

HOW TO COMPLETE THE IT14 RETURN

INTRODUCTION

- This guide is designed to help to accurately complete income tax returns for companies and close corporations (CC). For assistance visit your local SARS branch or contact the SARS Contact Centre on 0800 00 SARS (7277).
- Your attention is also drawn to the Practice Notes/Interpretation Notes issued by SARS which can be accessed at www.sars.gov.za.
- **The return must be completed and submitted within 12 months after the financial year end of the company/close corporation.**

COMPLETING THE RETURN

- The IT14 return contains existing data printed in pink. To correct or update information, write over the pink text in black ink and capital letters.
- Use a black pen to complete the return and keep your writing within the spaces provided. DO NOT strike through the squares that are not applicable.
- Do not use correcting fluid if you have made a mistake. We also request that you do not fold the return as it will delay the processing of the return.
- All relevant sections of the return must be completed. An incomplete return will be sent back and will be marked as "Not submitted" until the completed return is received. This could result in penalties for the late submission of the return.
- The following fields/sections on the return are mandatory:
 - **Signature:** The tax return is a legally binding declaration to identify all income received/accrued and all income taxable in the hands of the company/CC. An unsigned return is therefore of no value.
 - **The year of assessment** (this version of the return can also be used when you are submitting a return for prior years);
 - **The tax reference number;**
 - **Particulars of the company/CC**, including the following details:
 - Registered name of the company/CC;
 - Financial year end;
 - Preferred means of contact;
 - Postal address;
 - Registered address;
 - Physical address;
 - **Particulars of the Public Officer, including:**
 - Surname;
 - Initials;
 - Domicilium Citandi Et Executandi (address for legal purposes);
 - Contact telephone number; and
 - Date of appointment.
 - **Bank account details (if applicable);**
 - **Tax practitioner details (if applicable);**
 - **Assessment, audit and other information (all);**
 - **Financial information items, including:**
 - Capital/revenue related;
 - Employees/remuneration related;
 - Financing related;
 - Other – tax allowances/limitations;

- Corporate rules;
- International related;
- Mining activities; and
- Short term insurers.

GETTING STARTED

- Although the financial statements/financial information will be required to complete the income tax return, NO documentation (other than that which has been requested specifically) must be submitted with the return.
- All documentation, however, must be retained by the taxpayer for a period of five years after submission of the return.
- Where the current IT14 return does not reflect the necessary fields for the declaration of income or the provision of a specific deduction in the current year of assessment (which might be applicable to a previous year of assessment), the relevant income/ deduction must be shown under “Other” in the applicable section of the return. A schedule must be prepared specifying the relevant components of the income/deductions which comprise the information indicated under “Other”. This schedule must be retained for a period of five years after the date of the submission of the return to be available should SARS require it.

COMPLETION OF THE RETURN

SIGNATURE

- The public officer is obliged to ensure that complete and accurate disclosure is made of all relevant information as required on the income tax return. Misrepresentation, neglect or omission to furnish such a return, or furnishing false information, may render a person liable to penalties and/or additional assessments (together with interest) and/or prosecution.

Please note: If the return is not signed it will be returned and regarded as not having been received. This could result in penalties for the late rendition of the return.

- If the company/CC is registered as an eFiler and the return is submitted electronically, the password received during registration as an eFiler will serve as the digital signature.

DETAILS RELATING TO THE COMPANY/CC

- Ensure that the following details are completed in the blocks provided:
 - Year of assessment;
 - Income tax reference number; and
 - Company/CC registration number.

DATE OF DECLARATION

- Complete the date of declaration of the income tax return in the blocks provided.

PARTICULARS OF THE COMPANY/CC

- Ensure all the details relevant to the company/CC are completed accurately and in full. This includes the registered name, trade name, VAT reference number, etc.

PARTICULARS OF PUBLIC OFFICER

- Ensure all the relevant details are completed accurately and in full.

BANK ACCOUNT DETAILS

- Ensure all the relevant details are completed accurately and in full.

TAX PRACTITIONER DETAILS

- If the company/CC makes use of a tax practitioner to complete the return, this section must be completed by the tax practitioner.

