

## **HOW TO APPLY FOR A PR NUMBER THROUGH SARS**

- Login to SARS e filing
- Go to "Organisation" → "Sars Registered Detail" → "Maintain SARS registered detail"
- Go to "My tax practitioner details" on the RAV 01 form
- Go to "Tax Practitioner Details" on the RAV 01 and select your controlling body.
- After selecting the controlling body select "File" to save the changes
- By going back to the RAV 01 form (number will be displayed above the name of the controlling body you selected) the system will reflect the correct PR number allocated to the practitioner
- Once the PR number has been confirmed Go to "Services" → "Practitioner Activation" → Insert the PR Number and click "Confirm my Tax Practitioner Status"