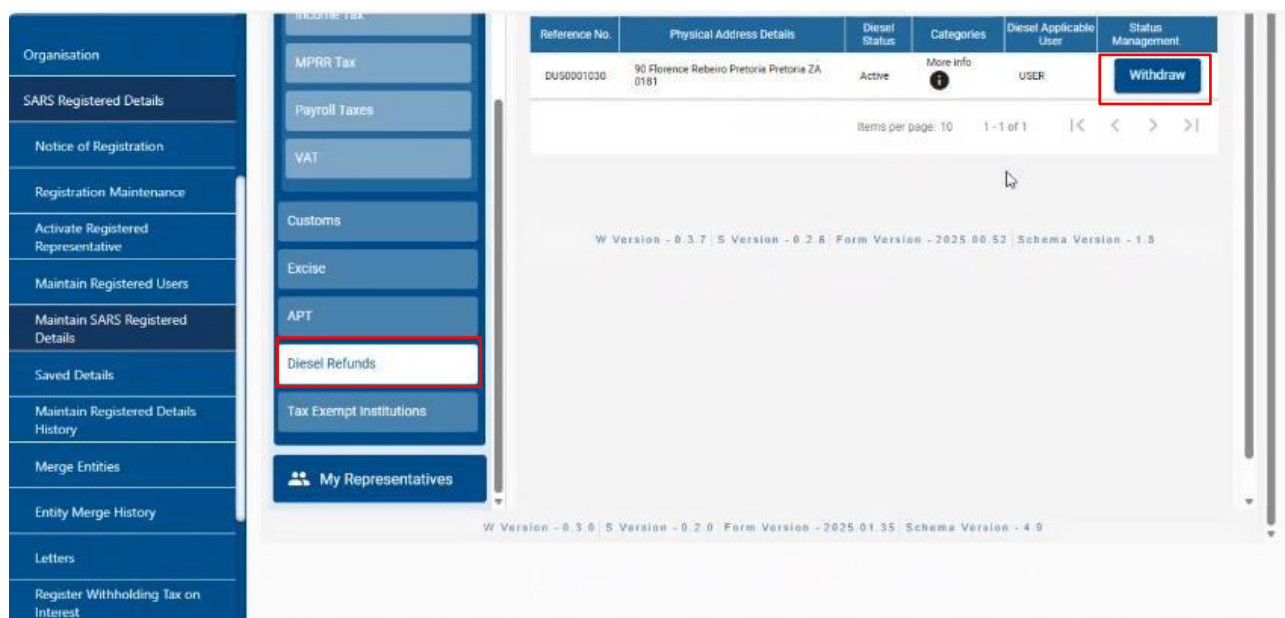


q) The system shows the registered details history of the client for the client to select the specific registration details concerned.



5.2 Diesel Refunds Registration Withdrawal

- a) If the Diesel Refunds Tax Product within the Registration Amendments and Verification Form (RAV01) contains some registration details, when the applicant selects the Diesel Refunds Tax Product button, the system displays the screen below and the applicant click on the withdraw button.