ASSESSMENT, AUDIT AND OTHER INFORMATION

- It is important that all the applicable fields in this section are completed because the information in this section is used during the assessment process.
- ***Dormant Companies***
 - If the company has been indicated as dormant and has assets, liabilities and/or reserves, the balance sheet information section of the return must be completed.
 - If the company has been indicated as dormant and has derived income during the year, all applicable fields of the return must be completed.
- ***Personal Service Provider***
 - If the company has been indicated as a personal service provider, the amount of employees that are in the company's service that are non-connected persons must be completed.
- ***Province where main industry is carried on***
 - The codes for the different provinces are listed in the table below:

CODE	PROVINCE
01	Northern Province
02	Mpumalanga
03	North West
04	Gauteng
05	Free State
06	KwaZulu – Natal
07	Eastern Cape
08	Western Cape
09	Northern Cape

- ***Source Code of main industry***
 - This is the principal activity practiced by the company.
 - The codes for the different industries are listed alphabetically in the table below:

SOURCE CODE	DESCRIPTION
0100	Agriculture, forestry and fishing
0200	Mining and quarrying
0300	Food, drink and tobacco
0400	Textiles
0500	Clothing and footwear
0600	Leather, leather goods and fur (excluding footwear and clothing)
0700	Wood, wood – products and furniture
0800	Paper, printing and publishing
0900	Chemicals and chemical, rubber and plastic products
1000	Coal and petroleum products
1100	Bricks, ceramic, glass, cement and similar products
1200	Metal
1300	Metal products (except machinery and equipment)
1400	Machinery and related items
1500	Vehicles, parts and accessories
1600	Transport equipment (except vehicles, parts and accessories)
1700	Scientific, optical and similar equipment
1800	Other manufacturing industries
1900	Electricity, gas and water
2000	Construction
2100	Wholesale trade
2200	Retail trade (including mail order)
2300	Catering and accommodation
2400	Transport, storage and communication
2500	Financing, insurance, real estate and business services
2600	Long – term insurers
2700	Educational services
2800	Research and scientific institutes
2900	Medical, dental and other health and veterinary services
3000	Social and related community services
3100	Recreation and cultural services
3200	Personal and household services
3300	Specialised repair services
3400	Agencies and other services
3500	Employment (salary)

- **Main Source of income**

- Use the Source Code Booklet 2010 available on the SARS website www.sars.gov.za to determine the correct profit code.

BALANCE SHEET INFORMATION

- The figures to be used are the figures reflected in the annual financial statement of the company/CC (not the group or consolidated annual financial statements).

INCOME STATEMENT INFORMATION

- The figures to be used are the figures reflected in the annual financial statement of the company/CC (not the group or consolidated annual financial statements).

- **GROSS PROFIT/LOSS**

- When completing the relevant part of the return, the normal accounting meaning attached to the terms reflected in the tax return must be followed. In the event that a company does not have any cost of sales, for example a property rental company, the turnover and gross profit will be the same amount.
 - "Inventory adjustments" (write-off of obsolete/slow-moving stock): This does not represent the change between closing and opening inventory but the actual write-off for obsolete, slow-moving and/or damaged items that have been written off for the year of assessment.
 - "Inventory adjustment" (write-off reversed credit amount): Previous year's write-off of obsolete and slow-moving stock now reversed.
- **EXPENSE ITEMS**
 - **Alterations and improvements**
 - This excludes repairs and maintenance. A summary of the costs, together with a brief description of the nature of the alterations and improvements must be prepared.
 - **Compensation paid to employees / directors for loss of office, etc.**
 - A schedule must be prepared that reflects the amounts paid and the circumstances leading to the payment thereof.
 - Consulting, legal, and professional fees
 - The total amount for this expense item must only include fees that were paid for services other than audit fees or auditor's services. A schedule must be prepared listing:
 - Name of the person to whom the payment was made;
 - Date of the payment;
 - Nature and purpose of each service; and
 - Amount paid.
 - **Insurance premiums unrelated to assets of the company**
 - This must include premiums paid to endowment funds and premiums paid on behalf of other parties.
 - A schedule must be prepared listing the description of the premium, the amount, the risk insured and the name of the entity to which the payment was made. All the agreements and insurance policies relating to these premiums must be retained by the company.
 - **Restraint of trade**
 - A schedule must be prepared that reflects the following:
 - Balance brought forward from the previous year; and
 - Amount carried forward to the next year.
 - **Repairs and maintenance**
 - A schedule must be prepared that reflects the following:
 - Nature of the payment by category; and
 - **Travelling expenses outside the republic**
 - Prepare an itinerary in respect of each trip undertaken detailing the following:
 - By whom the trip was undertaken;
 - Position held in the company;
 - Dates of departure and return;
 - Names and addresses of firms visited;
 - Duration of visit at each firm;
 - Purpose of each visit;
 - Full details of expenses incurred, under appropriate separate headings;
 - Portion of non-business expenses included in the above; and
 - If a spouse has accompanied the traveller, the expenses attributable to the spouse.
 - **Other**
 - A schedule must be prepared that list the details of all the expenses under the category "Other".

