

Customs Registration, Licensing and Accreditation (RLA) Quick Guide

New Customs Registration applications can now be submitted via eFiling: click on the eFiling logo on www.sars.gov.za. The following is a quick guide on how to register as a new Customs client type using the RLA system on eFiling. For more information on RLA, go to www.sars.gov.za > Customs and Excise > New Customs Legislation Update > RLA

- If you are not an existing SARS client, visit any SARS branch to register for your first tax product
- Before using RLA online, you will need to register for eFiling

Step 1 – eFiling Profile Setup

- You can only access RLA if you are registered on eFiling as an “Organisation”. If you have the profile of “Individual”, you will need to change your profile to “Organisation”.
- To do so, click “User” in the left menu, then “Change Website Profile”. Click “My Profile” then “Portfolio Management”. Click on the three dots, select “Change Portfolio Type”, change to “Organisation” and save.

Step 2 – Accessing RLA

- Your eFiling administrator will then need to allocate roles to the person who will be using RLA. Click on “User” in the top menu, then “User” in the left menu, then “Change Details” to make a role selection.
- Please note the description of each of the roles, as not all roles allow submission of applications on RLA.
- Once the profile and role allocation has been finalised, click on “Customs” and then “Registration Licensing Accreditation” to launch RLA. If you are:
 - o An existing trader – select the displayed Customs Code
 - o A new trader – select the New Registration option

Step 3 – Submission of RLA application

You will now see the Customs Trader Portal (CTP) dashboard.

- Click on “RLA” and select “New Application” from the pop up.
- You will be presented with a selection of client types for licensing, registration and reporting purposes that you may wish to apply for. Click on the relevant client type
- The application form will then be generated for completion.
- All relevant information must be completed before clicking “Conclude”. You will then need to upload relevant supporting documents if requested.
- After submission, you will receive a case reference number and electronic notifications posted on the dashboard.



**SARS eFiling for quick and easy
Customs registrations**

Go to www.sars.gov.za > Customs and Excise > New
Customs Legislation Update > RLA for more info



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South African Revenue Service