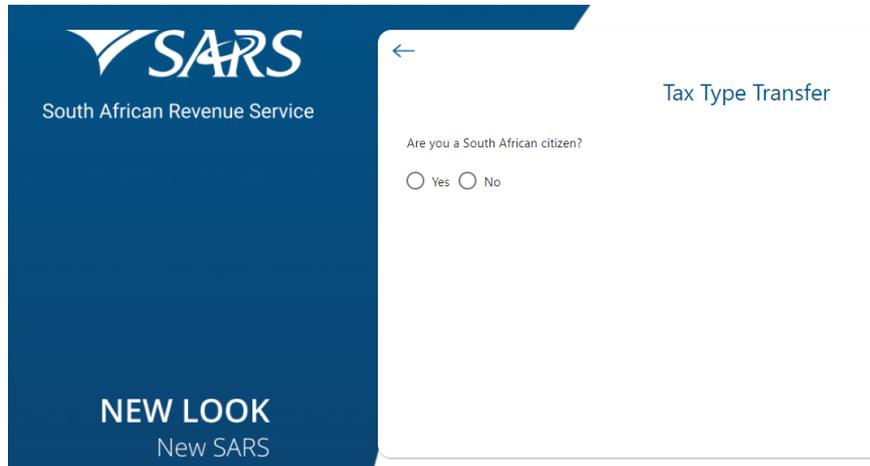


How to authorise a tax type transfer request:

1. Go to <https://secure.sarsefiling.co.za/app/profileTaxType/taxTypeActivation>

You'll see the below question on your screen.

Click yes or no depending on whether you are a South African citizen.



2. Complete this section by filling in:

- The ID or Passport number of the entity's registered e-filing representative (the person who receives the e-filing notifications - this is normally one of the directors).
- The tax number that you want to transfer (e.g. Company's income tax number)

Tax Type Transfer

Are you a South African citizen?

Yes No

Identification Number

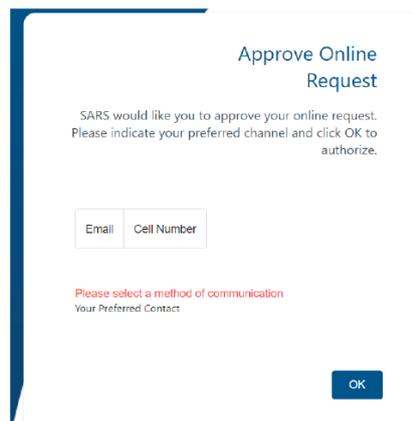
Income Tax Reference Number

Submit

Click "submit" to proceed with step 3.

N.B. If you receive a message saying, "*No pending requests found*", please try a different director's ID number. If none of the directors' ID numbers work, please contact us for assistance.

3. Select how you would like to receive the OTP (one time pin) for approval and click OK.



4. Depending on what option you selected above, you will receive an OTP via email or SMS.
Type the OTP into this form and click "Submit".

←

One Time Pin

OTP has been sent to the following cellphone number
084*****11
Pin expires in 02:51

5 8 0 8 - | _ _ _ _ _

One Time Pin is **required**

Please enter the last 6 digits of your OTP.

Resend OTP Submit

5. Click the "Accept" button.

Accept Reject

Print Power of Attorney

6. Once the tax type has been transferred, this window will appear.

←

Tax Type Transfer

Request successfully authorised.

Return to SARS Website