



# SUFFICIENT KNOWLEDGE COMPETENCY ASSESSMENT FOR AEO



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### 1 SUMMARY

- Accreditation requires traders to demonstrate sufficient knowledge of Customs Law and procedures, as per Section 64E(1)(b)(iv). Traders who apply for accreditation must meet this criterion by nominating personnel to write the Authorised Economic Operator (AEO) sufficient knowledge competency assessment.
- b) Traders must apply for the AEO sufficient knowledge competency assessment through SARS eFiling.
- c) The application to take the competency assessment may be made in respect of:
  - i) The applicant (Trader/Customs Client) personally; or
  - ii) Employee(s) of the applicant that is nominated as person(s) who will administer accredited requirements.

#### 2 APPLICATION FOR AEO SUFFICIENT KNOWLEDGE COMPETENCY ASSESSMENT

#### 2.1 Log in to eFiling

- a) The applicant appoints a registered representative who will be assigned the relevant user rights and roles to act on the applicant's behalf through eFiling, as described in GEN-ELEC-18-G01. The registered representative must be registered on eFiling.
- b) The registered representative logs on to the eFiling platform as described in SC-CF-42.
- c) The system displays the registered representative's portfolio and trader details. The registered representative must change his/her portfolio type from individual to organisation by clicking on the portfolio dropdown list to display the organisations linked his/her profile.

	SARS @mina	+ 8		wis121eg	-	- ×	Home	Returns	Services	Tax Status	Contact	Log Out
Tax Reference Number 0138652292	Portible SQMAuto787018882315 - T AUTOMATION		Texpayer AUTOMATION T ()		• Individual	۲						
UI 38032292 Identification Number 5801015554088		T			T							
My Profile		•						(	<b>7</b> (1			5
SARS Correspondence	Tax Compliance Status			Refresh 💭	Refund Status:						Refresh	o
Returns Issued Returns History												
Non-Core Taxes	Personal Income Tax (ITR12)											
Returns Search	Tax Period	Return Status						Due D	late			
Payments Request For Reason	Account Balance:					0						
Disputes	Not Available											
Voluntary Disclosure Special Links	Notification											
	You have an unread letter											

d) The Customs tab appears on the top menu.



- The registered representative selects: e)
  - i) Customs;
  - Customs Registration; ii)
  - Customs Sufficient Knowledge; and iii)
  - Continue. iv)

R .	SARS @riling	Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portisio Tacpayer		* i 0	rganisation							
Identification Number	AEO Competency Assessment De y clicking on the Continue butten, you will be redirected to the AEO Competency Assessment portal			Î							
My Profile	by cacking on the Continue button, you will be represente the ALD Completency Assessment portal. Should you have any further queries, please contact the SARS #Filing Call Centre on 0800-00-7277.			1							
Customs Registration											
Customs sufficient knowledge Registration Licensing											
Accreditation Special Links											
						🔛 LIVE (	CHAT			D ASK A QL	ESTION?

The system displays the trader ribbon as active and the employee ribbon as inactive. The registered f) representative selects the trader option.

South African Revenue Service	AEO Competency Assessment	[Login As ] [IDPassport Number ] [Imployee Type: Client's Trader] (+ Sign Out
TRADER		
	*	*
NOMINATED EMPLOYEE		

#### Register for the assessment 2.2

- a) The registered representative:
  - i)
  - Selects the registration tab; Clicks edit to complete their registration details; and ii)
  - iii) Clicks save.



b) If the registered representative intends to take the assessment, tick the do you intend to take the assessment box.

outh African Revenue Service	AEO Competency Assessment	[Login As: J] [[DRssport Number: ] [Employee Type: Clent's Trader] G+ Sign Out
raders # Registration Nominations Employees	Results	
UTURE REGISTRATION		
PERSONAL DETAILS		
FIRST NAME	LAST NAME	
EMAIL .	CONTACT NUMBER	
		,
COMPANY DETAILS		
NAME		
PERSONNEL NUMBER		
REGISTRATION NUMBER		
DO YOU INTEND TO TAKE THE ASSESSMENT:	-	
		R Sove

#### 2.3 Nominate employees to take assessment

- a) Employees registered on eFiling may be nominated for the AEO sufficient knowledge competency assessment. The employees must be assigned the relevant user rights by the registered representative to be linked to the applicant, as described in GEN-ELEC-18-G01.
- b) The registered representative:
  - i) Selects the employees tab;
  - ii) Completes the nominated employee's details; and
  - iii) Clicks save.

