



# **SUFFICIENT KNOWLEDGE COMPETENCY ASSESSMENT FOR AEO**

## TABLE OF CONTENTS

<b>1</b>	<b>SUMMARY</b>	<b>3</b>
<b>2</b>	<b>APPLICATION FOR AEO SUFFICIENT KNOWLEDGE COMPETENCY ASSESSMENT</b>	<b>3</b>
2.1	Log in to eFiling	3
2.2	Register for the assessment	4
2.3	Nominate employees to take assessment	5
2.4	Acceptance of nomination	6
<b>3</b>	<b>COMPLETE THE AEO SUFFICIENT KNOWLEDGE COMPETENCY ASSESSMENT</b>	<b>7</b>
<b>4</b>	<b>DEFINITIONS, ACRONYMS AND ABBREVIATIONS</b>	<b>8</b>
<b>5</b>	<b>DISCLAIMER</b>	<b>9</b>

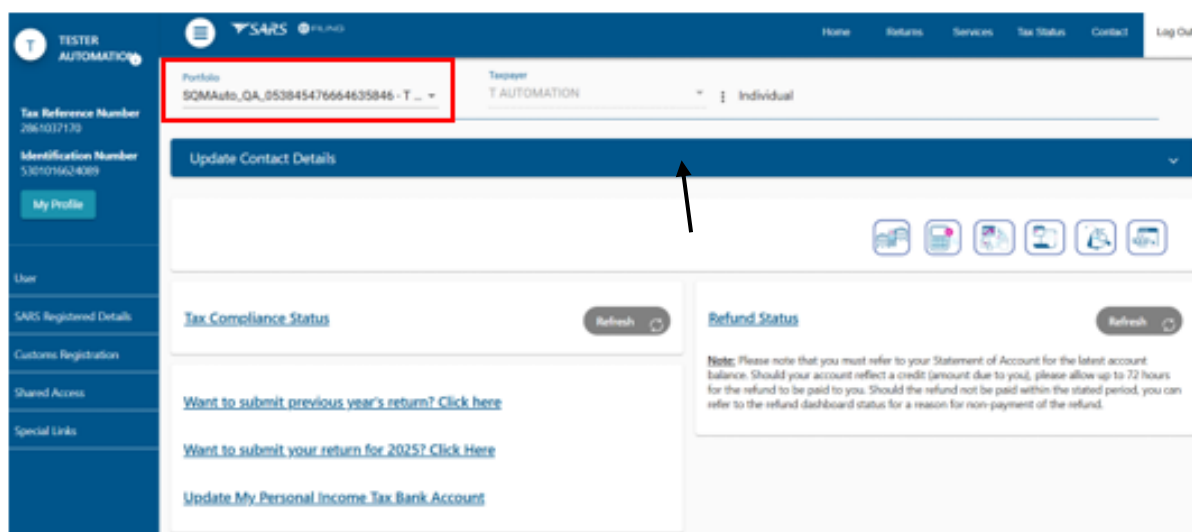
## 1 SUMMARY

- a) 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

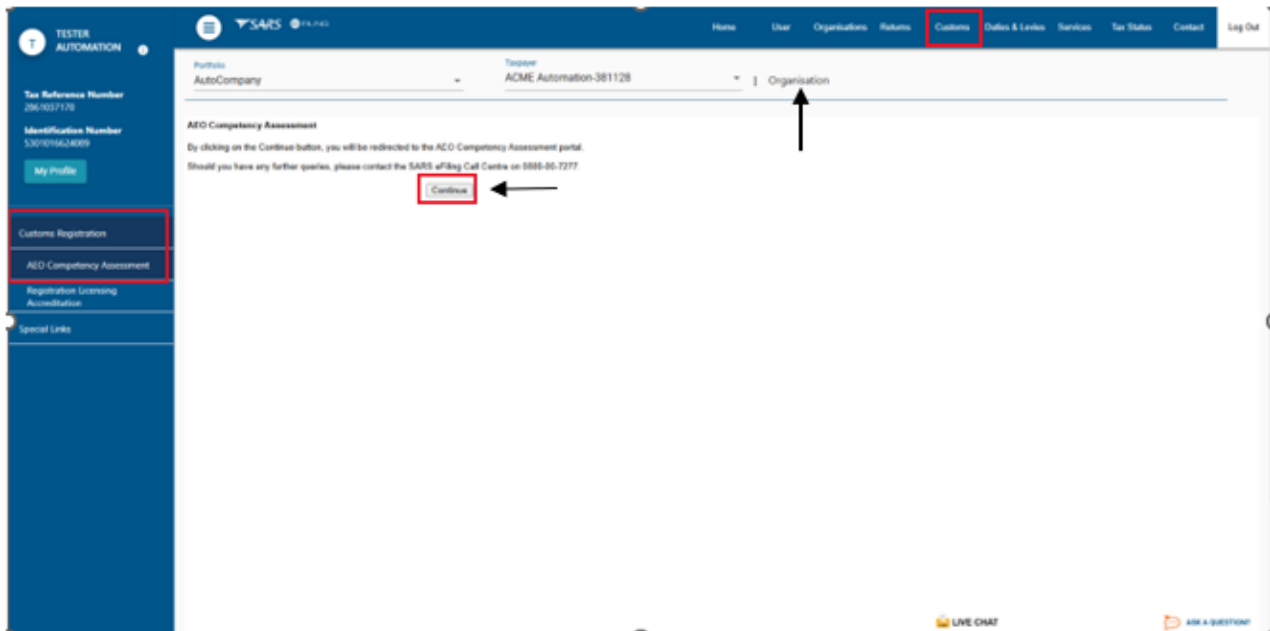
### 2.1 Log in to eFiling

- 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.

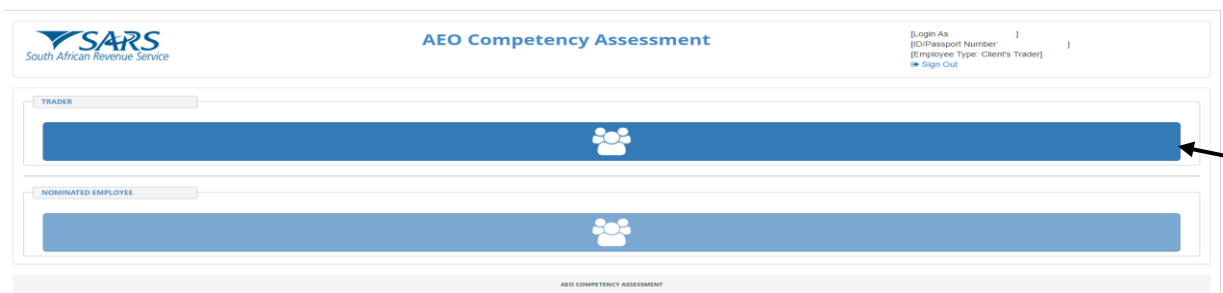


- d) The Customs tab appears on the top menu.

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



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



## 2.2 Register for the assessment

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

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

**SARS**  
South African Revenue Service

**AEO Competency Assessment**

[Login As: ]  
[ID/Passport Number: ]  
[Employee Type: Client's Trader]  
[Sign Out](#)

Traders **Registration** Nominations Employees Results

**CAPTURE REGISTRATION**

**PERSONAL DETAILS**

FIRST NAME:

LAST NAME:

EMAIL:

CONTACT NUMBER:

**COMPANY DETAILS**

NAME:

PERSONNEL NUMBER:

REGISTRATION NUMBER:

☐ DO YOU INTEND TO TAKE THE ASSESSMENT? ←

## 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:
- Selects the employees tab;
  - Completes the nominated employee's details; and
  - Clicks save.

**SARS**  
South African Revenue Service

**AEO Competency Assessment**

[Login As: ]  
[ID/Passport Number: ]  
[Employee Type: Client's Trader]  
[Sign Out](#)

Traders Registration **Employees** Results

**ADD/UPDATE EMPLOYEE**

FIRST NAME:

LAST NAME:

ID NUMBER:

PASSPORT NUMBER:

CONTACT NUMBER:

PERSONNEL NUMBER:

EMAIL ADDRESS:

AEO COMPETENCY ASSESSMENT

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

- 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.

NO	NAME	ID/PASSPORT NUMBER	ASSESSMENT	STATUS	ACTION
1			AEO Competency Assessment	Linked	De-link Delete

## 2.4 Acceptance of nomination

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

NAME	ID/PASSPORT NUMBER	TRADER	ASSESSMENT	STATUS	ACTION
			AEO Competency Assessment	Accepted	Accept Reject De-link

### 3 COMPLETE THE AEO SUFFICIENT KNOWLEDGE COMPETENCY ASSESSMENT

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

- b) On the day of the assessment, the nominated employee:

- i) Selects the assessment tab; and
- ii) Clicks start to commence the assessment.

- 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.

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

The screenshot shows the SARS AEO Competency Assessment interface. The 'Assessment' tab is selected in the navigation bar. Below the navigation bar, there is a message: 'Thanks for taking time to complete AEO Competency Assessment. Click submit button to submit or Go Back button to review your assessment'. At the bottom, there are two buttons: a green 'Submit' button (highlighted with a red box and an arrow) and a blue 'Go Back' button.

- e) The results are immediately available.

The screenshot shows the SARS AEO Competency Assessment interface with the 'Results' tab selected. The results are displayed in a table format. The table has columns for 'Assessment', 'Score', 'Date Taken', and 'Renewal Date'. The 'Assessment' column shows 'AEO Competency Assessment'. The 'Score' column shows '%'. The 'Date Taken' and 'Renewal Date' columns are empty.

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

The screenshot shows the SARS AEO Competency Assessment interface with the 'Results' tab selected. The results are displayed in a table format. The table has columns for 'NAME', 'ASSESSMENT', 'DATE TAKEN', 'SCORE', 'PASS MARK', 'RESULTS', 'RENEWAL DATE', and 'ACTION'. The 'NAME' column shows '---'. The 'ASSESSMENT' column shows 'AEO Competency Assessment'. The 'DATE TAKEN' column is empty. The 'SCORE' column shows '%'. The 'PASS MARK' column shows '70.0 %'. The 'RESULTS' column is empty. The 'RENEWAL DATE' column is empty. The 'ACTION' column has two buttons: 'e-mail' and a download icon. An arrow points to the 'e-mail' button.

- 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.

The screenshot shows the SARS AEO Competency Assessment interface with the 'Results' tab selected. The results are displayed in a table format. The table has columns for 'NAME', 'ASSESSMENT', 'DATE TAKEN', 'SCORE', 'PASS MARK', 'RESULTS', 'RENEWAL DATE', and 'ACTION'. The 'NAME' column is empty. The 'ASSESSMENT' column shows 'AEO Competency Assessment'. The 'DATE TAKEN' column is empty. The 'SCORE' column shows '%'. The 'PASS MARK' column shows '70.0 %'. The 'RESULTS' column is empty. The 'RENEWAL DATE' column is empty. The 'ACTION' column has two buttons: 'e-mail' and a download icon. An arrow points to the 'e-mail' button.

- h) 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 3.

## 4 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

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



## 5 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.
- b) **For more information about the contents of this publication you may:**
  - i) Visit the SARS website at [www.sars.gov.za](http://www.sars.gov.za);
  - 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).