A Guide to the Declaration of Dividends Tax via e@syFile™

At Your Service

www.sars.gov.za

A GUIDE TO THE DECLARATION OF DIVIDENDS TAX VIA e@syFile™

Content

1. INTRODUCTION 1
2. INTRODUCING THE e@syFile™ DIVIDENDS TAX APPLICATION 2
3. DOWNLOADING AND INSTALLING e@syFile™ FOR DIVIDENDS TAX 3
4. SUMMARY OF MENU OPTIONS AND DIVIDENDS TAX PROCESS 5
5. GETTING STARTED – SYSTEM UTILITIES 6
6. HOME MENU - QUICK LINKS 8
7. INBOX AND SYNCHRONISATION 14
8. ENTITY ADMINISTRATION 15
9. FILE IMPORT DASHBOARD 16
10. DIVIDENDS TAX TRANSACTIONS 17
11. SUBMISSIONS DASHBOARD 20
12. DIVIDENDS TAX RETURNS 21
13. PAYMENTS 23
14. STATEMENT OF ACCOUNT 28
15. AMEND SUBMITTED DIVIDEND TAX RETURNS 29

Disclaimer: This document is not meant to delve into the precise technical and legal detail that is often associated with taxation. It should, therefore, not be used as a legal reference.

Should you require additional information regarding any taxes administered by SARS, visit a SARS branch or call the SARS Contact Centre on 0800 00 SARS (7277) or visit SARS online at www.sars.gov.za and/or contact your own advisors.

SARS Contact Centre working hours:

Our Contact Centre's working hours are Monday to Friday from 8:00 to 17:00, except on Wednesdays when our working hours will be 9:00 to 17:00.

1. INTRODUCTION

In 2007, the Minister of Finance announced that Secondary Tax on Companies (STC) would be replaced by Dividends Tax. Since the announcement, legislation has been enacted annually to provide a legislative foundation for the implementation of Dividends Tax (refer to sections 64D to 64N of the Income Tax Act, 1962 [the Act] in this regard). The Dividends Tax legislation has now principally been finalised (see latest amendments made by the Taxation Laws Amendment Act, No 24 of 2011, promulgated on 10 January 2012), and the implementation date of 1 April 2012, as announced in the annual budget speech, has been made effective by way of notice in the Government Gazette on 20 December 2011.

The main objectives behind the change to Dividends Tax were:

- To align South Africa with the international norm where the recipient of the dividend, not the company paying it, is liable for the tax relating to the dividend (South Africa is one of a handful of countries with a corporate level tax on dividends).
- To make South Africa a more attractive international investment destination by eliminating the perception of a higher corporate tax rate (STC is an additional corporate tax) coupled with lower accounting profits (STC has to be accounted for in the Income Statement).
- In simple terms, Dividends Tax is a tax imposed on shareholders at a rate of 15% on receipt of dividends, whereas STC is a tax imposed on companies (at a rate of 10%) on the declaration of dividends. The Dividends Tax is a withholding tax as it should be withheld and paid to SARS by the company paying the dividend or by a regulated intermediary (i.e. a withholding agent interposed between the company paying the dividend and the beneficial owner), and not the person liable for the tax, i.e. the beneficial owner of the dividend.

2. INTRODUCING THE E@SYFILE™ DIVIDENDS TAX APPLICATION

Welcome to the new e@syFile™ Dividends Tax application, a software package designed by SARS to help taxpayers manage their engagements quickly, easily and conveniently on their desktop.

This chapter provides a summary of the functionality included in the application and should serve as a general checklist when you prepare, submit and pay Dividends Tax transactions.

In order to use the e@syFile™ Dividends Tax application, you will need to register your Income Tax number for Dividends Tax on eFiling. Please refer to the SARS eFiling Dividends Tax guide for details regarding the registration of the tax type and required access setup to be completed.

The SARS Business Requirements Specification document (BRS) for Dividends Tax details the required format and information to create PSV import files for Dividends Tax transactions. Please refer to this document and a variety of related guides available on the Dividends Tax Type option on the SARS website.

(All SARS documents and guides are available for download from www.sars.gov.za)

Before you get started with your first Dividends Tax transaction, you need to complete the two steps below:

- Download and install the Dividends Tax application (Chapter 3)
- Complete the quick registration process and log on to the application (Chapter 3)

Even though Dividends Tax transactions may consist of large volumes of data, the basic process flow is fairly simple as indicated in the steps listed below. Each step of the process is explained in more detail in the relevant chapters (see Chapter references next to each step).

2.1. Prepare your Dividends Tax transaction(s)

- Import a Dividends Tax Transaction PSV file (Chapter 6) and/or
- Capture transaction details, including details for dividend declarants, submitting entities and dividend recipients (Chapter 6 & 8)

2.2. Submit your Dividends Tax transaction(s) to SARS for validation to pre-populate the DTR02 Declaration (Chapter 10)

2.3. Request your pre-populated DTR02 Declaration (Chapter 12)

2.4. Submit the final DTR02 Declaration (Chapters 11 and 12)

2.5. Make payment for Dividends Tax transaction(s) (Chapter 13)

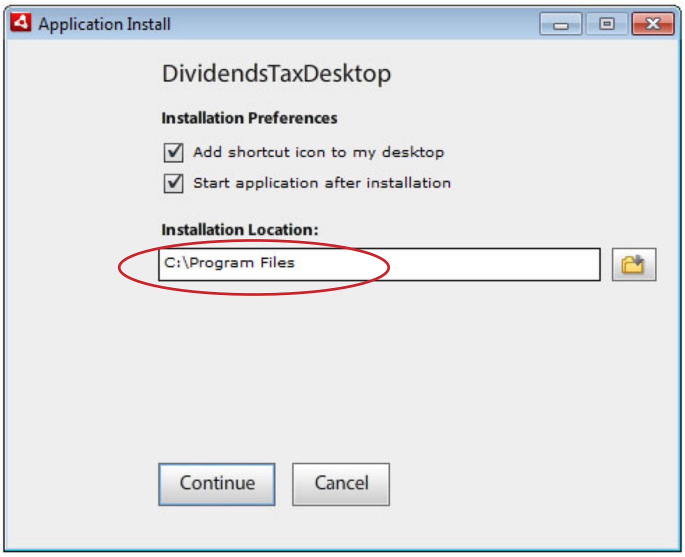
2.6 Manage transactions using options like Dividends Tax transactions, the Statement of Account and Submission Dashboard. (Chapter 14)

3. DOWNLOADING AND INSTALLING E@SYFILE™ FOR DIVIDENDS TAX

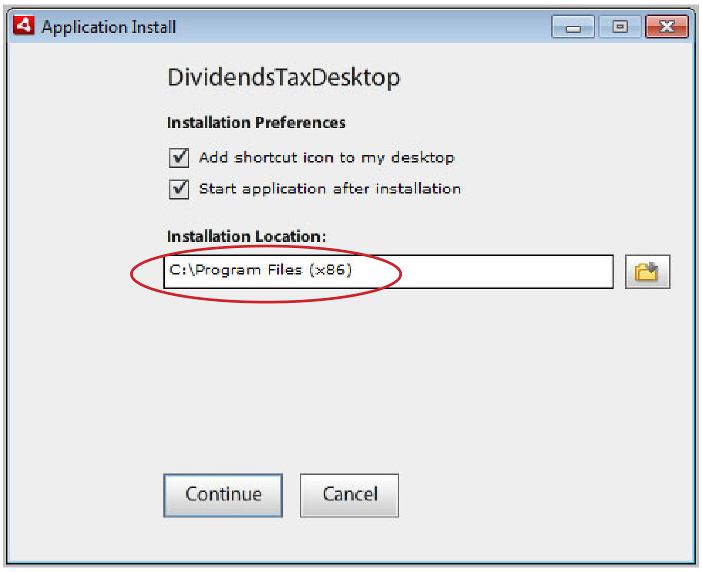
3.1 Installation

The application can be downloaded via the e@syFile™ Dividends Tax application link on www.sarsefiling.co.za / www.sars.gov.za. Click on the link for Dividends Tax and save the setup files to your local drive. Once the download has completed, double-click on the application setup file to initiate the installation process. Please note that both Adobe AIR version 3.4 or later and JAVA version 6 are required in order to use the e@syFile™ Dividends Tax application. Adobe AIR 3.4 and JAVA 6 are included in the e@syFile™ Dividends Tax application setup file.

We strongly recommend that you keep the default settings for the installation to C:\Program Files:



On PCs or laptops with Windows 7 - 64 bit operating systems, the default settings will install the application to C:/Program Files (x86):

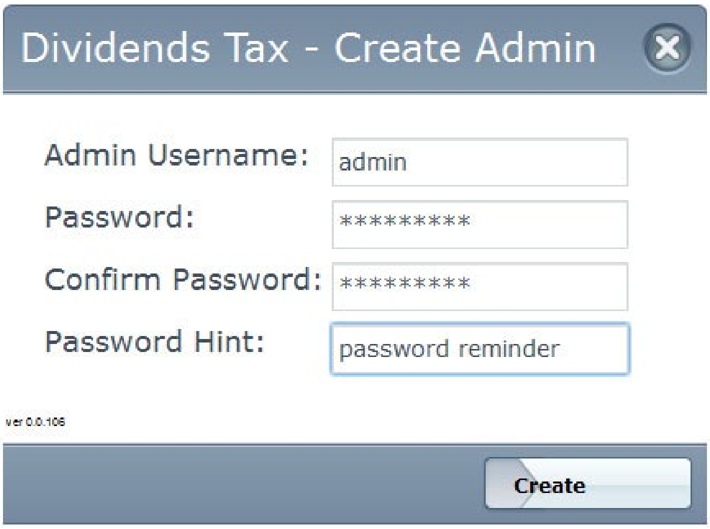


- Please note: On systems with network or user restrictions, it may be necessary to download and install JAVA 6 and Adobe AIR from the vendor websites. (www.java.com and www.adobe.com)

- Please note that the application is currently not compatible with JAVA 7.

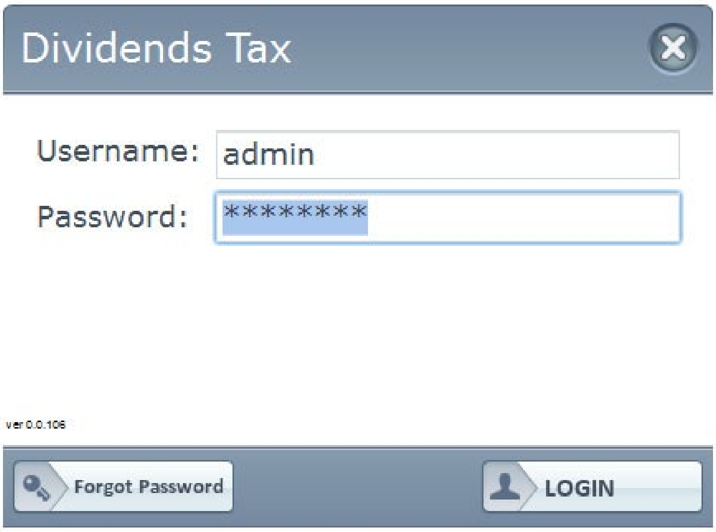
3.2. Once you have completed installing the Dividends Tax application, you have to complete a quick registration to create a login name and password.

The login name and password you select must include at least 5 alpha or numerical characters.



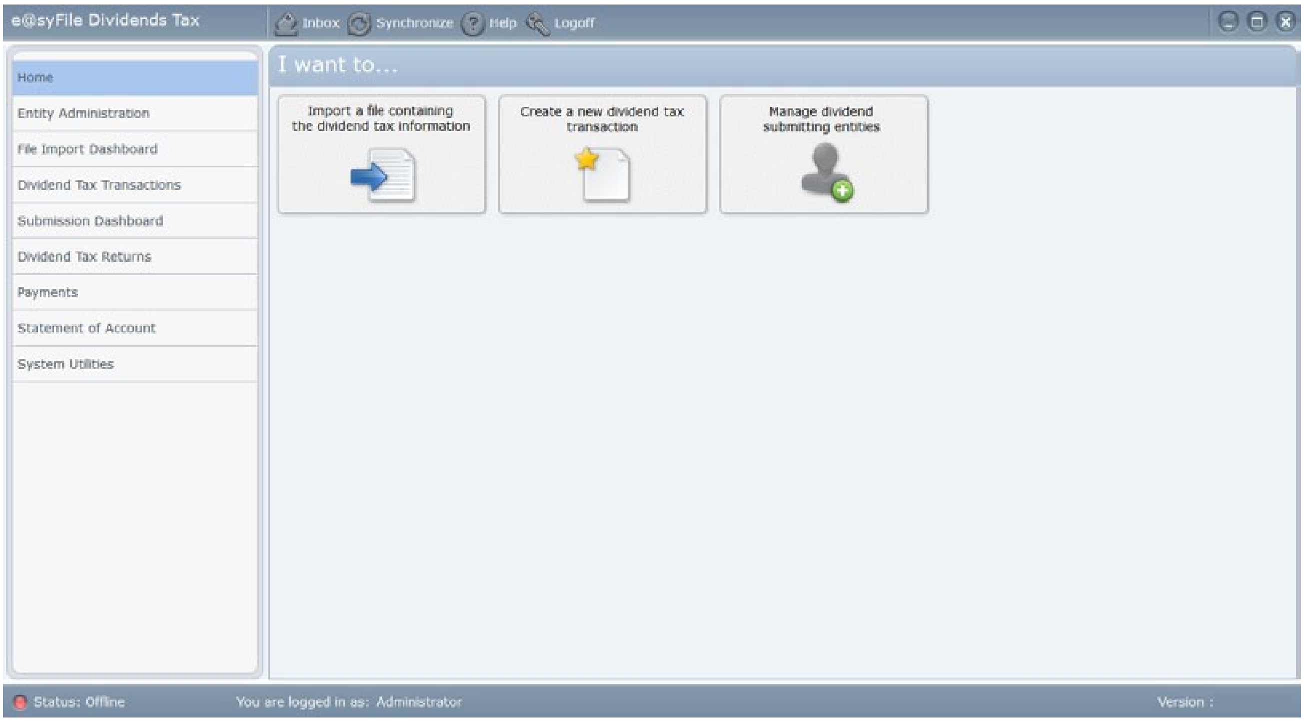
In the **Password Hint** field, complete a description or similar that will help you to recover your password should this be misplaced or forgotten. Additional options to manage users and access are available on the Utilities menu in the application, please refer to Chapter 5 of this guide.

After completing the quick registration, enter your new login name and password, and click on **LOGIN** to open the application.



4. SUMMARY OF MENU OPTIONS AND DIVIDENDS TAX PROCESS

Welcome to the home page of the new e@syFile™ Dividends Tax application. To familiarise yourself with the application and functionality, a summary of the purpose and of each menu option is listed below.