South African Revenue Service	AEO Competency Assessment	[Login As : ] [I07Passport Number; ] ] [Employee Clean's Trader] @ Sign Out
Traders # Registration Nominations Employees Results		
ADD/UPDATE EMPLOYEE		
FIRST NAME :		
LAST NAME :		
ID NUMBER :		
PASSPORT NUMBER :		
CONTACT NUMBER :		
PERSONNEL NUMBER:		
EMAIL ADDRESS :		
example@sars.gov.za		
		Save X Cancel
	AEO COMPETENCY ASSESSMENT	<b>↑</b>



- c) The registered representative:
  - i) Clicks the nominations tab;
  - ii) Searches for the nominated employees using their ID/Passport number; and
  - iii) Clicks save.

South African Revenue Service	AEO Competency A	ssessment	[Login As : ] [DDPassport Number: ] [Employee Type: Client's Trader] Ge Sign Out
Traders # Registration Nominations Employees	Results		
+Add ID/PASSPORT NUMBER			Q Search
EMPLOYEE DETAILS			T
FIRST NAME	LAST NAME	ID/PASSPORT NUMBER	CONTACT NUMBER
ASSESSMENT DETAILS			
ASSESSMENT	NUMBER OF QUESTIONS	VALIDITY MONTHS	PASS MARK
AEO Competency Assessment	50	60	70.0
			Save Cancel
	AEO COMPETE	INCY ASSESSMENT	Ĩ

d) The list of nominated employees is displayed once a nomination is saved. A link for the nomination is sent via email or SMS to the employee.

South African Revenue Service	AEO Competen	cy Assessment	[Login As : ] [(D)Passport Number: - [Employee Type: Client's Trader] (+ Sign Out	
raders # Registration Nominations Employee	Results			
IOMINATIONS				
+ Add				R
NO NAME	ID/PASSPORT NUMBER	ASSESSMENT \$	STATUS	ACTION
		AEO Competency Assessment	Linked	Si De-link 📋 Delete

#### 2.4 Acceptance of nomination

- a) The nominated employee logs on to eFiling and follows the steps outlined in paragraph 2.1.
- b) The system displays the trader ribbon as inactive and nominated employee ribbon as active. The employee selects the nominated employee option.
- c) The employee selects the nominations tab and clicks accept. He/she receives an email as confirmation of acceptance.

South African Revenue Service	Competency Assessment	[Login As : 1 [IDPassport Number] [Employee Type: Client's Trader] Sign Out
Nominated Employee 🕷 Nominations Bookings Profile Assessment Results		
NOMINATIONS		
NAME		
ID/PASSPORT NUMBER		
TRADER		
ASSESSMENT	AEO Competency Assessment	
STATUS	Accepted	
✓ Accept	# Report	S Detick
	AEO COMPETENCY ASSESSMENT	



#### 3 COMPLETE THE AEO SUFFICIENT KNOWLEDGE COMPETENCY ASSESSMENT

a) The nominated employee selects the bookings tab to make a booking on an available date.

South African Revenue Service	AEO Competency Assessment	[Login As : ] [[D-Plassport Number: ] [Employee Type: Client's Trader] [# Sign Out
Nominated Employee # Nominations Bookings Profile	Assessment Results	
BOOKINGS		
BOOK FOR ONLINE ASSESSMENT ASSESSMENT AEO Competency Assessment	NUMBER OF QUESTIONS 50	
VALIDITY MONTHS	PASS MARK	
60	70.0	
Select Assessment Schedule Date		₩ Book
		<b>† †</b>

- b) On the day of the assessment, the nominated employee:
  - i) Selects the assessment tab; and
  - ii) Clicks start to commence the assessment.

