

**Compliance  
Transfer Duty**

Office:  
Western Cape

Telephone:  
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Date:

**To All Conveyancers**



*South African Revenue Service*

Enforcement Building,  
Project 166  
22 Hans Strijdom Avenue  
Cape Town  
8001

Dear Conveyancer

**TRANSFER DUTY APPLICATIONS – DID YOU KNOW YOU ONLY HAVE 7 DAYS TO UPLOAD SUPPORTING DOCUMENTS AFTER THE FINAL REQUEST LETTER HAS BEEN ISSUED**

In our letter dated 6<sup>th</sup> October 2021, we requested that you only create a case once you are ready to upload supporting documents.

We are currently receiving a number of queries as to why certain applications have not been audited and, in most cases, the reason stems from the fact that supporting documents were uploaded after the expiry of the 7 days allowed from the date the Final Request letter was issued.

**TIMEFRAMES:**

If a case is selected for audit, an auto response letter will be issued. If no response is received within 21 days, a Final Request letter will be sent. If no documents are uploaded within those 7 days, the case will be removed from our work items and the case will not be audited even though supporting documents may have been uploaded after the expiry of the said 7 days.

**WHAT TO DO?**

It is always best to create a case only once you are ready to upload.

Should the 7 days from date of Final Request have expired or should you find that you uploaded documents after the expiry period, you can 'revive' the case by doing a Request For Correction (RFC). The system will see the application as a new submission and the first automated letter will be re-issued. This will open the link for you to upload supporting documents. Should you already have uploaded documents after the expiry date, you will need to upload at least one document again in order to resubmit the case to SARS.

For more information, please call the SARS Practitioner Contact Centre on 0860 12 12 19.

Sincerely.

THE SOUTH AFRICAN REVENUE SERVICE