

SARS Registered Representative (RR)

Your Essential Guide to SARS Profile Access

A Registered Representative (RR) is the critical link between your business and SARS. Without an active RR, you cannot submit returns or obtain a Tax Compliance Status (PIN).

1. What is a Registered Representative?

- A natural person appointed to act on behalf of a company, trust, or organisation
- Manages SARS profile, submissions, and correspondence
- Typical roles: Directors, Trustees, Public Officers, or authorised administrators

2. Registration Process & Requirements

- Appointment Letter or Power of Attorney (if applicable)
- CIPC Registration Certificate or Trust Deed
- Certified ID copy of the Registered Representative
- Proof of residential address
- Personal income tax number of the RR
- Security verification photo (see example below)

Security Photo Requirement (Important)

SARS requires a clear selfie taken on the day of submission. The person must:

- Hold their South African ID
- Hold an A4 paper with handwritten message: 'PLEASE UPDATE MY DETAILS'
- Include the current date

[Pro Tip: face the camera, hold ID in one hand and A4 note in the other clearly visible]

3. Processing Time

SARS may take up to 21 working days to process RR updates if all documents are correct.

4. Why This Matters

- Required to submit any SARS returns and obtain a Tax Compliance Status (PIN) - without it, you are locked out of SARS systems.

VTN provides expert support in registering and updating Registered Representatives, fixing eFiling access issues, and ensuring full SARS compliance.