New Customs Act Programme

Registration, Licensing and Accreditation –
Accessing RLA via eFiling

16 April 2020

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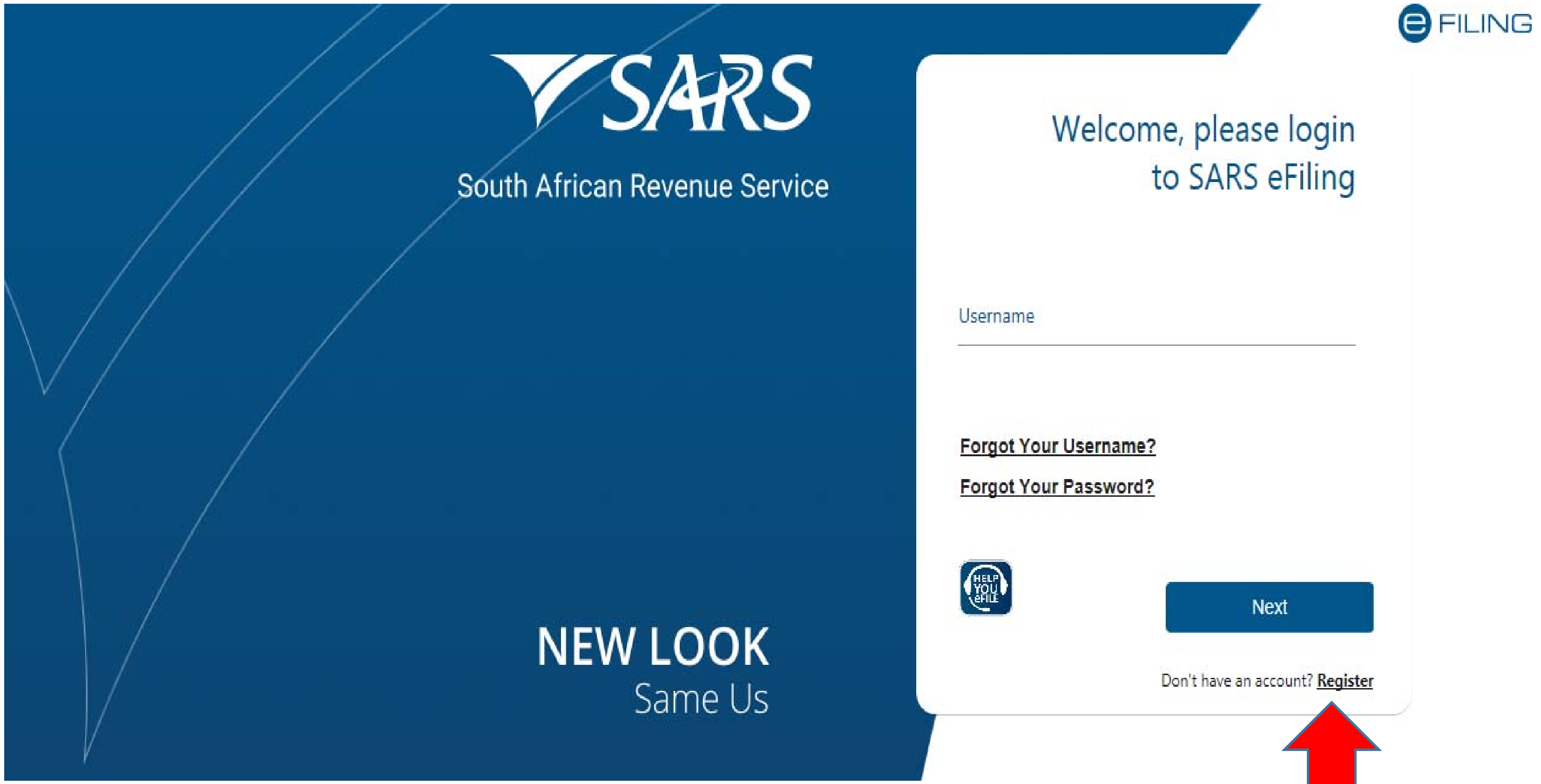
South African Revenue Service

New Customs Acts Programme (NCAP)

Screen orientation

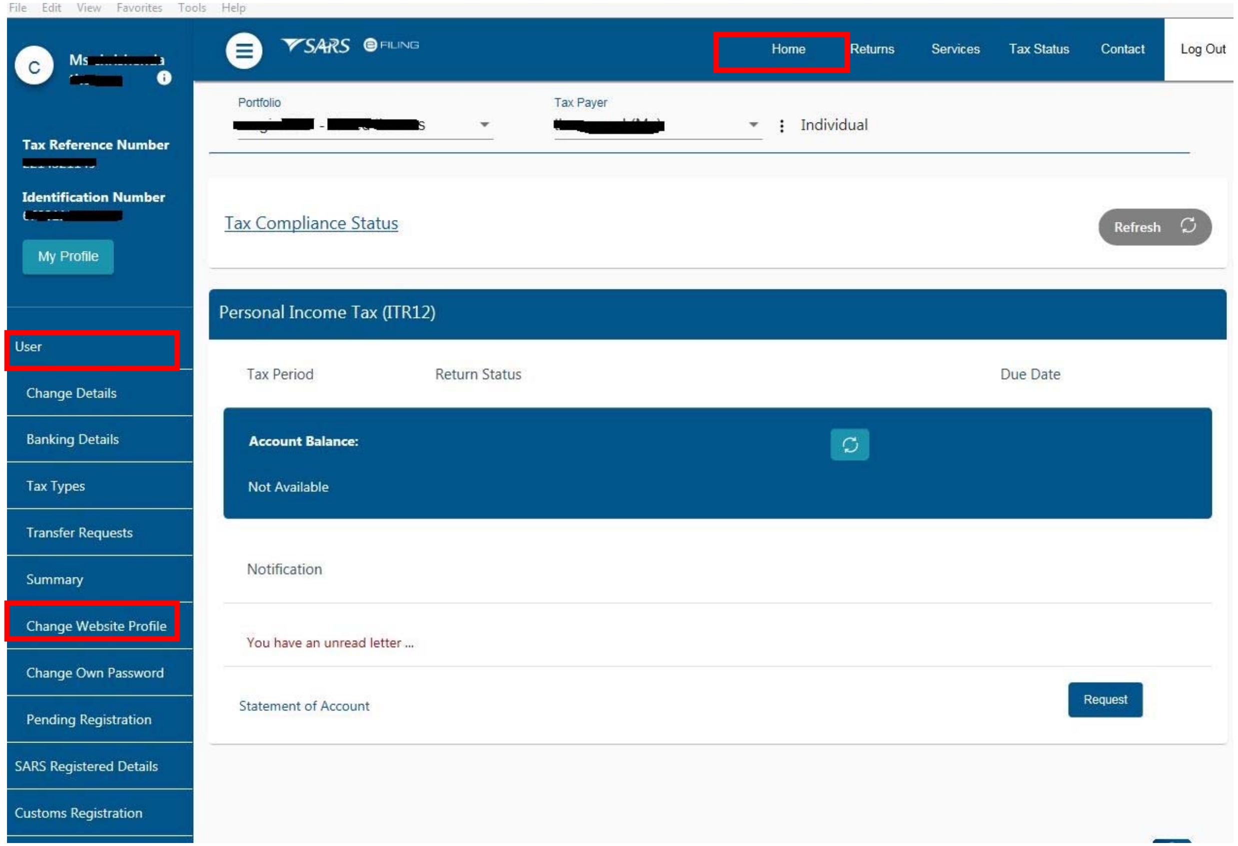
eFiling registration / login screen



Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from Individual to Organisation