TAX COMPUTATION

- In all instances where the accounting and tax treatment of items are different, the full accounting amount must be reversed and similarly the full tax treatment amount disclosed.

- For example: Prepayment is claimed for accounting purposes on the income statement but is limited by section 23H. The portion that is limited (not allowed) must be added back as a credit adjustment. If the relevant payment is on the balance sheet, then only the qualifying portion must be indicated under the "Special allowances not claimed" section.
- **Exempt certified emission reductions – section 12K**
 - Any amount received by/accrued to a taxpayer in respect of the disposal of any certified emission reduction that was derived in the continuance of a qualifying Clean Development Mechanism (CDM) project, will be exempt for income tax purposes.
 - This exemption came into operation on 11 February 2009 and applies in respect of disposals on or after that date.
- In the case of **Allowances**, indicate the total allowance and not the year's changes/movement.
- **Industrial policy project – section 12I**
 - The meaning of an industrial project is defined in section 12I of the Income Tax Act. Application for the approval of the project must be obtained from the Minister of Trade and Industry.
 - Section 12I further indicates the minimum requirements for the investment in manufacturing assets in respect of both classifications of projects. The additional allowance amounts for qualifying are also stipulated.
- **Learnership agreements in effect/completed in the current year**
 - As from 1 January 2009, in the case of contracts of apprenticeship where the minimum training period before the apprentice undergoes a trade test is more than 12 months, special provisions have been introduced for the allowance upon completion.
 - For detailed information regarding the allowance, please refer to the Guide on the tax incentive for Learnership Agreements available on the SARS website www.sars.gov.za.
- **Urban Development Zone (UDZ) – section 13quat**
 - A deduction in respect of the UDZ allowance will be allowed in the determination of the taxable income of a taxpayer that constructed, improved or purchased a building from a developer, provided that all the requirements are complied with.
 - For detailed information regarding the allowance, please refer to the Guide to the Urban Development Zone (UDZ) tax incentive available on the SARS website www.sars.gov.za.
- Recoupments include all amounts as envisaged in section 8(4) and 8(5) of the Income Tax Act. Reversals of allowances granted in prior years must be included in this total. Also include any recoupments from lease agreement terminated.
- **Amounts to be included in the determination of taxable income (excluding assessed loss brought forward)**
 - The calculated taxable income/loss must be indicated in this section together with the corresponding source code. The source code can be obtained from the Source Code Booklet 2010 available on the SARS website www.sars.gov.za.

Please note: The calculated taxable income/loss figure must not include the gain/loss from local or foreign capital gain transactions or any Controlled Foreign Company (CFC) income because these amounts must be reflected separately.

 - **Capital gain/loss**
 - o Local and foreign capital gains/losses must be reflected separately as indicated on the return.

Please note: Either a profit or loss must be reflected.

 - The amount that is indicated will refer either to the net capital gain or loss (that is prior to the application of the inclusion rate - the inclusion rate will programmatically be applied by SARS).

- ***Net income of a Controlled Foreign Company (CFC)***

- The net income of a CFC for a foreign tax year is an amount equal to the taxable income of the CFC. The taxable income must be determined in accordance with the provisions of the Income Tax Act, 1962. For purposes of calculating the taxable income, only the CFC is regarded as a taxpayer. The CFC is also regarded to be a resident company for purposes of the application of certain specified provisions of the Income Tax Act. The deductions and allowances of the CFC are, however, limited to the income of the CFC. No losses are imputed to a resident participant in relation to that CFC, but are carried forward to the following foreign tax year and are deemed to be a balance of assessed loss, which may be set off against the income of the CFC for the purpose of section 20 of the Income Tax Act.
- A resident participant's share of the net income of a Controlled Foreign Company must also be indicated separately next to the pre-printed 4276 code.

CREDITS AVAILABLE (EXCLUDING PROVISIONAL TAX)

- In this section of the return provision is made for reflecting amounts in Rands and Cents.
- Foreign tax credits in respect of foreign income and foreign tax credits in respect of foreign capital gain must be indicated separately in this section (totals only).
- **Proof of payment of foreign taxes**
 - If requested, the following documents will be accepted as proof of payment of foreign taxes:
 - Where foreign tax has been withheld at the source: The original documentation issued by the applicable institution.
 - Where foreign tax has not been withheld at the source: An assessment or receipt issued by the relevant tax authority.

