

1. Log in to SARS e-Filing

SARS
South African Revenue Service

NEW LOOK
New SARS

e FILING

Welcome, please login to SARS eFiling

Username

[Forgot Your Username?](#)
[Forgot Your Password?](#)

 [Next](#)

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

 [ASK A QUESTION?](#)

2. Under the portfolio tab select the company profile/portfolio.

The screenshot shows the SARS eFiling portal interface. At the top, there is a navigation bar with the SARS eFiling logo and menu items: Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, Contact, and Log Out. On the left, a sidebar contains the user's profile information, including a 'My Profile' button and sections for 'Tax Compliance Status' and 'Special Links'. The main content area features a dropdown menu for 'Taxpayer' with 'Organisation' selected and highlighted by a red circle. A green arrow points to this dropdown with the text 'Select the company profile'. Below this, there are four utility icons. The 'Taxpayers' section contains a search bar and a table with the following data:

Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
[Redacted]	[Redacted]	[Redacted]	2020-06-11 14:30	2020-06-11 14:30	View Taxpayer

Below the table is a pagination control showing 'First | Previous | 0 | Next | Last'. The 'Users' section below it contains a table with the following data:

Name of User	Last Logged In	Last Return Filed
[Redacted]	2022-02-14 09:17	2020-06-11 14:30

At the bottom right, there is an 'ASK A QUESTION?' button with a speech bubble icon.

3. On the next screen select the "Tax Status" tab on the top right-hand side of the screen.

The screenshot shows the SARS eFiling interface. At the top, a blue navigation bar contains the SARS eFiling logo and a menu of options: Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status (highlighted with a red circle), Contact, and Log Out. Below the navigation bar, the main content area is divided into a left sidebar and a main panel. The sidebar, on a dark blue background, includes a user profile icon with the letter 'K', a notification bell, and sections for 'Tax Reference Number', 'Identification Number', and a 'My Profile' button. The main panel features a header with 'Portfolio' and 'Taxpayer' fields, both containing redacted information, and an 'Organisation' dropdown menu. Below this, the 'TAX COMPLIANCE STATUS' section is displayed, with a sub-header and a paragraph explaining the new TCS system. Two bullet points provide links for more information on TCS application and verification functionality. At the bottom right of the page, there is an 'ASK A QUESTION?' button and a 'Windows Ink Workspace' watermark.

Portfolio [Redacted] Taxpayer [Redacted] Organisation [Redacted]

TAX COMPLIANCE STATUS

SARS has introduced a new Tax Compliance Status (TCS) system which replaces the old Tax Clearance Certificate (TCC) system.

- For more information on the TCS application functionality, available to the taxpayer [click here](#).
- For more information on the TCS verification functionality, available to any 3rd party authorised by the taxpayer, [click here](#).

ASK A QUESTION?
Windows Ink Workspace

4. Navigate to the left side of the screen and select "Tax Compliance Status".

The screenshot shows the SARS eFiling user interface. On the left-hand side, there is a vertical navigation menu. The menu items are: 'My Profile', 'Tax Compliance Status', 'Activation', 'My Compliance Profile', 'Tax Compliance Status Request', 'My Account Enquiries', 'Who viewed my status', 'Tax Compliance Status Verification', and 'Special Links'. The 'Tax Compliance Status' item is highlighted with a red rectangular box. The main content area on the right displays instructions and information regarding tax compliance status, including sections for 'What is being tax compliant?', 'How do I see my tax compliance status?', and 'What is "My Compliance Profile"?'. The top navigation bar includes links for Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, and Contact, along with a 'Log Out' button. The top right corner features a 'HELP YOU FILE' icon.

