



## Online Request

### Online Request

#### Approve Online Request

SARS would like you to approve your online request. Please indicate your preferred channel and click OK to authorize.

To update your security contact details, you will be required to approve the online request. A One Time Pin (OTP) will be sent to the details we currently have and once you have successfully captured the One Time Pin (OTP), a second One Time Pin (OTP) will be sent to the updated details.

Please note: The update to security contact details will only be take place once the above OTP process has been completed.

Email  Cell Number

Your Preferred Contact  
079\*\*\*\*05

OK

- Enter the one-time pin sent to your preferred channel of communication and click "submit".

### One Time Pin

OTP has been sent to the following cellphone number  
079\*\*\*\*05

Pin expires in 1:42

7 0 4 8 - \_ \_ \_ \_ \_

One Time Pin is **required**

Please enter the last 6 digits of your OTP

Resend OTP

Submit

- "Congratulations, you have successfully updated your details on eFiling".

Legal Entity Name	ID / Registration Number	Status
		Request completed

- Note: you must visit a sars branch (via appointment) if both your cellphone number and email address that you used on eFiling have changed.

#### For more information:

- Visit the SARS website;
- Watch the video: "How to update your SARS registered details on eFiling" on the SARS YouTube channel;
- Use SARS eFiling or the SARS MobiApp; or
- Book an appointment at a SARS branch.
- To book an appointment, send an SMS to 47277 with this information and format: Booking (space) ID number/passport number/asylum seeker number.

— MAKE —  
**TAX MATTERS**  
— YOUR PRIORITY #1 —



Tax matters, so does your time.



## How to Update your Personal Details on eFiling

Book an appointment on the SARS website [sars.gov.za](https://sars.gov.za) or send an SMS to SARS (47277)



#YourTaxMatters



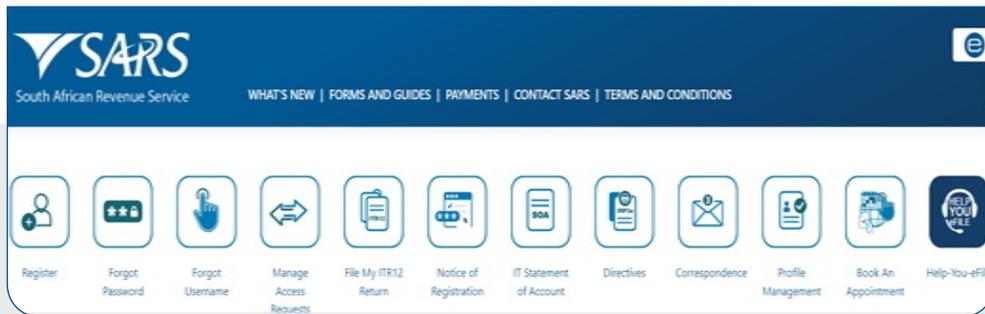


## Change of personal details

If your personal details (e.g., cellphone number) have changed, it is important that you update them before the Filing Season begins. This will enable SARS to communicate effectively with you and prevent any delays in refund payments.

The best way to do this is via eFiling:

- Navigate to [www.sars.gov.za](http://www.sars.gov.za) and click on the eFiling icon;
- If you are not registered for eFiling, you will first need to follow the registration process;
- If you are registered on eFiling, click on the "LOGIN" icon, and input your username and password;



- Select the "Home" tab from the top menu;



- Select "SARS Registered Details" from the menu on the left pane, then click on "Maintain SARS Registered Details"



- Select "I agree" to make the changes



## Maintain SARS Registered Details

### MAINTAIN SARS REGISTERED DETAILS

#### Maintain SARS Registered Details

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.

I agree

I do not agree

Continue

- Click on "Edit" to start the process;



- Capture your new details;

Create new address

Complex(if applicable)

Street / Farm Name \*

- Click "Done" and "Submit form"

