



New Customs Act Programme
Registration, Licensing and Accreditation –
Accessing RLA via eFiling
16 April 2020



New Customs Acts Programme (NCAP)

Screen orientation

eFiling registration / login screen

SARS
South African Revenue Service

e FILING

Welcome, please login
to SARS eFiling

Username

[Forgot Your Username?](#)

[Forgot Your Password?](#)

 [Next](#)

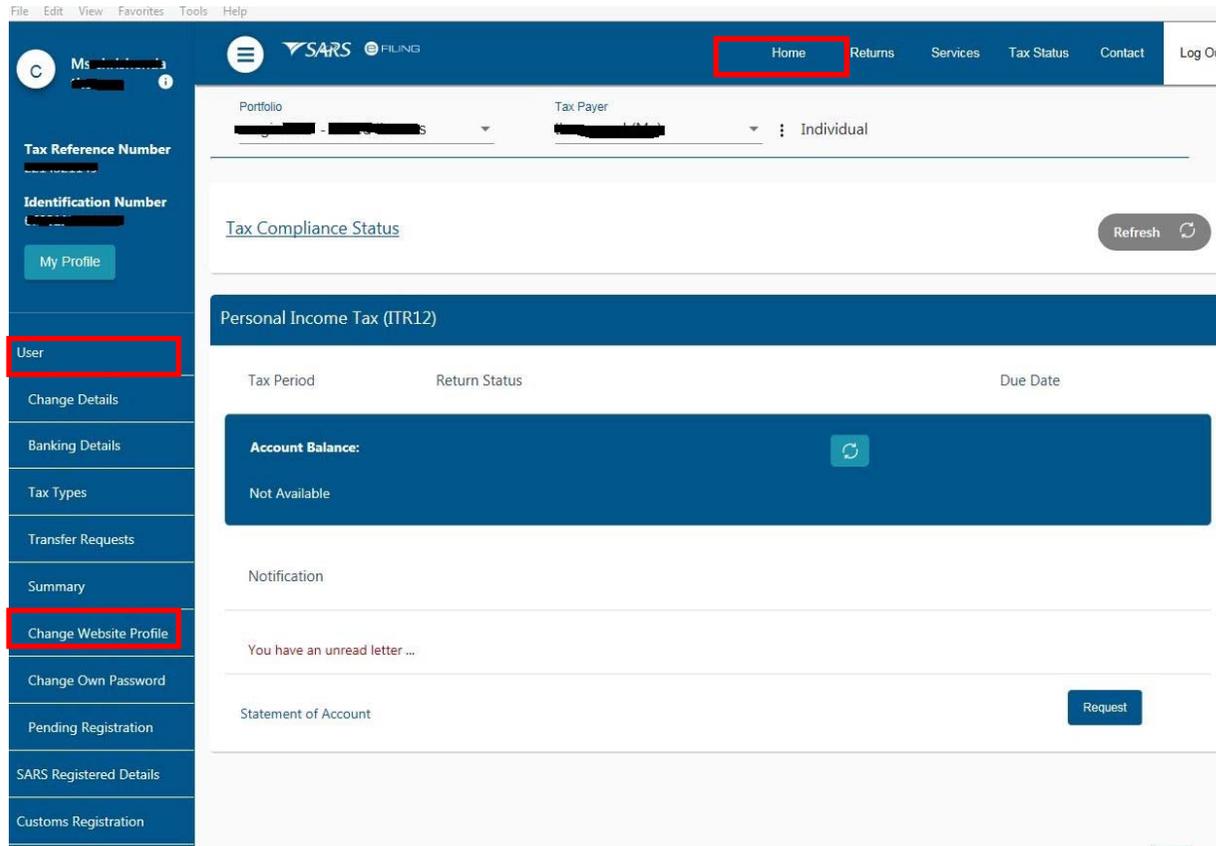
Don't have an account? [Register](#)

NEW LOOK
Same Us

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”



Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from Individual to Organisation

The screenshot shows the SARS eFiling interface. At the top, there is a navigation bar with 'SARS eFILING' and links for 'Home', 'Returns', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this, the user's profile information is displayed, including 'Portfolio' and 'Tax Payer' details, with the current status set to 'Individual'. The main content area is titled 'Change User Personality' and contains the following fields:

Login Name	[Redacted]
First Name	[Redacted]
Surname	[Redacted]
ID Number	[Redacted]
Current Personality	Individual
New Personality	Organisation

A 'Submit' button is located at the bottom of the form. The 'New Personality' dropdown menu is highlighted with a red box, indicating the selection of 'Organisation'.