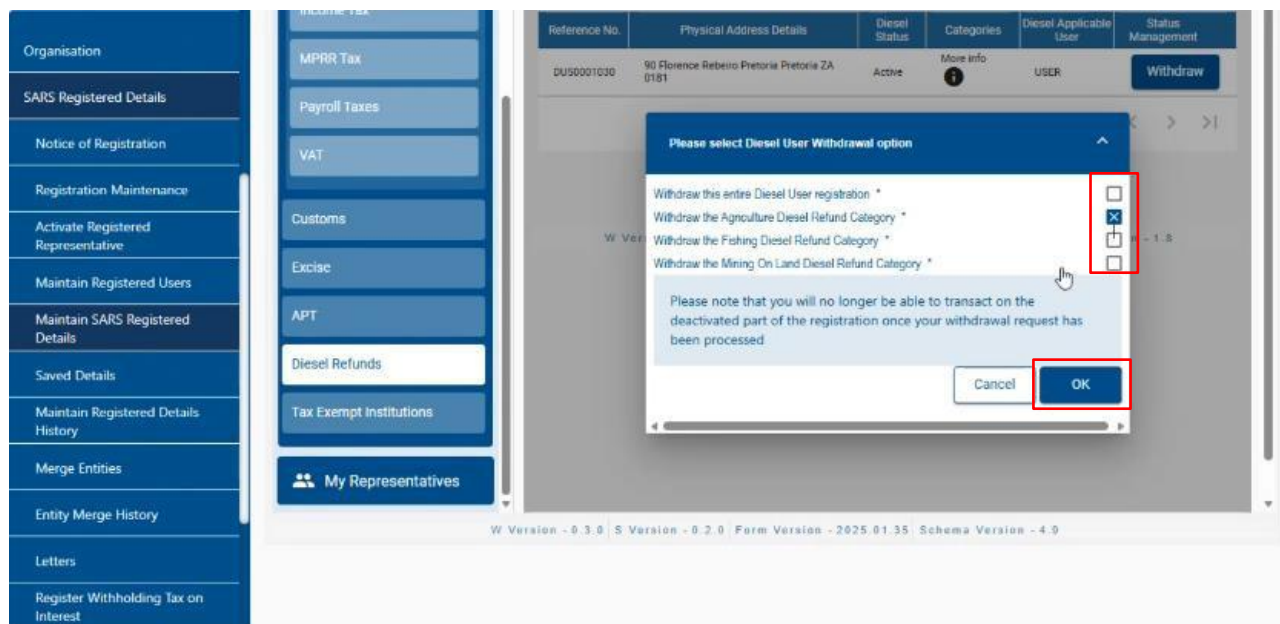
Reference No.	Physical Address Details	Diesel Status	Categories	Diesel Applicable User	Status Management
DU56001030	90 Florence Rebeiro Pretoria Pretoria ZA 0181	Active	More Info	USER	Withdraw

Items per page: 10 1-1 of 1

W Version - 0.3.7 | S Version - 0.2.8 | Form Version - 2025.00.52 | Schema Version - 1.5

W Version - 0.3.6 | S Version - 0.2.0 | Form Version - 2025.01.35 | Schema Version - 4.0

- b) The screen below is displayed and the applicant must:
- Select the relevant Diesel Refunds Withdrawal option on the dialogue box displayed; and
 - Click the Ok button

