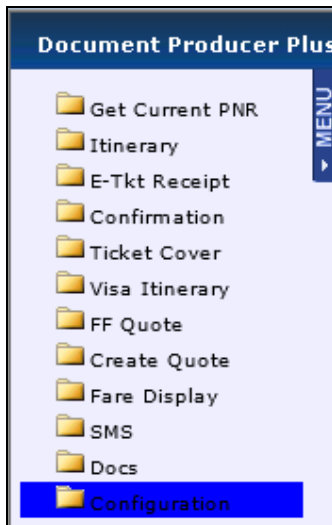


**Please note that all South Africa Document Producer Users are required to perform this update.**

- The below manual update is required to amend the system VAT Percentage from 15.00 to 15.50  
This is for the new South African Reserve Bank VAT Percentage increase as 01 May 2025.

**The Update Procedure is below:**

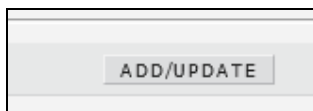
1. Open Document Producer, and click the Configuration Tab in the Menu:



2. Scroll down to the System Set Up Section.  
Change the VAT PERCENTAGE to **15.50** (Fifteen Point Five Zero) as shown below:

System Setup	
INSTALLATION COUNTRY	<input type="text" value="South Africa"/>
VAT PERCENTAGE	<input type="text" value="15.50"/>

3. Scroll Down to the bottom of the page, and Click the ADD/UPDATE button:



4. Click OK to the below message, then Close and Re-Open Document Producer.