4.1 Summary of menu options

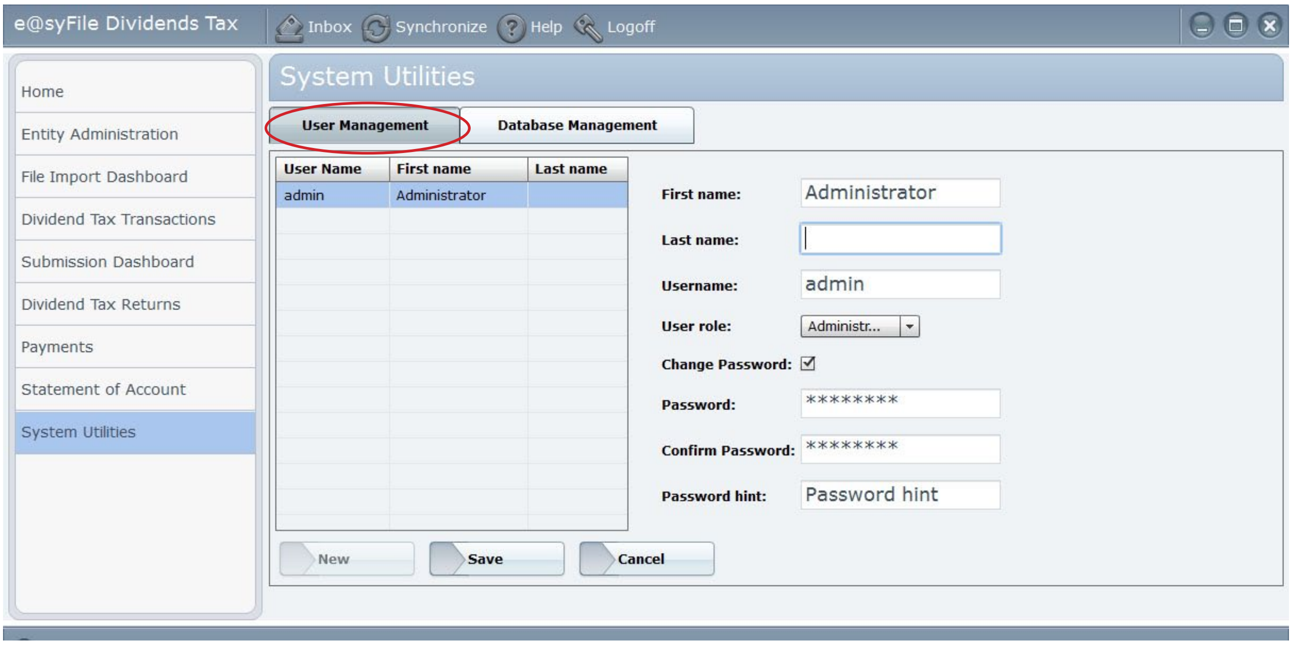
- **Home** - Quick links are available on the home menu to access functionality used most frequently. Two new quick links were added to the landing page or home page to allow quick access to entity administration and to manually capture Dividends Tax transactions:
  - "Import a file containing the Dividend Tax transaction information".
  - "Create a new dividend tax transaction" to manually capture details for Dividends Tax transactions (new).
  - "Manage dividend submitting entities" to capture details for submitting entities prior to capturing details for Dividends Tax returns or transactions (new).
- **Entity Administration** - The options on this page allows you to manage all entity types involved in a Dividends Tax transaction, including Submitting Entities, Dividends Declarants and Dividends Recipients.
- **File Import Dashboard** - A record is kept of all imported files containing Dividends Tax transactions. Included in the log are responses and warnings related to each file imported.
- **Dividends Tax Dashboard** - This is a work page where all transactions imported or created manually can be viewed or edited before submission. Options available on this menu include Submit, Add, Update, and Delete.
- **Submission Dashboard** - All transactions submitted to SARS are listed on this menu, including details related to each transaction like the Transaction Period, Status, Date as well as the SARS response for each submission.

- **Dividends Tax Returns** - DTR02 returns can be requested or submitted using this menu option.
- **Payments** - After submission of DTR02 returns, payment options are available here that will link directly to the eFiling payment options.
- **Statement of Account** - Option to request statements of account with custom dates.
- **System Utilities** - This menu includes options to manage users, as well as database utilities to create backup files of data, or to restore backup files previously created.
- **Inbox** - All correspondence like DTR02 returns, Statements of Account and SARS responses will be listed in the Inbox, with an option to view correspondence filtered by "read" status: All, Read, Not Read. Number indicators on the Inbox clip-art section will indicate new correspondence retrieved via the synchronisation process.
- **Synchronisation** - Requires a valid eFiling user name and password in order to align the user's Dividends Tax data with their eFiling profile and access, used to retrieved correspondence, DTR02 returns and similar correspondence and SARS feedback. Number indicators on the Synchronisation clip-art section will indicate new correspondence available to retrieve by synchronising.
- **Help** - This opens a link to the SARS website (www.sars.gov.za) where various help documents and guides related to Dividends Tax are available for download.
- **Status bar** - At the bottom of the application, a connectivity indicator and active user name is displayed.

5. GETTING STARTED – SYSTEM UTILITIES

5.1. User Management

To manage users and login names with access to the dividends tax application, click **System Utilities** on the left, and select **User Management** to open.

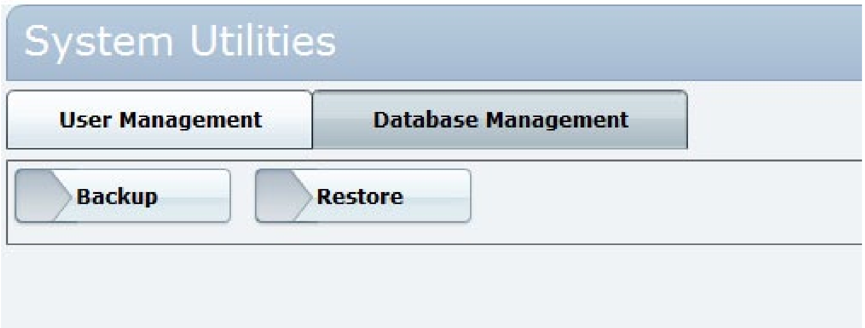


On this screen, existing user details can be added and updated. Additional login names for users can also be created on this menu, by clicking on the **New** option at the bottom, and completing the fields displayed above. Once completed, click on **Save** to create the new user record.

Please note: Should the option to create a new user be inaccessible, click on **Cancel** to reset the display option on this page, and then click on **New** to add the new user and login name.

5.2. Database Management

It is extremely important to create frequent backups of your Dividends Tax data, using the options available under **Database Management**. Select **System Utilities**, then click on **Database Utilities** to display the options available on this menu.



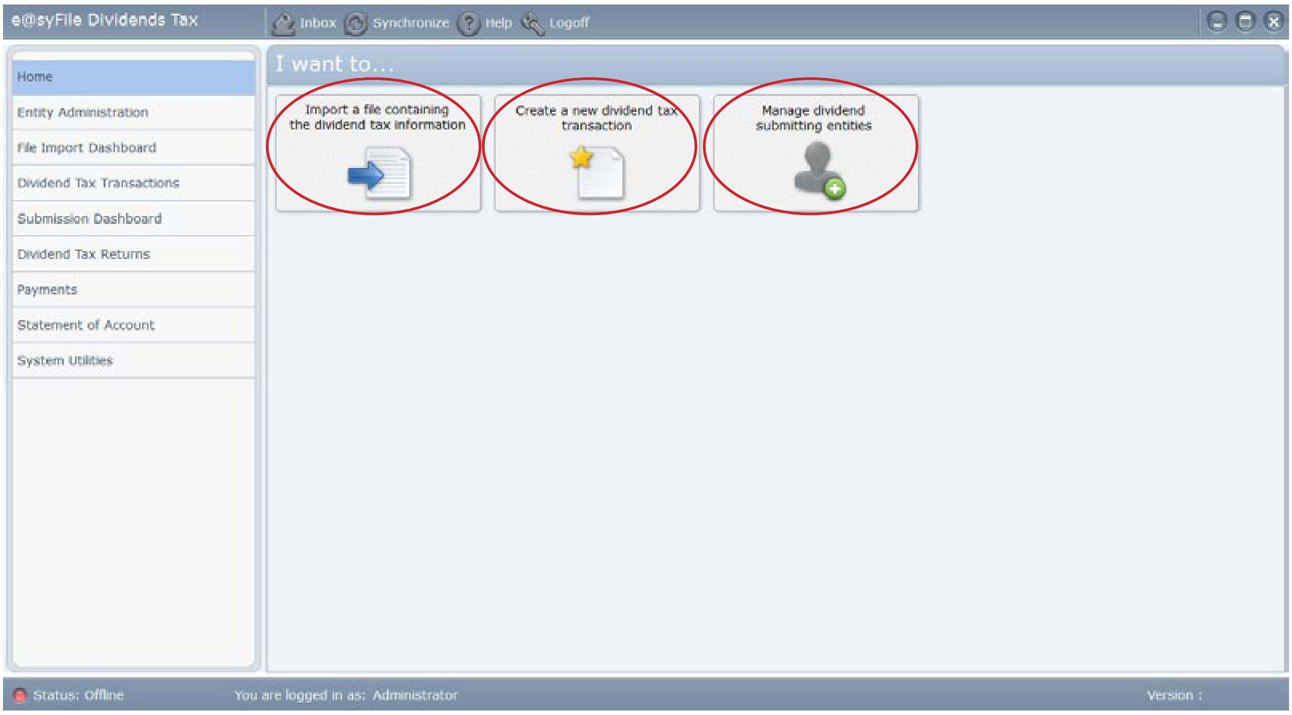
- To create a backup of your Dividends Tax information, simply click on the **Backup** button, select a destination folder and filename for the backup file, and click **Save** to finalise. A pop-up message will be displayed indicating that the database backup was successful. Click **OK** to continue.
- To restore a previous backup file, click on **Restore**, select the folder and backup file you wish to restore, and click on **Open** to start the restore process. A pop-up message will display once the restore process completed successfully.

Please note: The importance of frequent backups cannot be emphasised enough, it is very easy to recover information by restoring a recent backup file. Without frequent backups, SARS will not be able to assist you to recover information lost or corrupted due to power failures or system related issues.

6. HOME MENU – QUICK LINKS

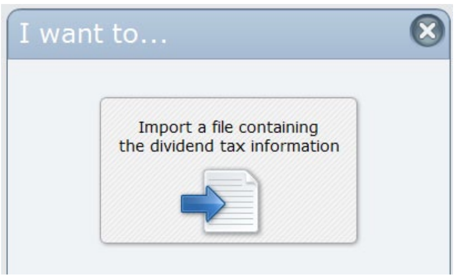
On the home page, a few quick links to frequently used menu options are available.

- "Import a file containing the Dividend Tax transaction information"
- "Create a new dividend tax transaction" to manually capture details for Dividends Tax transactions
- "Manage dividend submitting entities" to capture details for submitting entities prior to capturing details for Dividends Tax returns or transactions.



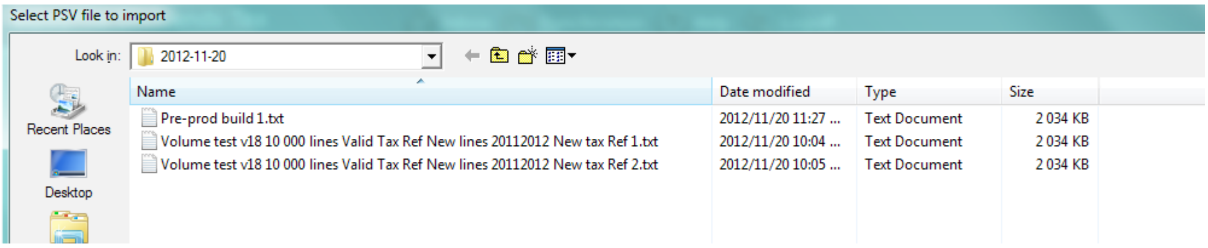
6.1. Import a file containing the Dividends Tax information

Step 1 - To import a PSV file using the quick link on the home page, click on **Import a file containing the dividend tax information**. To start the process, click on the Import icon displayed on the pop-up message.

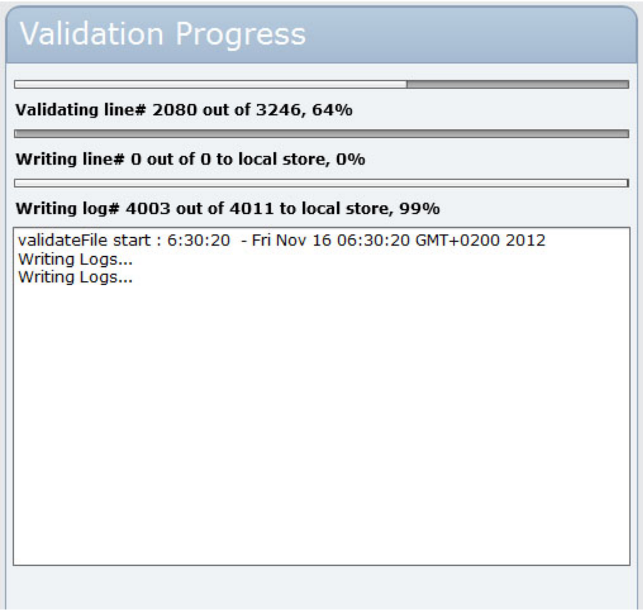


Alternatively you may also import a PSV file from the File Import Dashboard menu – click on the **Import/Export** link displayed in the top right-hand corner.

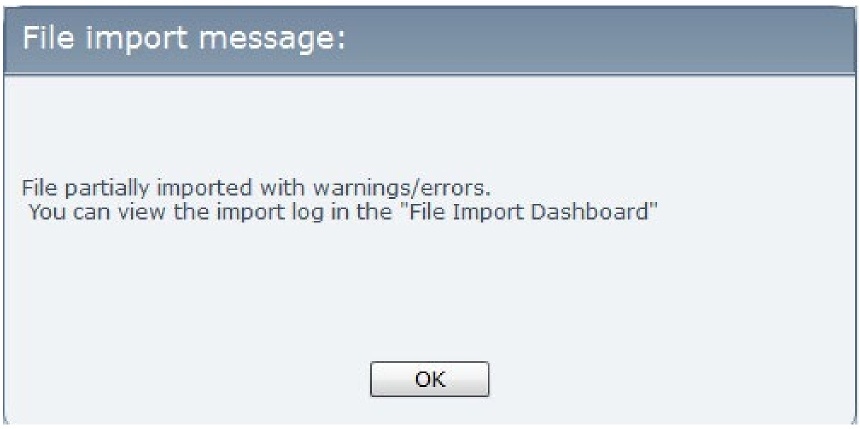
Step 2 - Select the file you wish to import from the Windows search message displayed and click on **Open** to start the import process.