TAXABLE FOREIGN INCOME – SECTION 6quat (EXCLUDING FOREIGN CAPITAL GAIN/LOSS)

- During the assessment process the information in this section is used when calculating the allowable amount in foreign tax credits in terms of section 6quat of the Income Tax Act.
- ***Relief from double taxation***
 - A South African resident is subject to normal tax on income derived worldwide (i.e. income derived from sources within and outside of the Republic of South Africa). However, any income which is derived by a resident from a foreign source may have been or may be subjected to tax in a foreign country, resulting in double taxation on this amount. Section 6quat of the Act grants relief from any potential double taxation, in that any foreign taxes payable in respect of income derived from a foreign source which is included in the taxable income of a resident, may (subject to certain conditions) be allowed as a rebate against normal income tax payable in South Africa by the resident.
- ***Conditions governing the granting of a rebate***
 - The sum of foreign taxes payable may qualify for a rebate against the normal income tax payable by a resident if the following conditions are met:
 - The taxes must be taxes payable on income;

Please note: Capital gains tax has been incorporated into the Act as it is regarded as a tax on income.

- The taxes have to be imposed in terms of the laws of a foreign country, whether it be at national, state, local or other level of government;
- The taxes should be proved to be payable, i.e. a legal obligation to pay must exist;
- The taxes must be payable without any right of recovery by any person (other than a right of recovery in terms of an entitlement to carry back losses arising during any year of assessment to a prior year of assessment); and
- The taxes ought to be payable in respect of amounts included in that resident's taxable income.

- **Qualifying amounts of income derived from foreign sources**

- In order to qualify for a rebate in terms of section 6quat, the foreign taxes must be payable in respect of any of the following types of income derived from a foreign source. This must have been included in the resident's taxable income:
 - Income derived from foreign source which is not deemed to be derived from a South African source, e.g. professional service income, remuneration, interest, royalties, rentals, pensions, annuities, etc., but excluding foreign dividends. [Section 6quat(1)(a)(i)];
 - An amount equal to a proportionate amount of the net income of a foreign company that is expressly included in the income of a resident in terms of section 9D(2). [Section 6quat(1)(b)];
 - Income derived by a resident in the form of foreign dividends. [Section 6quat(1)(d)];
 - A taxable capital gain derived by a resident from foreign source. [Section 6quat(1)(e)];
 - Any amount dealt with in paragraphs (a)(b), (d) or (e) which has accrued to or has been received by a particular person, for example, a trust, but which is deemed to be derived by another person (the resident). [Section 6quat(1)(f)(i) and (ii)];
 - An amount dealt with in paragraphs (a), (b), (d) or (e), which forms part of the capital of a trust established in a foreign country which is regarded to be derived by a resident for either income tax or capital gains purposes. [Section 6quat(1)(f)(iii)].

- **Limitation on the amount of the rebate**

- The amount of foreign taxes which qualify for the section 6quat rebate is limited to a pro rata amount calculated in accordance with the following formula:

$$\text{Foreign tax credits} = \frac{\text{Foreign taxable income} \times \text{Normal tax payable}}{\text{Total taxable income}}$$

- **The carry forward of an excess amount of foreign tax credits**

- Where the sum of foreign taxes payable exceeds the amount of the rebate, the excess amount may be carried forward to the immediately succeeding year of assessment. This excess amount will be ranked as a foreign tax credit available for set off against the normal tax payable in that year of assessment, in respect of foreign taxable income after the qualifying foreign taxes for that year have been taken into account.

- **Instances where no rebate is forthcoming**

- No foreign tax relief will be granted where the foreign taxes does not qualify for the rebate, for example if the actual source of the amount is located in South Africa. In such instances the amount may qualify as a deduction in terms of section 6quat(1C) in determining taxable income for a particular year of assessment. The foreign taxes must have been incurred in respect of the resident's trading operations and must be proved to be payable without a right of recovery. A resident may not elect to claim the foreign taxes either as a rebate or alternatively as a deduction. Only those foreign taxes that do not qualify for a rebate may be considered as a deduction.
- If a resident elects for the relief provided in a double taxation agreement which does not refer to the section 6quat method of relief, none of the provisions of section 6quat will apply. It should be noted that the carry forward of excess tax credits is only allowed in terms of the section 6quat method of relief. None of South Africa's double taxation agreements provide for the carry forward of excess tax credits.