Click “Home” on top menu. Then “User” on left menu, then “Change Website Profile”



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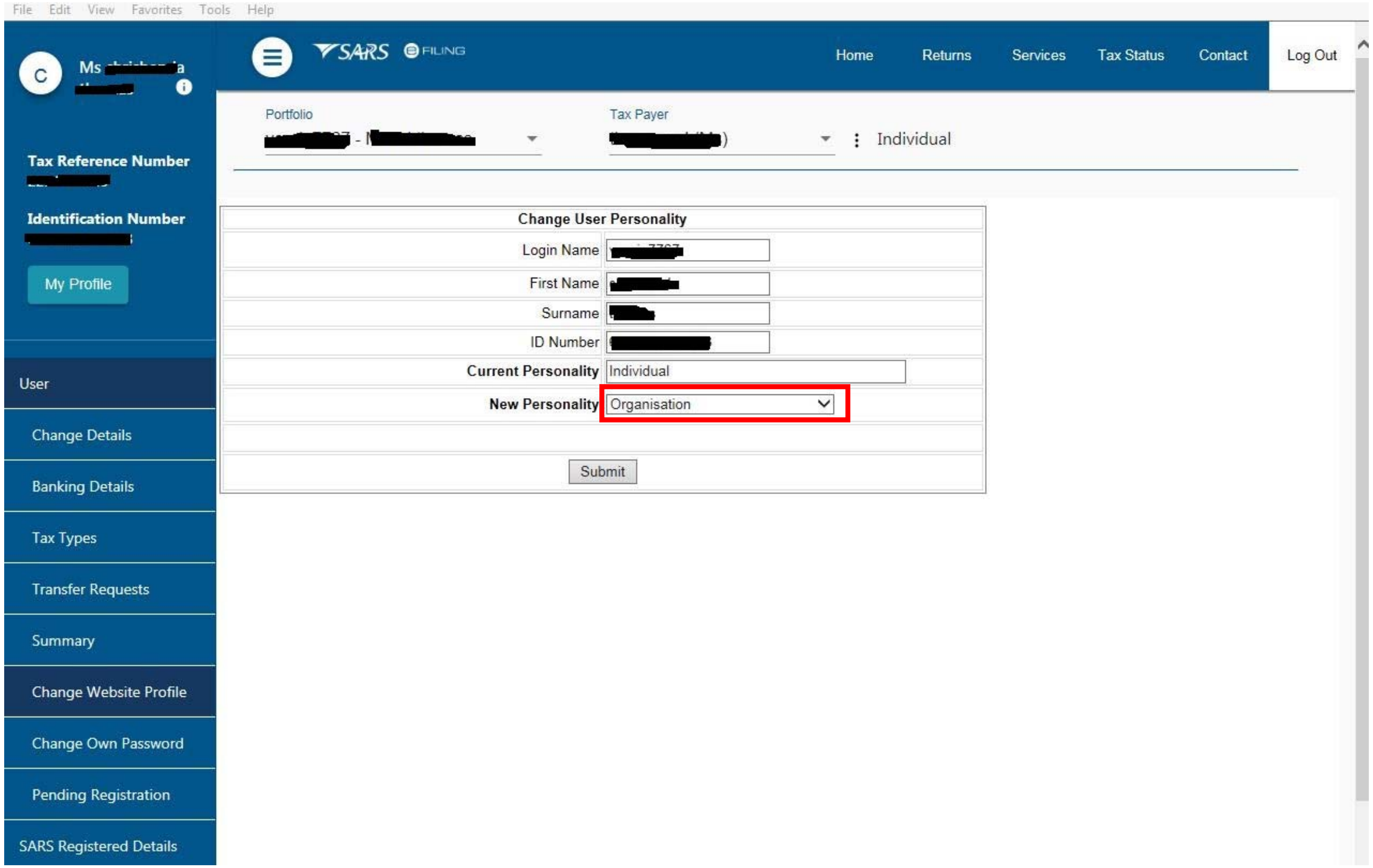
Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from Individual to Organisation



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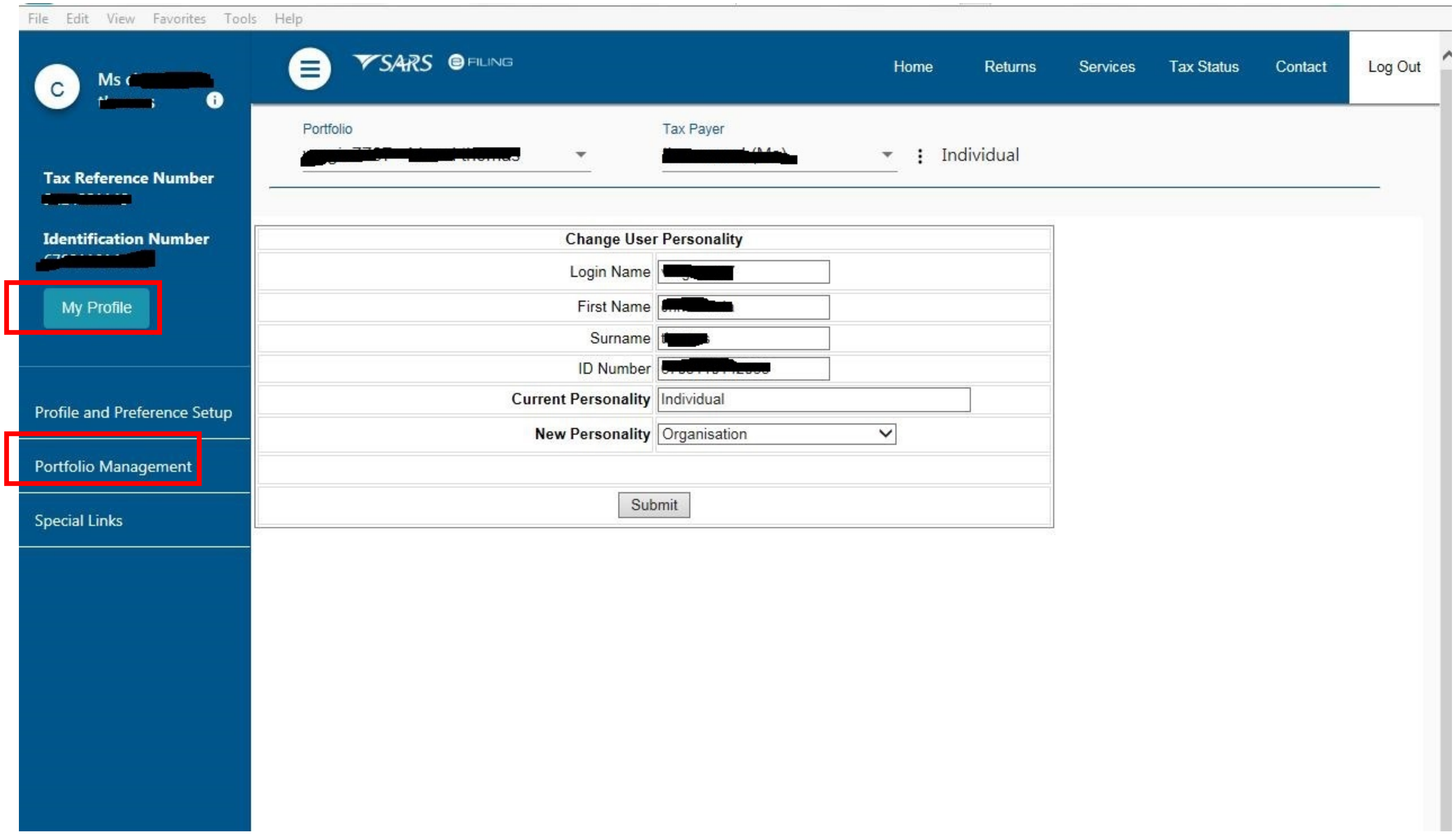
Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from Individual to Organisation