Step 3 – A pop-up message will be displayed reflecting validation and import process statuses, click on **Close** when the import has completed.



Step 4 – Another pop-up message will display to indicate whether your import was successful. All import attempts are listed on the **File Import Dashboard** (refer to Chapter 9 of this guide), with details regarding possible failures or warnings related to the import file contents.



Please note: All imported transactions may also be viewed or edited using the options available on the Dividend Tax Transactions menu (refer to Chapter 10 of this guide).

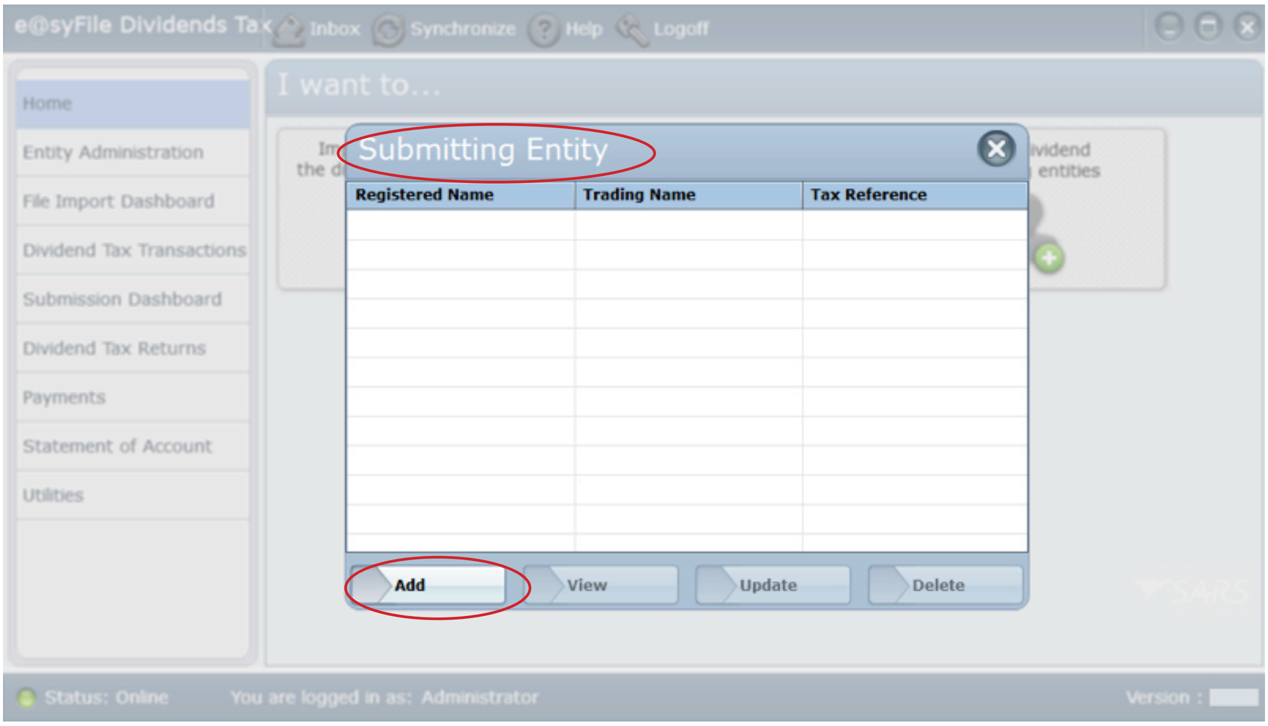
6.2. Manage dividend submitting entities

Please note, if the Submitting entity does not exist on your database, you need to create the correct Submitting entity before you can create a new Dividends Tax transaction. This quick link allows you to capture the details of a

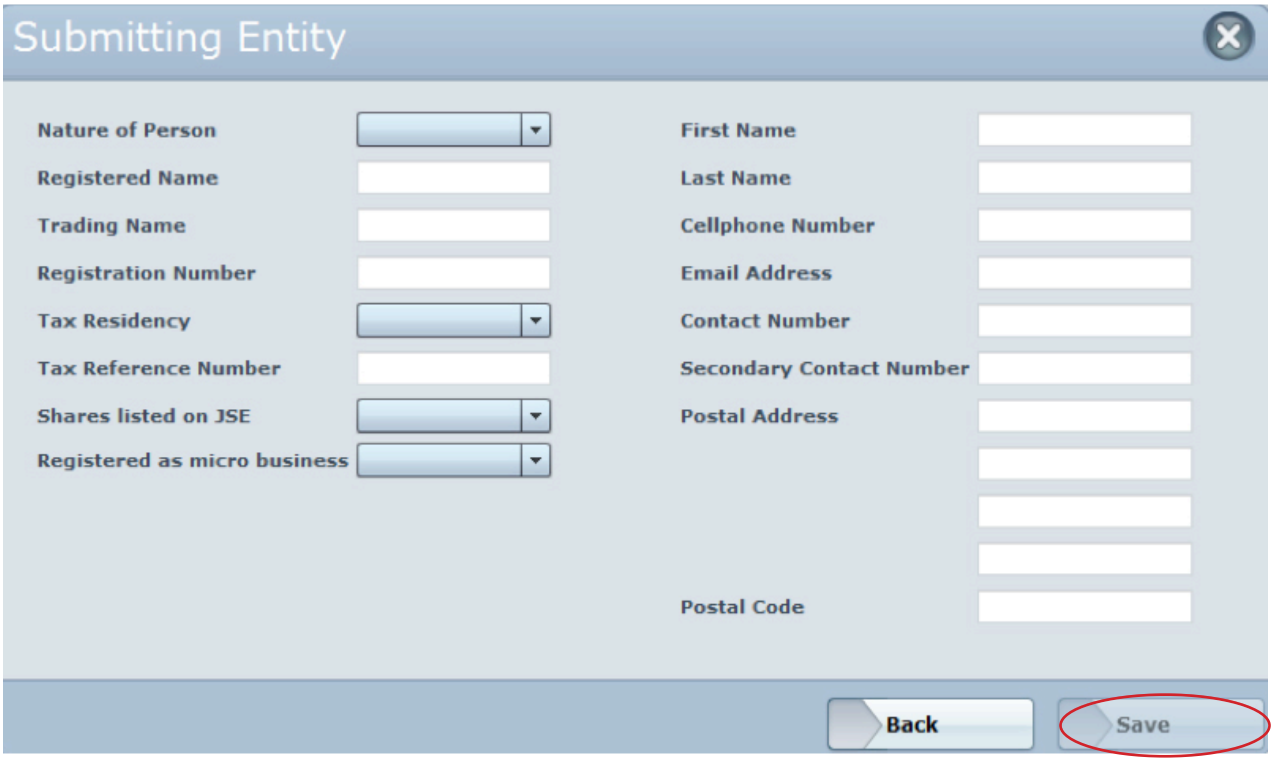
Submitting entity manually. Dividend Declarants and Recipients can be added as necessary during the rest of the manual transaction process.

Click "Manage dividend submitting entities" to start the process. A pop-up will display any entities already created on your database. Existing records can be viewed, updated or deleted here by selecting the relevant entity and clicking on the relevant option.

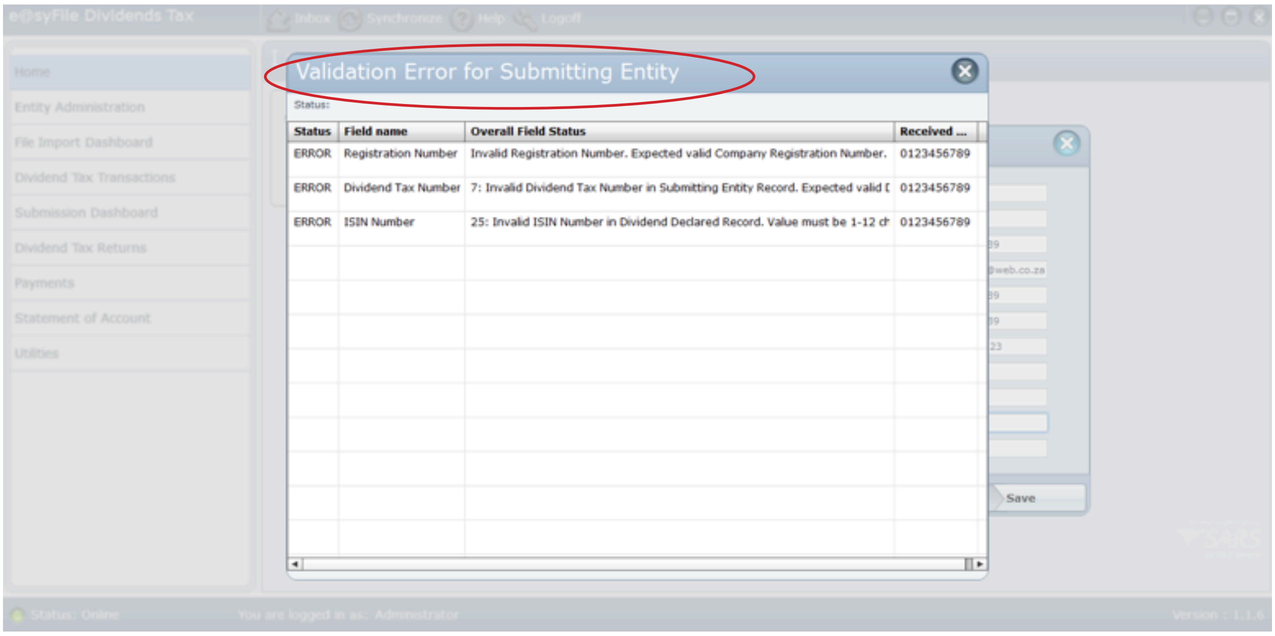
To add a new Submitting entitiy, click "Add" and complete the mandatory fields displayed.



All captured details will be validated once you completed the required fields and click "Save".

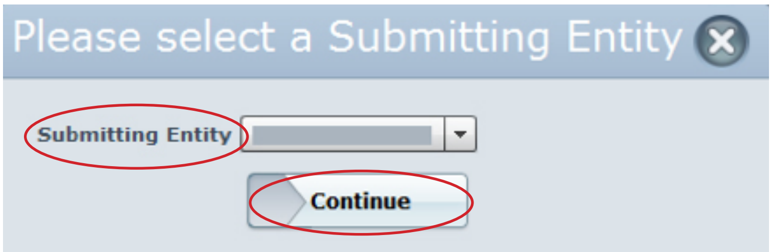


Correct any errors listed to successfully add a new Submitting entity to your database in the pop-up "Validation Error for Submitting Entity".

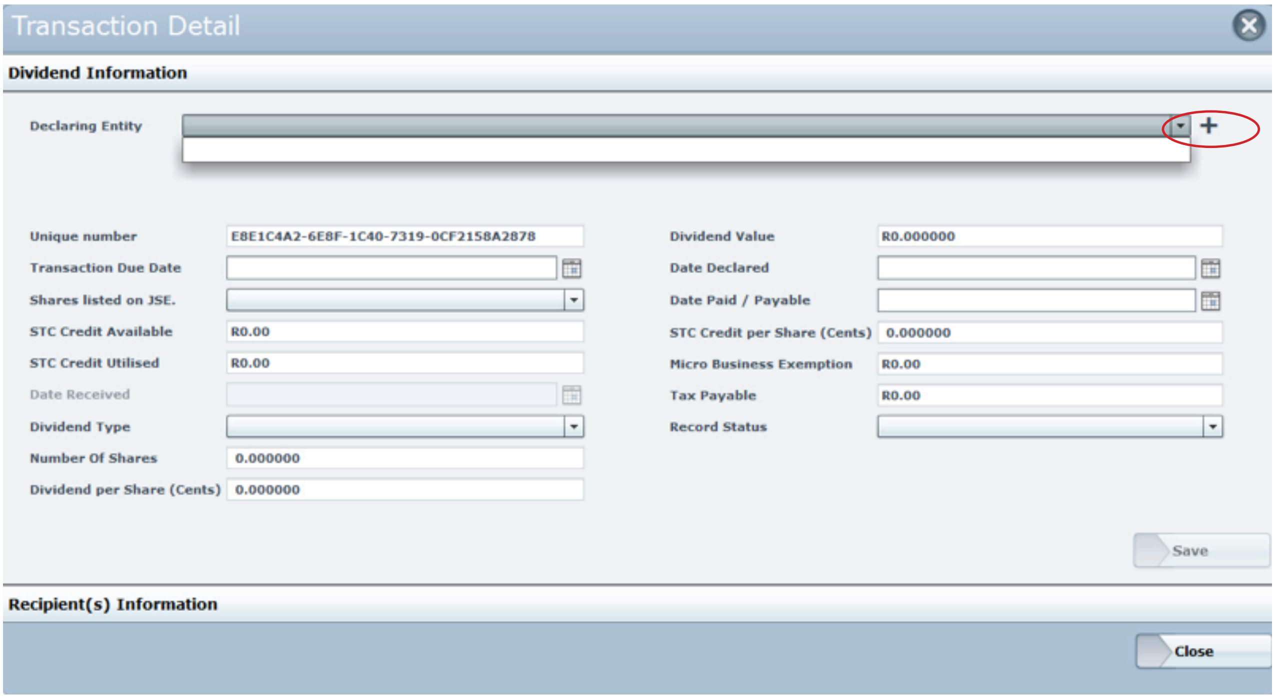


6.3 Create a new Dividend Tax transaction

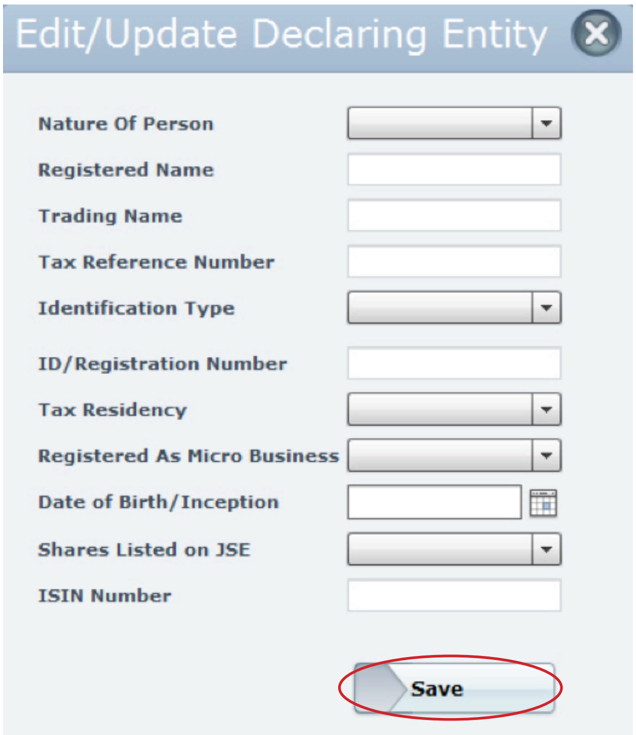
- Click the new link on the home page named "Create a new Dividends Tax transaction". Select the correct Submitting entity from the drop-down list and click "Continue." Remember to create the Submitting entity first if not yet available from the drop-down list.