5. Under tax compliance status select “My Compliance Profile” and then “Tax Compliance Status Request”.

The screenshot displays the SARS eFiling portal interface. At the top, there is a navigation bar with the SARS eFiling logo and various menu items: Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, Contact, and Log Out. Below the navigation bar, the user's profile information is visible, including Portfolio and Taxpayer details, and a dropdown menu for Organisation. The main content area is titled "TAX COMPLIANCE STATUS" and is divided into two sections: "CLIENT DETAILS" and "REFRESH STATUS". The "CLIENT DETAILS" section shows fields for Client Name, Trading Name, Registration Number, and Tax Reference, with some fields redacted. The "REFRESH STATUS" section shows the last refreshed date and time: 2022/02/14 09:18:30 AM. Below these sections is a "SEARCH RESULTS" area with two tabs: "MY COMPLIANCE PROFILE" and "TAX COMPLIANCE STATUS REQUEST". The "TAX COMPLIANCE STATUS REQUEST" tab is selected and highlighted with a red circle. Under this tab, there is a "TAX COMPLIANCE STATUS" section with a "New Compliance Request" form. The form includes a "Type" dropdown menu set to "Tender" and a "Request" button. Below the form is a "STATUS OF EXISTING REQUESTS" section with two radio buttons: "TENDER" (selected) and "GOOD STANDING". At the bottom of this section are buttons for "Cancel PIN", "New PIN", "SMS PIN", and "Print PIN". On the left side of the page, there is a vertical navigation menu with several options: "My Profile", "Tax Compliance Status", "Activation", "My Compliance Profile" (highlighted with a red circle), "Tax Compliance Status Request", "My Account Enquiries", "Who viewed my status", "Tax Compliance Status Verification", and "Special Links". In the bottom right corner, there is a "ASK A QUESTION?" button.

6. Select the "Tender" option and "Request".

The screenshot displays a web interface for tax compliance status. On the left is a blue sidebar with navigation options: My Profile, Tax Compliance Status, Activation, My Compliance Profile, Tax Compliance Status Request, My Account Enquiries, Who viewed my status, Tax Compliance Status Verification, and Special Links. The main content area is titled 'TAX COMPLIANCE STATUS' and is divided into 'CLIENT DETAILS' and 'REFRESH STATUS' sections. Below these is a 'SEARCH RESULTS' section with tabs for 'MY COMPLIANCE PROFILE' and 'TAX COMPLIANCE STATUS REQUEST'. The 'TAX COMPLIANCE STATUS REQUEST' section contains a 'New Compliance Request' form with a 'Type' dropdown set to 'Tender' and a 'Request' button. Below this is a 'STATUS OF EXISTING REQUESTS' section with a 'TENDER' tab selected. A table lists existing requests, with one row showing a request that is 'Expired' on 2021/06/11. At the bottom of the table are buttons for 'Cancel PIN', 'New PIN', 'SMS PIN', and 'Print PIN'. An 'ASK A QUESTION?' chat icon is visible in the bottom right corner.

TAX COMPLIANCE STATUS

CLIENT DETAILS | **REFRESH STATUS**

Client Name: [Redacted] | Last Refreshed: 2022/02/14 09:30:42 AM
Trading Name: [Redacted]
Registration Number: [Redacted]
Tax Reference: [Redacted]

SEARCH RESULTS

MY COMPLIANCE PROFILE | **TAX COMPLIANCE STATUS REQUEST**

TAX COMPLIANCE STATUS

New Compliance Request | Type: Tender | **Request**

STATUS OF EXISTING REQUESTS

TENDER

Request Reference No	Trading Name	Date Requested	Request Status	Request Expiry Date	Case Number	Compliance Indicator	Select
0038981617TS1105201508552	Not Applicable	2020/06/11	Expired	2021/06/11			<input type="checkbox"/>

GOOD STANDING

Cancel PIN | New PIN | SMS PIN | Print PIN

ASK A QUESTION?

7. Complete the required details and "Submit form".

The screenshot shows the SARS Tax Compliance Status Request Additional Information form. The 'Submit form' button is highlighted with a red circle. The form contains various fields for taxpayer details, company information, and contact details, many of which are redacted with black boxes.

Navigation: Back, Save, **Submit form**, Print

Request Ref No.: TCR01

SARS South African Revenue Service

Taxpayer Details

Signature / Registered Name: [Redacted]

Trading Name: [Redacted]

Income Tax Ref No.: [Redacted]

PAYE Ref No.: [Redacted]

VAT Ref No.: [Redacted]

Customs Code: [Redacted]

ID No.: [Redacted]

Passport No.: [Redacted]

Passport Country (e.g. South Africa = ZAF): [Redacted]

Company / CC / Trust Reg No.: [Redacted]

Tax Compliance Type: TENDER

Home Tel No.: [Redacted]

Bus Tel No.: [Redacted] ✓

Cell No.: [Redacted] ✓

Email: [Redacted] ✓

Is this request completed by an authorised representative on behalf of the taxpayer? * Y N

Is this request in respect of a Partnership / Joint Venture? * Y N

Expiry Details - required for the initial pin issued on approval of this tax compliance request

Declaration

8. Continue

The screenshot displays the SARS eFiling user interface. At the top, the navigation bar includes the SARS eFiling logo and menu items: Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, Contact, and Log Out. Below the navigation bar, there are dropdown menus for Portfolio and Taxpayer, followed by an Organisation dropdown and a HELP icon.