Click “My Profile”, then “Portfolio Management”



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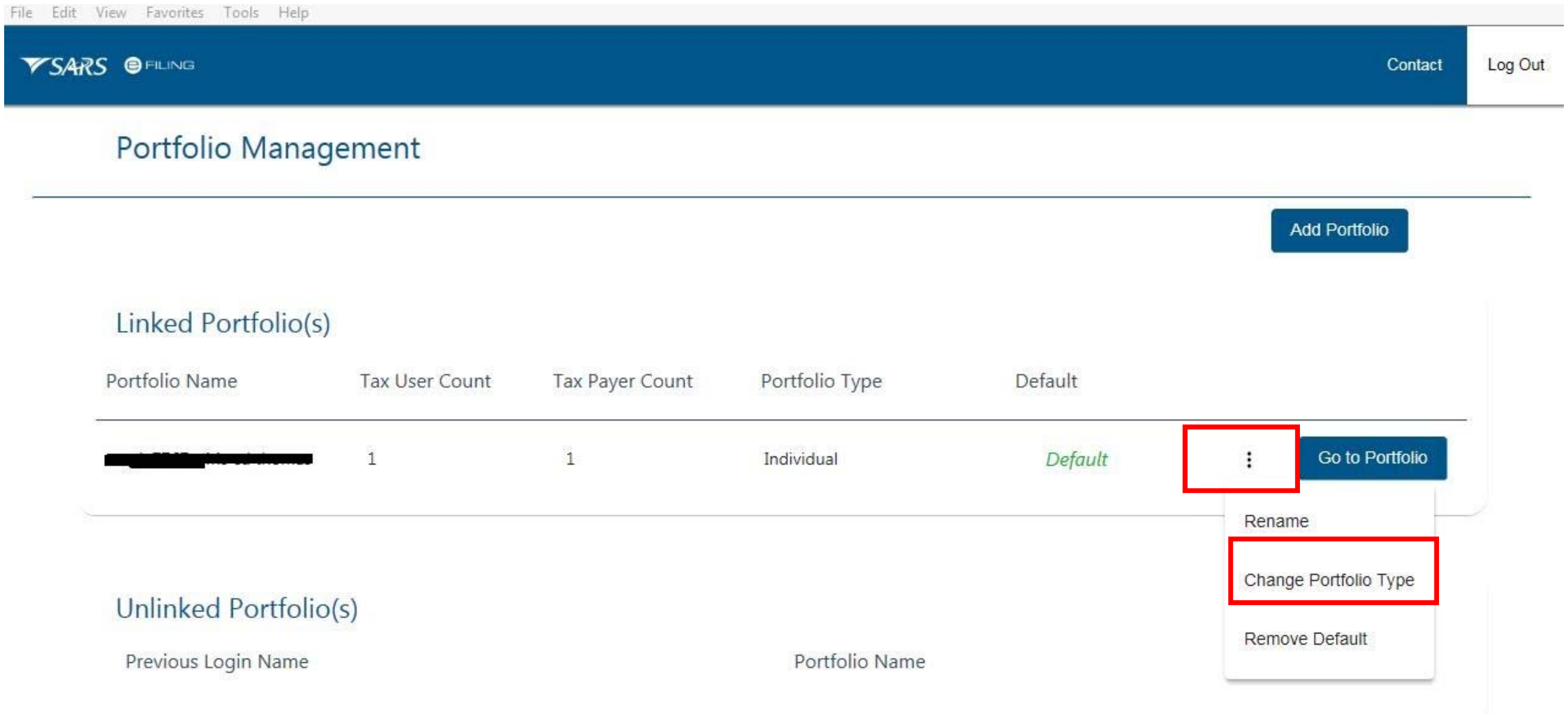
Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from individual to Organisation