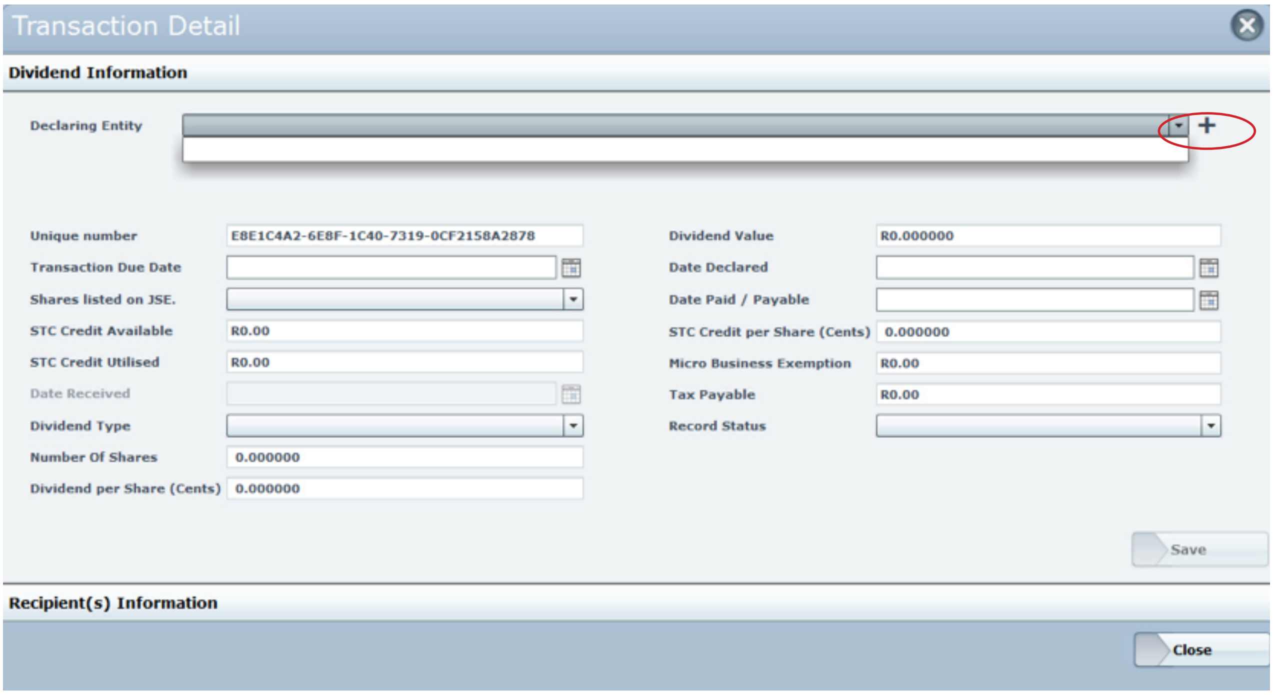
- Select a Dividends Declarant from the drop-down menu, or click the plus sign [+] next to the list to add a new Declarant.



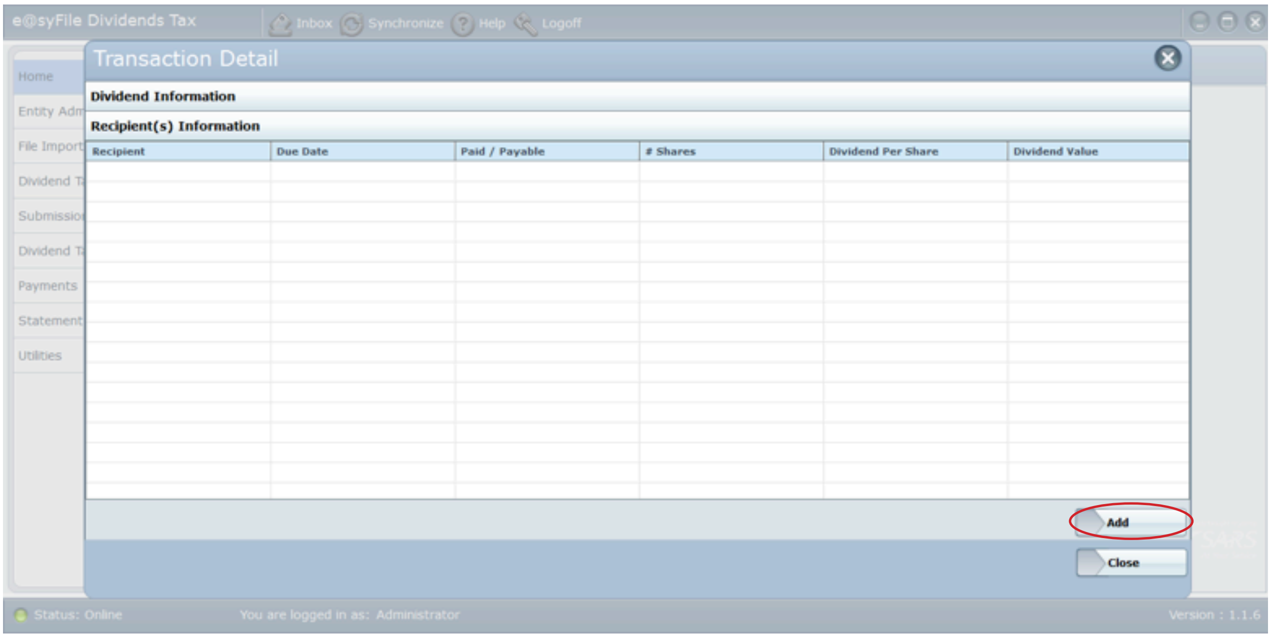
- Proceed with capturing the remaining fields and click "Save" to update your database. This action will validate all information captured or selected, if any errors are listed you will have to correct these before you can proceed.



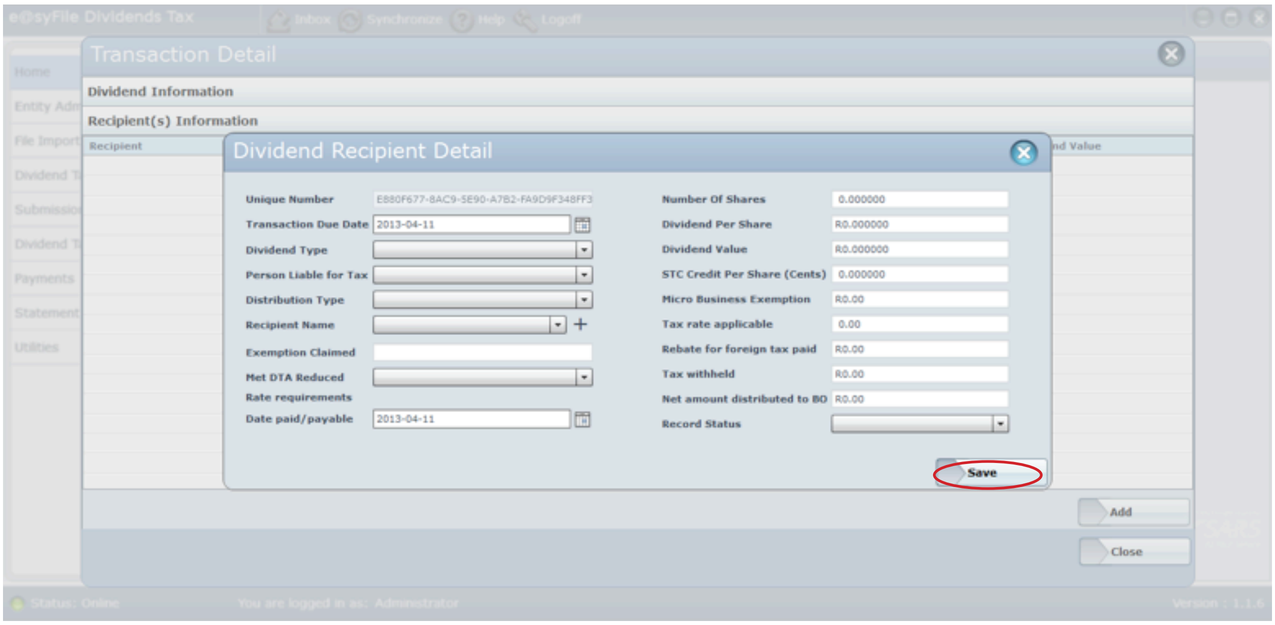
- Select a "Received from entity" from the drop-down menu, or click the plus sign [+] next to the drop-down list to add a new entity.



- Add recipient details - click the "Add" button and complete all mandatory fields.



Click "Save" to update your database. Repeat this process if necessary to add all recipients.

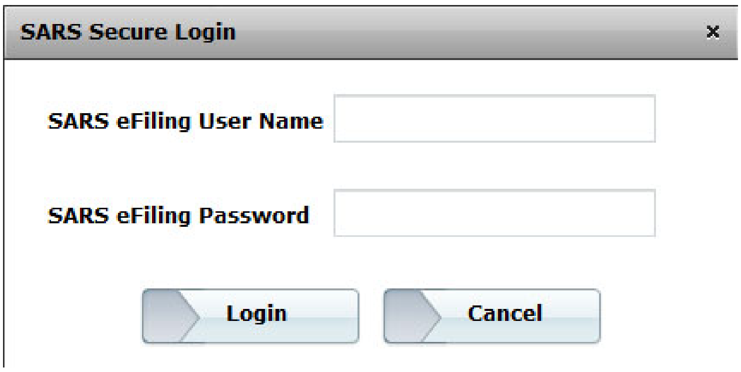


Once all details have been captured, you are ready to submit the transaction details to SARS. Please refer to Chapter 10 of this guide to proceed with submission.

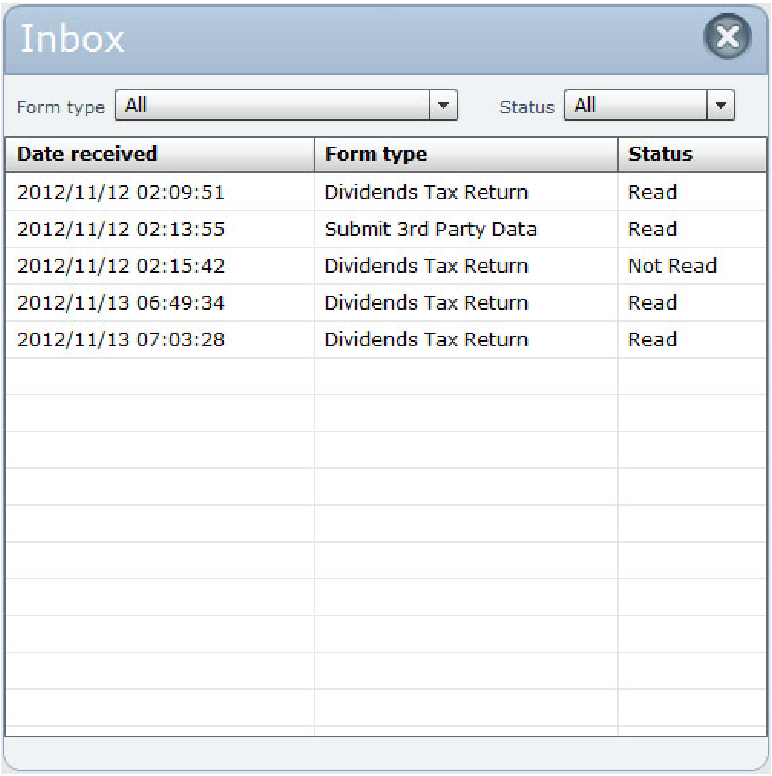
7. INBOX AND SYNCHRONISATION

Correspondence, Statements of Account, Dividends Tax Returns and SARS feedback related to submitted transactions are available via the synchronisation process. All the data retrieved via synchronisation is listed in an Inbox option displayed at the top of the application.

In order to retrieve correspondence, click on the **Synchronise** clip-art at the top of the page, complete your eFiling login name and password and click on **Login** to start the synchronisation process.



To view information retrieved, click on the Inbox clip-art at the top of the page to display available correspondence.



The Inbox menu includes an option to filter correspondence by "read" status. To open any item listed in the Inbox, simply double-click on the relevant line displayed.

8. ENTITY ADMINISTRATION

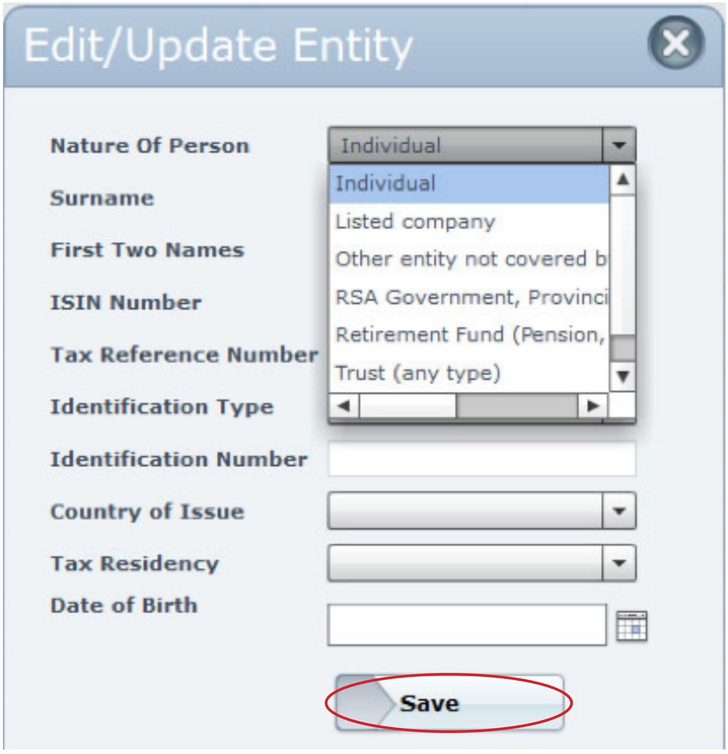
Users will now be able to manually capture details for submitting, declaring and receiving entities. The new functionality will also allow users to manage details of entities previously captured or imported.

Mandatory fields and field requirements for manually captured information are identical to the rules explained in the External BRS for Dividends Tax.

Step1 - In order to manage Submitting, Declaring and Recipient entities, click "Entity Administration" on the left-hand menu pane to display the various options available.