FINANCIAL INFORMATION ITEMS

- All the questions in this section must be completed. Where a question is answered in the affirmative, a schedule must be prepared based on the information indicated below. The schedules must be retained for a period of five years after the date of the submission of the return, to be available should SARS require it.

- **CAPITAL / REVENUE RELATED**

Did the company claim payments for the elimination of competition?

- A schedule with comprehensive details must be prepared and retained together with copies of the agreements.

Has there been a change of intention as to the revenue or capital nature of financial instruments acquired in this or prior years?

- Prepare a schedule listing the marketable securities and indicate which of the items will be affected by the change and which would not be affected.

- **EMPLOYEES / REMUNERATION RELATED**

Did the company make any restraint of trade payments which are deductible in terms of section 11(cA)?

- Prepare a schedule that details the following:
 - Balance brought forward from the previous year; and
 - Amount carried forward from the next year.

Did the company pay commission to employees?

- Prepare a schedule detailing the following:
 - Describe the type of commission paid;
 - Were any commissions paid to employees that are not related to sales by the company? If yes, give examples.
 - Was "remuneration" split between commissions and remuneration?

Did the company employ any expatriates?

- Provide the reason for employing expatriates;
- What was the number of expatriates in your employ?

Are the employees of the company allowed to receive gifts or gift vouchers from other parties in excess of R2 000?

- Prepare a schedule with full details of such gifts; i.r.o the applicable year of assessment.
- Did the company facilitate the receipt of "gifts" for employees?

Did the company claim an allowance in respect of registered learnership agreements as contemplated in section 12H of the Act?

- Complete and retain an IT180 in respect of each learnership agreement in respect of which an allowance was claimed.

Did the company enter into a scheme whereby its' employees / directors acquired any equity instrument by virtue of their employment or office held, as contemplated in section 8C?

- Prepare full details of such scheme; and
- Names and tax reference numbers of employees / directors taking part in the scheme.

Did the company pay any insurance premiums on the lives of the employees or directors?

- Details of the premiums, policy and beneficiary must be prepared; and
- A certificate issued by the insurer, confirming that the policy is the policy as envisaged in section 11(w), must be retained.

Did the company pay any monthly or annual premiums in respect of post retirement benefits?

- Details of any lump sum contributions, including reasons for the contributions; and
- A calculation of the percentage of contributions to the total remuneration of each class of employee in respect of which contributions were made must be prepared and retained.

Did the company pay or credit any amounts (including interest) to any director, shareholder, their spouse's, their children, or a trust?

- Prepare a schedule detailing the amount paid and / or credited for the year ended 28 February 2010 per director, shareholder, etc; and
- Details of any investment, fixed property and / or other assets transferred at less than market value.

• **FINANCING RELATED**

Did the company enter into any sale and leaseback agreement?

- Copy of any agreement entered into must be retained; and
- A detailed calculation of any adjustment required in terms of section 23G.

Has the company entered into any transaction as contemplated in section 24J, 24K, or 24L?

- Prepare the following:
 - Detail each financial instrument or class of financial instrument, including the nature and terms thereof;
 - Detail the specific methodology adopted in calculating the interest accrued and / or incurred for tax purposes, for each financial instrument or class of financial instruments; and
 - Detail the treatment for tax purposes of any adjusted gain or loss on transfer or redemption of any financial instrument or class of financial instrument.

Did the company enter into any reportable arrangements in terms of section 80M – 80T of the Income Tax Act?

- Complete and submit the RA07, where applicable, available on the SARS website www.sars.gov.za.

Did the company receive any benefits during the year of assessment from a reportable arrangement as contemplated in section 76A/section 80M – 80T of the Income Tax Act?

- If yes, prepare and retain a schedule providing full details.

Is the company party to any arrangement which has the following features?

- Round trip financing?
 - If yes, provide an organogram of the structure detailing the transactions between the parties.
- Elements that have the effect of off setting or cancelling each other?
 - If yes, provide a description of the transactions that offset or cancel each other.
- Presence of an accommodating tax – indifferent party?
 - If yes, provide an organogram of the structure detailing the transactions between the parties and indicating the accommodating or tax – indifferent party.

Did the company enter into a contract of sale or purchase of a business as a going concern?

- Prepare and retain a schedule providing full details.

- **OTHER – TAX ALLOWANCES/LIMITATIONS**

Was there any change in shareholders' interest during the year of assessment (excluding listed companies)?