Registration, Licensing and Accreditation (RLA)

Changing your eFiling profile from Individual to Organisation

Click “My Profile”, then “Portfolio Management”

The screenshot shows the SARS eFiling user interface. The top navigation bar includes 'Home', 'Returns', 'Services', 'Tax Status', 'Contact', and 'Log Out'. The user's profile information is visible, including 'Ms [redacted]' and 'Individual' as the current tax payer type. The left sidebar contains a 'My Profile' button (highlighted with a red box) and a 'Portfolio Management' button (also highlighted with a red box). The main content area displays the 'Change User Personality' form, which includes fields for 'Login Name', 'First Name', 'Surname', and 'ID Number'. The 'Current Personality' is set to 'Individual' and the 'New Personality' is set to 'Organisation' (indicated by a dropdown arrow). A 'Submit' button is located at the bottom of the form.

Change User Personality	
Login Name	[redacted]
First Name	[redacted]
Surname	[redacted]
ID Number	[redacted]
Current Personality	Individual
New Personality	Organisation
<input type="button" value="Submit"/>	

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

File Edit View Favorites Tools Help

SARS eFILING Contact Log Out

Portfolio Management

Add Portfolio

Linked Portfolio(s)

Portfolio Name	Tax User Count	Tax Payer Count	Portfolio Type	Default	
[REDACTED]	1	1	Individual	Default	⋮ Go to Portfolio

- Rename
- Change Portfolio Type
- Remove Default

Unlinked Portfolio(s)

Previous Login Name	Portfolio Name
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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

The screenshot shows the SARS eFiling portal interface. The top navigation bar includes 'Organisations' and 'Customs', both highlighted with red boxes. The left sidebar menu has 'Customs Registration' and 'Registration Licensing Accreditation' also highlighted with red boxes. The main content area displays the 'Taxpayers' section with a table of taxpayer information and a 'View Tax Payer' button.

Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
[REDACTED]	[REDACTED]	[REDACTED]	-	-	View Tax Payer

Name of User	Last Logged In	Last Return Filed
[REDACTED]	2019-06-25 10:57	-

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.

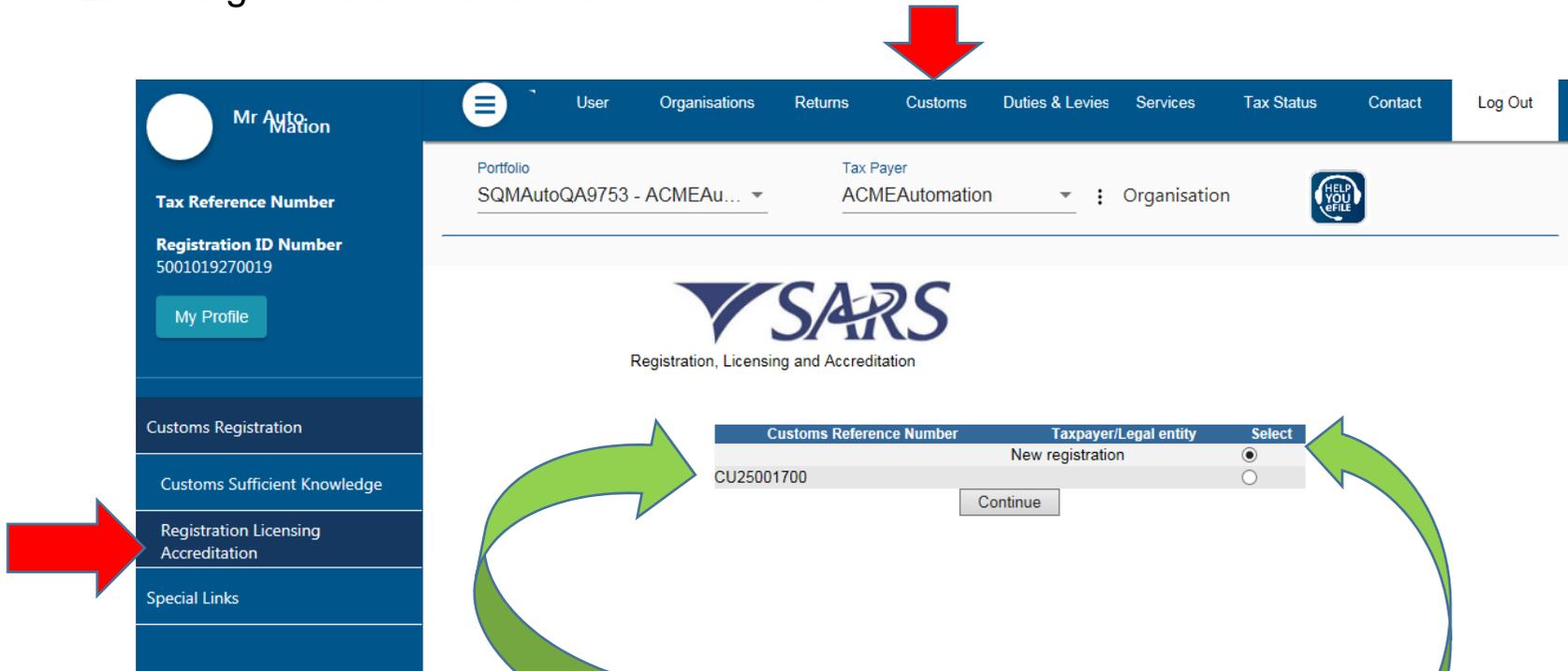
The screenshot displays the SARS eFiling user interface. The top navigation bar includes 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', and 'Contact'. The 'User' menu item is highlighted with a red box. The left sidebar shows the user's profile information, including 'Mr Auto Mation' and 'Tax Reference Number'. The 'Change Details' option is also highlighted with a red box. The main content area shows the 'USER RIGHTS' section with a link for more information on groups and roles. Below this is the 'USER GROUPS' section with a 'Select User' dropdown and a 'System Default' checkbox. The 'USER ROLES' section is highlighted with a red circle and contains the following 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 s
- 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 informat
- RLA - Manage Client Type
With this profile, users can only view and change information relating to their specific client type(s)