Using the filter options displayed on this menu, existing entities can be listed and viewed in three categories: Submitting Entities, Dividend Declarants and Dividend Recipients.

Step 2 - To add details for an entity, select the relevant entity type at the top of the table and click the "Add" button at the bottom of the page. This will display a pop-up window where you can complete the required details for each entity that must be added.



Please note, select the correct "Nature of person" from the drop-down menu to refresh the required fields before you capture any additional information.

Once you have captured the relevant fields, click "Save" to complete.

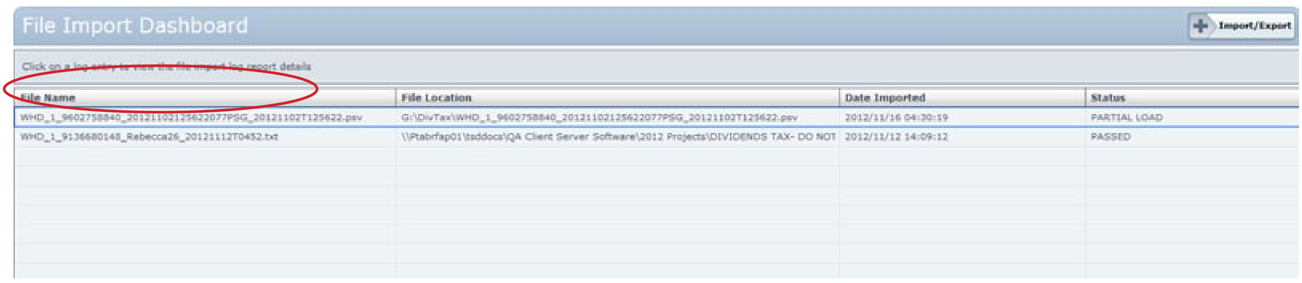
Repeat this process to capture all relevant entities for Dividend Tax transactions.

Step 3 – Details for submitting, declaring or recipient entities that were previously captured or imported can also be edited, updated or deleted if necessary.

Once you've selected the relevant entity type on the Entity Administration page, double-click the entity you wish to update, or select the relevant entity and click the "Update" button.

9. FILE IMPORT DASHBOARD

All import attempts are listed on the File Import Dashboard, with details regarding possible failures or warnings related to the import file contents. To access this menu, simply click on **File Import Dashboard** on the left-hand menu pane. This will display a complete list of all import attempts with the relevant feedback displayed.

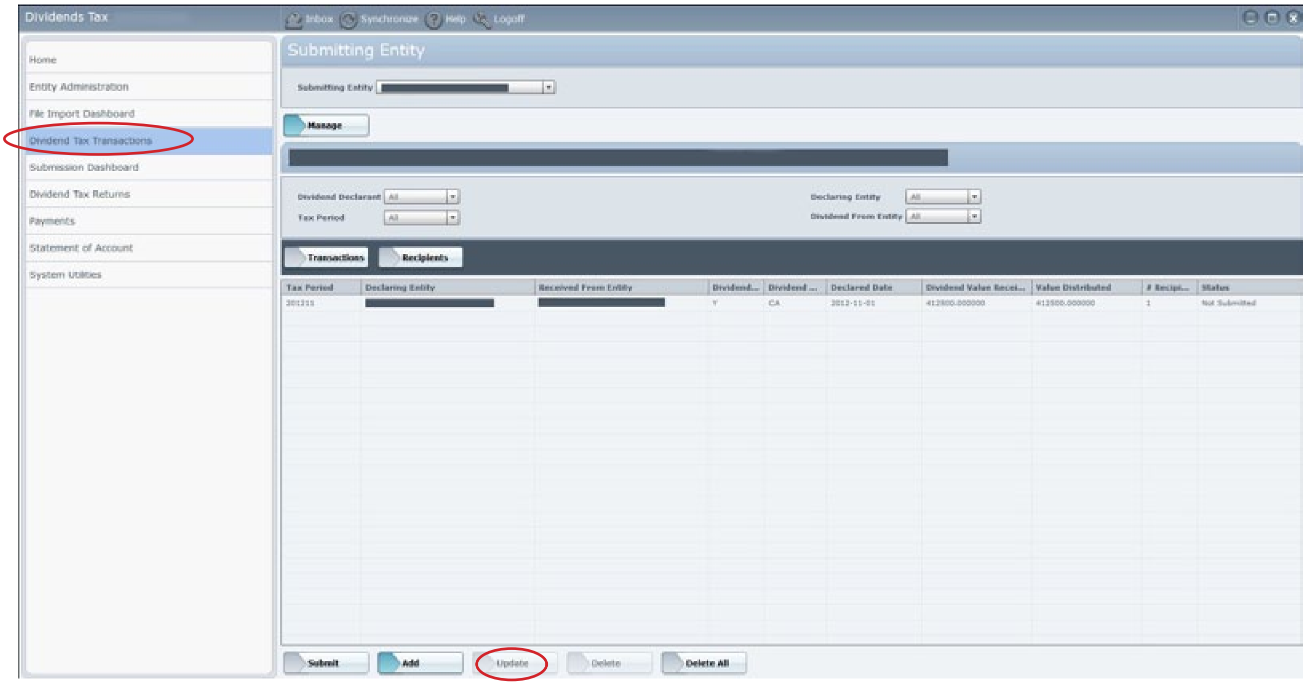


Please note: An option is available to **Undo** or delete the last import file processed, click on the correct import file listing, and select **Undo** to remove the contents of this file from your database.

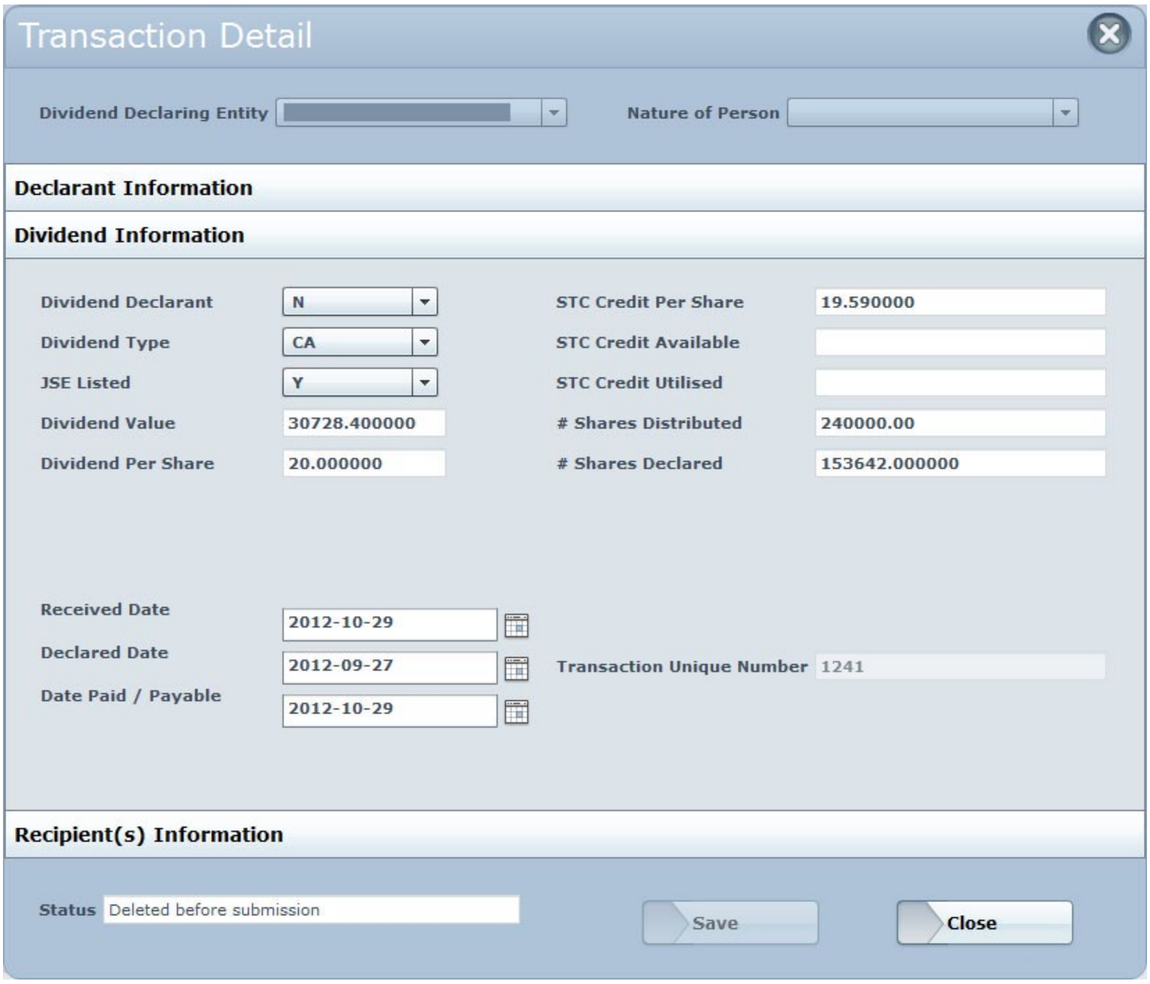
10. DIVIDENDS TAX TRANSACTIONS

Once Dividends Tax transactions have been imported or manually captured, the data prepared must be submitted to SARS for validation and processing in order to pre-populate the DTR02 Declaration for submission.

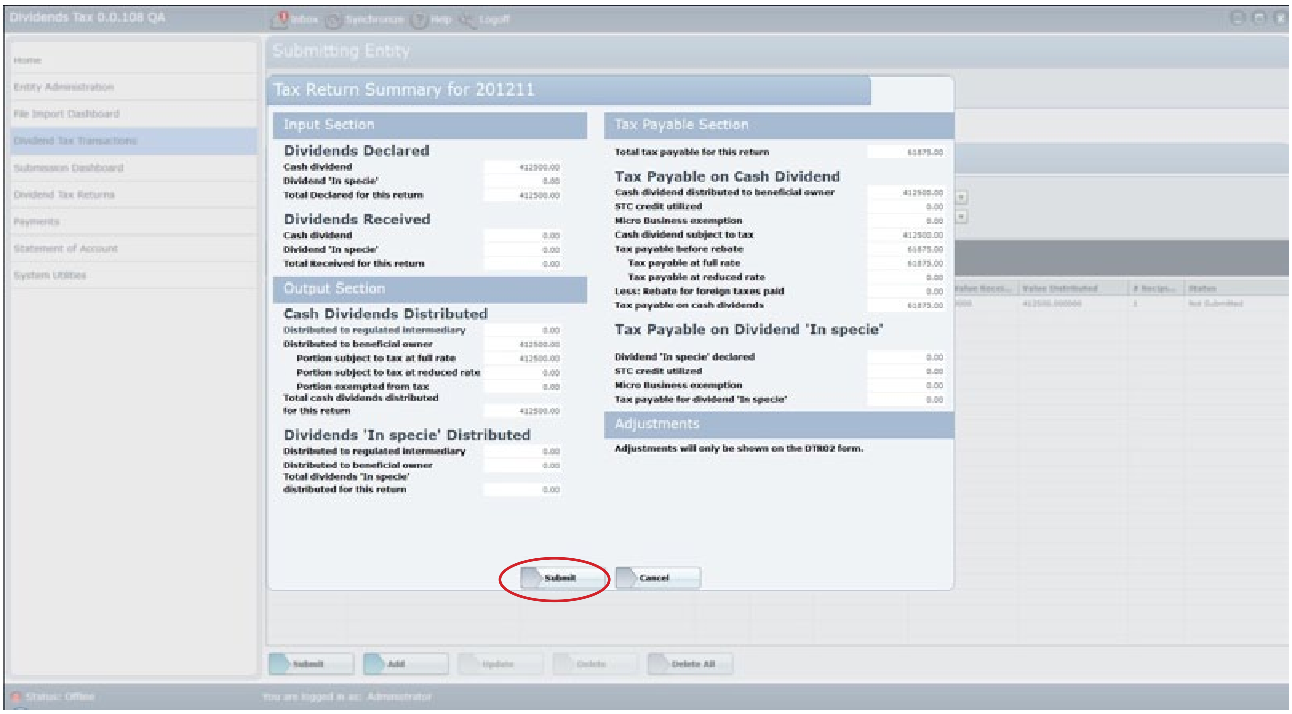
Step 1 – Click on Dividends Tax Transactions on the left-hand menu pane to view available transactions.



Step 2 – If necessary, Transaction details can be edited prior to submission of data. Select the relevant transaction from the list displayed, and click on the **Update** button at the bottom of the page. This will open a pop-up window with the transaction details populated. Use the horizontal tabs to move between fields for Declarant Information, Dividend Information and Recipient(s) Information.

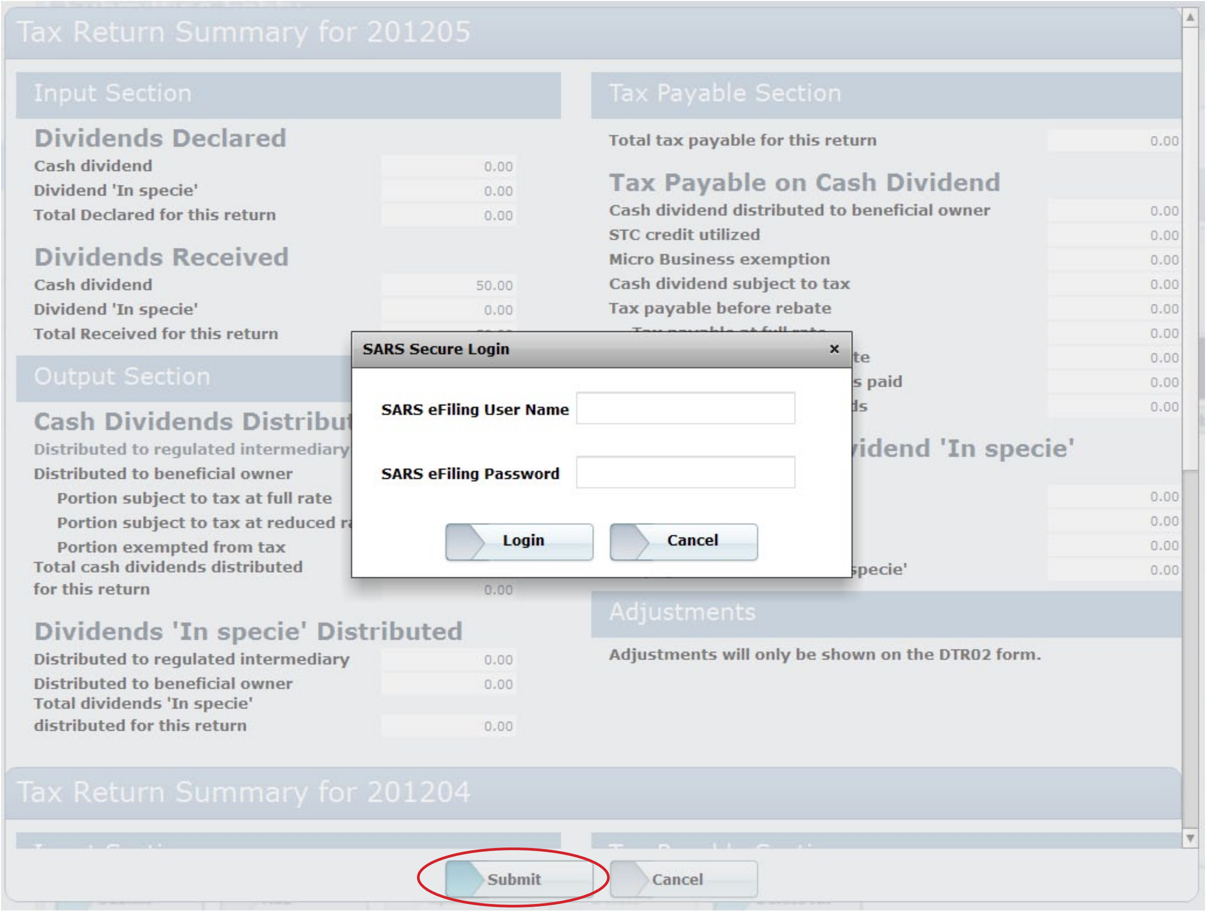


Step 3 – Once transaction details are confirmed, click on the **Submit** button at the bottom of the page to display a Dividends Tax return summary.