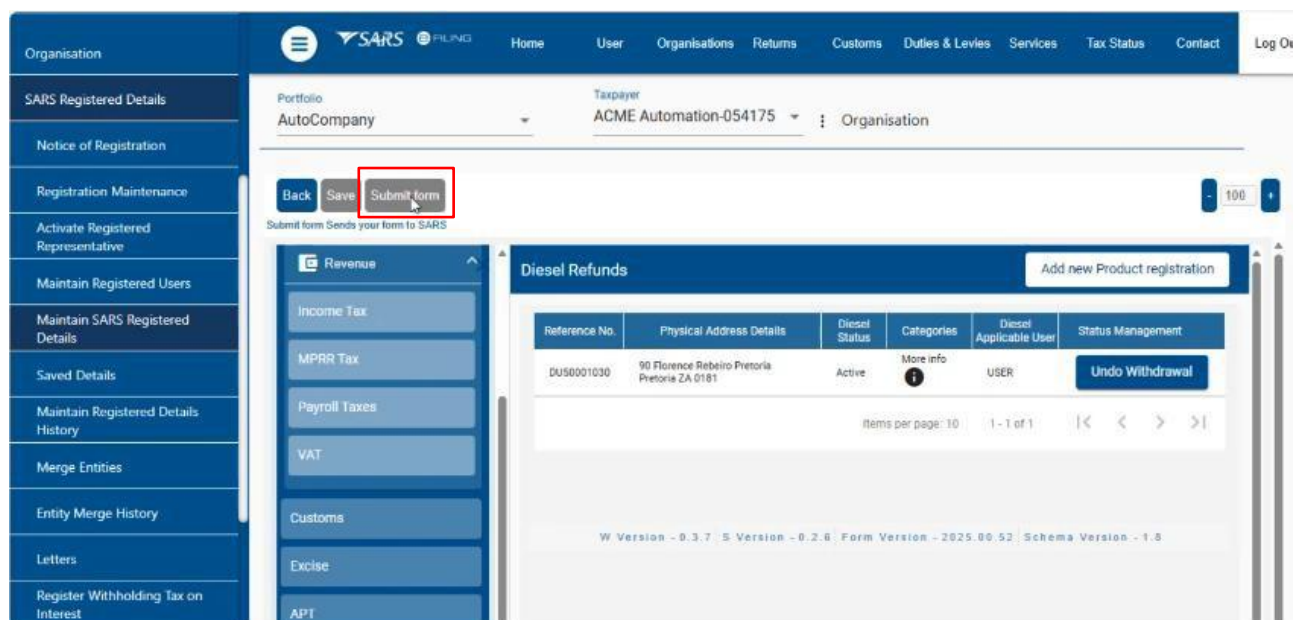


The screenshot shows the SARS Diesel Refunds Withdrawal dialog box. The dialog box has a title bar that says "Please select Diesel User Withdrawal option". It contains four options, each with a checkbox:

- ☐ Withdraw this entire Diesel User registration *
- ☐ Withdraw the Agriculture Diesel Refund Category *
- ☐ Withdraw the Fishing Diesel Refund Category *
- ☐ Withdraw the Mining On Land Diesel Refund Category *

Below the options, there is a note: "Please note that you will no longer be able to transact on the deactivated part of the registration once your withdrawal request has been processed". At the bottom right of the dialog box, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red box.

- c) After the withdrawal option has been selected, Efiling displays the screen below and the applicant must click the submit form button,

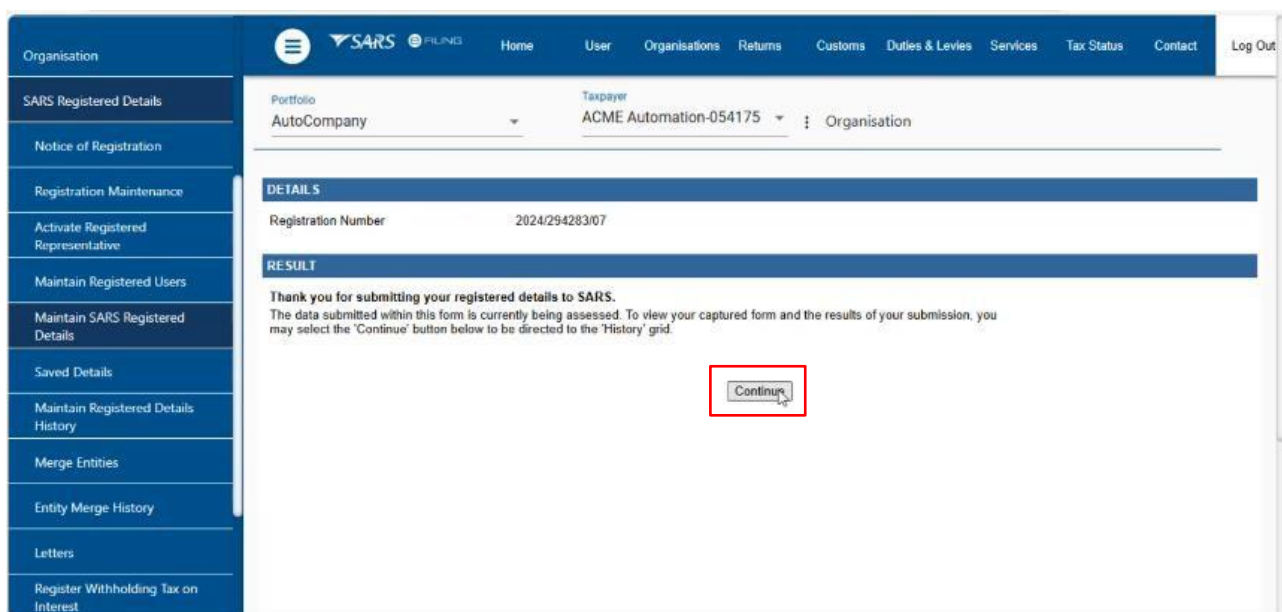


The screenshot shows the SARS Diesel Refunds Withdrawal screen. The screen has a header bar with the SARS logo and navigation links. The main content area shows a table with the following columns: Reference No., Physical Address Details, Diesel Status, Categories, Diesel Applicable User, and Status Management. The table contains one row with the following data:

Reference No.	Physical Address Details	Diesel Status	Categories	Diesel Applicable User	Status Management
DU50001030	90 Florence Rebeiro Pretoria Pretoria ZA 0181	Active	More info	USER	Undo Withdrawal

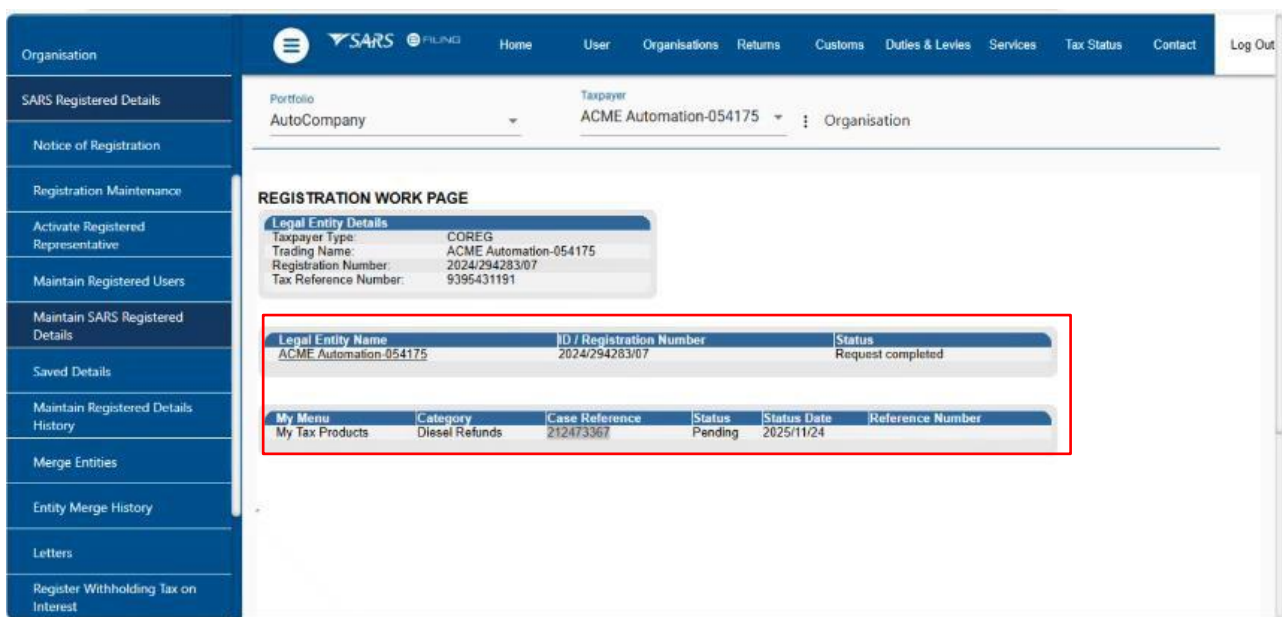
Below the table, there is a button labeled "Submit form". The "Submit form" button is highlighted with a red box.

- d) Efiling displays the confirmation that the registration details updated as being assessed and the applicant must click the continue button.



The screenshot shows the SARS eFiling interface. On the left is a navigation menu with options like 'Organisation', 'SARS Registered Details', 'Notice of Registration', etc. The main content area is titled 'DETAILS' and shows 'Registration Number: 2024/294283/07'. Below this, a 'RESULT' section contains a thank you message and a 'Continue' button, which is highlighted with a red box.