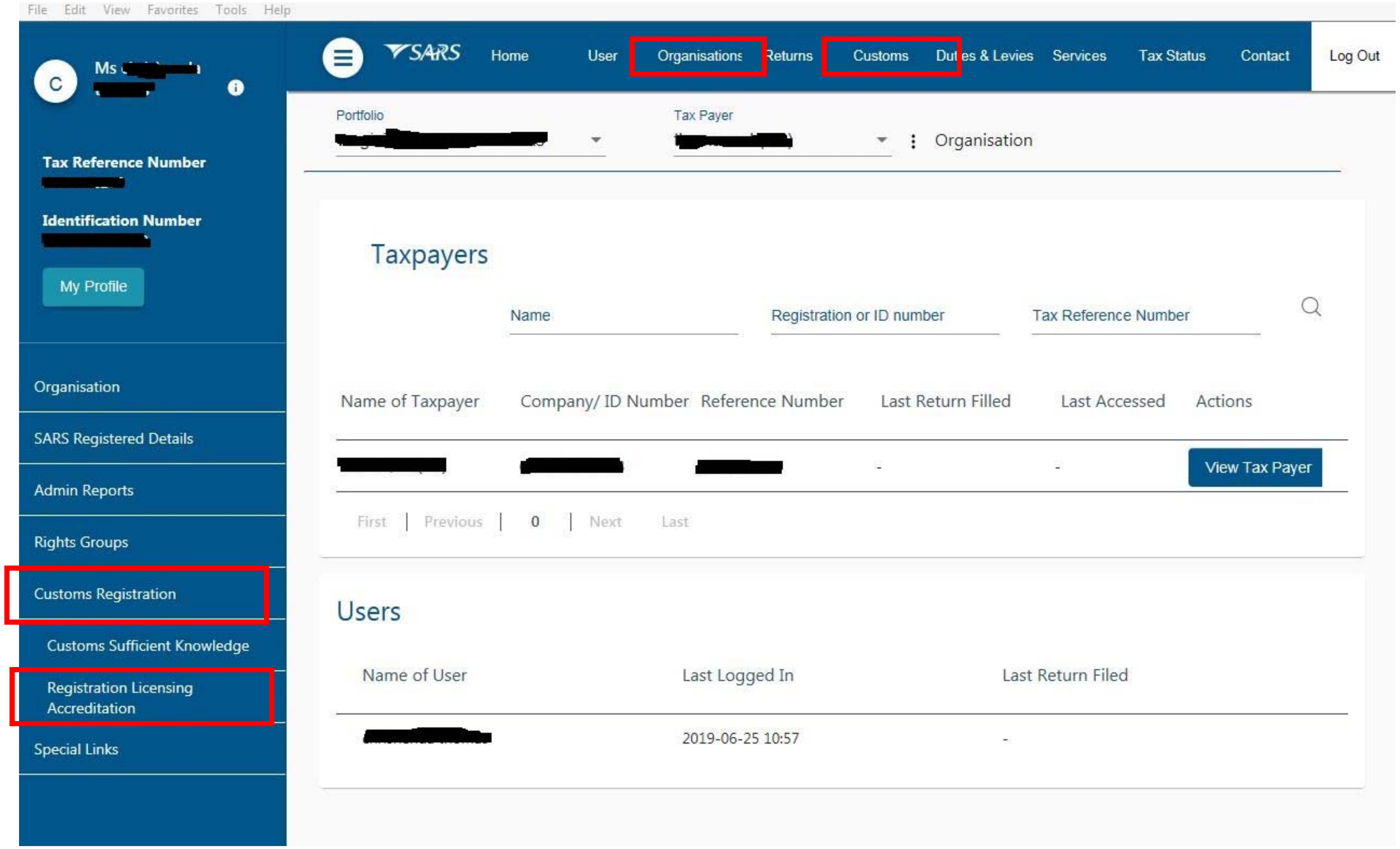
Click on the 3 dots, select “Change Portfolio Type”, change it to “Organisation” and save



Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from Individual to Organisation

“Organisation” and “Customs” is now available in the top menu. Click “Customs Registration” on the left menu bar, then “Registration Licensing Accreditation” to launch RLA



Registration, Licensing and Accreditation (RLA)

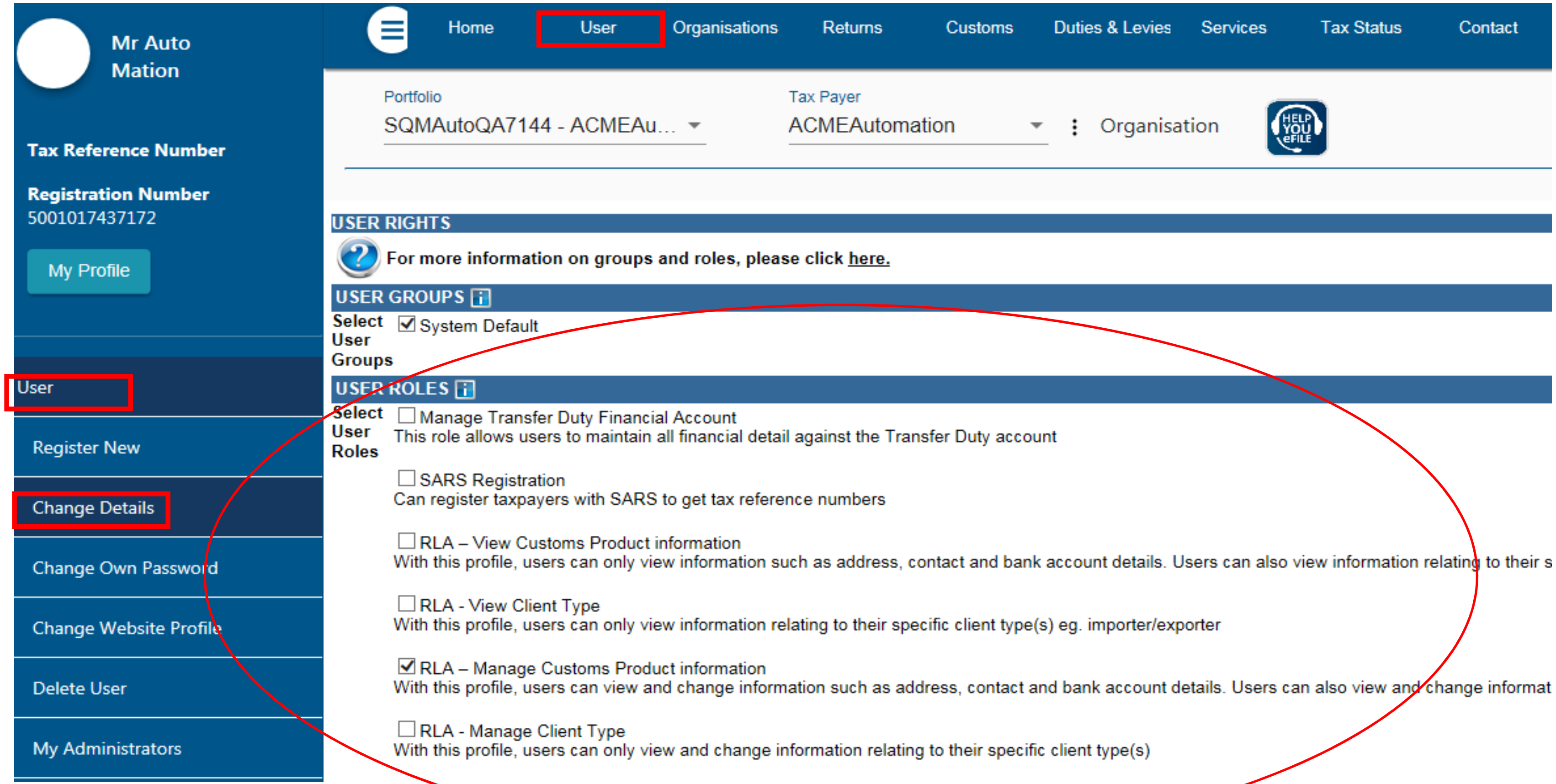
Role allocation on eFiling

- Once registered on eFiling, the user will need to ensure that roles were allocated correctly, in order to apply via RLA. This can be done via your internal eFiling administrator.
- The user will be allowed to select only ONE of the following user roles:
  - RLA View Customs Product
  - RLA View Client Type
  - RLA Manage Customs Product (This role allows full submission rights)
  - RLA Manage Client Type
- Note the description of each of the roles, as not all roles allow submission of applications on RLA:
  - RLA View role – only view access and no submission capabilities;
  - RLA Manage role allows submission capabilities.
- Please also select the “allow RLA user” (if available) role in conjunction with one of the 4 RLA roles

Registration, Licensing and Accreditation (RLA)

Role allocation on eFiling

Click on “User” on the top menu bar, then “User” on the left menu bar, then “Change Details” in order to make a role selection.