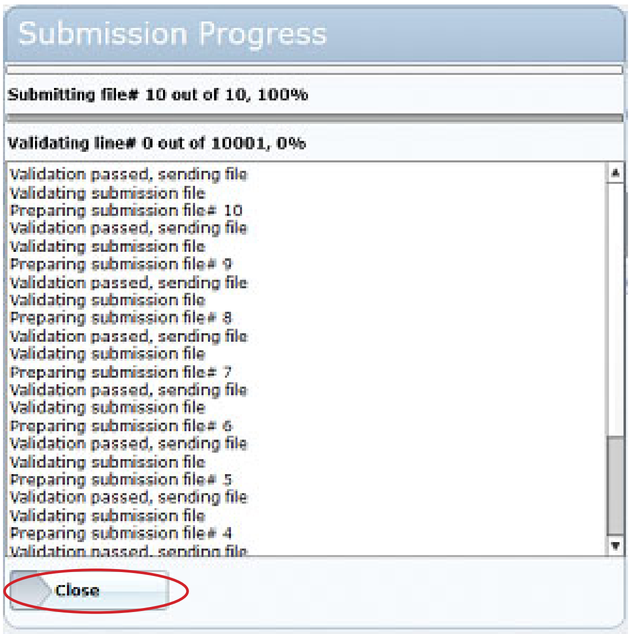


PLEASE NOTE: Should you disagree with the details dispayed on the summary page, click on "Cancel" and repeat Step 2 to amend Transaction details if necessary before submission to SARS.

Step 4 – Click on the **Submit** button to upload the Dividends Tax transaction to SARS in order to pre-populate the DTR02 Declaration. Complete your eFiling login name and password in the pop-up message displayed to submit your transaction.



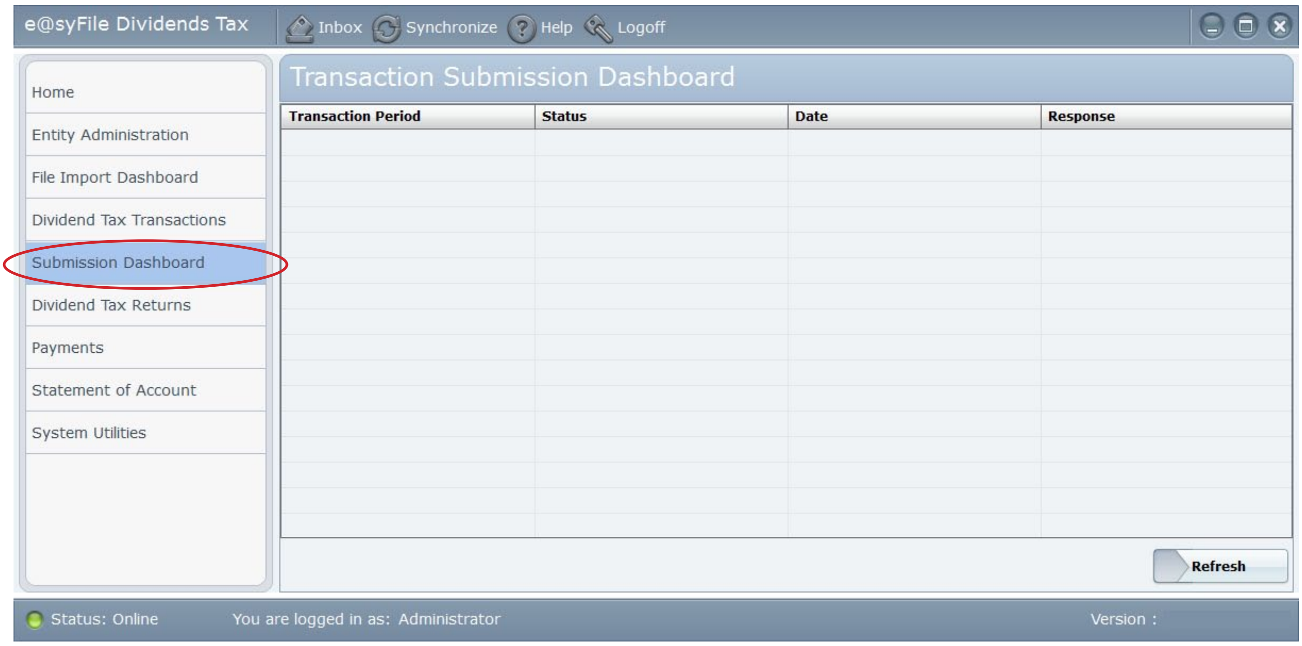
Step 5 – A pop-up window will display submission progress during the process. Click on **Close** once the submission is completed.



Once Dividends Tax transactions have been submitted from the Dividends Tax Transactions menu, an entry for each submission will be listed on the Submission Dashboard menu.

11. SUBMISSIONS DASHBOARD

Step 1 - Click on the **Submission Dashboard** on the left-hand menu pane to open a list of all Dividends Tax Transactions that have been submitted to SARS.



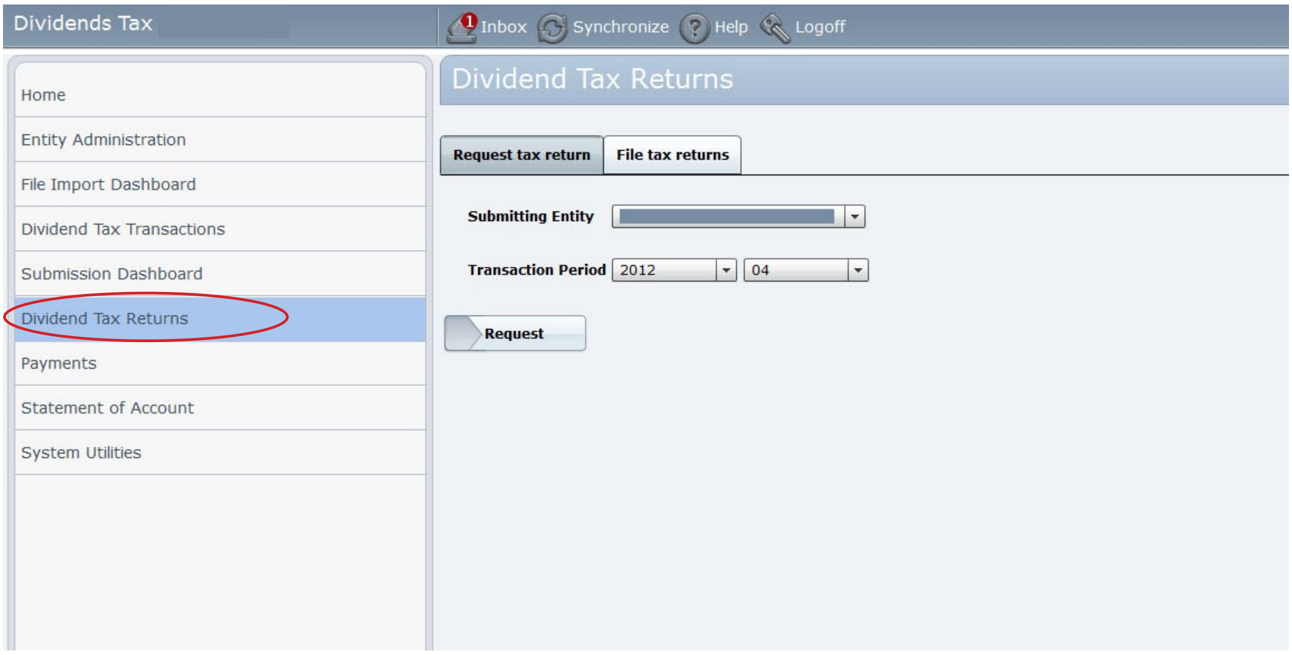
On this page, details related to each submission are available, including date of submission and a submission status indicator. Immediately after submission this status will reflect as **In progress.**

Step 2 - This status should be updated within 24 hours. In order to retrieve an updated submission status, click the **Synchronise** option at the top of the page.

12. DIVIDENDS TAX RETURNS (DTR02)

The DTR02 Declaration will be available in your Inbox after successful submission of a Dividends Tax Transaction and completing the synchronisation process.

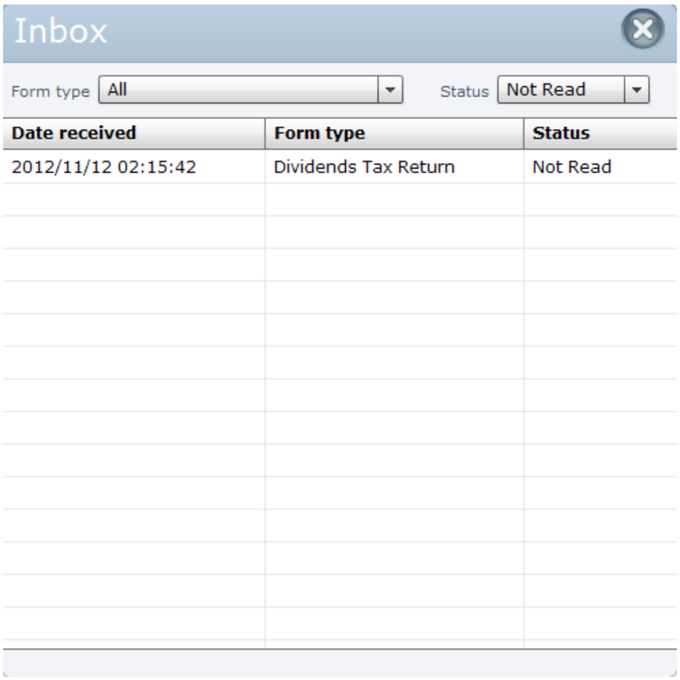
Step 1 – Click on the **Dividend Tax Returns** tab in the left-hand menu pane to request DTR02 Declarations not retrieved automatically via synchronisation during the Dividends Tax Transaction submission process.



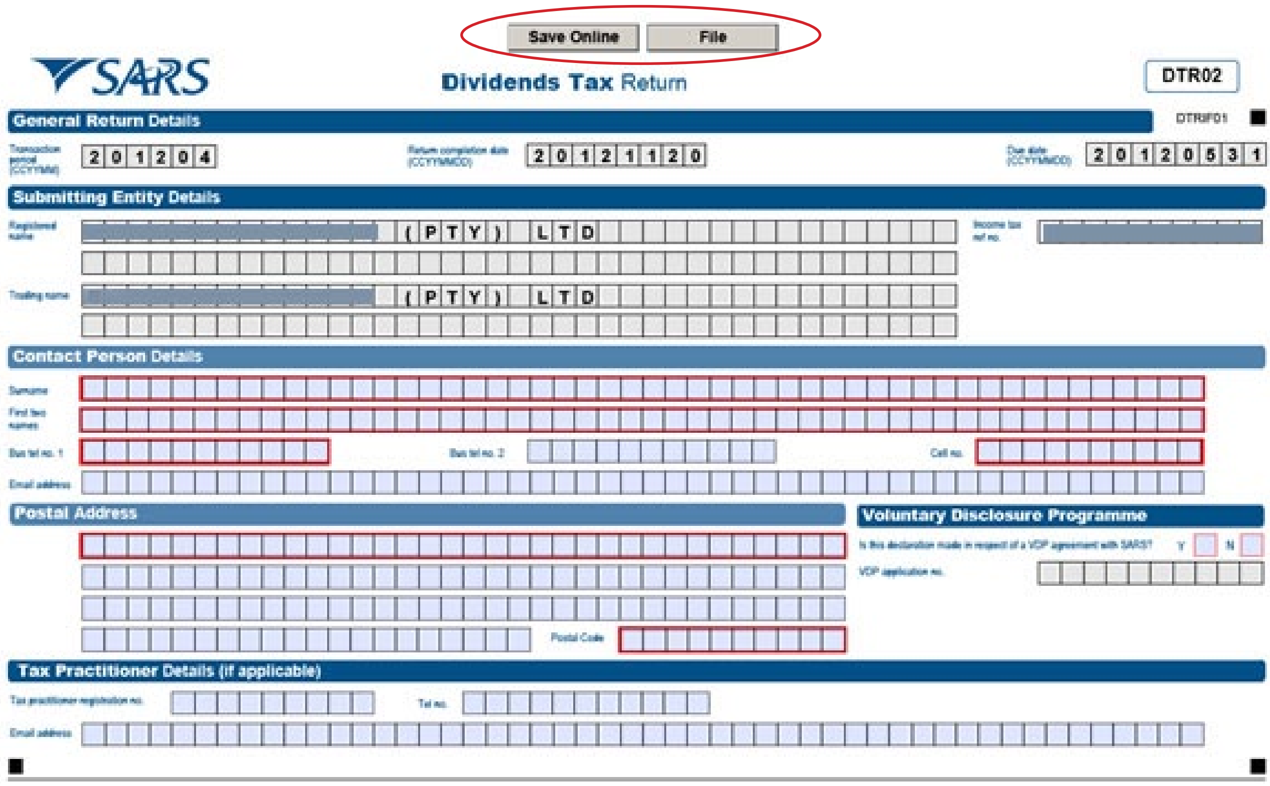
Step 2 – Select the relevant Submitting Entity and Transaction Period before clicking on the **Request** button at the bottom of the page.

Step 3 – Click on **Synchronise** at the top of the page to retrieve updated correspondence, including any available or requested DTR02 Declarations.

