# HOW TO REGISTER FOR



#### Click on our logo to visit our site

#### Some general information you need to know before you REGISTER:

- SARS may require you to supply aditional documents, so keep them close by when you register. This includes:
- South African Identification Document/Passport.
- Banking and Investment Information.
- Medical Aid and Retirement Fund Information.
- Employment and Tax Information. (e.g IRP5)

#### IF ALL OF THIS IS IN ORDER YOU ARE READY TO REGISTER.

## Step 1:

- Go to www.sars.gov.za
- On the right side click on E-FILING and register.



## Step 3:

- You will fill in a questionnaire.
- Make sure all your details are correct.
- Click **Next** when done.



#### **STEP 5 CONTINUES ON THE NEXT PAGE:**

### Step 2:

- For SA Citizens the ID field is mandatory.
- For Non SA Citizens the passport field is mandatory.

#### Registration Verification Questionnaire

#### In order for SARS to verify your registration details, you are required to complete a short questionnaire. This questionnaire must be started within 5 days and you will have 24 hours to submit your answers. You will be able to save and continue the questionnaire within the period allowed. In the event that you are logged out, use the login details captured during the registration process to return to the questionnaire. You may need the following information to complete the questionnaire. 1. Identification Information 2. Banking and Investment Information 3. Medical Aid and Retirement Fund Information

4. Employment and Tax Information (e.g. IRP5)

## Step 4:

- You must create a Username.
- You must create a Password.

## Step 5:

- You can select the channel you want to receive your **OTP** (One Time Pin).
- Enter the correct digits of the OTP when
- prompted.
- You will receive**verification** on your chosen channel.



# Step 6:

 If SARS could not verify your details you will be prompted to comlete a questionnairre.



# Step 7:

- If this is also unsuccesful a **CASE** will be created.
- Follow the **PROMPTS.**
- You will need to upload **RELEVANT DOCUMENTS.**
- Write down your CASE NUMBER.

# Step 8:

- You will also receive a message on your
  E-FILING inbox informing you of what documents to submit.
- Keep a look out for an **EMAIL** from **SARS** regarding the outcome of your case.

pload Docu	ments	
portant: Please note eg, .Jpg , .pdf , .Png ,	that the following file types may be up .xds , .xdsx, . Maximum allowable file si	oloaded, undefined.doc , .docx, .gif , .Jiff, ze may not exceed 5MB.
ter documents have l	been uploaded, please click on the Sub	mit button.
Proof of identity		6
	Document Name	Upload

Keep a look-out for an email from SARS regarding the outcome of your case.

If your registration was unsuccessful, the email will inform you what you should do next.

IF YOU NEED A PROFESSIONAL ACCOUNTANT TO HELP YOU WE ARE AVAILABLE: JUST CLICK THE LOGO:

SARS

One Time Pin (OTP) Contact Details

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