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



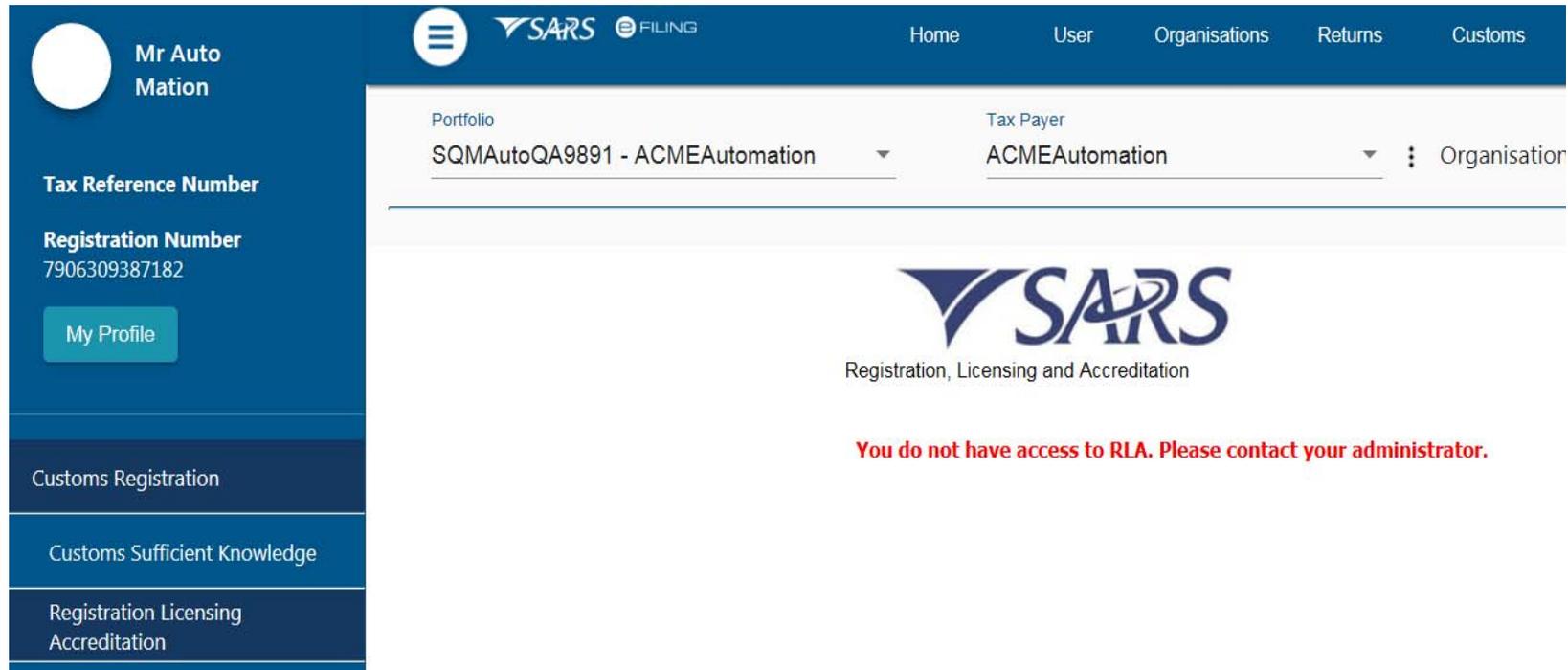
Once on this screen:

- 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.