Step 4 – To view your DTR02 Declaration(s), click on the **Inbox** option at the top of the page to display new items received.

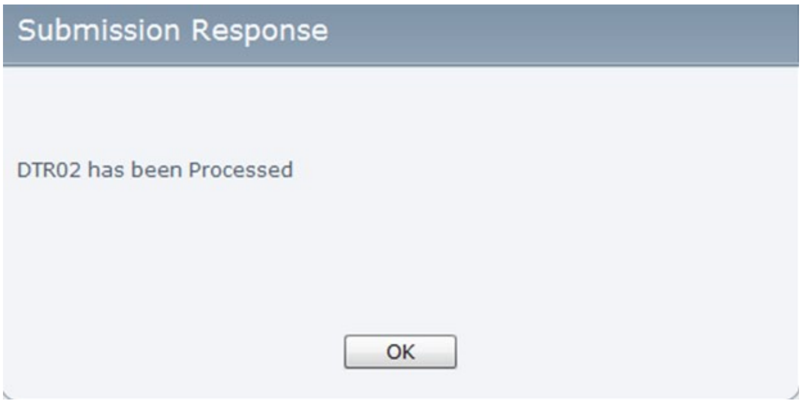


Step 5 – Double-click on the relevant **Dividends Tax Return** entry in the Inbox to open the pre-populated DTR02 Declaration.



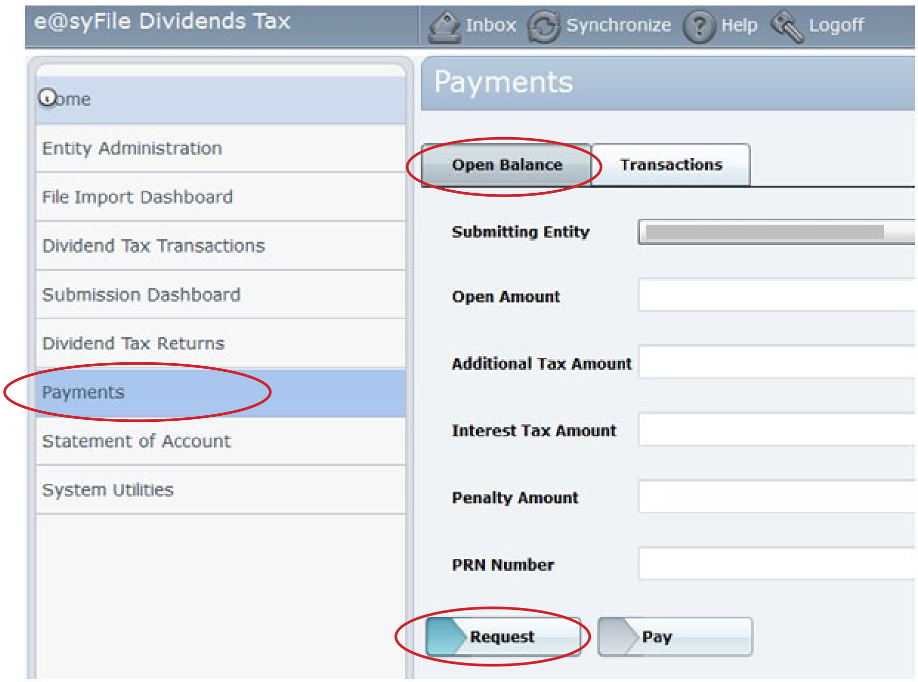
Step 6 – You may complete or edit mandatory fields on the DTR02 Declaration when applicable. The **Save Online** option displayed at the top of the DTR02 Declaration will save any information you captured. When you are ready to submit the final DTR02 Declaration to SARS, click on the **File** button at the top of the DTR02 Declaration.

Step 7 – Once this process completed, a pop-up window will display a submission response for your DTR02 submission.

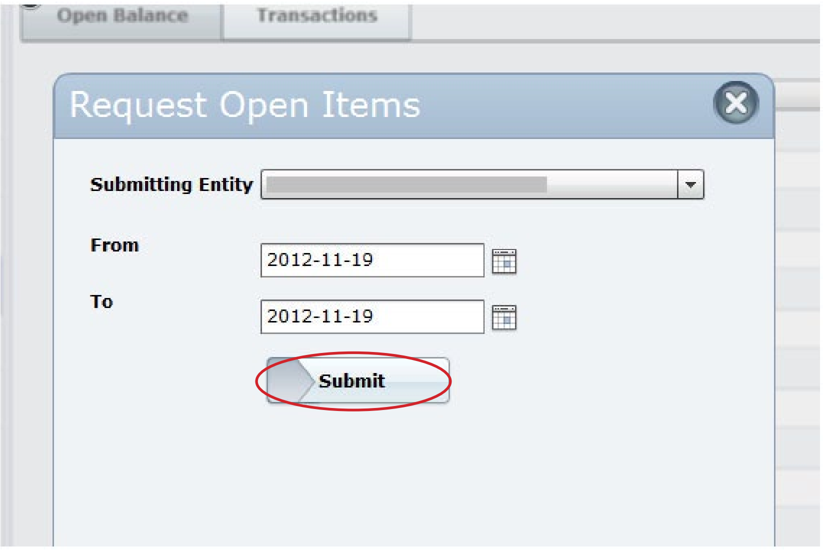


13. PAYMENTS

Click **Payments** to display available transactions and options. Payments can be made for specific transactions or by using the **Open Balance** option.

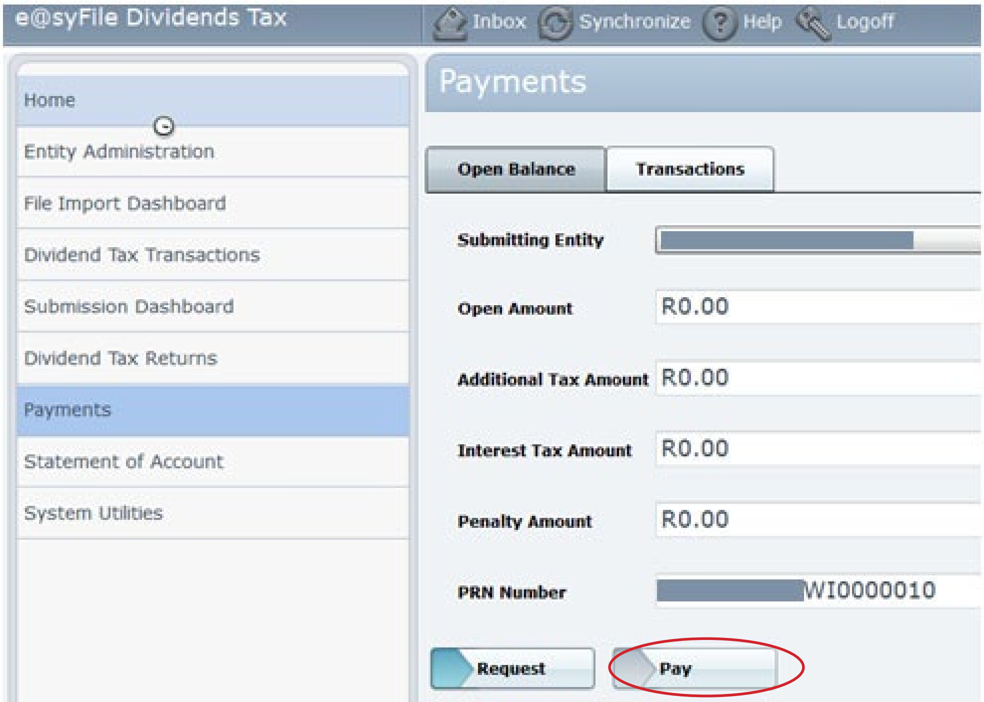


Step 1 – Select **Open Balance** to start the payment process. Click **Request** and complete start and end dates to retrieve your current outstanding balance. Click **Submit.**

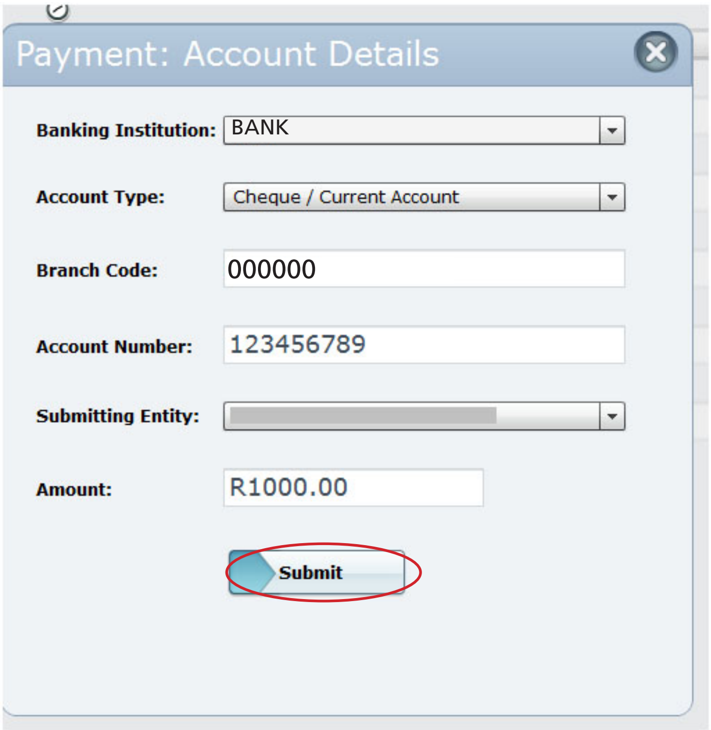


Step 2 – Click on **Pay** to proceed to the next step.

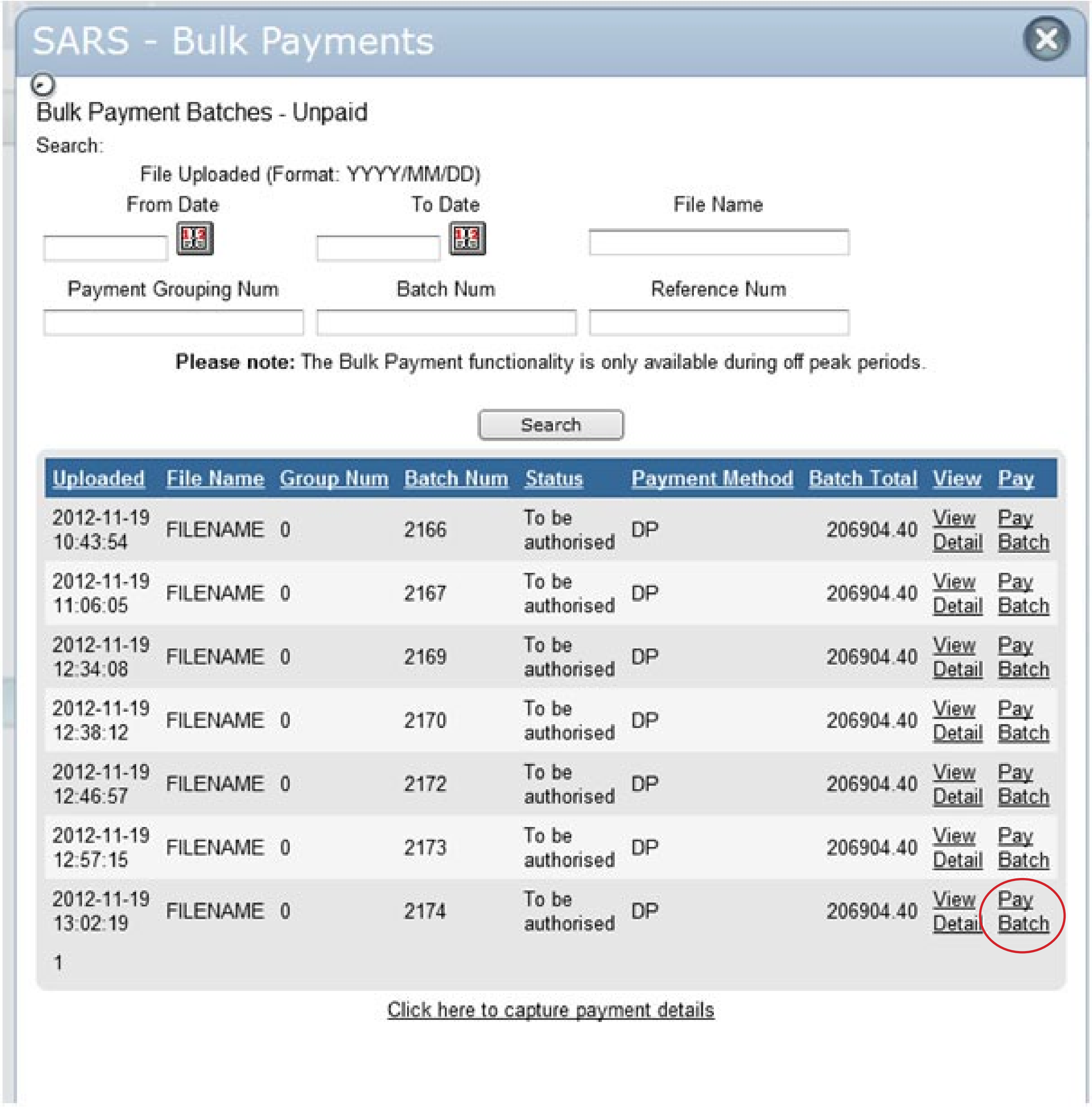
Please note: If no amounts payable are indicated on the payment summary screen, you will be able to add a payment value during the next step of the payment process.



Step 3 – Use the drop-down menus to select the Banking Institution and Account Type, complete Branch Code and Account number. The amount payable indicated may be edited if required. Click on **Submit** to proceed to the final step of the payment process.



Step 4 – Complete your eFiling login name and password and click on **Login** to proceed to the eFiling Payment page.



SARS - Bulk Payments

Bulk Payment Batches - Unpaid

Search:

File Uploaded (Format: YYYY/MM/DD)

From Date | To Date | File Name

Payment Grouping Num | Batch Num | Reference Num

Please note: The Bulk Payment functionality is only available during off peak periods.