The main content area is divided into two sections: DETAILS and RESULT. The DETAILS section shows the Request Ref No: 0038961617TS3103221157052. The RESULT section contains the message: "Your request has been successfully submitted. Please note that you may follow up on the progress of your request on the Tax Compliance Work Page." A "Continue" button is prominently displayed in the center of the page, highlighted with a red rounded rectangle.

The left sidebar contains a user profile section with a circular icon containing the letter 'K', a blurred profile picture, and a notification bell icon. Below this are fields for Tax Reference Number and Identification Number, both blurred, and a "My Profile" button. The sidebar also lists various navigation options: Tax Compliance Status, Activation, My Compliance Profile, Tax Compliance Status Request, My Account Enquiries, Who viewed my status, Tax Compliance Status Verification, and Special Links.

At the bottom right corner, there is an "ASK A QUESTION?" button with a speech bubble icon.

9. Select the relevant "Request Reference No", with the latest date requested being the most relevant. Tick the "select" box and click on "New Pin".

The screenshot shows the SARS Filing portal interface. The top navigation bar includes 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. The left sidebar contains various menu items such as 'My Profile', 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Returns Search', 'Levies and Duties', 'Third Party Data', 'Non-Core Taxes', 'Payments', 'Third Party Appointments', 'Request For Reason', 'Disputes', 'Voluntary Disclosure', 'PAYE Maintenance', 'Tax Reference Number Request', and 'Special Links'. The main content area is titled 'TAX COMPLIANCE STATUS' and includes sections for 'CLIENT DETAILS', 'REFRESH STATUS', and 'SEARCH RESULTS'. The 'SEARCH RESULTS' section shows 'MY COMPLIANCE PROFILE' and 'TAX COMPLIANCE STATUS REQUEST'. A table titled 'STATUS OF EXISTING REQUESTS' lists several requests under the 'TENDER' category. The first row is highlighted with red circles around the 'Request Reference No', 'Date Requested', and 'Select' checkbox.

Request Reference No	Trading Name	Date Requested	Request Status	Request Expiry Date	Case Number	Compliance Indicator	Select
0038961617TS3103221157052	Not Applicable	2022/03/31	Approved	2023/03/31		Compliant	<input checked="" type="checkbox"/>
0038961617TS0103220442180	Not Applicable	2022/03/01	Approved	2023/03/01		Compliant	<input type="checkbox"/>
0038961617TS1402220931512	Not Applicable	2022/02/14	Approved	2023/02/14		Compliant	<input type="checkbox"/>
0038961617TS1106201508552	Not Applicable	2020/06/11	Expired	2021/06/11			<input type="checkbox"/>

Buttons at the bottom of the table: Cancel PIN, New PIN, SMS PIN, Print PIN.

10. Select the period/number of months for which the TSC PIN will be valid for and select "New PIN".

The screenshot displays a user interface for managing a Tax Compliance Status (TSC) PIN. On the left is a blue sidebar with navigation options: My Profile, Tax Compliance Status, Activation, My Compliance Profile, Tax Compliance Status Request, My Account Enquiries, Who viewed my status, Tax Compliance Status Verification, and Special Links. The main content area shows a 'PIN MANAGEMENT' dialog box titled 'Re-Issue PIN'. The dialog box contains the following information:

Re-Issue PIN	
Request Ref No:	0038961617TS3103221157052
PIN Status:	ACTIVE
PIN Issued Date:	2022/03/31
PIN Number:	2055771204
PIN Valid for:	12 Months

Below the table, there is a 'New PIN' button. A 'close' link is located at the bottom right of the dialog box. A confirmation dialog box from 'secure.sarseliling.co.za' is also visible, stating: 'You are about to request a new PIN for this compliance status request. The existing active PIN will be cancelled and a new PIN will be issued for this request.' with 'OK' and 'Cancel' buttons.

ASK A QUESTION?