South African Revenue Service	e		AEO Competency Assessment [Login As: ] [DDPassport Number: ] [Employee Type: Clents Trader] (# Sign Out		
Nominated Employee #	Nominations E	Bookings Profile Assessment	Results		
LIST OF BOOKED ASSESSMENTS					
NAME	ASSESSMENT DATE \$	ASSESSMENT \$		STATUS \$	ACTION
	05-Jun-2023	AEO Competency Assessment		Booked	► Start
					-
			AEO COMPETENCY ASSESSMENT		1

c) The questions appear in sequential order. The nominated employee selects next once a question is completed and the following question appears on the screen. All questions must be answered.

South African Revenue Service	AEO Competency Assessment	[Login As :	1
Nominated Employee # Nominations Bookings Profile Assessment	Results		
AEQ COMPETENCY ASSESSMENT			Question 1 of 50 Questions
Allocated Mark : 1			Allocation Time : 2
AEO Competency Assessment Test. Please note that this is a multiple questionnaire, please sele	ect the correct statement.		
Clients that are			
) a) True			
b) False			
H Next			Quit



d) The nominated employee clicks submit once the assessment is complete.

South African Revenue Service	AEO Competency Assessment	[Login As : ] [IDIPassport Number: [Employee Type: Client's Trader] ( Sign Out	1
Nominated Employee # Nominations Bookings Profile Assessment	Results		
Thanks for taking time to complete AEO Competency Assessment. Click submit button to subm	it or Go Back button to review your assessment		
<b></b> Submit			<b>€</b> Go Back
ALC COMPTENCY ASSISTANT			

e) The results are immediately available.

South African Revenue Service	AEO Competency Assessment	[Login As : ] [IDPassport Number: ] [Employee Trype: Client's Trader] @ Sign Out
Nominated Employee # Nominations Bookings Profile Assessmen	Results	
RESULTS		
Assessment Results Score Date Taken Renewal Date	AEO Competency Assessment %	
	AEO COMPETENCY ASSESSMENT	

f) The results may be viewed by selecting the results tab. If required, the results may be emailed or downloaded.

South African Revenue Serv	AEO Competency Assessment [Logn As : ] IDPassor Number: Employee Type: Clearty Traded @ Sign Cut		] ider]					
Nominated Employee	Nominations Bookings Profile Assessment	Results						
NAME	ASSESSMENT		DATE TAKEN	SCORE	PASS MARK	RESULTS	RENEWAL DATE	ACTION
	AEO Competency Assessment			%	70.0 %			e-mail 📥
		AEO COMPETENCY ASSESSMENT						1
								1

g) The registered representative may view the assessment results for the nominated employees by selecting the results tab from the trader profile. If required, the results may be emailed or downloaded.

South African Revenue Serv	ice	AEO Competency Assessment [Logn As: 1 [DDPassorNumber: ] [Employee Type Client's Trader] [© Sign Cut						
Traders # Registratio	n Nominations Employees Results							
NAME	ASSESSMENT		DATE TAKEN	SCORE	PASS MARK	RESULTS	RENEWAL DATE	ACTION
	AEO Competency Assessment			. %	70.0 %			e-mail 📥
		AEO COMPETENCY ASSESSMENT						•

- An Accreditation Competency Assessment Certificate is issued in the name of the person who took the assessment, provided they have achieved a score of at least 70%. The certificate remains valid for five (5) years from the date of issue, subject to requirements in Rule 64E.06 (4).
- i) Where a nominated employee has not achieved a score of 70%, the nominated employee may rebook a new timeslot to rewrite the assessment, as described in paragraph <u>3</u>.

#### 4 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The definitions, acronyms and abbreviations can be accessed via the following link: <u>Glossary A-M | South</u> <u>African Revenue Service (sars.gov.za)</u>



#### 5 DOCUMENT MANAGEMENT

Business Owner	Head: Accreditation and Licensing
Author	D A Jacob
Detail of Change	Initial Release

#### 6 DISCLAIMER

a) The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation or seek a formal opinion from a suitably qualified individual.

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- i) Visit the SARS website at <u>www.sars.gov.za;</u>
- ii) Make a booking to visit the nearest SARS branch;
- iii) Contact your own tax advisor / tax practitioner;
- iv) If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277); or
- v) If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).