- e) Efiling displays a History of captured details and the withdrawal case number



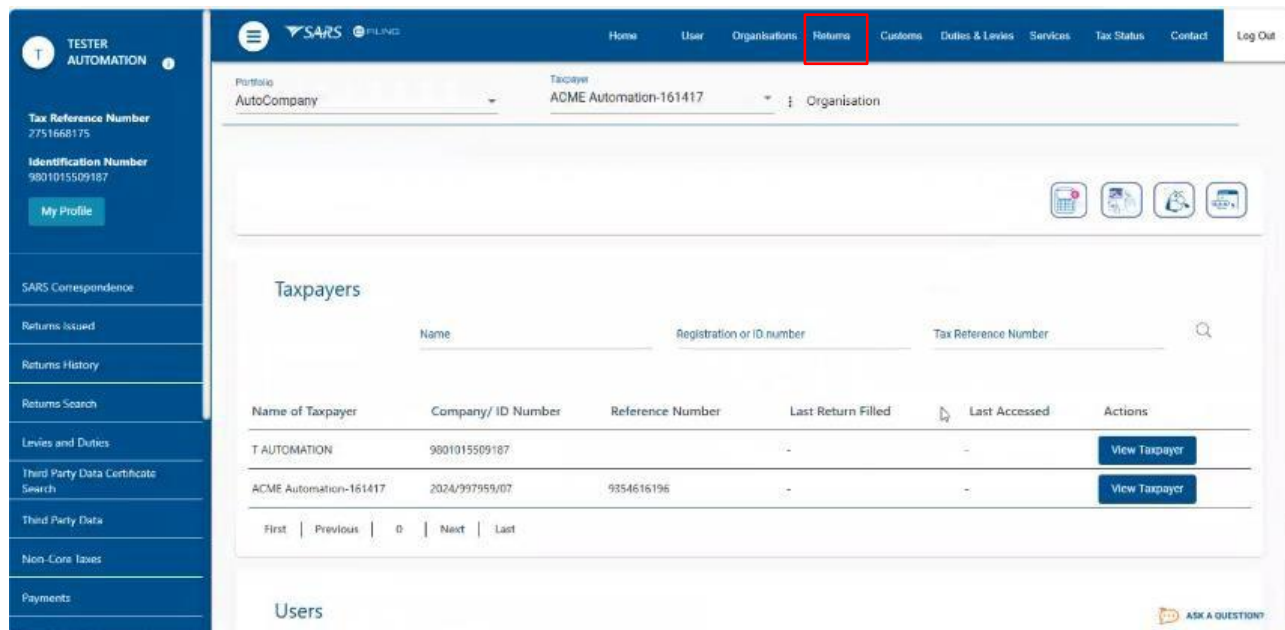
The screenshot shows the 'REGISTRATION WORK PAGE' in the SARS eFiling system. It includes a 'Legal Entity Details' section and a table of registration history. The table has columns for 'Legal Entity Name', 'ID / Registration Number', and 'Status'. A red box highlights the table content.

Legal Entity Name	ID / Registration Number	Status
ACME Automation-054175	2024/294283/07	Request completed

My Menu	Category	Case Reference	Status	Status Date	Reference Number
My Tax Products	Diesel Refunds	2124/3367	Pending	2025/11/24	

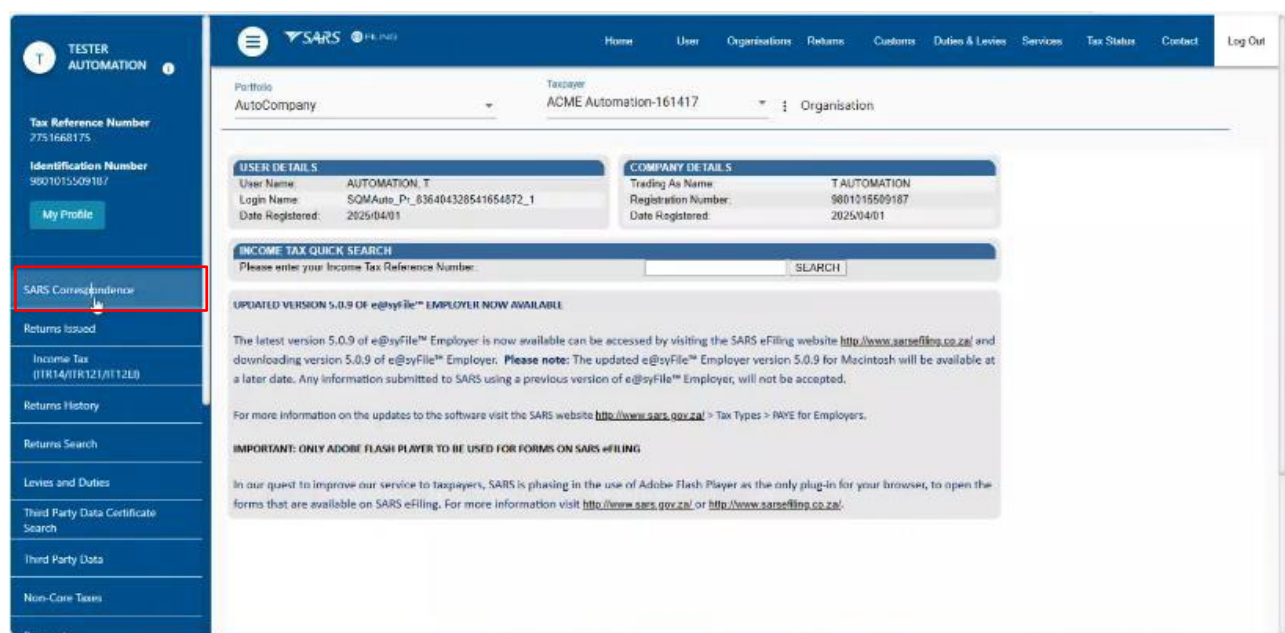
5.3 Reviewing Notifications

- a) Notifications to the client are sent through:
 - i) Short message service (SMS);
 - ii) E-mail; and
 - iii) Accessible on eFiling.
- b) To view Notification letters, the applicant must go to the eFiling landing page below and click on the Returns button.



Name	Registration or ID number	Tax Reference Number
T AUTOMATION	9801015509187	-
ACME Automation-161417	2024/997959/07	9354616196

- c) The system displays the screen below and the applicant must click on SARS correspondence.



USER DETAILS

User Name:	AUTOMATION.T
Login Name:	SQMAuto_Pr_836404328541654872_1
Date Registered:	2025/04/01

COMPANY DETAILS

Trading As Name:	T AUTOMATION
Registration Number:	9801015509187
Date Registered:	2025/04/01

INCOME TAX QUICK SEARCH

Please enter your Income Tax Reference Number:

UPDATED VERSION 5.0.9 OF e@syFile™ EMPLOYER NOW AVAILABLE

The latest version 5.0.9 of e@syFile™ Employer is now available and can be accessed by visiting the SARS eFiling website <http://www.sarsesifiling.co.za/> and downloading version 5.0.9 of e@syFile™ Employer. **Please note:** The updated e@syFile™ Employer version 5.0.9 for Macintosh will be available at a later date. Any information submitted to SARS using a previous version of e@syFile™ Employer, will not be accepted.