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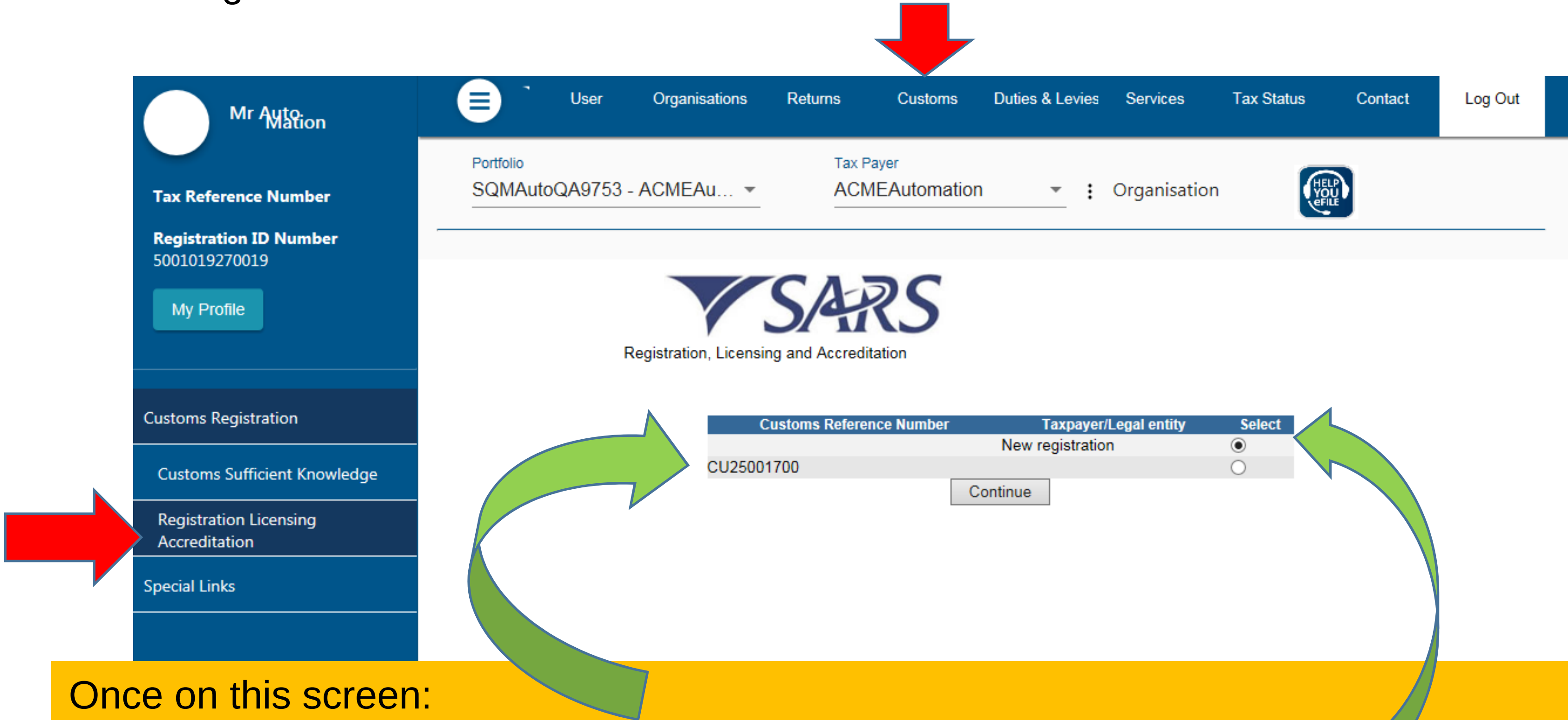
Registration, Licensing and Accreditation (RLA)

Accessing RLA

Once the role allocation has been finalised, the user can then click through to submit an application via RLA by selecting the “Customs” tab and thereafter selecting “Registration Licensing Accreditation” from the menu on the left



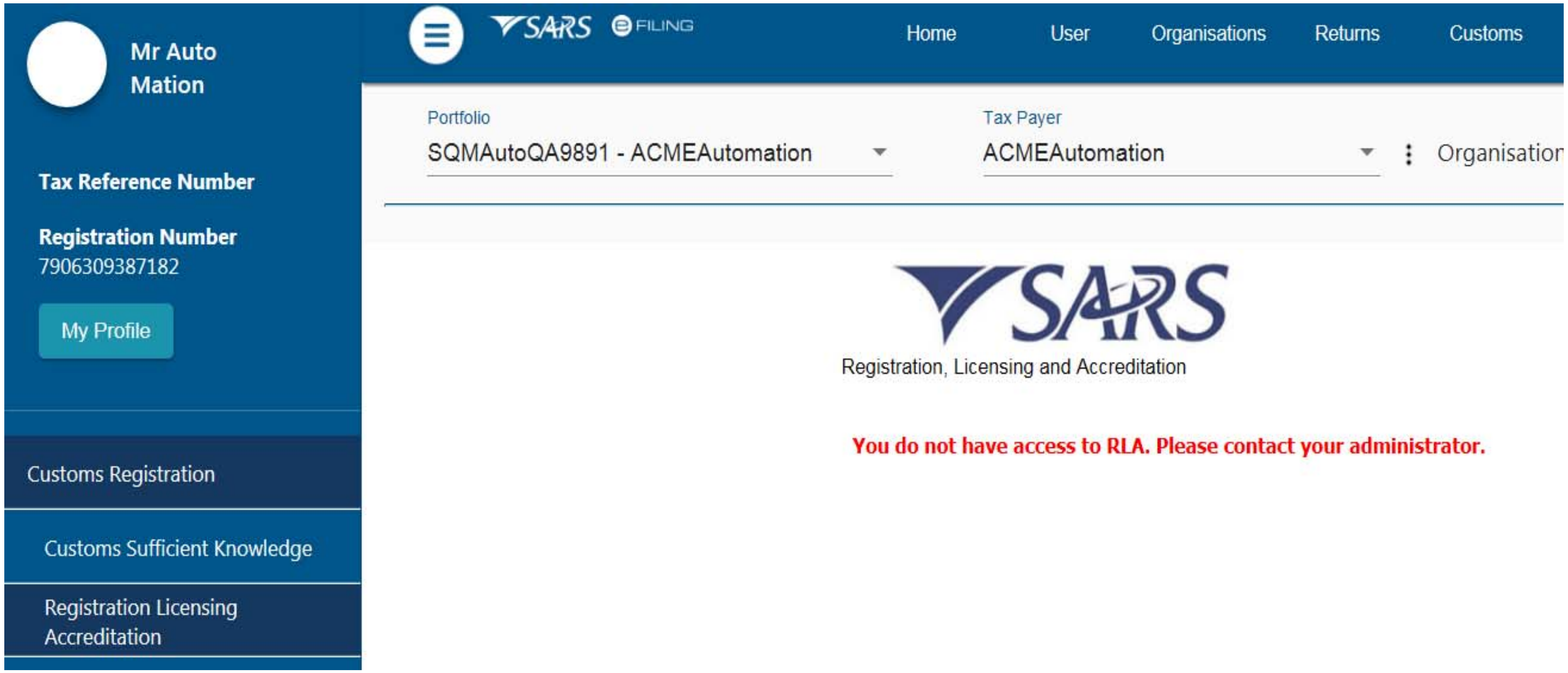
Once on this screen:

- Existing Trader – select the displayed Customs Code;
- New Trader – select new registration option;
- NB – if you are an existing trader, the new registration option will not be displayed.

Registration, Licensing and Accreditation (RLA)

Accessing RLA

If you receive this message: *"You do not have access to RLA…"* , this implies that your user roles have not been set up correctly. You will need to contact your **internal eFiling system administrator** to grant you the necessary RLA user role.



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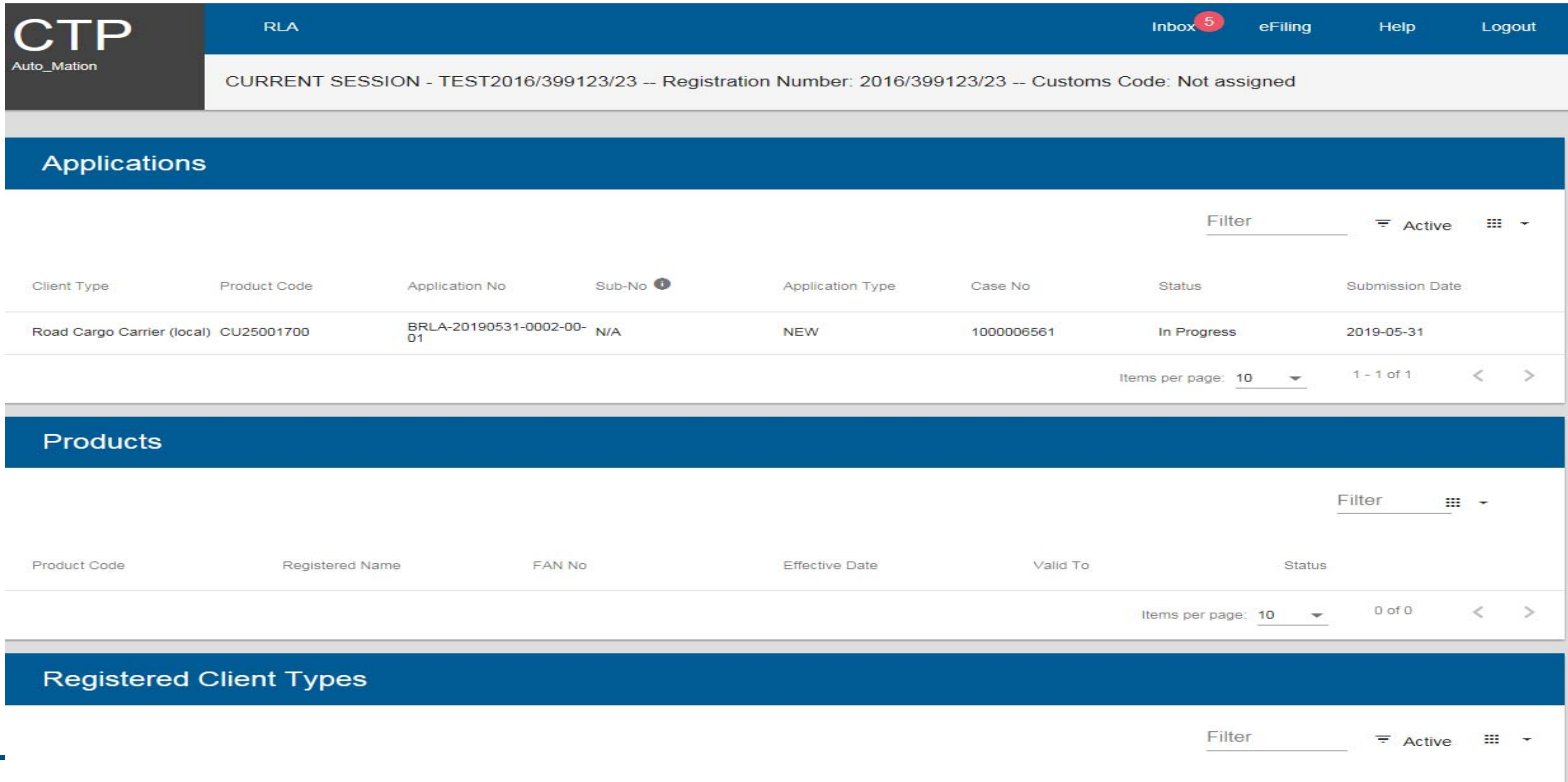
Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

Once the client has selected “Registration, Licensing and Accreditation” from the eFiling menu, the client will be presented with the Customs Trader Portal (CTP) dashboard, which on first access will be blank



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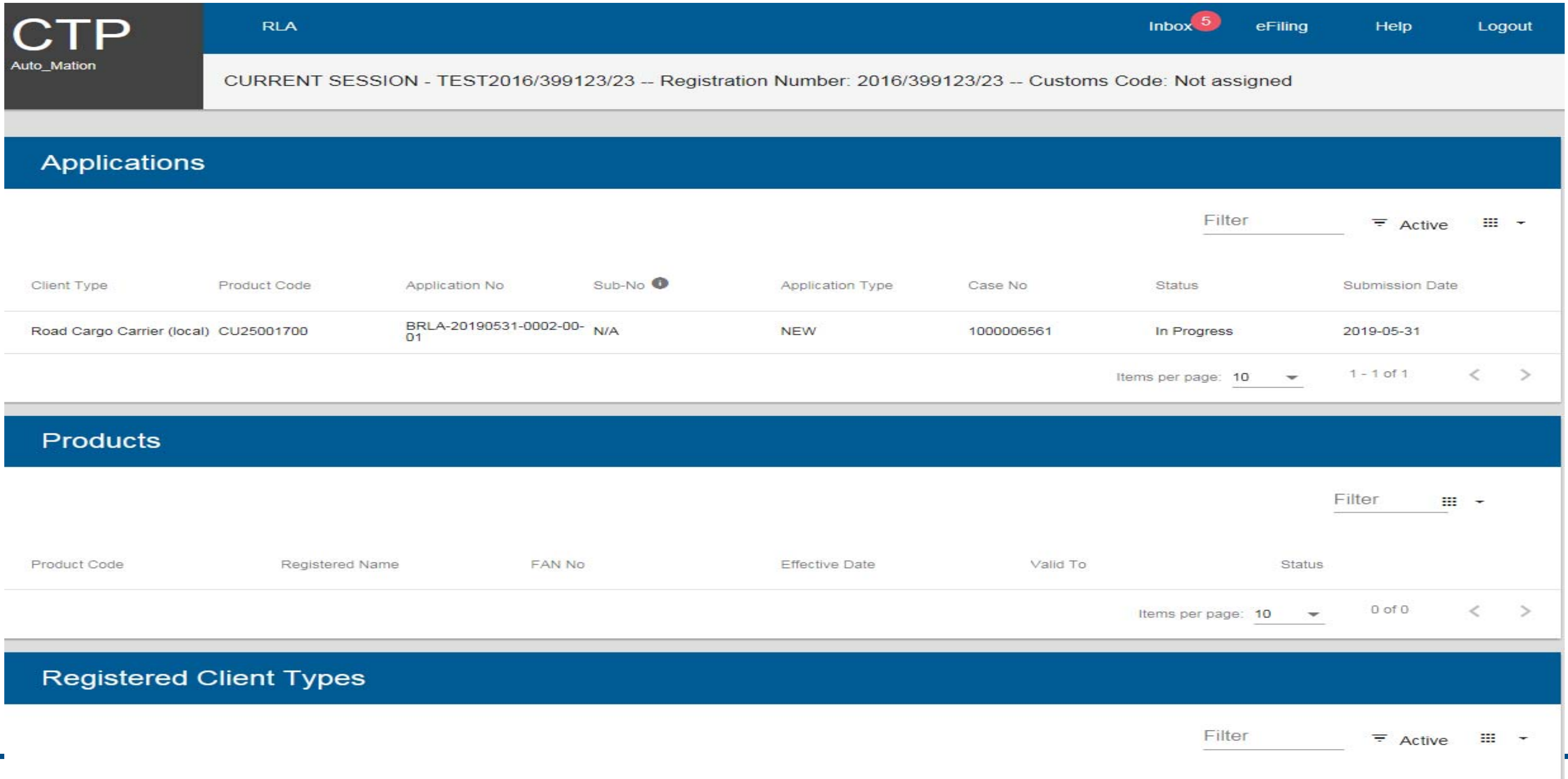
New Customs Acts Programme (NCAP)

Registration for RLA via eFiling

Once the client has selected “Registration, Licensing and Accreditation” on the previous screen, “ the client will be presented with the Customs Trader Portal (CTP) Customs Dashboard, which on first access will be blank;



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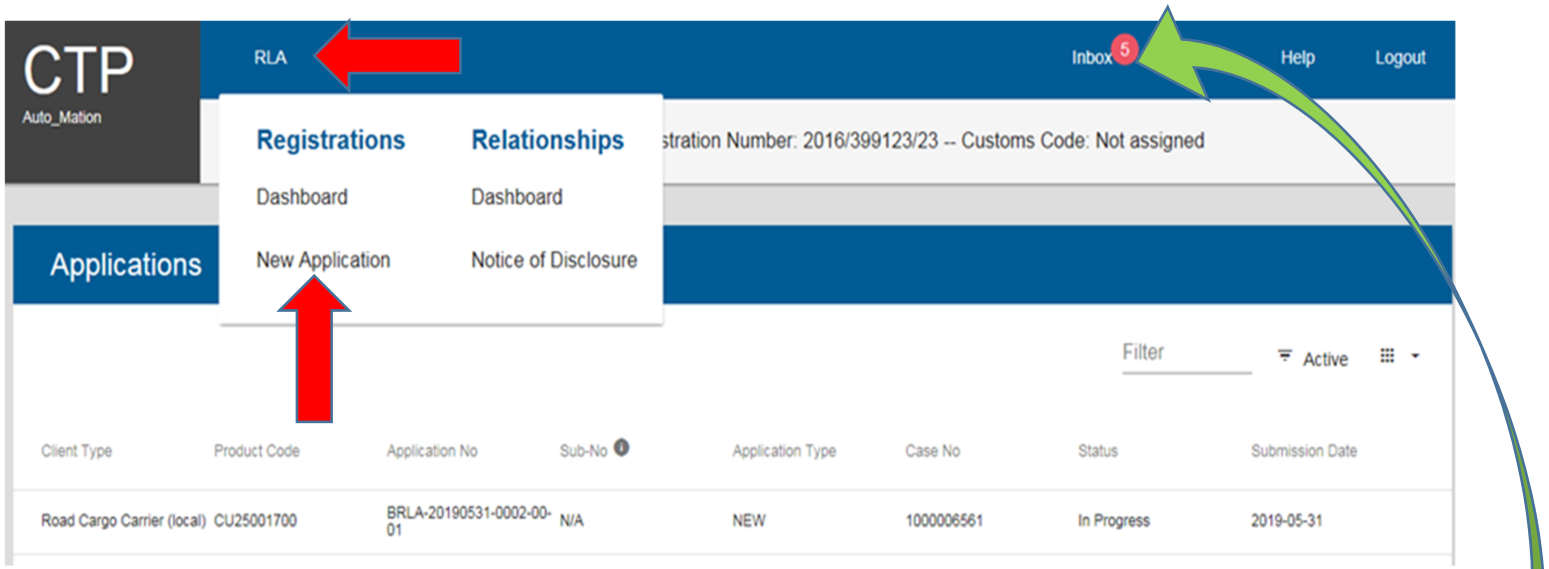
Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

From the dashboard, the client will click on “RLA” and select “New Application” from the pop up.

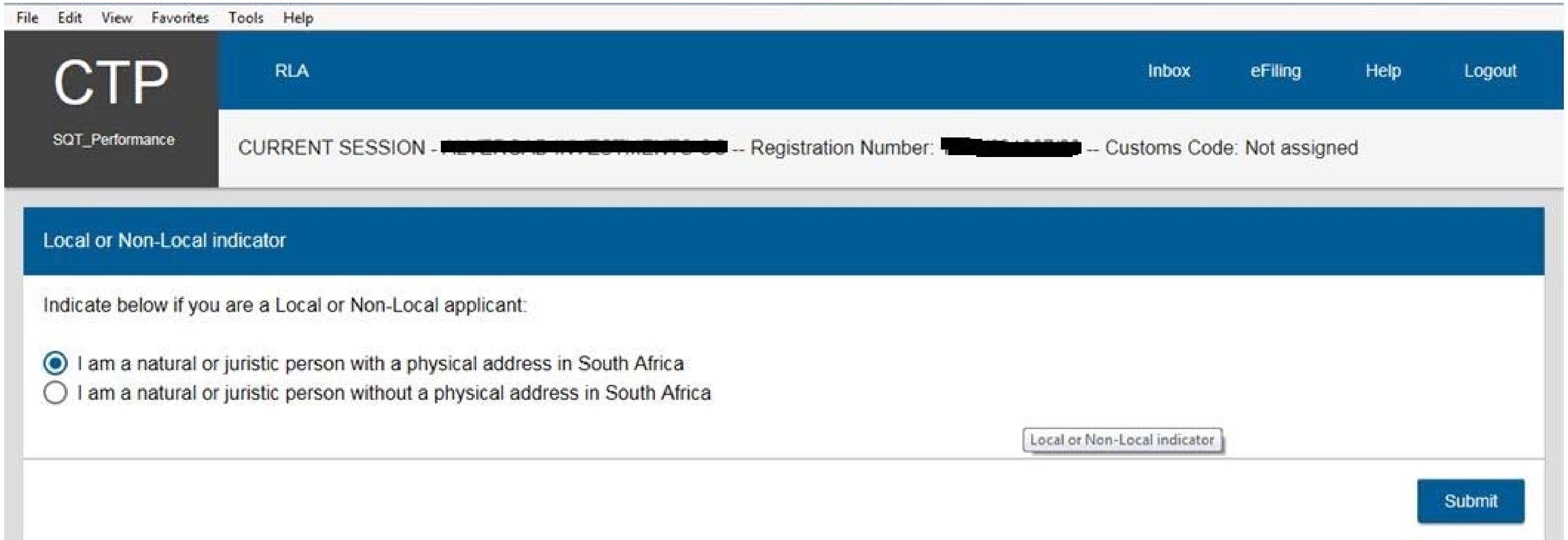


Once the first application is submitted, the client will be unable to make any additional applications until the first submitted application has been finalised. The outcome of the application can be viewed from the Dashboard “Inbox”

Registration, Licensing and Accreditation (RLA)

Registration for RLA via eFiling

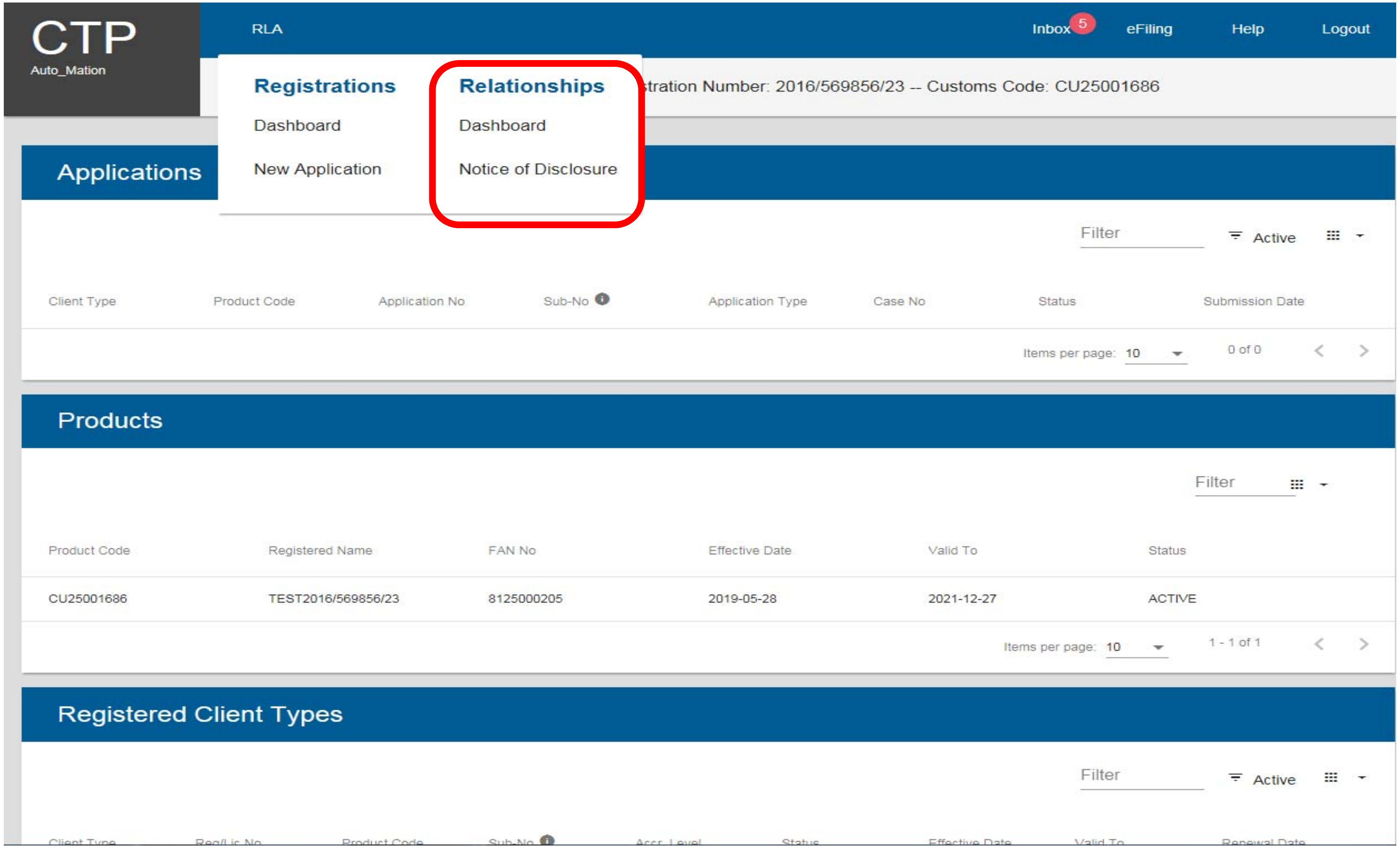
Once a “new application” is initiated, the client will be presented with the question about being “local” or “non-local”. This question will only be asked on the first application.



Registration, Licensing and Accreditation (RLA)

Relationship Management Module

In order to disclose a relationship, the client will have to initiate this via the dashboard



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Thank you

Re a leboha

Re a leboga

Ndza Khensa

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyathokoza

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