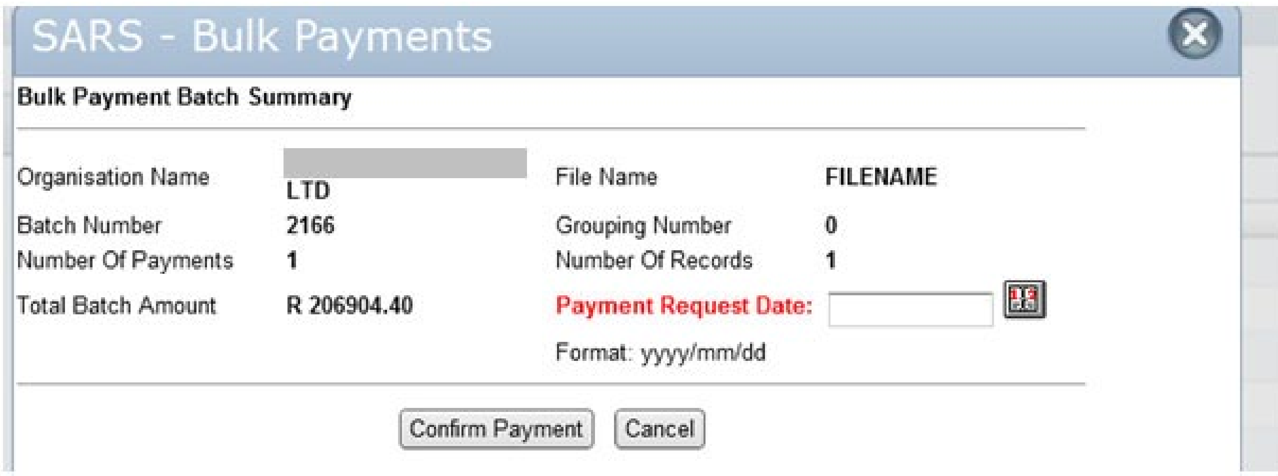
Search

Uploaded	File Name	Group Num	Batch Num	Status	Payment Method	Batch Total	View	Pay
2012-11-19 10:43:54	FILENAME	0	2166	To be authorised	DP	206904.40	View Detail	Pay Batch
2012-11-19 11:06:05	FILENAME	0	2167	To be authorised	DP	206904.40	View Detail	Pay Batch
2012-11-19 12:34:08	FILENAME	0	2169	To be authorised	DP	206904.40	View Detail	Pay Batch
2012-11-19 12:38:12	FILENAME	0	2170	To be authorised	DP	206904.40	View Detail	Pay Batch
2012-11-19 12:46:57	FILENAME	0	2172	To be authorised	DP	206904.40	View Detail	Pay Batch
2012-11-19 12:57:15	FILENAME	0	2173	To be authorised	DP	206904.40	View Detail	Pay Batch
2012-11-19 13:02:19	FILENAME	0	2174	To be authorised	DP	206904.40	View Detail	Pay Batch

1

Click here to capture payment details

Step 5 – Click on **Pay Batch** to the right of the relevant transaction to finalise payment.



SARS - Bulk Payments

Bulk Payment Batch Summary

Organisation Name	LTD	File Name	FILENAME
Batch Number	2166	Grouping Number	0
Number Of Payments	1	Number Of Records	1
Total Batch Amount	R 206904.40	Payment Request Date:	
		Format: yyyy/mm/dd	

Confirm Payment | Cancel

Step 6 – You will receive confirmation in green text if your payment instruction processed successfully.

Step 7 – An updated payment status will be available on your eFiling payment history tab on the Batch Payment Detail screen once the payment transaction has been processed successfully.

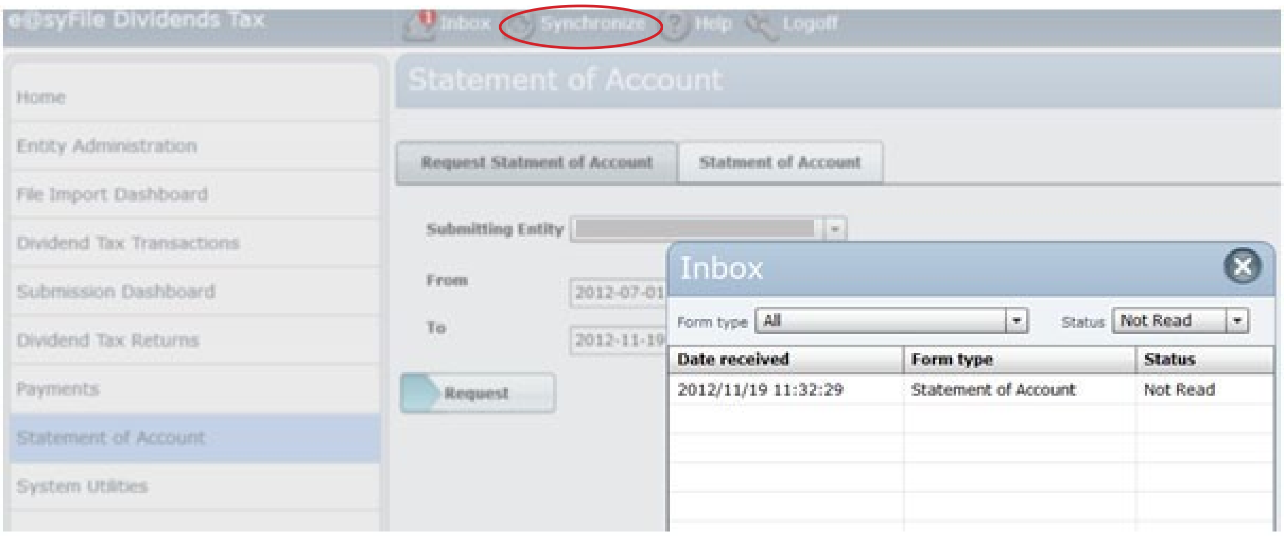
14. STATEMENT OF ACCOUNT

An option to request and view a Dividends Tax Statement of Account (DTRSA) is available on the main menu list on the left.

Step 1 - Click on **Statement of Account** to open this menu.

Step 2 – Select the relevant Submitting Entity from the drop-down list and select start and end dates for your request and click on **Request.**

Step 3 – A numerical character will display next to the Synchronise option at the top of the page when your DTRSA is available. Click on **Synchronise** to retrieve the new DTRSA.



Step 4 - Open the Inbox and double-click on the relevant entry with Form Type "Statement of Account" to view your DTRSA.


SARS

DIVIDENDS TAX **DTRSA**

Statement of Account

Enquiries should be addressed to

Contact Detail

PRETORIA
0001

Tel: 0800 00 SARS (7277) SARS www.sars.gov.za

Details

Reference
Date: 2012-11-19
Statement 2012-07-01 to 2012-11-19

Always quote this registration number when contacting SARS

SUMMARY INFORMATION

Closing	0.00

Account Details

Due Date	Transaction Reference	Transaction Description	Transaction Value	Transaction allocation information			Account balance
				Tax	Interest	Penalty	
2012-11-19		Closing Balance	0.00	0.00	0.00	0.00	0.00

Ageing - Transactions are aged according to the original due date, including all related interest and penalties

Current	30 Days	60 Days	90 Days	120+ Days	Total
0.00	0.00	0.00	0.00	0.00	0.00

Information

Debt handed over	0.00

You may also view existing DTRSAs by selecting the **Statement of Account** tab on this menu. To open, double-click on the relevant document.

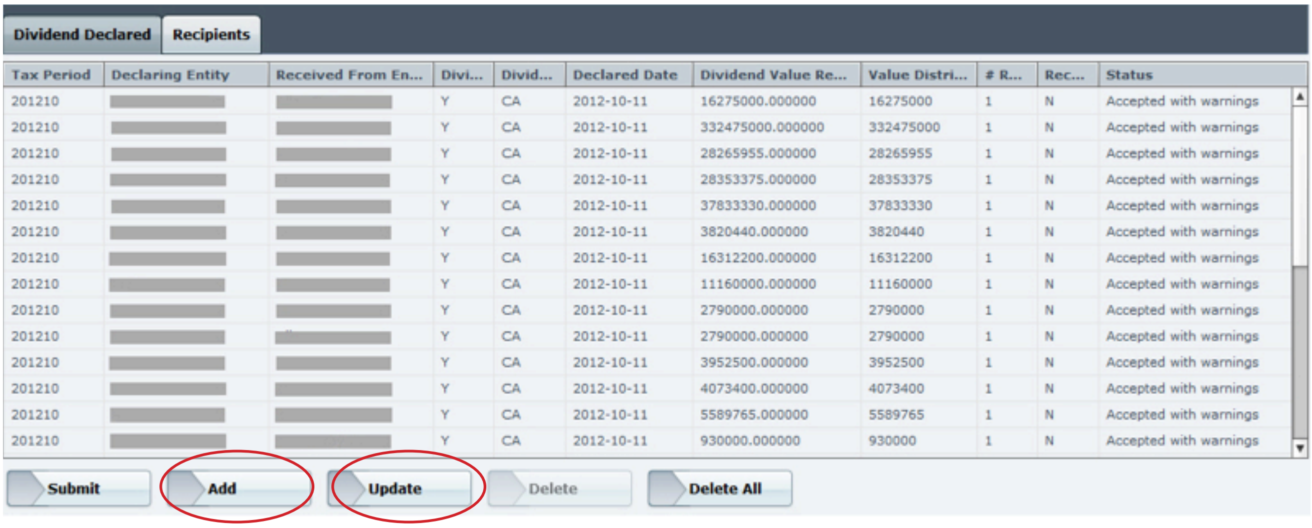
15. Amend submitted Dividends Tax returns

Once you have retrieved and submitted a prepared DTR02 return, the transaction details can be amended by following the steps below.

Step 1 – Click "Dividends Tax Transactions" on the left to view all submitted transactions. Use the filter options if necessary to sort transactions by "Submitting Entity," "Dividend Declarant," "Recipient," "Tax Period etc.

Step 2 – Once the details for the relevant tax period is displayed, records can be amended by using the options at the bottom of the screen:

- Click "Add" to add additional transaction details and complete the required fields
- Select the relevant transaction and click "Update" to edit details previously submitted.

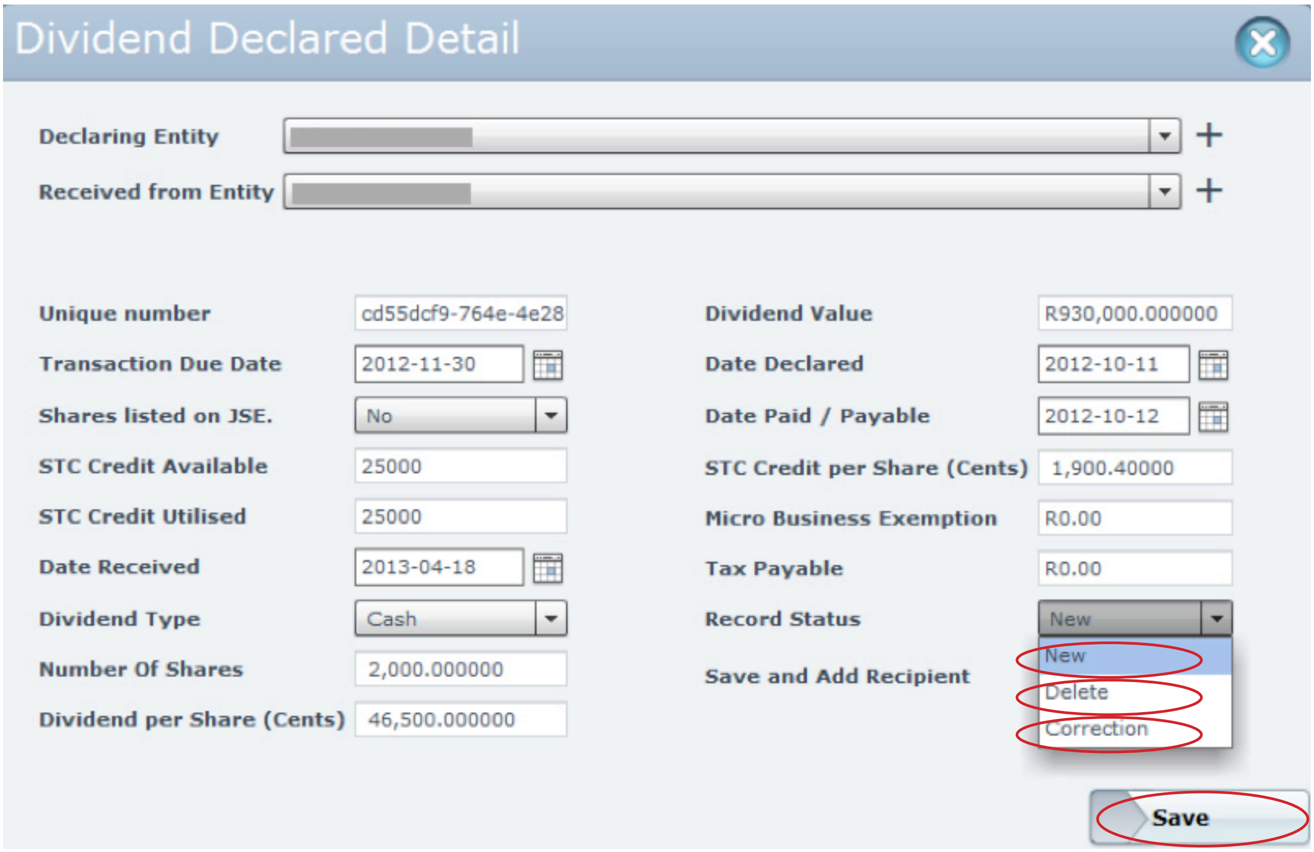


Dividend Declared | Recipients

Tax Period	Declaring Entity	Received From En...	Divi...	Divid...	Declared Date	Dividend Value Re...	Value Distri...	# R...	Rec...	Status
201210	[redacted]	[redacted]	Y	CA	2012-10-11	16275000.000000	16275000	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	332475000.000000	332475000	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	28265955.000000	28265955	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	28353375.000000	28353375	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	37833330.000000	37833330	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	3820440.000000	3820440	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	16312200.000000	16312200	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	11160000.000000	11160000	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	2790000.000000	2790000	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	2790000.000000	2790000	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	3952500.000000	3952500	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	4073400.000000	4073400	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	5589765.000000	5589765	1	N	Accepted with warnings
201210	[redacted]	[redacted]	Y	CA	2012-10-11	930000.000000	930000	1	N	Accepted with warnings

Submit | Add | Update | Delete | Delete All

Step 3 – Amend or edit any details if required, and change the "Record Status" indicator at the bottom right to reflect the correct status.



Record status options:

- "New" - select this option if additional transaction details must be added.
- "Delete" - select this option to send a request to SARS to delete this record from previous submission.
- "Correction" - select this option if previously submitted details were amended.

Step 4 – Click “Save” to update transaction record(s).

Repeat steps 2 - 4 if necessary to correct all relevant transaction details.

Setp 5 – Once all details have been updated, proceed with the submission process as explained in chapters 10 - 13 of this guide to finalise the transaction:

- Submit the transaction details in order to pre-populate a new DTR02 return
- Request an updated DTR02 return
- File the DTR02
- Proceed with additional payment if required

Please visit www.sars.gov.za for additional guides and documentation related to Dividends Tax.

A guide to the Declaration of Dividends Tax via e@syFile – April 2013