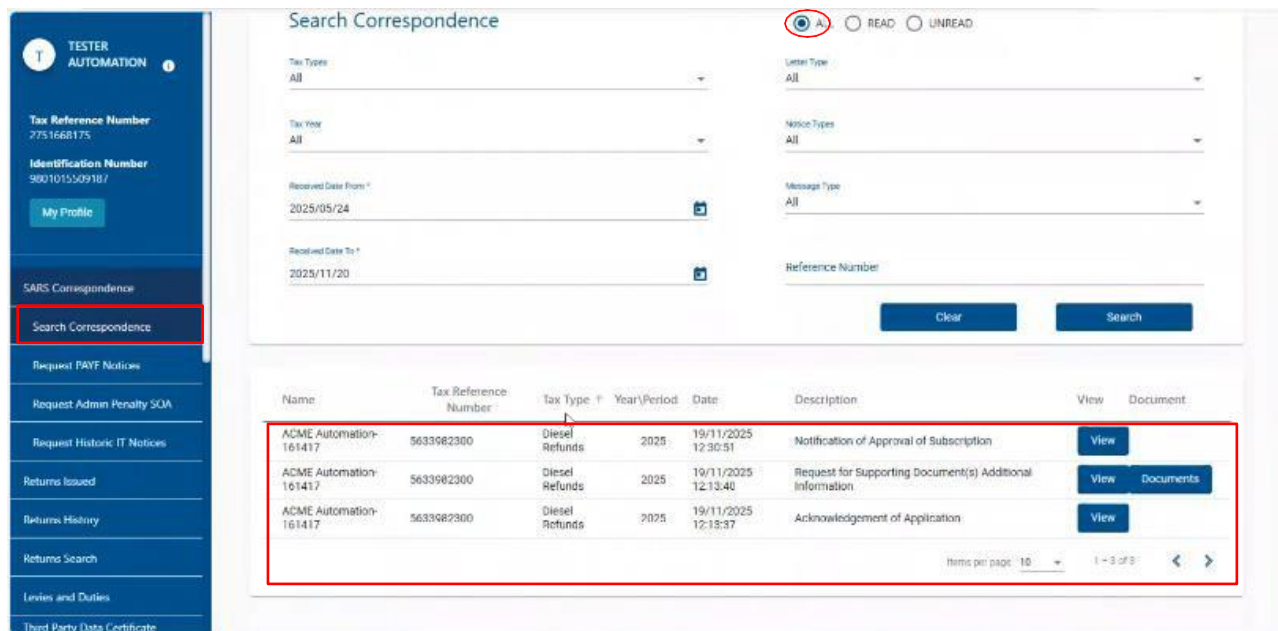
For more information on the updates to the software visit the SARS website <http://www.sars.gov.za/> > Tax Types > PAYE for Employers.

IMPORTANT: ONLY ADOBE FLASH PLAYER TO BE USED FOR FORMS ON SARS eFILING

In our quest to improve our service to taxpayers, SARS is phasing in the use of Adobe Flash Player as the only plug-in for your browser, to open the forms that are available on SARS eFiling. For more information visit <http://www.sars.gov.za/> or <http://www.sarsesifiling.co.za/>.

d) Efiling displays the screen below showing all the correspondences and the applicant must:

- i) Click search correspondence;
- ii) Select the All button; and
- iii) Click on View.



e) The client has an option to use SARS Query Online System (SOQS) functionality to:

- i) Track and trace the application
- ii) Upload/ Download supporting documents
- iii) View certificates and letters
- iv) Request Diesel refund Registration number

6 REFERENCES

6.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Customs and Excise Act No. 91 of 1964: Sections 47B, 59A, 60 and 64E Customs and Excise Rules: 47B.01 – 47B.05, 59A .01, 59A.01A, 59A.03, 59A.06, 59A.06A, 59A.08 and 64E.08
Other Legislation:	None
International Instruments:	None

6.2 Cross References

DOCUMENT #	DOCUMENT TITLE
GEN-MNT-01-POL02	Maintain Taxpayer Details on Service Manager – Internal Policy
GEN-REG-01-G04	How to Complete Registration Amendments and Verification Form (RAV01)
GEN-REG-01-POL01	Entity and Various Tax Type Registration and Reactivation – Internal Policy
SC-CF-05	Registration, Licensing and Designation – Internal Policy
SC-CF-63	Processing of Diesel Refunds Registration – Internal Guide
SC-CF-67	Registration of Diesel refunds on Service Manager – Internal Guide
SC-CF-19	Registration, Licensing and Designation – External Policy
SC-CF-60	Customs and Excise SOQS – External Guide

6.3 Quality Records

NUMBER	TITLE
RAV01	Registration Amendments and Verification form
RAVDSL	Diesel Refunds Registration Amendments and Verification Form

6.4 Reference to Role, Functional Area, or Division

Where an organisational structural change occurs with or without modifications, any reference in this document to a role, functional area or division under the former organisational structure, unless the contrary intention appears, shall be construed to be a reference to that role, functional area or division under the new organisational structure.

7 DEFINITIONS AND ACRONYMS

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

8 DISCLAIMER

- a) The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation or seek a formal opinion from a suitably qualified individual.
- b) For more information about the contents of this publication, you may:
 - i) Visit the SARS website at 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).