- Prepare a schedule detailing the following:
 - Details of all changes in shareholding/members' interest during the year of assessment (excluding listed companies); and
 - Details of any change in effective control.

Did the company qualify for a deduction in terms of section 13quat?

- If yes complete the applicable form(s) and submit to SARS:
 - UDZ1 – Deduction claimed in terms of section 13 quat: Erection or extension of or addition to or improvement of building/part of a building within an Urban Development Zone.
 - UDZ2 – Deduction claimed in terms of section 13quat: Purchase of a building/part
 - a building within an Urban Development Zone.
 - UDZ3 – Developer certificate
 - UDZ4 – Developer information.

Research and Development – section 11D

- Did the company incur any expense on scientific or technological research and development for the purpose of:
 - The discovery of novel practical and non obvious information?
- Prepare a schedule listing a description of the discovery and the expenditure actually incurred.
 - The devising, developing or creation of any inventions, and design or computer programme?
- Prepare a schedule listing a description of the invention, design, computer program, other similar property, and the expenditure incurred.
 - Did the company incur any capital expenditure on building, machinery, plant, implement, or utensil?
- Prepare a schedule detailing the amount of the expenditure actually incurred.
 - Did the company receive a government grant for the purpose of scientific or technological research and development?
- Prepare full details of the grant and the amount received.

Did the company complete the questionnaire and submit it to the Department of Science and Technology?

- The questionnaire is available from the Department of Science and Technology.

- **CORPORATE RULES**

Was the company during the year of assessment a party to any transaction as contemplated in section 42 to 47?

- If the company was a party to any of the transactions mentioned, prepare full details of the transaction relating to the parties. The transaction, the capital / trading stock, nature, and description of the assets transferred or acquired, and any liabilities transferred.
- Where the parties have elected for the relevant provision to apply, or where the parties have elected for the provision of the relevant sections not to apply.
 - Prepare and retain a document indicating the decision taken by the relevant parties.
- Retain all agreements and related correspondence and documentation should SARS request it.

- **INTERNATIONAL RELATED**

Does the company together with any connected person in relation to the company, hold at least 10% of the participation rights in any Controlled Foreign Company?

- Election that section 9D(9) exemptions do not apply.

- Complete the IT10, where applicable, available on the SARS website www.sars.gov.za and retain it for a period of five years after submission of the return.

Did the company enter into any cross-border transactions in terms of an international agreement, as defined in section 31?

- Please mark the applicable box with an "X".

Does the company have a transfer pricing policy document in support of the transfer pricing policy applied in the current year in relation to the transactions as defined in section 31?

- If yes to either of the questions above furnish the following in respect of each transaction:
 - Copy of the agreement entered into; and
 - Copy of the transfer pricing policy document applied to the current year. Unless documentation already submitted applies to the current year's transactions.

Did the company receive any financial assistance from a non-resident connected person or from an investor as defined in section 31(3) and Practice Note 2?

- A schedule detailing the reasons why it is considered that the provisions of section 31(3) and Practice Note 2 are adhered to needs to be prepared.

Has the company provided goods, services or anything of value (including transaction on capital accounts) to a non-resident connected person for less than arm's length consideration? (Please note that goods and services include a loan).

- Please mark the applicable box with an "X".

Has the company entered into a back to back agreement with any other party which has resulted in an offshore connected person being granted financial assistance?

- Please mark the applicable box with an "X".

• **MINING ACTIVITIES**

Indicate whether the company was engaged in mining or mining operations as defined in section 1 of the Income Tax Act during the year of assessment?

- If yes, complete and submit the Mining schedule available on the SARS website www.sars.gov.za.

• **SHORT TERM INSURERS**

Indicate whether the company is a short term insurer registered with the Financial Services Board?

- If yes, complete and submit the Short Term Insurance schedule available on the SARS eFiling website www.sarsefiling.co.za under "Forms and Guides: Companies".

HOW TO OBTAIN A RETURN

- Register online at www.sarsefiling.co.za to access and submit the return electronically;
- Phone the SARS Contact Centre on 0800 00 SARS (7277); or

- Request a return by visiting your local SARS branch.

HOW TO SUBMIT A RETURN

ELECTRONICALLY

- Register the company/CC for eFiling to receive, complete and submit the return electronically.

DROP OFF

- All SARS branches have drop boxes where the completed return can be deposited.

POST

- Post the completed return to your nearest SARS branch.