11. A new pin has been successfully processed. Select “close”.

The screenshot displays a user interface for tax compliance status. On the left is a blue sidebar with a user profile (initials 'K'), tax reference and identification numbers, and a 'My Profile' button. Below this are menu items: 'Tax Compliance Status', 'Activation', 'My Compliance Profile', 'Tax Compliance Status Request', 'My Account Enquiries', 'Who viewed my status', 'Tax Compliance Status Verification', and 'Special Links'. The main content area is titled 'TAX COMPLIANCE STATUS' and includes a 'REFRESH STATUS' button with a timestamp 'Last Refreshed: 2022/03/31 12:22:46 PM'. A 'PIN MANAGEMENT' section contains a 'Re-Issue PIN' card with the following details: Request Ref No: 0038961617TS3103221157052, PIN Status: Active, PIN Issued Date: 2022/03/31, PIN Number: 2AG862E382, and PIN Valid for: 12 Months. A green-bordered message box states 'New PIN request successfully processed'. A 'New PIN' button is located to the right of the message. A red-bordered 'close' button is positioned at the bottom right of the main content area. In the bottom right corner of the page, there is an 'ASK A QUESTION?' link with a speech bubble icon.

12. Once directed back to the compliance profile click on "View" to generate the TCS letter.

The screenshot displays the 'TAX COMPLIANCE STATUS WORK PAGE'. On the left is a navigation sidebar with options like 'My Profile', 'Tax Compliance Status', 'Activation', 'My Compliance Profile', 'Tax Compliance Status Request', 'My Account Enquiries', 'Who viewed my status', 'Tax Compliance Status Verification', and 'Special Links'. The main content area includes a header with a user profile icon, a 'Tax Reference Number', and an 'Identification Number'. Below this is a 'My Profile' button. The central part of the page shows a summary of the taxpayer's status: 'Taxpayer Name', 'Trading Name', 'Tax Reference No', 'Request Ref No', and 'Request Type' (TENDER). To the right, 'eFiling Status' is 'Approved' and 'SARS Notifications' shows 'Number of letters: 2'. A table below lists the request details:

REQUEST TYPE	STATUS	COMPLIANCE DESCRIPTION	DATE REQUESTED	INDICATOR
TENDER	Approved	The taxpayer is registered for tax and is currently compliant in respect of filing and payment responsibilities	2022/03/31	Compliant

Below the table are buttons for 'SMS PIN', 'Cancel PIN', 'New PIN', 'Print PIN', and 'Back'. At the bottom, a 'LETTER DESCRIPTION' table shows 'Tax Compliance Request Processed' with a 'DATE' of '2022/03/31' and a 'View' link circled in red. An 'ASK A QUESTION?' button is located in the bottom right corner.

This page/screen can also be used as a screen shot of your tax compliance status indicating the green "compliant" bar.

13. The TCS letter containing the PIN issued has been generated.

Flattened Letter | 1 / 1 | 100% | [Icons]

1

TAX COMPLIANCE STATUS
PIN Issued

Enquiries should be addressed to SARS:

Contact Detail

SARS Contact Centre Tel: 0800 00 SARS (7277)
Alberton SARS online: www.sars.gov.za
1528

Details

Taxpayer Reference Number: [Redacted] Always quote this reference number when contacting SARS
Issue Date: 2022/03/31

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	[Redacted]
Trading Name	[Redacted]
Tax Reference Number(s)	[Redacted]
Purpose of Request	Tender
Request Reference Number	[Redacted]
PIN	[Redacted]
PIN Expiry Date	31/03/2023

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely
ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

14. On the left-hand side of the screen, you are also able to determine who has viewed your status.

The screenshot displays the SARS Filing portal interface. At the top, there is a navigation bar with the SARS Filing logo and menu items: Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, Contact, and Log Out. Below the navigation bar, there are dropdown menus for Portfolio and Taxpayer, followed by an Organisation dropdown and a HELP YOU GROW icon.

On the left-hand side, there is a vertical menu with the following items: Tax Reference Number, Identification Number, My Profile (highlighted with a blue button), Tax Compliance Status, Activation, My Compliance Profile, Tax Compliance Status Request, My Account Enquiries, Who viewed my status (highlighted with a red circle), Tax Compliance Status Verification, and Special Links.

The main content area is titled "Who viewed my status". It contains two sections: "Client Details" and "Search Criteria".

Client Details

Client Name:	[Redacted]
Trading Name:	[Redacted]
Registration Number:	[Redacted]
Tax Reference:	[Redacted]

Search Criteria

From Date:	<input type="text"/>
To Date:	<input type="text"/>
PIN Number:	<input type="text"/>
Registered Name:	<input type="text"/>
Trading Name:	<input type="text"/>

Below the search criteria is a "Request" button.

At the bottom right of the page, there is a "ASK A QUESTION?" button with a speech bubble icon.