The screenshot displays the SARS eFiling user interface. On the left is a dark blue sidebar with a user profile for 'Mr Auto Mation' and a 'My Profile' button. Below the profile are menu items for 'Customs Registration', 'Customs Sufficient Knowledge', and 'Registration Licensing Accreditation'. The top navigation bar includes 'Home', 'User', 'Organisations', 'Returns', and 'Customs'. The main content area shows dropdown menus for 'Portfolio' (SQMAutoQA9891 - ACMEAutomation) and 'Tax Payer' (ACMEAutomation). Below these is the SARS logo and the text 'Registration, Licensing and Accreditation'. A red error message states: 'You do not have access to RLA. Please contact your administrator.'

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

The screenshot displays the CTP (Customs Trader Portal) dashboard for the RLA (Registration, Licensing and Accreditation) section. The header includes the CTP logo, 'Auto_Mation', and navigation links for 'Inbox' (with a notification badge of 5), 'eFiling', 'Help', and 'Logout'. Below the header, the current session details are shown: 'CURRENT SESSION - TEST2016/399123/23 -- Registration Number: 2016/399123/23 -- Customs Code: Not assigned'. The main content area is divided into three sections: 'Applications', 'Products', and 'Registered Client Types'. The 'Applications' section is active and displays a table with the following data:

Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status	Submission Date
Road Cargo Carrier (local)	CU25001700	BRLA-20190531-0002-00-01	N/A	NEW	1000006561	In Progress	2019-05-31

The 'Products' and 'Registered Client Types' sections are currently empty. Each section includes a 'Filter' button and a 'Active' status indicator. The 'Applications' section also shows 'Items per page: 10' and '1 - 1 of 1'.

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;

The screenshot displays the CTP (Customs Trader Portal) interface. The top navigation bar includes the CTP logo, 'RLA', 'Inbox 5', 'eFiling', 'Help', and 'Logout'. Below the navigation bar, a session summary shows: 'CURRENT SESSION - TEST2016/399123/23 -- Registration Number: 2016/399123/23 -- Customs Code: Not assigned'.

The main content area is divided into three sections:

- Applications:** A table with columns: Client Type, Product Code, Application No, Sub-No, Application Type, Case No, Status, and Submission Date. One application is listed: Road Cargo Carrier (local) CU25001700, BRLA-20190531-0002-00-01, N/A, NEW, 1000006561, In Progress, 2019-05-31.
- Products:** A table with columns: Product Code, Registered Name, FAN No, Effective Date, Valid To, and Status. No products are currently listed.
- Registered Client Types:** A table with columns: Client Type, Product Code, Application No, Sub-No, Application Type, Case No, Status, and Submission Date. No client types are currently listed.

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.

The screenshot shows the CTP Auto_Mation dashboard. At the top, there is a navigation bar with 'CTP Auto_Mation' on the left, 'RLA' in the center, and 'Inbox 5', 'Help', and 'Logout' on the right. A red arrow points to the 'RLA' menu item. A dropdown menu is open under 'RLA', with a red arrow pointing to the 'New Application' option. A green arrow points from the 'Inbox 5' notification to a yellow text box at the bottom of the slide.

Client Type	Product Code	Application No	Sub-No	Application Type	Case No	Status	Submission Date
Road Cargo Carrier (local)	CU25001700	BRLA-20190531-0002-00-01	N/A	NEW	1000006561	In Progress	2019-05-31

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.

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a header for the SARS eFiling system. The header includes the CTP logo, the text 'SQT_Performance', and navigation links for RLA, Inbox, eFiling, Help, and Logout. Below the header, a status bar displays 'CURRENT SESSION - [REDACTED] -- Registration Number: [REDACTED] -- Customs Code: Not assigned'. The main content area is titled 'Local or Non-Local indicator' and contains the instruction 'Indicate below if you are a Local or Non-Local applicant:'. There are two radio button options: the first is selected and reads 'I am a natural or juristic person with a physical address in South Africa', and the second is unselected and reads 'I am a natural or juristic person without a physical address in South Africa'. A 'Submit' button is located at the bottom right of the form area.

Registration, Licensing and Accreditation (RLA)

Relationship Management Module

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

The screenshot shows the CTP (Customs Trade Partner) interface. The top navigation bar includes 'Inbox' with a notification badge of 5, 'eFiling', 'Help', and 'Logout'. The main header displays 'RLA' and 'Registration Number: 2016/569856/23 -- Customs Code: CU25001686'. A left sidebar contains 'Applications' and 'Registrations'. A dropdown menu is open under 'Registrations', with 'Relationships' highlighted by a red box. The 'Relationships' menu includes 'Dashboard' and 'Notice of Disclosure'. Below the menu, there are three data tables: 'Applications', 'Products', and 'Registered Client Types'. The 'Products' table contains one entry with the following details:

Product Code	Registered Name	FAN No	Effective Date	Valid To	Status
CU25001686	TEST2016/569856/23	8125000205	2019-05-28	2021-12-27	ACTIVE

Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza