

**CUSTOMS
EXTERNAL
USER MANUAL
CUSTOMS SUFFICIENT KNOWLEDGE
SYSTEM**

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1 SCOPE

- a) This manual deals with the functionalities relating to eFiling registration, nomination and booking of clients/their employees who are required in terms of the new Customs Control Act to complete a Customs Sufficient Knowledge (CSK) test.

2 eFILING

2.1 Access CSK through eFiling

- a) The client or the client's employee must use their existing eFiling credentials to log on to eFiling (The client's employee can use the company's eFiling profile, if such profile was allocated).



Please provide your login details

This is your generated Login Name (ie, johnd0076)

Login Name

Password

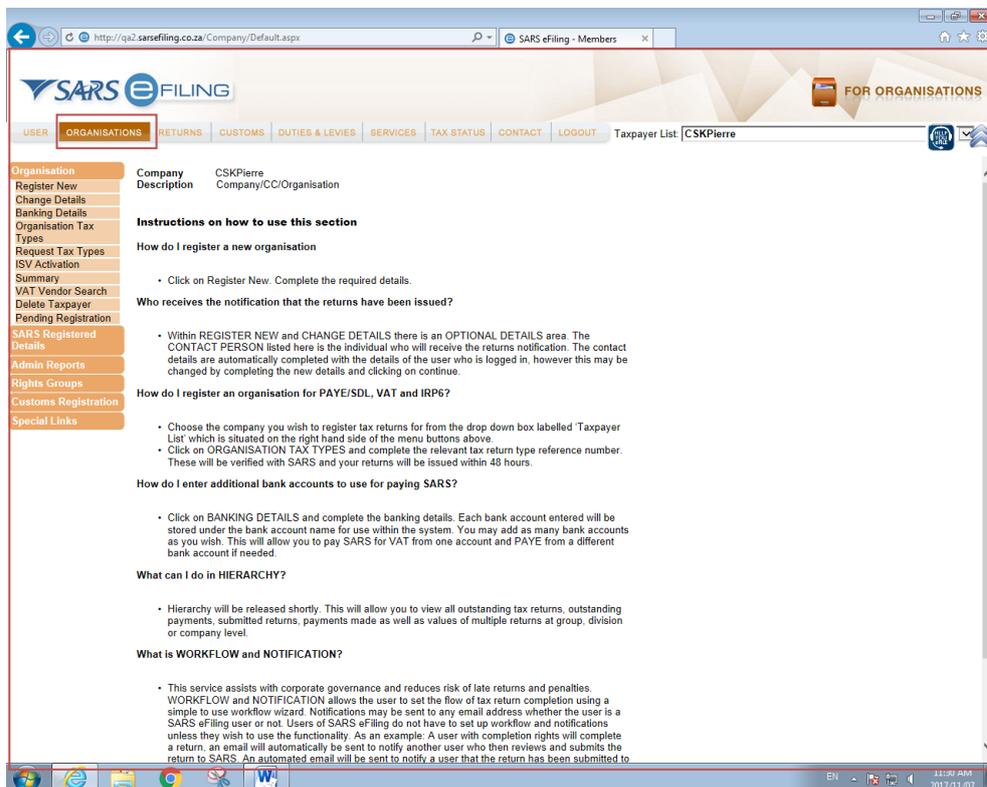
HELP YOU eFILE REGISTER LOGIN

For a reminder of your Login Name or to reset your password click here

Your Password is now Case Sensitive

Please note that for security reasons this system has been implemented with a timed session expiry. If you do not use the system for a prolonged period of time, you will receive a "Session Expired" notice and you will automatically be logged out. This time period has been set for 5 minutes. If you expect to be away from your desk, please ensure that you save your current work. You should, however, once you have logged in, not leave this system unattended.

- b) The SARS eFiling page will be displayed. The user selects the "ORGANISATIONS" tab.



USER ORGANISATIONS RETURNS CUSTOMS DUTIES & LEVIES SERVICES TAX STATUS CONTACT LOGOUT Taxpayer List: CSKPierre

Organisation Company CSKPierre
Register New Description Company/CC/Organisation

Instructions on how to use this section

How do I register a new organisation

- Click on Register New. Complete the required details.

Who receives the notification that the returns have been issued?

- Within REGISTER NEW and CHANGE DETAILS there is an OPTIONAL DETAILS area. The CONTACT PERSON listed here is the individual who will receive the returns notification. The contact details are automatically completed with the details of the user who is logged in, however this may be changed by completing the new details and clicking on continue.

How do I register an organisation for PAYE/SDL, VAT and IRP6?

- Choose the company you wish to register tax returns for from the drop down box labelled 'Taxpayer List' which is situated on the right hand side of the menu buttons above.
- Click on ORGANISATION TAX TYPES and complete the relevant tax return type reference number. These will be verified with SARS and your returns will be issued within 48 hours.

How do I enter additional bank accounts to use for paying SARS?

- Click on BANKING DETAILS and complete the banking details. Each bank account entered will be stored under the bank account name for use within the system. You may add as many bank accounts as you wish. This will allow you to pay SARS for VAT from one account and PAYE from a different bank account if needed.

What can I do in HIERARCHY?

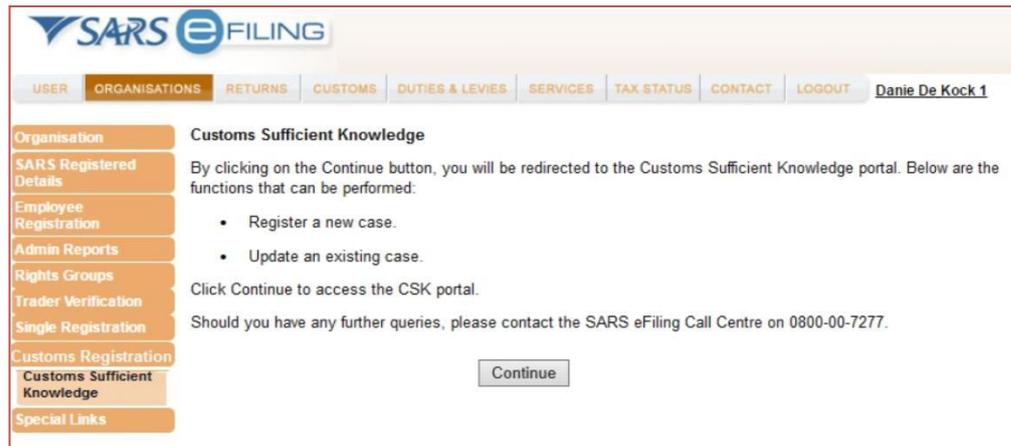
- Hierarchy will be released shortly. This will allow you to view all outstanding tax returns, outstanding payments, submitted returns, payments made as well as values of multiple returns at group, division or company level.

What is WORKFLOW and NOTIFICATION?

- This service assists with corporate governance and reduces risk of late returns and penalties. WORKFLOW and NOTIFICATION allows the user to set the flow of tax return completion using a simple to use workflow wizard. Notifications may be sent to any email address whether the user is a SARS eFiling user or not. Users of SARS eFiling do not have to set up workflow and notifications unless they wish to use the functionality. As an example: A user with completion rights will complete a return, an email will automatically be sent to notify another user who then reviews and submits the return to SARS. An automated email will be sent to notify a user that the return has been submitted to

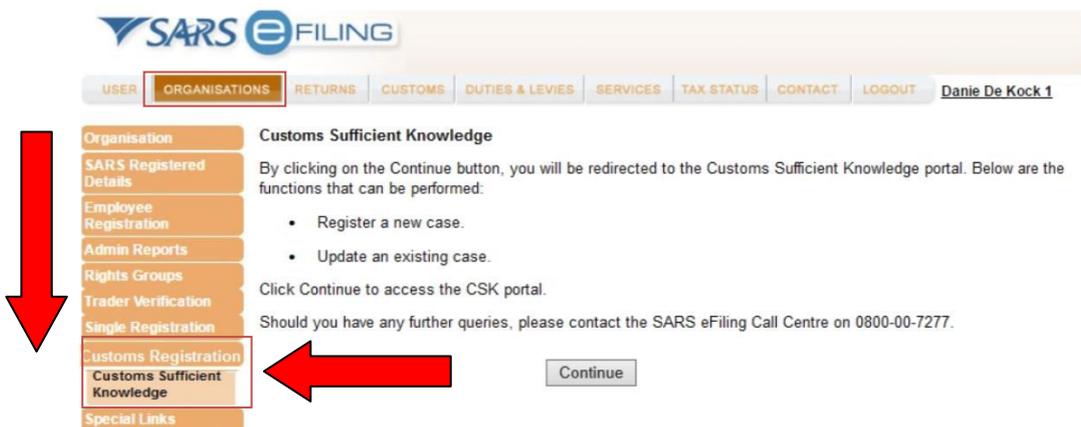
Note: If a Sole Proprietor registers, and he/she needs to nominate and complete the test, they must register as a Company.

- c) The system displays the “ORGANISATIONS” page tab to access the CSK system through eFiling.

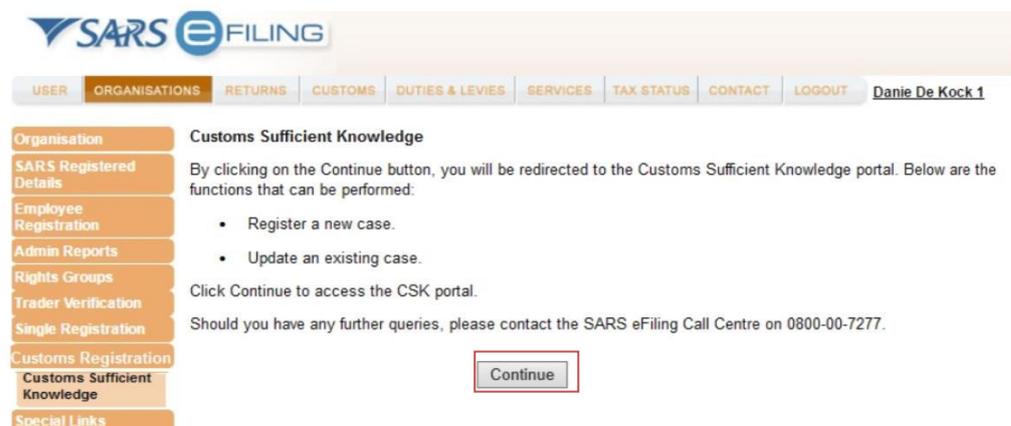


- d) The client must then:

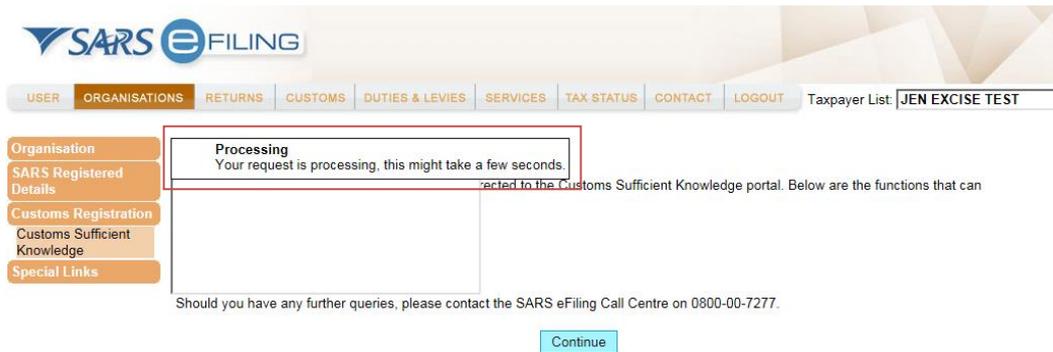
- i) Scroll down to “Customs Registration” on the menu
- ii) Click on the “Customs Registration” menu; and
- iii) Select “Customs Sufficient Knowledge”.



- iv) The client must then select the “Continue” button. The registered taxpayer details on eFiling will be used to register the user on CSK.



- v) This system will display a message to the user.



3 CUSTOMS SUFFICIENT KNOWLEDGE SYSTEM FUNCTIONALITIES

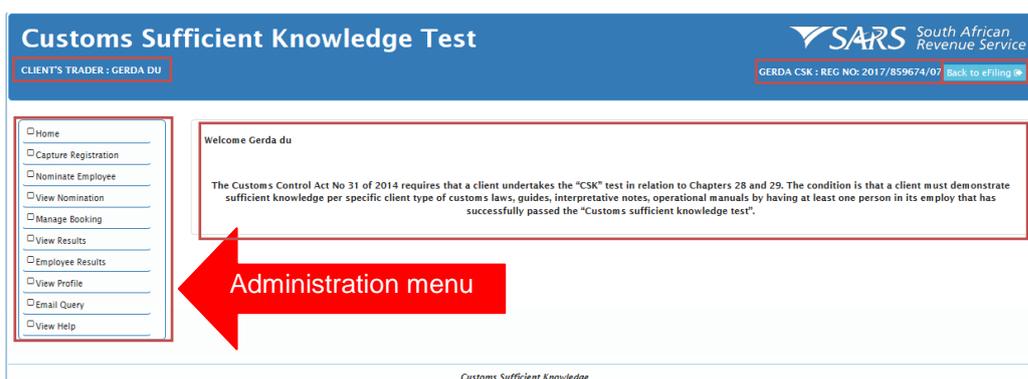
3.1 Home page

- a) The system displays the CSK home page. This page may contain the following details depending on the type of user logged in:
 - i) The name of the Client or nominated employee;
 - ii) The client registration number;
 - iii) The “Back to eFiling” button;
 - iv) A welcome message; and
 - v) The administration menu.

3.2 CSK administration menu

- a) Only the CSK functionalities for the applicable CSK user will be displayed in the CSK administration menu (according to the user eFiling profile); see the table below:

CSK FUNCTIONALITY	CSK USER	
	CLIENT (TRADER OR APPLICANT)	NOMINATED EMPLOYEE OF THE CLIENT, TRADER OR EMPLOYER
Capture Registration	X	
Nominate Employee	X	
View Nomination		X
Manage Booking		X
View Results		X
Employee Results	X	
View Profile		X
Email Query	X	X
View Help	X	X



3.3 Capture Registration

- a) Clients who log onto the CSK system for the first time must first select the functionality “Capture Registration” to register them.

- b) The system displays the “CAPTURE REGISTRATION” page.

- c) The client captures his / her “PERSONAL DETAILS” e.g. email address, contact number. If the client will be completing the CSK test, he / she must insert his / her mobile number in the “Contact number” field and not his / her office or landline number. This is to enable SARS to SMS his / her One Time Pin (OPT) number once nomination had been accepted on the system.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name: Gerda
Last Name: du Preez
Email:
Contact Number:

COMPANY DETAILS

Name: Gerda CSK
Personnel Number:
Registration Number: 2017/859674/07
Do you intend to take the assessment?

[Save](#)

- d) The client captures his / her personnel number under the “COMPANY DETAILS” field; and

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name: Gerda
Last Name: du Preez
Email:
Contact Number:

COMPANY DETAILS

Name: Gerda CSK
Personnel Number:
Registration Number: 2017/859674/07
Do you intend to take the assessment?

[Save](#)

- e) If the client intends to take the CSK assessment, he / she must select the tick box “Do you intend to take the assessment?; if yes, the system adds the following additional CSK functionalities to their profile:
- i) View Nomination;
 - ii) Manage booking;
 - iii) View results; and
 - iv) View profile.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU

SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name: Gerda
Last Name: du Preez
Email:
Contact Number:

COMPANY DETAILS

Name: Gerda CSK
Personnel Number:
Registration Number: 2017/859674/07
Do you intend to take the assessment?

[Save](#)

- f) The client selects the “Save” button. If incorrectly captured, the client must re-capture the incorrect details before selecting the “Save” button.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU

SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name: Gerda
Last Name: du Preez
Email: gdupreez@sars.gov.za
Contact Number: 0718576673

COMPANY DETAILS

Name: Gerda CSK
Personnel Number: 1234568
Registration Number: 2017/859674/07
Do you intend to take the assessment?

[Save](#)

- g) The system displays the following:
- i) A message: “Organisation with registration number 2017/859674/07 was successfully updated”;
 - and
 - ii) The “CAPTURE REGISTRATION” page which contains the client’s registration details.

The screenshot shows the 'Customs Sufficient Knowledge' interface. At the top, a blue header contains the SARS logo and 'South African Revenue Service'. Below the header, a message box states: 'Organization with registration number 2017/859674/07 was successfully updated.' The main content area is titled 'CAPTURE REGISTRATION' and contains two sections: 'PERSONAL DETAILS' and 'COMPANY DETAILS'. The 'PERSONAL DETAILS' section includes fields for First Name (Gerda), Last Name (du Preez), Email Address (gdupreez@sars.gov.za), and Contact Number (0718576673). The 'COMPANY DETAILS' section includes fields for Name (Gerda CSK), Personnel Number (1234568), and Registration Number (2017/859674/07). An 'Edit' button is visible at the bottom right of the form area. A navigation menu on the left side includes options like Home, Capture Registration, Nominate Employee, View Nomination, Manage Booking, View Results, Employee Results, View Profile, Email Query, and View Help.

3.3.1 Edit registration details

- a) The “Edit” button will only become active once the client has successfully completed the registration process. If the client needs to update or amend his or her registration details on CSK, he / she must select the “Edit” button.

This screenshot is similar to the previous one, showing the 'CAPTURE REGISTRATION' page. The 'Edit' button at the bottom right of the form area is now highlighted with a red border, indicating it is active. The rest of the interface, including the header, message box, and navigation menu, remains the same.

b) The client amends his / her “PERSONAL or COMPANY DETAILS”.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

Home
Capture Registration
 Nominate Employee
 View Nomination
 Manage Booking
 View Results
 Employee Results
 View Profile
 Email Query
 View Help

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name: Gerda
 Last Name: du Preez
 Email: gdupreez@sars.gov.za
 Contact Number: 0718576673

COMPANY DETAILS

Name: Gerda CSK
 Personnel Number: 1234568
 Registration Number: 2017/859674/07
 Do you intend to take the assessment?

Save

c) The client selects the “Save” button.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

Home
Capture Registration
 Nominate Employee
 View Nomination
 Manage Booking
 View Results
 Employee Results
 View Profile
 Email Query
 View Help

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name: Gerda
 Last Name: du Preez
 Email: gdupreez@sars.gov.za
 Contact Number: 0718576673

COMPANY DETAILS

Name: Gerda CSK
 Personnel Number: 1234568
 Registration Number: 2017/859674/07
 Do you intend to take the assessment?

Save

d) The system displays a message “Organisation with registration number 2017/859674/07 was successfully updated”.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
Organization with registration number 2017/859674/07 was successfully updated.
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

Home
Capture Registration
 Nominate Employee
 View Nomination
 Manage Booking
 View Results
 Employee Results
 View Profile
 Email Query
 View Help

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name: Gerda
 Last Name: du Preez
 Email Address: gdupreez@sars.gov.za
 Contact Number: 0718576673

COMPANY DETAILS

Name: Gerda CSK
 Personnel Number: 1234568
 Registration Number: 2017/859674/07

Edit

Customs Sufficient Knowledge

- e) The system displays the “CAPTURE REGISTRATION” page with the amended or updated details of the client.

Customs Sufficient Knowledge Test SARS South African Revenue Service

CLIENT'S TRADER : GERDA DU GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

CAPTURE REGISTRATION

PERSONAL DETAILS

First Name:	Gerda
Last Name:	du Preez
Email Address:	gdupreez@sars.gov.za
Contact Number:	0718576673

COMPANY DETAILS

Name:	Gerda CSK
Personnel Number:	1234568
Registration Number:	2017/859674/07

[Edit](#)

Customs Sufficient Knowledge

3.4 Nominate Employee

- a) This functionality allows the client to:
- i) Search for employees already added onto the system;
 - ii) Add a new employee;
 - iii) Amend employees' details;
 - iv) Nominate employee(s);
 - v) Delink employees;
 - vi) Remove employees from their nomination list
 - vii) View their nominations including statuses; or
 - viii) Export and save an excel spreadsheet that contains all their nominated employees details for record purposes.
- b) The client selects the functionality “Nominate Employee” on the administration menu.

Customs Sufficient Knowledge Test SARS South African Revenue Service

CLIENT'S TRADER : GERDA DU GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

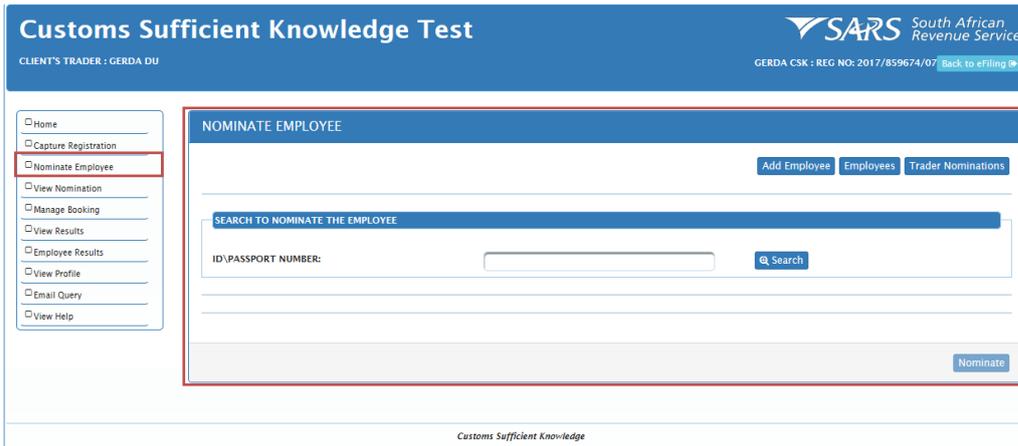
Nominate Employee

Welcome Gerda du

The Customs Control Act No 31 of 2014 requires that a client undertakes the “CSK” test in relation to Chapters 28 and 29. The condition is that a client must demonstrate sufficient knowledge per specific client type of customs laws, guides, interpretative notes, operational manuals by having at least one person in its employ that has successfully passed the “Customs sufficient knowledge test”.

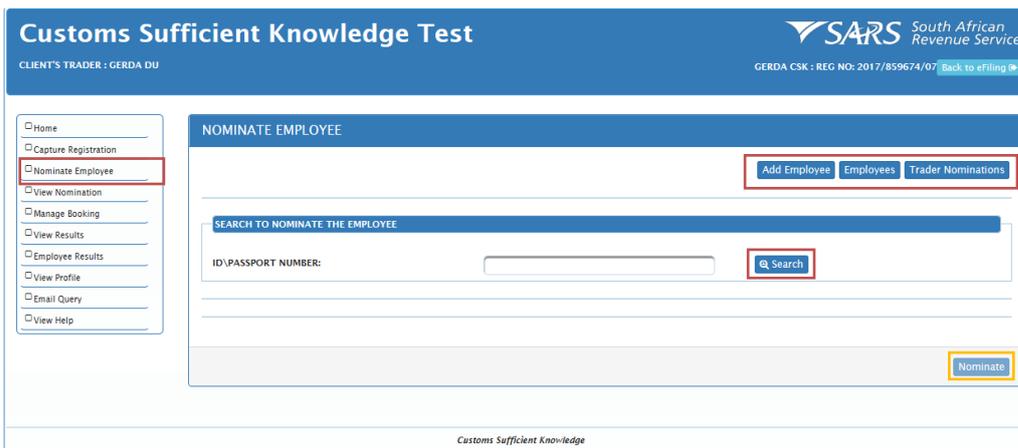
Customs Sufficient Knowledge

c) The system displays the “NOMINATE EMPLOYEE” page.



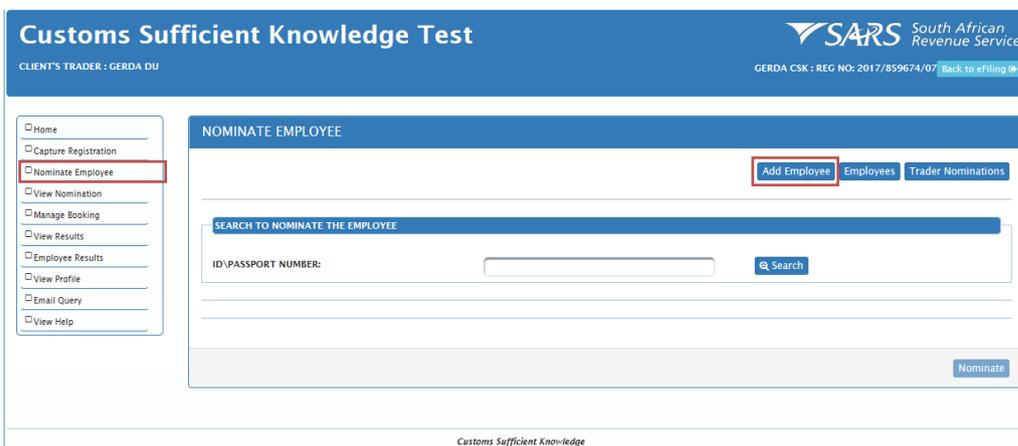
d) On the “NOMINATE EMPLOYEE” page:

- i) The following buttons are activated:
 - A) “Add Employee” (see 3.4.1 above)
 - B) “Employees” (see 3.4.3)
 - C) “Trader Nominations” (see 3.4.2).
- ii) The “Nominate” button is deactivated. This button will only be activated when the client has selected an employee and client type (see 3.4.2 f).



3.4.1 Add Employee

a) The client selects the “Add Employee” button.



- b) The system displays the “Add Employee” page.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

ADD EMPLOYEE

FIRST NAME :

LAST NAME :

ID NUMBER :

PASSPORT NUMBER :

COUNTRY NAME :

CONTACT NUMBER :

PERSONNEL NUMBER :

EMAIL ADDRESS :

[Save](#) [Cancel](#)

Customs Sufficient Knowledge

- c) The client captures the employee’s details, e.g. “First Name”, “Last Name”, “ID Number”, “Contact Number”, “Passport Number”, “Country Name”, “Contact Number, only the employee’s cell number not his / her land line number”, “Personnel Number” and “Email Address”.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

ADD EMPLOYEE

FIRST NAME :

LAST NAME :

ID NUMBER :

PASSPORT NUMBER :

COUNTRY NAME :

CONTACT NUMBER :

PERSONNEL NUMBER :

EMAIL ADDRESS :

[Save](#) [Cancel](#)

Customs Sufficient Knowledge

- d) Once correctly captured, the client selects the “Save” button.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

ADD EMPLOYEE

FIRST NAME :

LAST NAME :

ID NUMBER :

PASSPORT NUMBER :

COUNTRY NAME :

CONTACT NUMBER :

PERSONNEL NUMBER :

EMAIL ADDRESS :

[Save](#) [Cancel](#)

Customs Sufficient Knowledge

- e) The system displays:
- The “NOMINATE EMPLOYEE” page and;
 - The added employee’s details and a message “Employee was successfully added”;
 - The client may continue to the next step, “Nominate Employee” (see 3.4.2).

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU

Employee was successfully added.

SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 Back to eFiling

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

NOMINATE EMPLOYEE
Add Employee Employees Trader Nominations

SEARCH TO NOMINATE THE EMPLOYEE

ID \PASSPORT NUMBER: Search

FIRST NAME	LAST NAME	ID NUMBER	PASSPORT NUMBER	CONTACT NUMBER
Anke	Du Preez	8012015013086		0127345879

Nominate

Customs Sufficient Knowledge

- f) If the client wants to disregard the action to add an employee, he / she must select the “Cancel” button.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU

SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 Back to eFiling

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

ADD EMPLOYEE

FIRST NAME : Anke
LAST NAME : du Preez
ID NUMBER : 8012015013086
PASSPORT NUMBER :
COUNTRY NAME : Select One
CONTACT NUMBER : 0127345879
PERSONNEL NUMBER : 19751641
EMAIL ADDRESS : ankedupreez@gmail.com

Save Cancel

Customs Sufficient Knowledge

- g) The system disregards the captured details and returns to the “NOMINATE EMPLOYEE” page.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU

SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 Back to eFiling

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

NOMINATE EMPLOYEE
Add Employee Employees Trader Nominations

SEARCH TO NOMINATE THE EMPLOYEE

ID \PASSPORT NUMBER: Search

Nominate

Customs Sufficient Knowledge

- h) If the client failed to capture any one of these mandatory fields on the “Add Employee” page, the system will notify the client to enter the details; below are examples of the type of messages that may be displayed to the client.

Customs Sufficient Knowledge
CLIENT'S TRADER : GERDA DU

SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 Back to eFiling

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

ADD EMPLOYEE

FIRST NAME :
LAST NAME :
ID NUMBER :
PASSPORT NUMBER :
COUNTRY NAME :
CONTACT NUMBER :
PERSONNEL NUMBER :
EMAIL ADDRESS : example@sars.gov.za

Enter first name
Enter last name
Enter contact number
Enter Personnel Number
Enter email address

Save Cancel

Customs Sufficient Knowledge

- i) If the client has already added an employee onto the system, the system will display a message e.g. “Employee with ID 8012015013086 already exists in the system. Search by ID number to link employee to your organisation”.

Customs Sufficient Knowledge
CLIENT'S TRADER : GERDA DU

SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 Back to eFiling

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

ADD EMPLOYEE

FIRST NAME : Anke
LAST NAME : du Preez
ID NUMBER : 8012015013086
PASSPORT NUMBER :
COUNTRY NAME : Select One
CONTACT NUMBER : 0127345879
PERSONNEL NUMBER : 19751641
EMAIL ADDRESS : ankedupreez@gmail.com

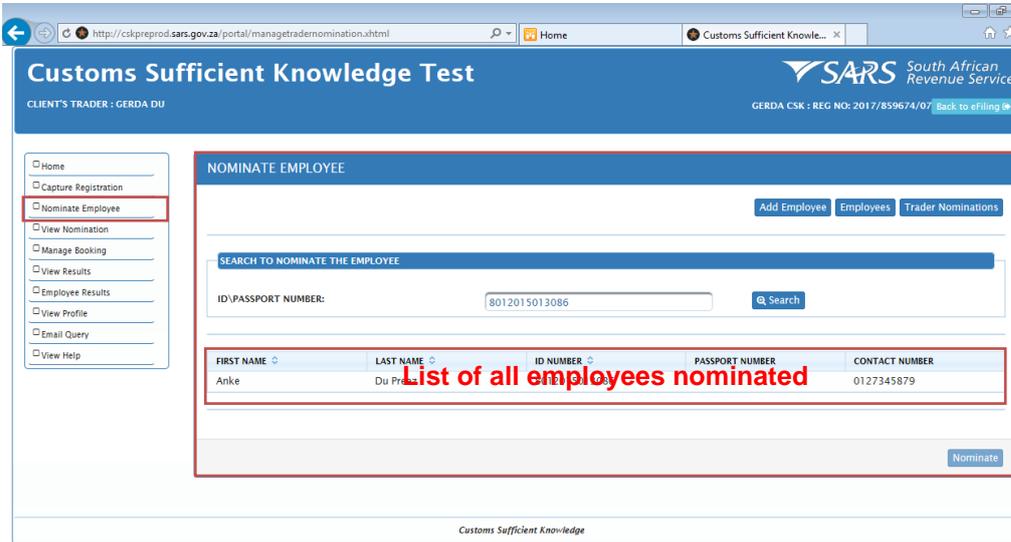
Employee with ID 8012015013086 already exist in the system. Search by ID number to link the employee to your organization.

Save Cancel

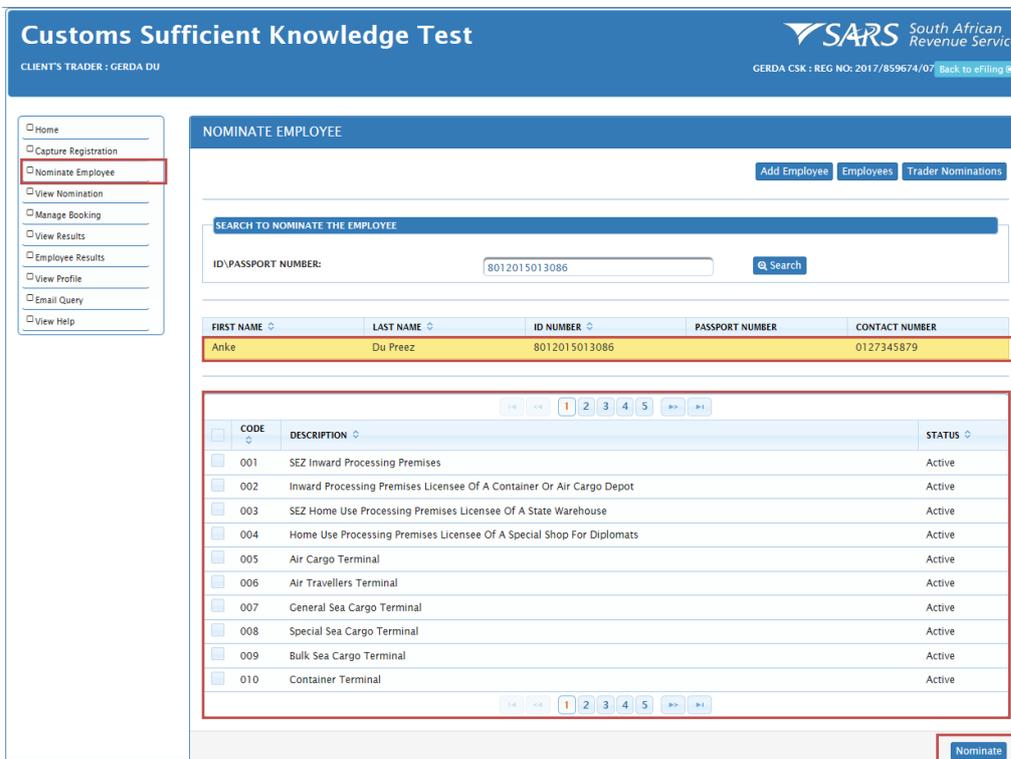
Customs Sufficient Knowledge

3.4.2 Nominate an employee

- a) The client has two options to nominate an employee.
- b) First option – Once the employee has been successfully added (see 3.4.1 e). The client must click on the added employee’s details on the “NOMINATE EMPLOYEE” page.



- c) The system:
 - i) Highlights the “Add Employee” details;
 - ii) Displays the list of the “Client Type” and
 - iii) Activates the “Nominate” button. The “Nominate” button must only be selected by the client once a “Client Type(s)” has / have been selected (see 3.4.2 e).



- d) The client may use the following button to move from one page to the other in order to view the different client types who must comply with the CSK requirements.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

NOMINATE EMPLOYEE
[Add Employee](#) [Employees](#) [Trader Nominations](#)

SEARCH TO NOMINATE THE EMPLOYEE
ID\PASSPORT NUMBER: [Search](#)

FIRST NAME	LAST NAME	ID NUMBER	PASSPORT NUMBER	CONTACT NUMBER
Anke	Du Preez	8012015013086		0127345879

CODE	DESCRIPTION	STATUS
<input type="checkbox"/>	001 SEZ Inward Processing Premises	Active
<input type="checkbox"/>	002 Inward Processing Premises Licensee Of A Container Or Air Cargo Depot	Active
<input type="checkbox"/>	003 SEZ Home Use Processing Premises Licensee Of A State Warehouse	Active
<input type="checkbox"/>	004 Home Use Processing Premises Licensee Of A Special Shop For Diplomats	Active
<input type="checkbox"/>	005 Air Cargo Terminal	Active
<input type="checkbox"/>	006 Air Travellers Terminal	Active
<input type="checkbox"/>	007 General Sea Cargo Terminal	Active
<input type="checkbox"/>	008 Special Sea Cargo Terminal	Active
<input type="checkbox"/>	009 Bulk Sea Cargo Terminal	Active
<input type="checkbox"/>	010 Container Terminal	Active

[Nominate](#)

- e) Once the client has identified the applicable “Client Type” e.g. “SEZ Inward Processing Premises”:
- They tick the applicable “Client Type” tick box; and
 - The system highlights the selected client type. The client may nominate more than one client type per nominated employee, depending on the client’s business needs. There is no restriction on the number of client type selections.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

NOMINATE EMPLOYEE
[Add Employee](#) [Employees](#) [Trader Nominations](#)

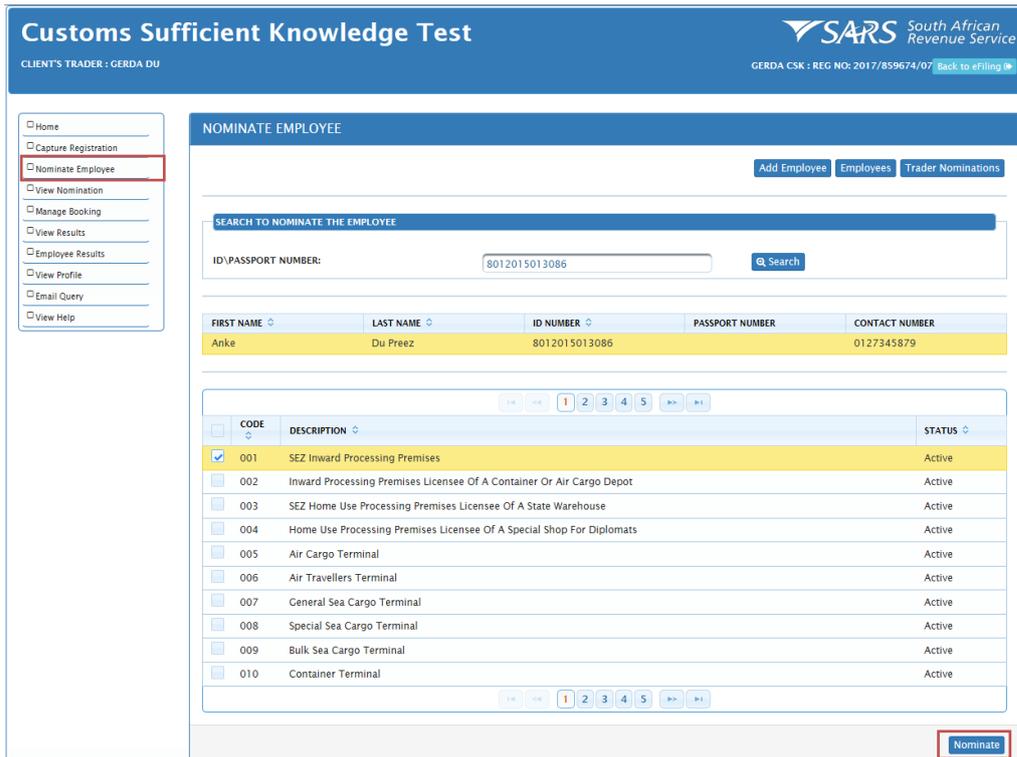
SEARCH TO NOMINATE THE EMPLOYEE
ID\PASSPORT NUMBER: [Search](#)

FIRST NAME	LAST NAME	ID NUMBER	PASSPORT NUMBER	CONTACT NUMBER
Anke	Du Preez	8012015013086		0127345879

CODE	DESCRIPTION	STATUS
<input checked="" type="checkbox"/>	001 SEZ Inward Processing Premises	Active
<input type="checkbox"/>	002 Inward Processing Premises Licensee Of A Container Or Air Cargo Depot	Active
<input type="checkbox"/>	003 SEZ Home Use Processing Premises Licensee Of A State Warehouse	Active
<input type="checkbox"/>	004 Home Use Processing Premises Licensee Of A Special Shop For Diplomats	Active
<input type="checkbox"/>	005 Air Cargo Terminal	Active
<input type="checkbox"/>	006 Air Travellers Terminal	Active
<input type="checkbox"/>	007 General Sea Cargo Terminal	Active
<input type="checkbox"/>	008 Special Sea Cargo Terminal	Active
<input type="checkbox"/>	009 Bulk Sea Cargo Terminal	Active
<input type="checkbox"/>	010 Container Terminal	Active

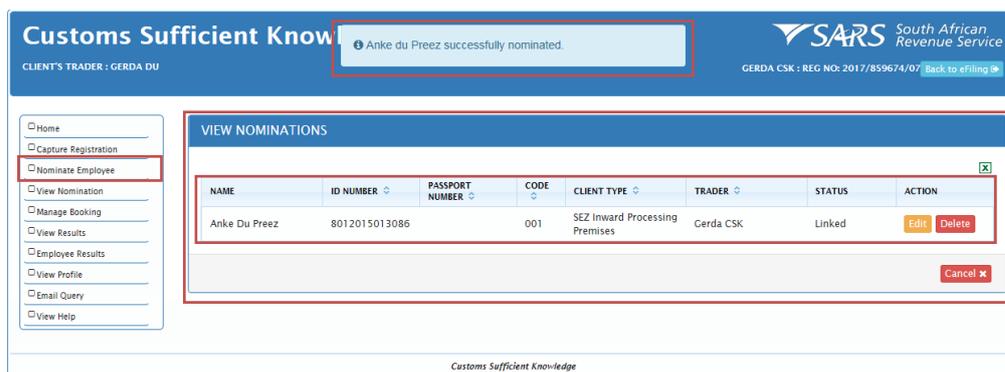
[Nominate](#)

f) The client then selects the “Nominate” button.



g) The system displays:

- i) A message e.g. “Anke du Preez successfully nominated”;
- ii) The “VIEW NOMINATION” page;
- iii) The details of the nominated employees;
- iv) The nominated employee’s status e.g. “Linked”; and
- v) The “Edit” and the “Delete” button. The purpose and use of these buttons were explained in 3.4.5 and 3.4.6.



h) Once successfully nominated, an e-mail notification is forwarded to the nominated employee, notifying him / her of the nomination:

“Dear Anke du Preez. Please note that you have been nominated to perform the Customs Sufficient Knowledge test for the Gerda CSK. Please action the request via the Customs Sufficient Knowledge web application (on eFiling) within ninety (90) days. Issued on behalf of the South African Revenue Service.”

- i) Second Option – Search for employees who already exist on the system. The client will use the “SEARCH TO NOMINATE THE EMPLOYEE” on the “Nominate Employee” page.

The screenshot shows the 'Customs Sufficient Knowledge Test' interface. The header includes the SARS logo and 'South African Revenue Service'. Below the header, it says 'CLIENT'S TRADER : GERDA DU' and 'GERDA CSK : REG NO: 2017/859674/07' with a 'Back to eFiling' link. A left-hand navigation menu lists options like Home, Capture Registration, Nominate Employee (highlighted with a red box), View Nomination, Manage Booking, View Results, Employee Results, View Profile, Email Query, and View Help. The main content area is titled 'NOMINATE EMPLOYEE' and contains buttons for 'Add Employee', 'Employees', and 'Trader Nominations'. A section titled 'SEARCH TO NOMINATE THE EMPLOYEE' is highlighted with a red box, containing an 'ID/PASSPORT NUMBER:' label, an empty text input field, and a 'Search' button. At the bottom right of this section is a 'Nominate' button.

- j) The client captures the existing employee’s ID or passport number in the “ID/PASSPORT NUMBER:” text box field.

This screenshot is similar to the previous one, but the 'ID/PASSPORT NUMBER:' text box now contains the value '8602185076085'. The 'Search' button remains highlighted with a red box.

- k) The client selects the “Search” button.

This screenshot shows the 'ID/PASSPORT NUMBER:' text box with the value '8602185076085'. The 'Search' button is now highlighted with a red box, indicating it has been selected.

- i) The system displays the employee's details. If the client wishes to nominate an employee, see 3.4.2 a) to h) for the steps to nominate an employee to complete a specific CSK test or multiple CSK tests.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

NOMINATE EMPLOYEE
Add Employee Employees Trader Nominations

SEARCH TO NOMINATE THE EMPLOYEE

ID\PASSPORT NUMBER: 8602185076085

FIRST NAME	LAST NAME	ID NUMBER	PASSPORT NUMBER	CONTACT NUMBER
Gerda	Du Preez	8602185076085		0718576673

Customs Sufficient Knowledge

3.4.3 Delink a nominated employee

- a) When the client wishes to remove a nominated employee from his / her nomination list, he / she selects the “Employees” button to:
- View employees nominated and linked to his / her profile; and
 - Delink a nominated employee from his / her profile.
- b) The client selects the functionality “Nominate Employee” on the administration menu. The system displays the “NOMINATE EMPLOYEE” page.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

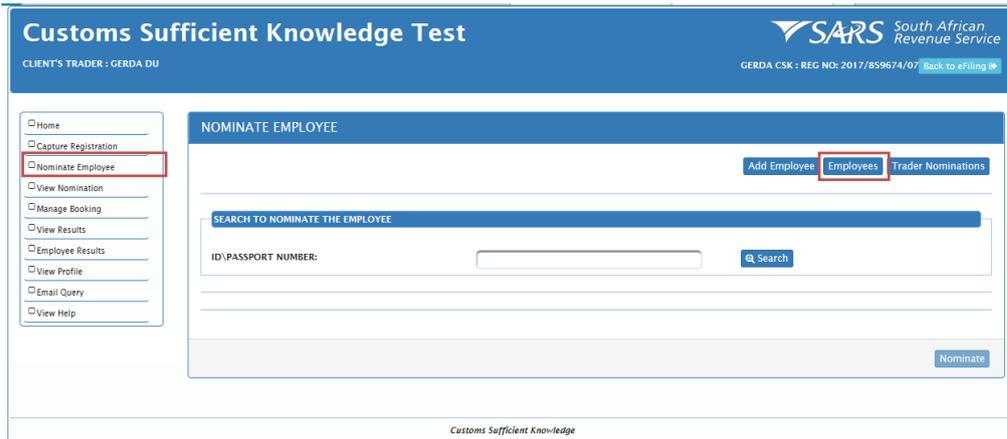
NOMINATE EMPLOYEE
Add Employee Employees Trader Nominations

SEARCH TO NOMINATE THE EMPLOYEE

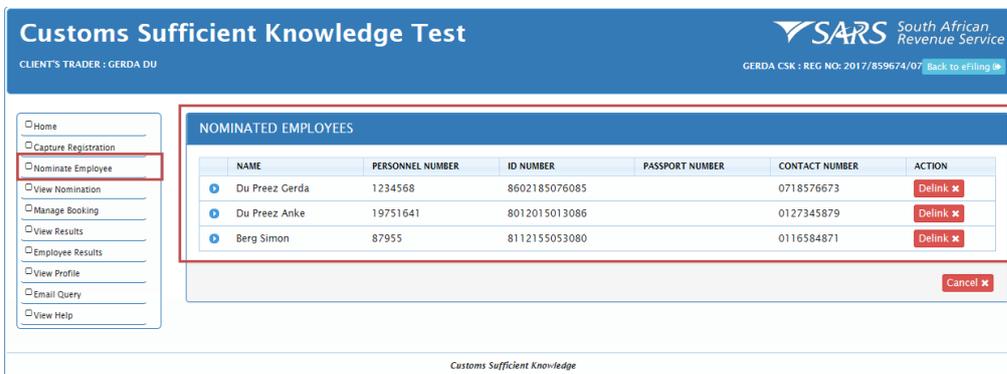
ID\PASSPORT NUMBER:

Customs Sufficient Knowledge

c) The client selects the “Employees” button.

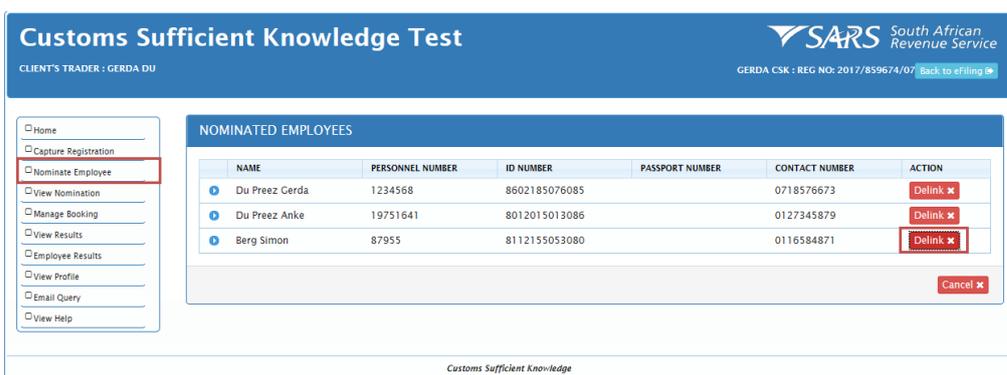


d) The system displays the “NOMINATE EMPLOYEES” page. This page enables the client to view all employees who are linked to his / her profile.

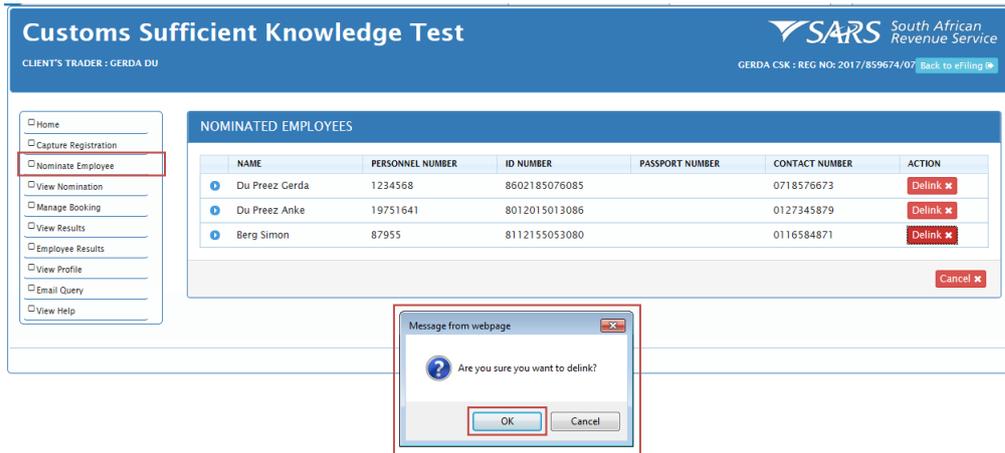


e) If the client wishes to delink or to remove an employee who has terminated his / her employment or service, the client must:

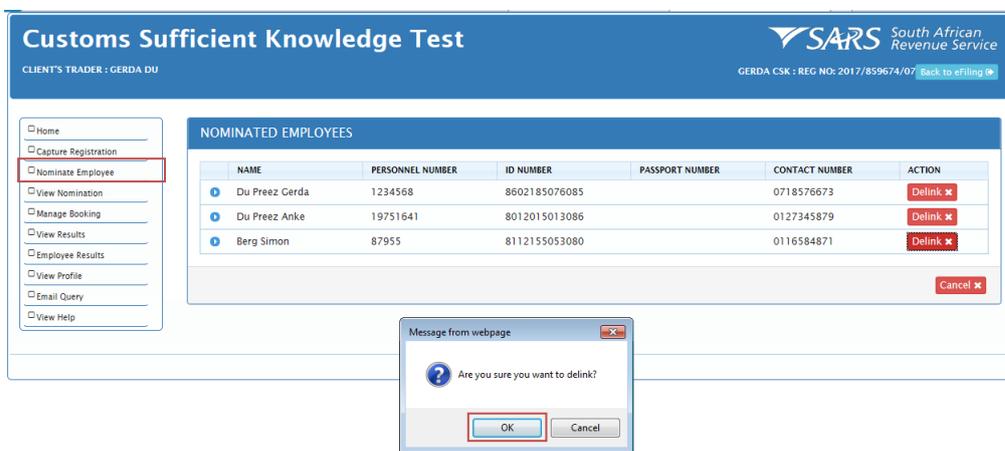
- i) Identify the employee on the system, e.g. “Berg Simon”; and
- ii) Select the “Delink” button.



f) The system will display a message “Are you sure you want to delink?”.

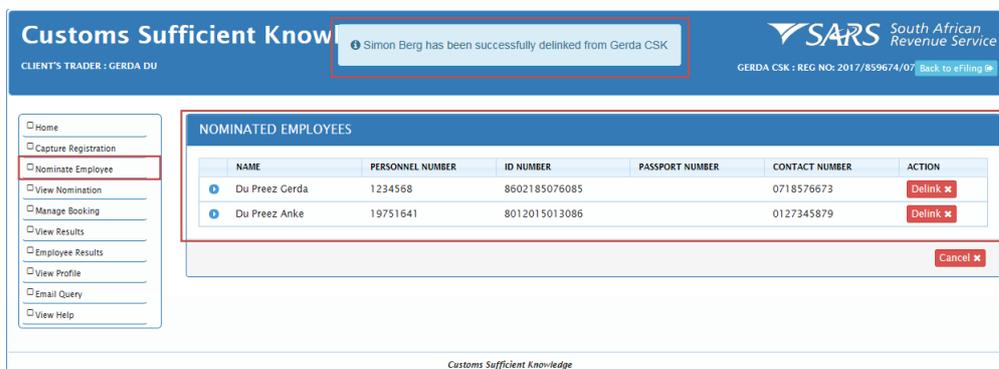


g) If the employee must be delinked from the client's profile, the client selects the “OK” button.



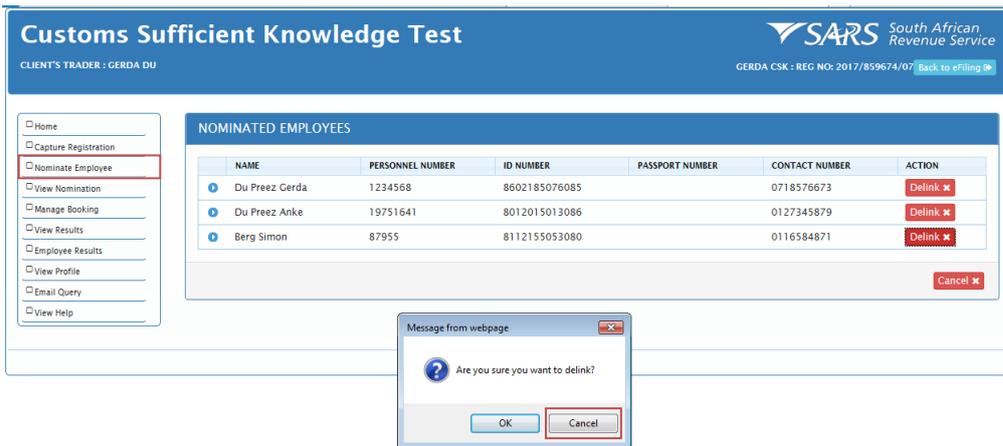
h) The system will:

- i) Display a message e.g. “Simon Berg has been successfully delinked from Gerda CSK”;
- ii) Update the “NOMINATED EMPLOYEES” page; and
- iii) Forward the delink notification to the employee via e-mail.

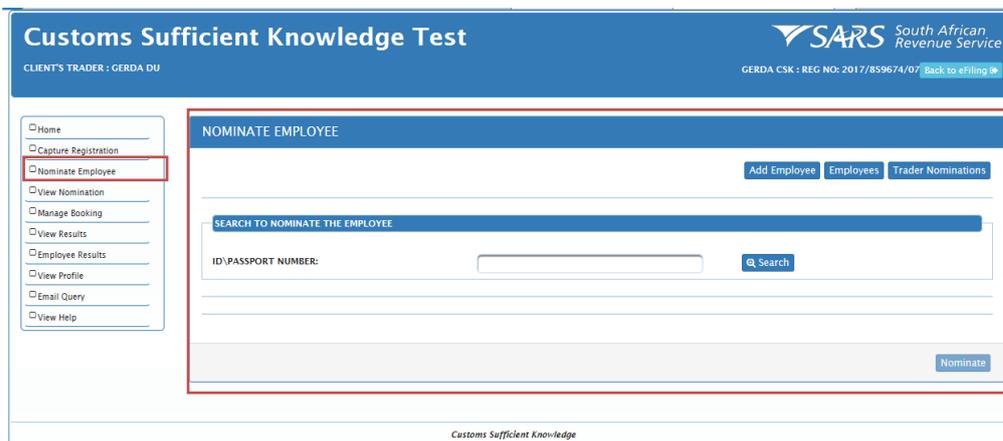


Note: The Trader can delink the employee at any point of time. If the Employee has already booked, they will be allowed to continue with the test. If only their nomination was accepted, the nomination will be deleted.

- i) If the client does not want to delink or remove the selected employee from his / her profile, he / she must select the “Cancel” button.



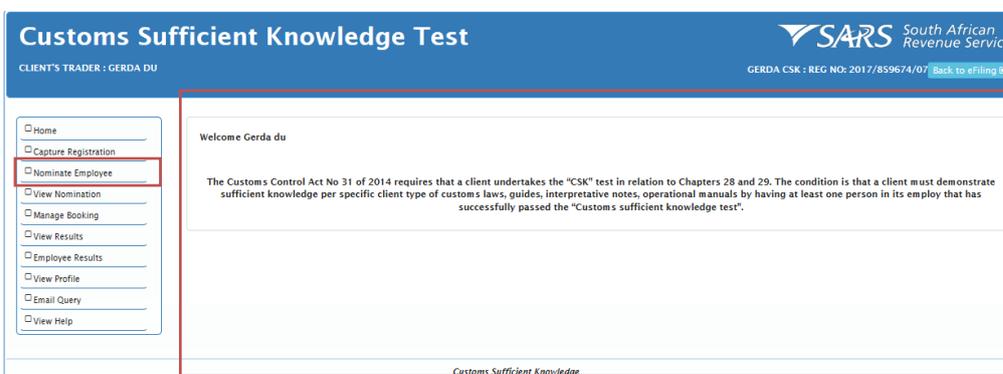
- j) The system will disregard the request to delink or to remove the employee and return back to the “NOMINATE EMPLOYEE” page, (see 3.4.3 b).



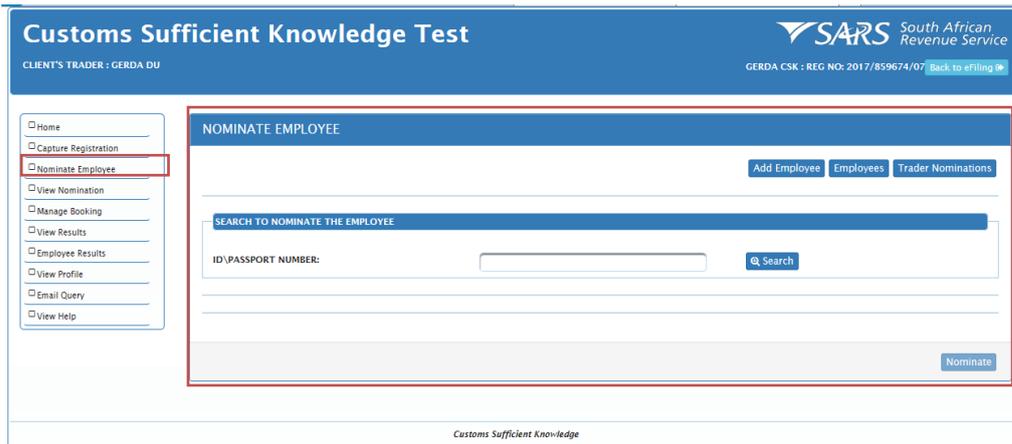
..

3.4.4 View employees nominated

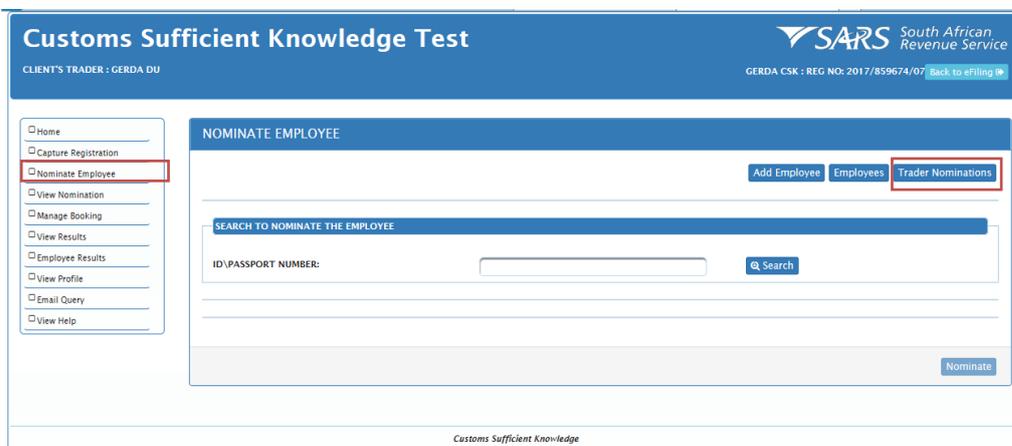
- a) When a client wishes to view nominated employees, he / she select the “NOMINATE EMPLOYEE” functionality on the administration menu.



b) The system will display the “NOMINATE EMPLOYEE” page.

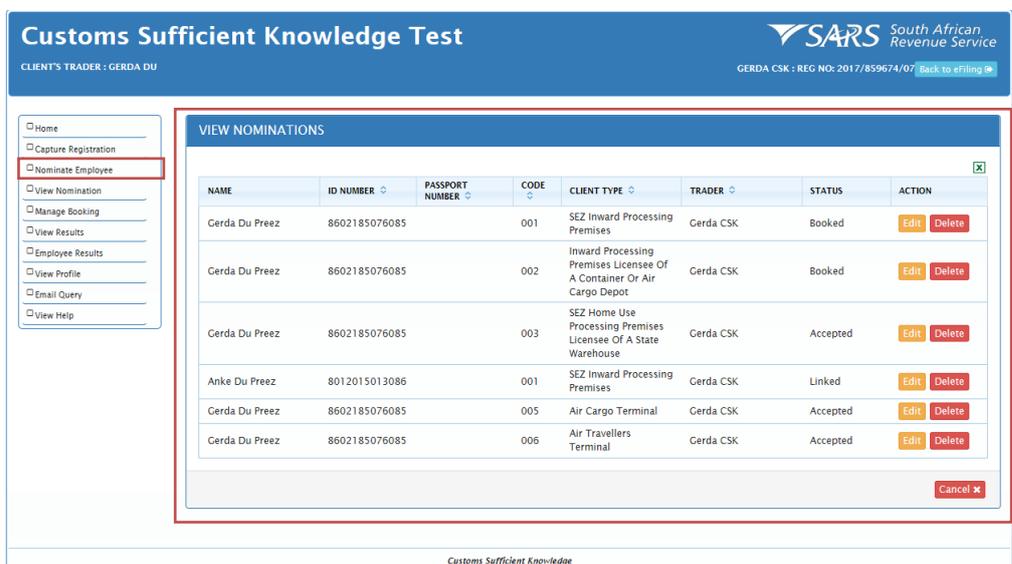


c) The client must select the “Trader Nominations” button.



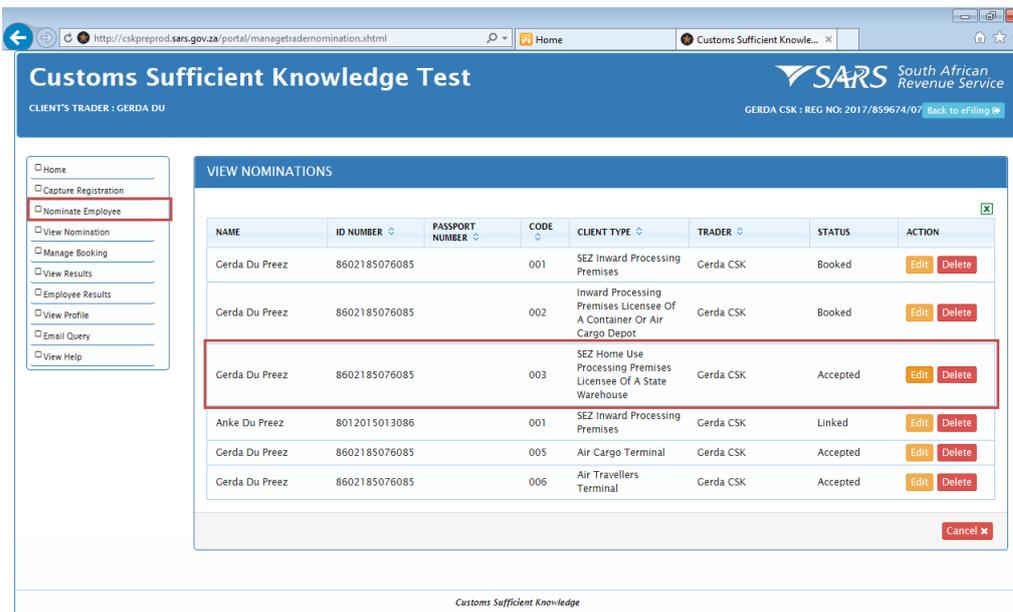
d) The system will display the “VIEW NOMINATIONS” page; this page displays:

- i) The list of all the client’s nominated employees and their details;
- ii) An “Edit” button, the purpose of which is to enable the client to amend employees’ details, see 3.4.5; and
- i) A “Delete” button, the purpose of which is to enable the client to remove an employee from his / her nomination list, see 3.4.6

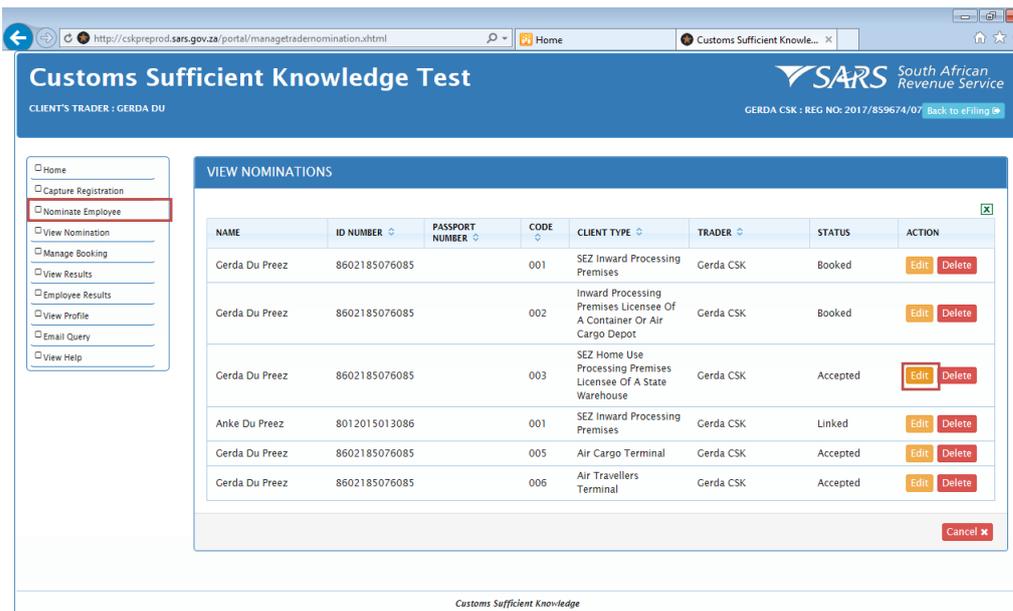


3.4.5 Update nominated employee's details

a) The client identifies the employee whose details must be amended.



b) The client must select the "Edit" button to action his / her request to amend the employee's details.



c) The system will display the “UPDATE EMPLOYEE” page. This page displays the employee’s details.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

UPDATE EMPLOYEE

FIRST NAME : Gerda
 LAST NAME : du Preez
 ID NUMBER : 8602185076085
 PASSPORT NUMBER :
 COUNTRY NAME : Select One
 CONTACT NUMBER : 0718576673
 PERSONNEL NUMBER : 1234568
 EMAIL ADDRESS : gdupreez@sars.gov.za

[Save](#) [Cancel](#)

Customs Sufficient Knowledge

d) The client amends or edits the employee’s details.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

UPDATE EMPLOYEE

FIRST NAME : Gerda
 LAST NAME : du Preez
 ID NUMBER : 8602185076085
 PASSPORT NUMBER :
 COUNTRY NAME : Select One
 CONTACT NUMBER : 0718576673
 PERSONNEL NUMBER : 1234568
 EMAIL ADDRESS : gdupreez@sars.gov.za

[Save](#) [Cancel](#)

Customs Sufficient Knowledge

e) The client selects the “Save” button.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

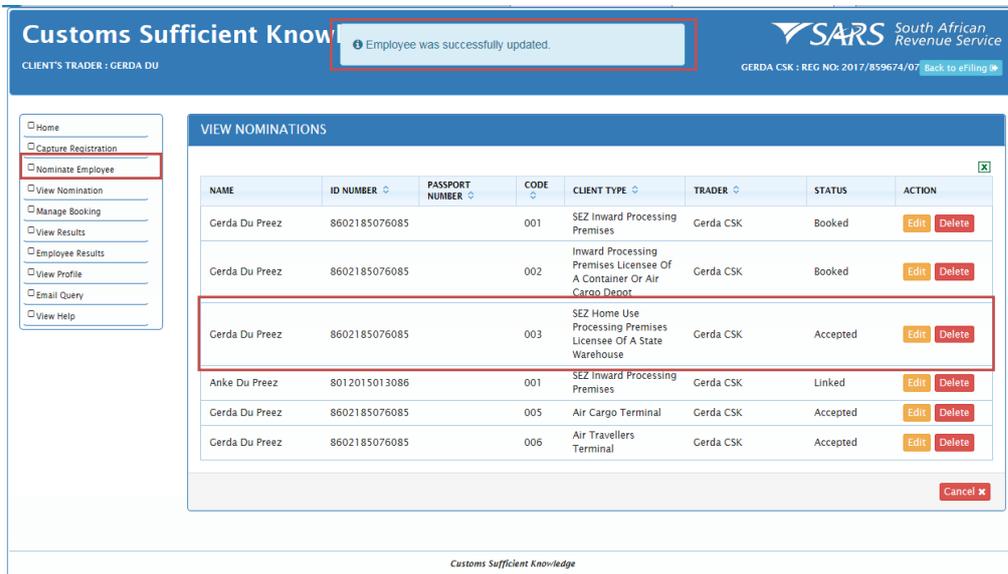
UPDATE EMPLOYEE

FIRST NAME : Gerda
 LAST NAME : du Preez
 ID NUMBER : 8602185076085
 PASSPORT NUMBER :
 COUNTRY NAME : Select One
 CONTACT NUMBER : 0718576673
 PERSONNEL NUMBER : 1234568
 EMAIL ADDRESS : gdupreez@sars.gov.za

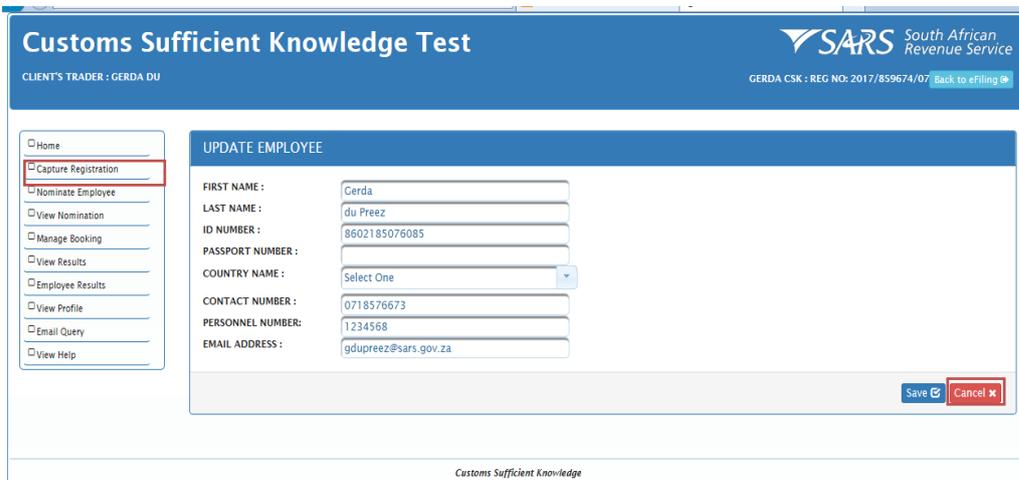
[Save](#) [Cancel](#)

Customs Sufficient Knowledge

- f) The system:
 - i) Updates the employee's details; and
 - ii) Displays:
 - a) The "VIEW NOMINATIONS" page and reflects the amended details of the employee; and
 - b) A message: "Employee was successfully updated".



- g) If the client selects the "Cancel" button on the "UPDATE EMPLOYEE" page, the system will cancel any amendments or changes made to the employee's details.



- h) The system will go back to the original “VIEW NOMINATION” page, see paragraph 3.4.4 b).

Customs Sufficient Knowledge Test

CLIENT'S TRADER : GERDA DU

GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

VIEW NOMINATIONS

NAME	ID NUMBER	PASSPORT NUMBER	CODE	CLIENT TYPE	TRADER	STATUS	ACTION
Gerda Du Preez	8602185076085		001	SEZ Inward Processing Premises	Gerda CSK	Booked	Edit Delete
Gerda Du Preez	8602185076085		002	Inward Processing Premises Licensee Of A Container Or Air Cargo Depot	Gerda CSK	Booked	Edit Delete
Gerda Du Preez	8602185076085		003	SEZ Home Use Processing Premises Licensee Of A State Warehouse	Gerda CSK	Accepted	Edit Delete
Anke Du Preez	8012015013086		001	SEZ Inward Processing Premises	Gerda CSK	Linked	Edit Delete
Gerda Du Preez	8602185076085		005	Air Cargo Terminal	Gerda CSK	Accepted	Edit Delete
Gerda Du Preez	8602185076085		006	Air Travellers Terminal	Gerda CSK	Accepted	Edit Delete

[Cancel](#)

Customs Sufficient Knowledge

3.4.6 Removal of nominated employees

- a) When a client wishes to remove a nominated employee from his / her nominated list, he / she selects:
- The “Nominate Employee” button on the administration menu; and
 - The “Trader Nomination” button.

Customs Sufficient Knowledge Test

CLIENT'S TRADER : GERDA DU

GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

NOMINATE EMPLOYEE

[Add Employee](#) [Employees](#) [Trader Nominations](#)

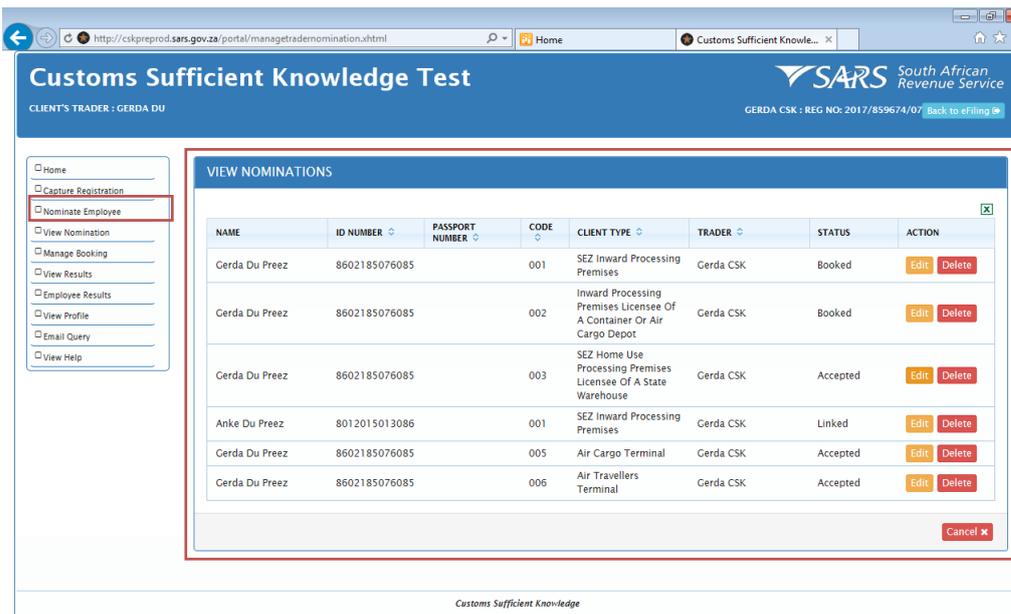
SEARCH TO NOMINATE THE EMPLOYEE

ID/PASSPORT NUMBER: [Search](#)

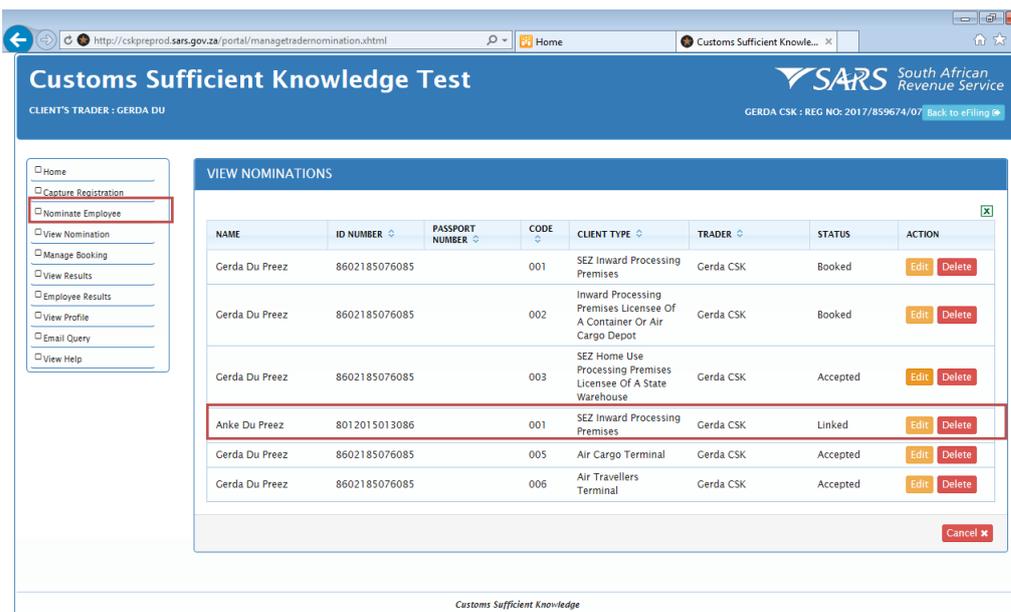
[Nominate](#)

Customs Sufficient Knowledge

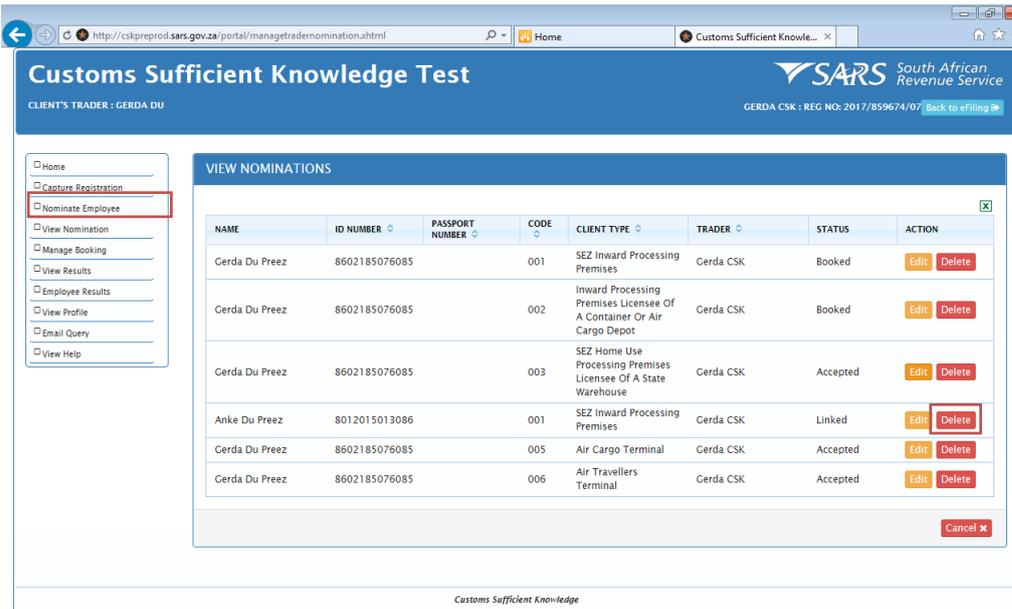
- b) The system displays the “VIEW NOMINATIONS” page. The system will only allow the client to delete employees from the client nomination list whose status is “Linked”.



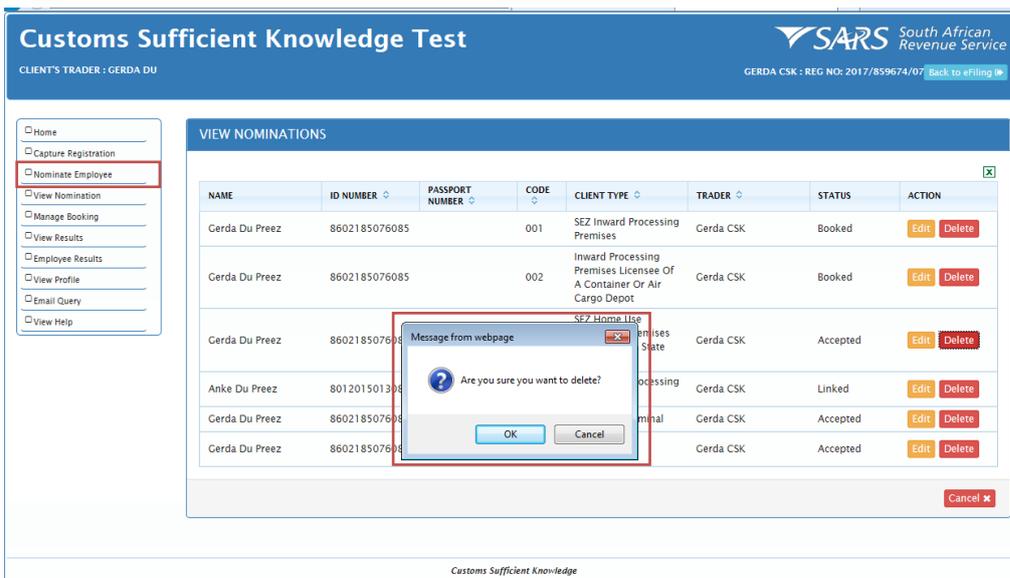
- c) The client identifies the employee on the “VIEW NOMINATIONS” page.



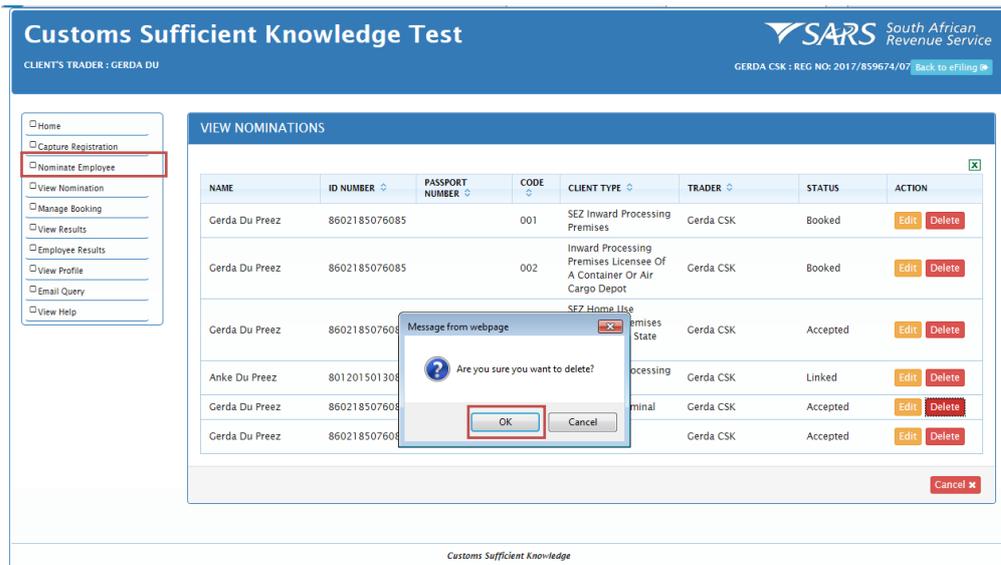
d) The client selects the “Delete” button.



e) The system will display a confirmation message “Are you sure you want to delete?”

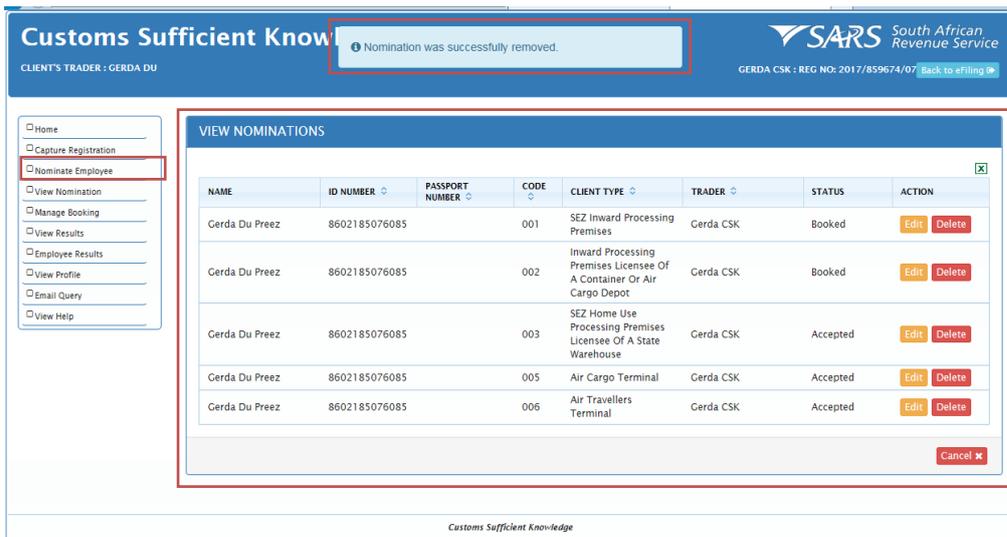


- f) If the client wishes to continue with the request to delete or remove the employee from his / her nomination list, the client must select the “OK” button.

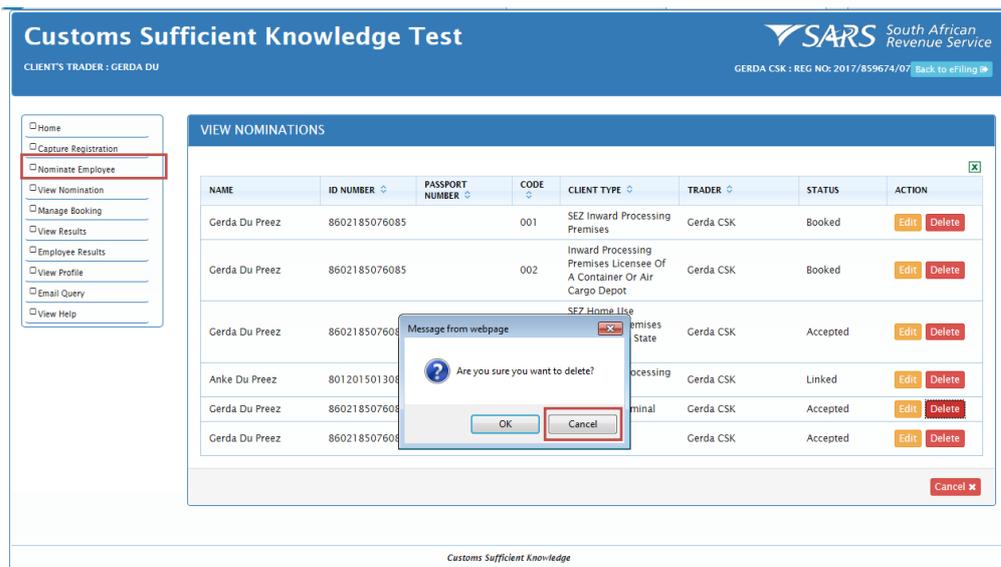


- g) The system:

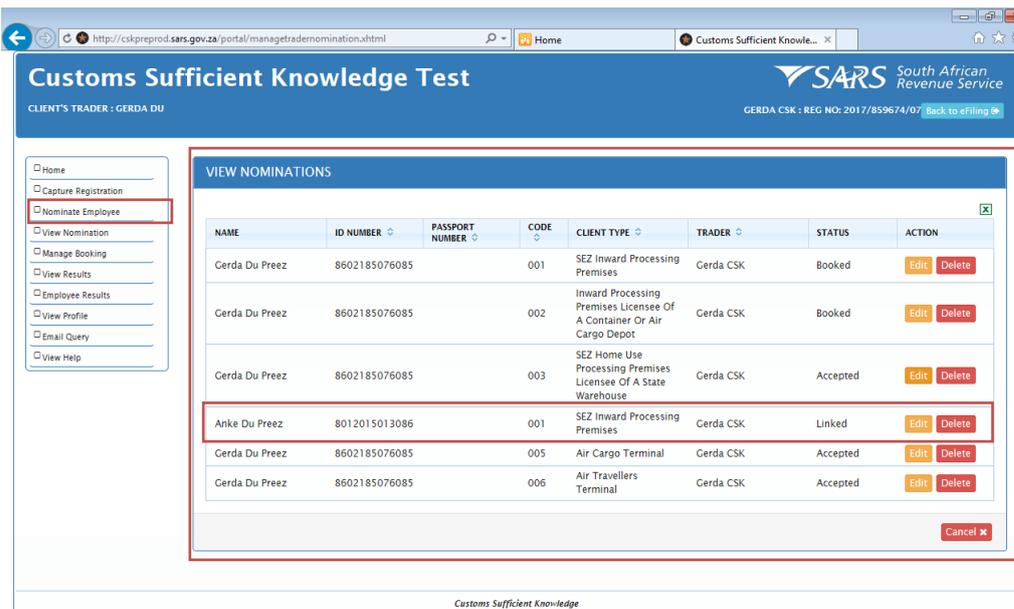
- i) Updates the “VIEW NOMINATIONS” page; and
- ii) Displays a message “Employee was successfully removed”.



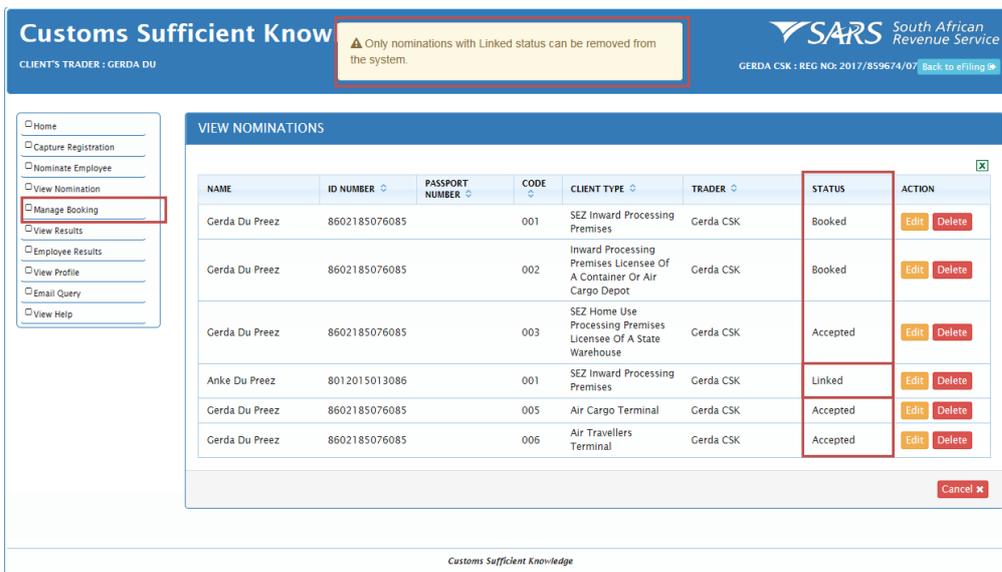
- h) If the client wishes not to continue with request to delete or remove the employee from his / her nomination list, the client must select the “Cancel” button.



- i) The system will disregard the action to delete or remove the employee and return to the “VIEW NOMINATIONS” page, see paragraph 3.4.4 d).



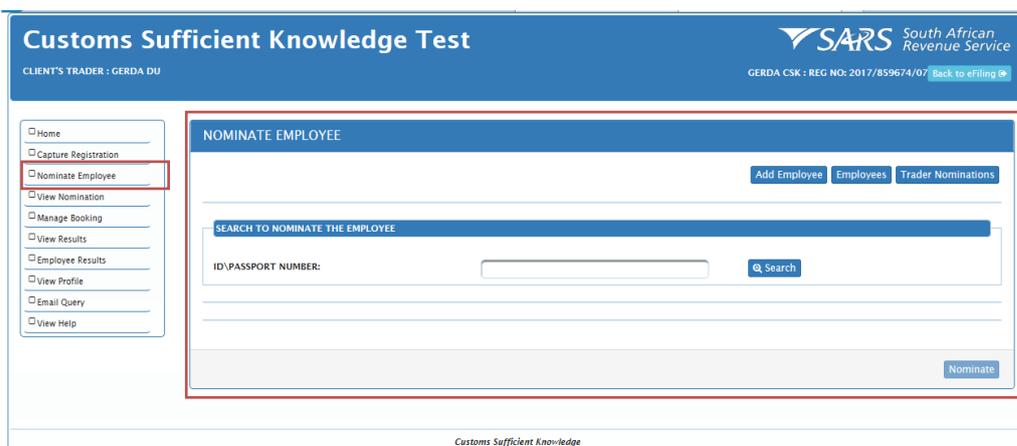
- j) Clients who attempt to delete or remove employees from their nomination list whose statuses on the system are “Accepted”, “Booked” or “Completed”, will not be allowed to do so. A message will be displayed that “Only nominations with Linked status can be removed from the system”.



STATUS TYPE	DESCRIPTION
Linked	Trader nominate Employee
De-linked	Trader delinked Employee
Accepted	Employee accept the client type nomination
Rejected	Employee reject client type nomination
Booked	Employee booked for a test
Cancelled	Employee cancel a test or quit a test
Authenticated	Employee validated before test
Completed	Employee complete test

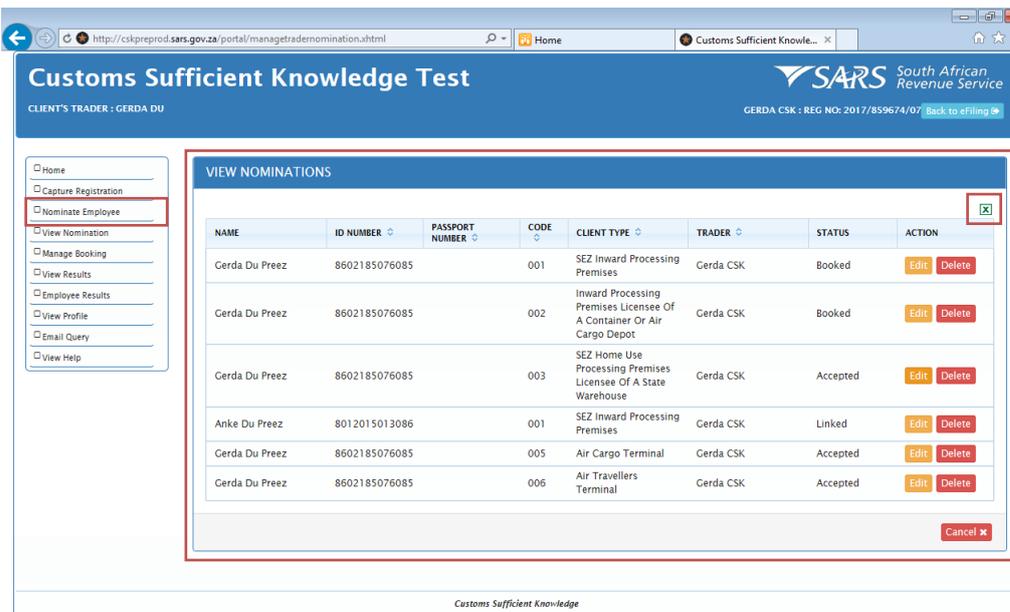
- k) When the client selects the “Cancel” button on the “VIEW NOMINATION” page,

the system will go back to the “NOMINATE EMPLOYEE” page, see 3.4 c).



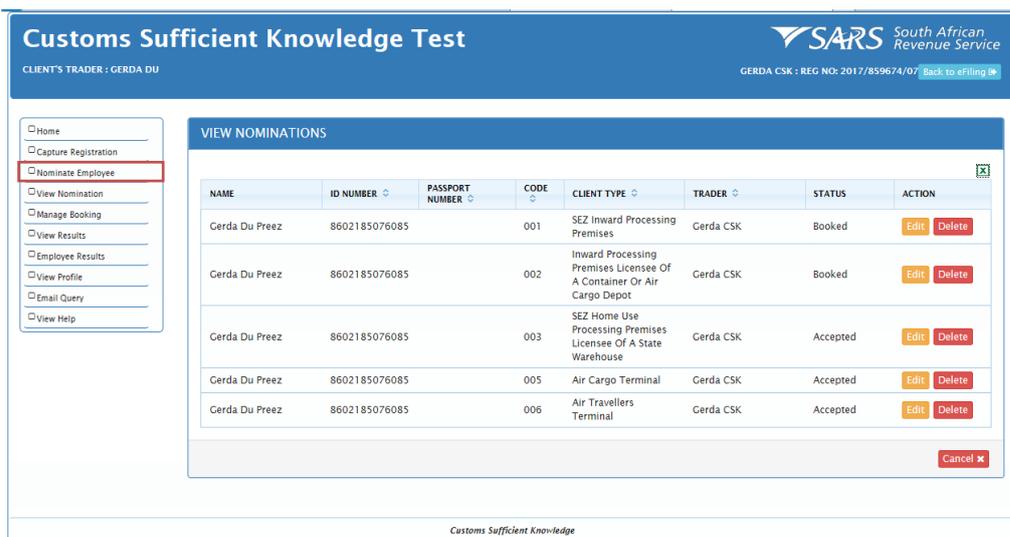
3.4.7 Export and / or save a copy of the Microsoft excel nomination spreadsheet

- a) If a client wishes to save a copy of all their nominated employees, they must select the export “X” button on the “VIEW NOMINATIONS” page.

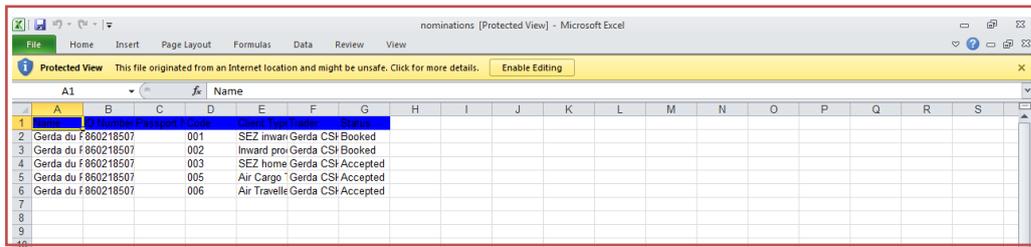


b) The system will display a message “Do you want to open or save nominations. SLX from cskdev.sars.gov.za?” and give the client the following options to:

- i) “Open” the Microsoft excel nomination spreadsheet folder;
- ii) “Save” the Microsoft excel nomination spreadsheet folder; or
- iii) “Cancel” the request to open or save the Microsoft excel nomination spreadsheet folder.



c) If the client selected the “Open” button, the system will display the Microsoft excel nomination spreadsheet folder.

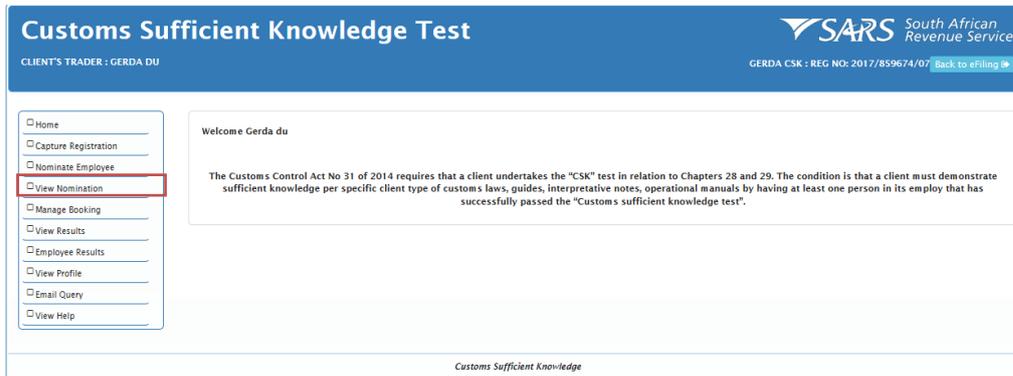


- d) If the client selected the “Save” button, the system will allow the client to download the Microsoft excel nomination spreadsheet folder onto his / her computer for record keeping purposes.

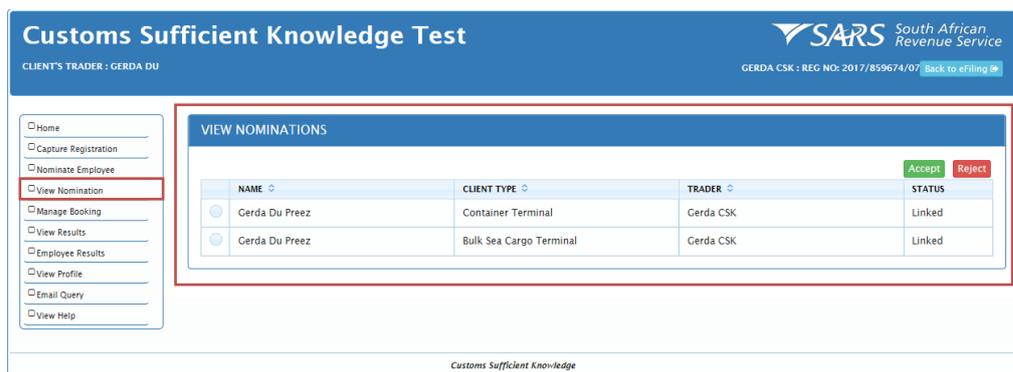
3.5 Accept or reject nomination

When the nominated employee receives his / her nomination notification via email (see 3.4.2 h), the nominated employee must action the request via the CSK web application on eFiling. The nominated employee can use his company or private eFiling profile via SARS Internet on www.sars.gov.za or www.sarsefiling.co.za

- a) Once the nominated employee accesses the CSK home page, he / she must select the “View Nomination” functionality on the CSK administration menu.

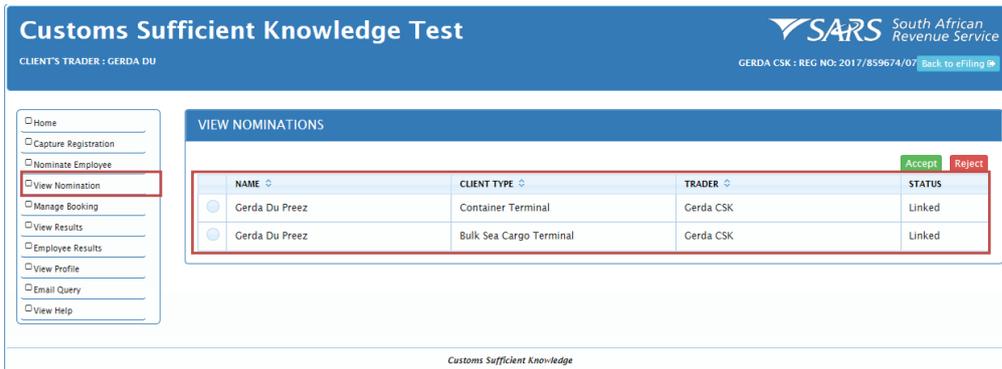


- b) The system will display the employee’s “VIEW NOMINATIONS” page. This page enables the nominated employee to view his / her nomination per client type and Trader (e.g. client).

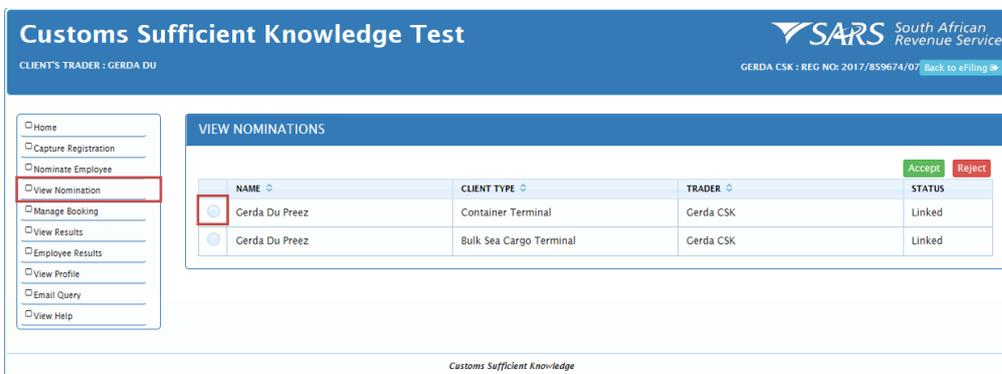


3.5.1 Nominated employee accepts his / her nomination

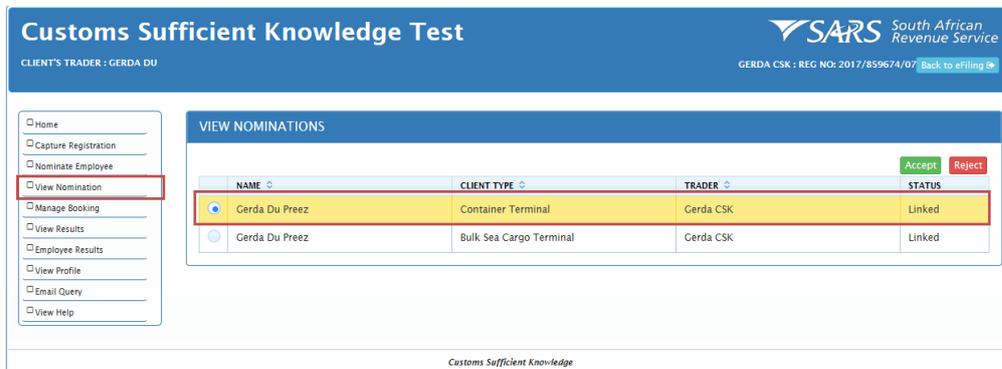
a) The nominated employee views the list of nominations on their “VIEW NOMINATIONS” page.



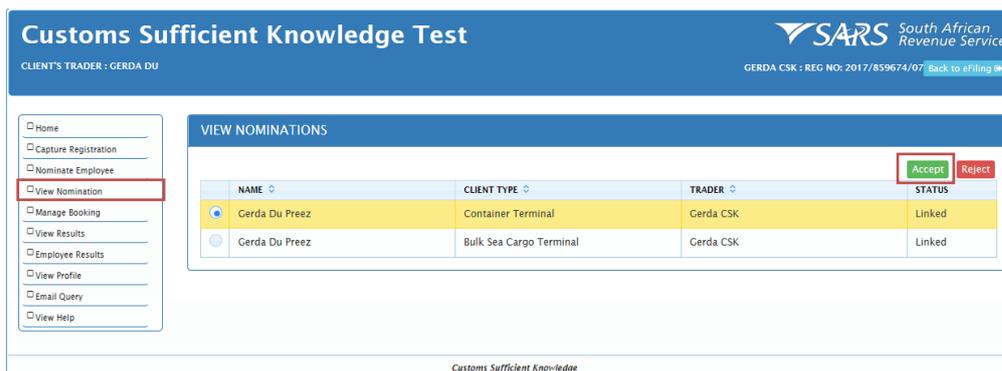
b) If in agreement, the nominated employee must tick the “Client Type” button.



c) The system highlights the selected “Client Type nomination.

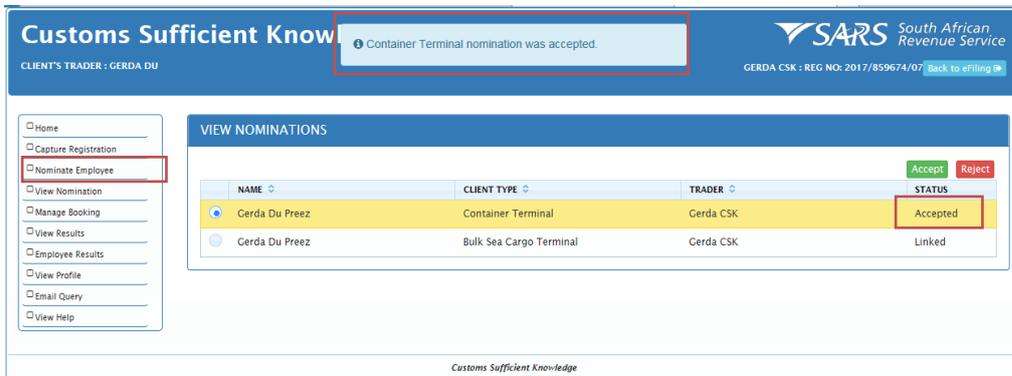


d) The nominated employee selects the “Accept” button.



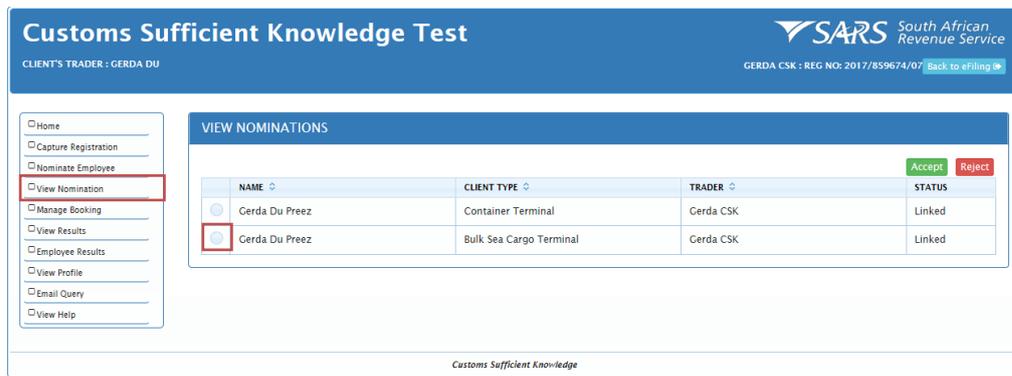
e) The system:

- i) Displays a message “Container Terminal nomination was accepted”; and
- ii) Updates the nominated employee status from “Linked” to “Accepted”.

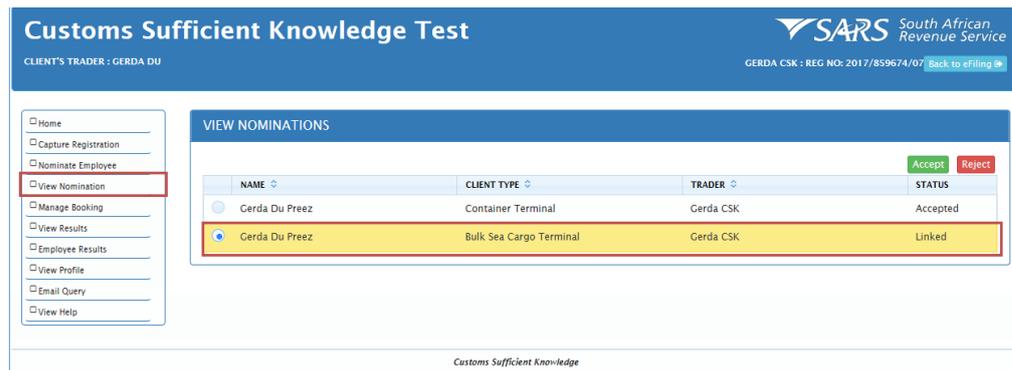


3.5.2 Nominated employee rejects his / her nomination

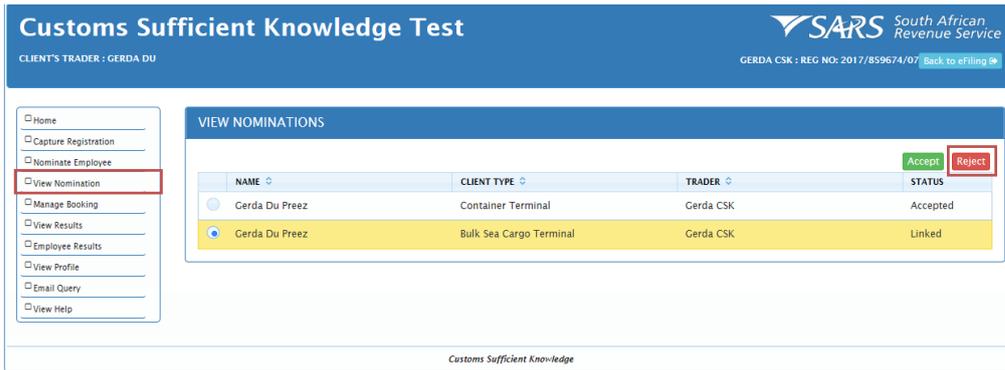
a) The nominated employee must tick the “Client Type” tick box that he / she want to reject.



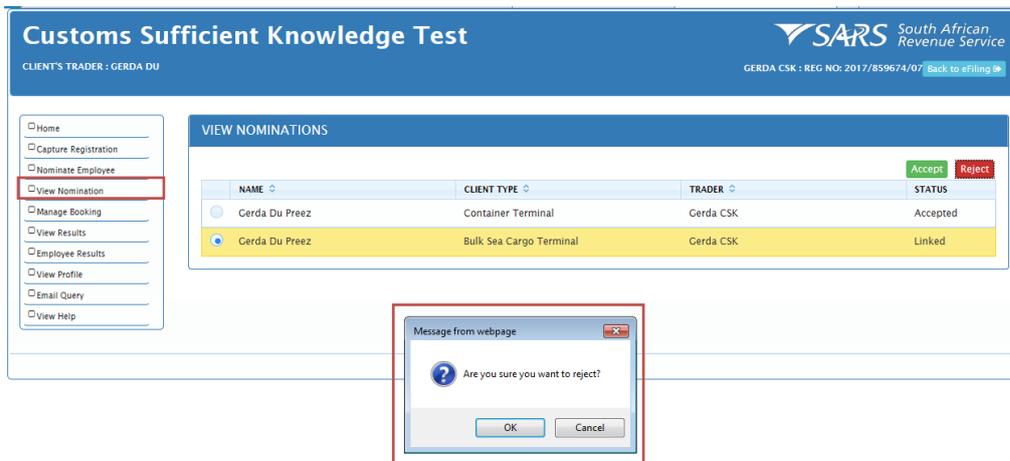
b) The system will highlight the nominated “Client Type”.



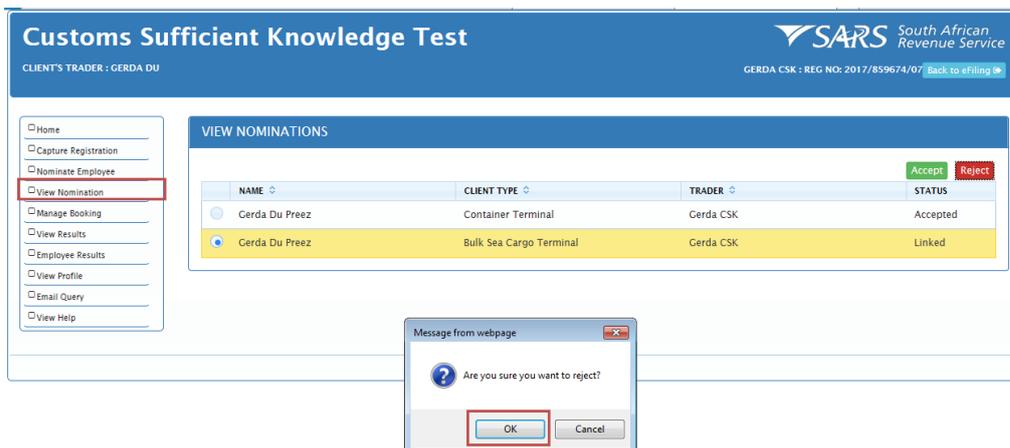
c) The nominated employee selects the “Reject” button.



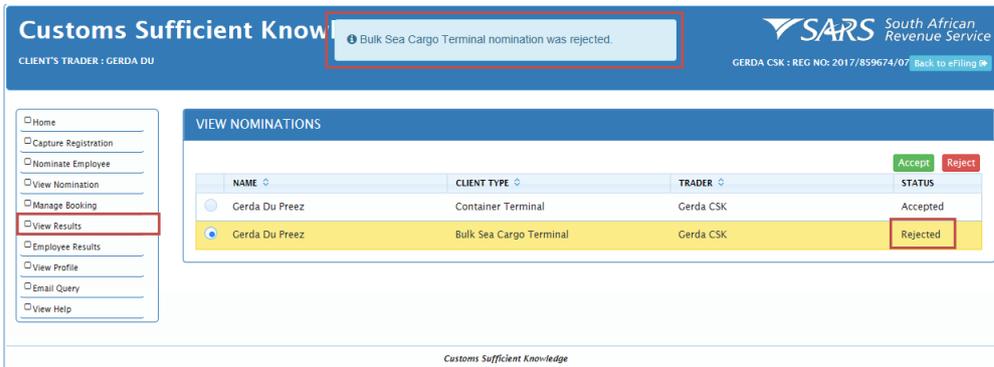
d) The system displays a confirmation message “Are you sure you want to reject?”



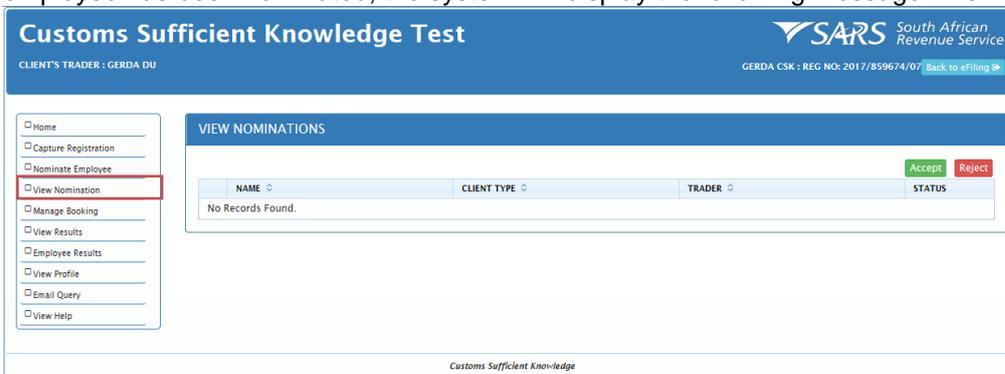
e) If the nominated employee wishes to continue with the rejection of his / her nomination, the “OK” button must be selected.



- f) The system will:
 - i) Display a message “Bulk Sea Cargo Terminal nomination was rejected.”; and
 - ii) Updates the nominated employee’s status to “Rejected”.



- g) If an employee wants to check if they’ve been nominated, they select “View Nominations” button. If no employee has been nominated, the system will display the following message: “No Records Found.”

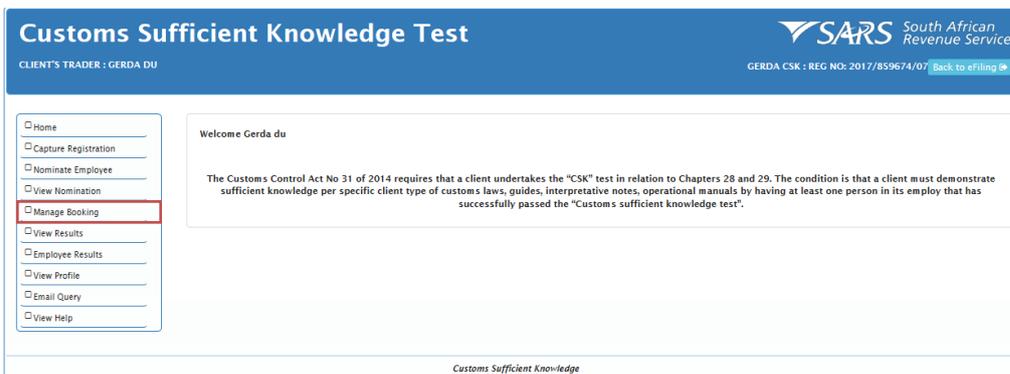


3.6 Manage Booking

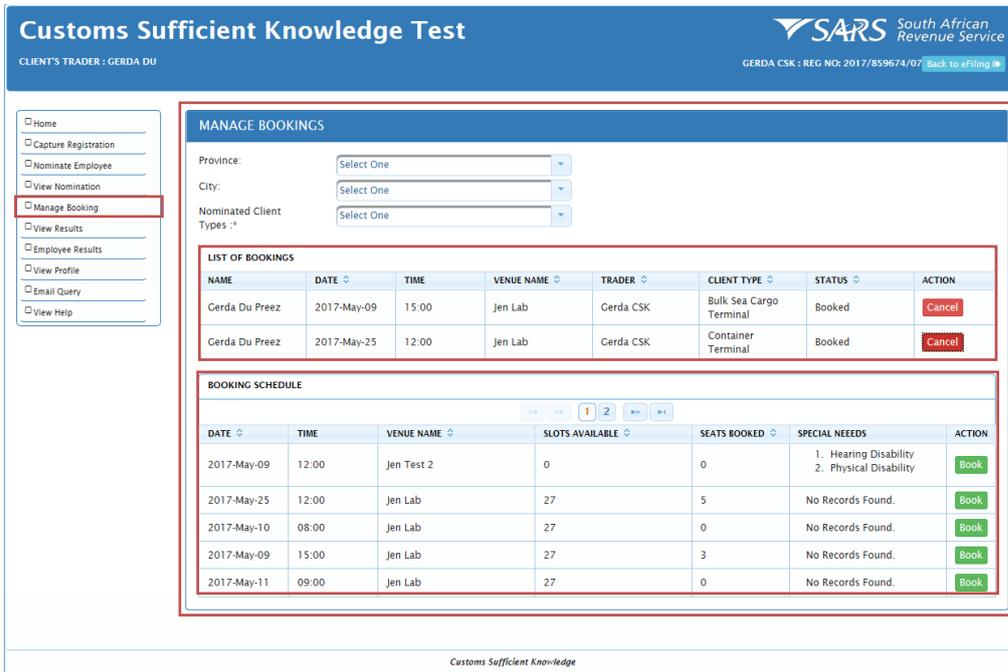
- a) This functionality enables nominated employees to:
 - i) View:
 - a) Schedules booked; and
 - b) Schedules available; or
 - ii) Book a schedule; or
 - iii) Cancel schedules booked.

3.6.1 View bookings or schedules

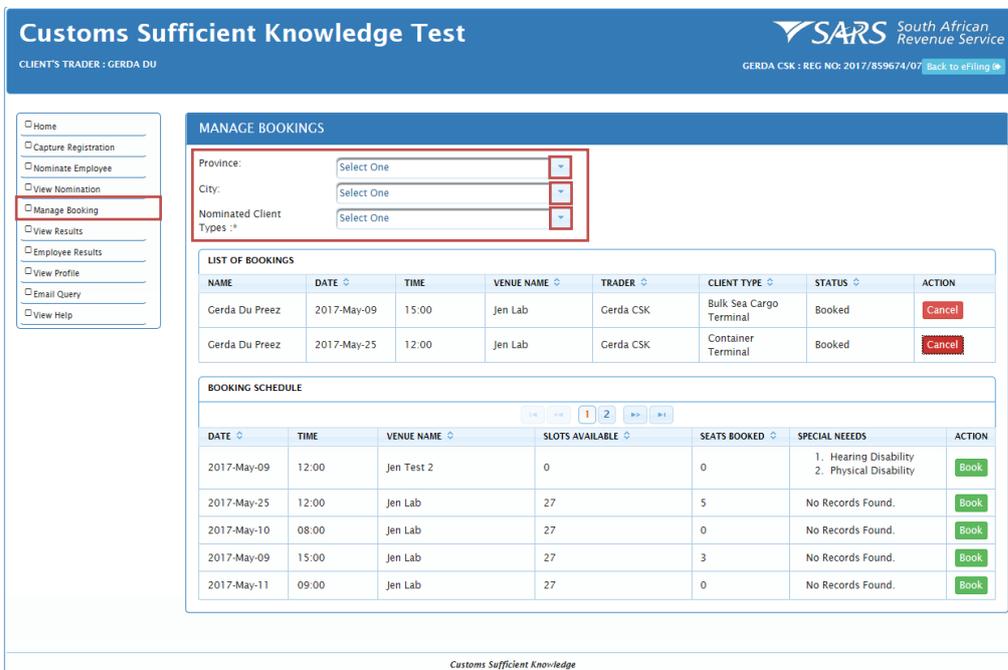
- a) The nominated employee selects the functionality “Manage Booking” on the administration menu.



- b) The system will display the “MANAGE BOOKING” page and display:
 - i) A list of schedules booked; and
 - ii) A list of schedules available.



- c) The nominated employee may use any one (1) or all three (3) option(s) (e.g. “Province”, “City” or “Nominated Client Type”) to view his / her list of bookings or the list of schedules available.
- d) The nominated employee clicks on the drop down box and searches from the displayed drop down list.



- e) The following information will be displayed after selection was made:
 - i) The nominated employee's bookings schedule per client type; and
 - ii) A list of schedules available as per the nominated employee's selection.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

MANAGE BOOKINGS

Province: Mpumalanga
City: White River
Nominated Client Types : Container Terminal

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

Customs Sufficient Knowledge

3.6.2 Book a schedule

- a) The nominated employee use any one (1) or all three (3) option(s) (e.g. "Province", "City" or "Nominated Client Type") to view the list of schedules available. The nominated employee clicks on the drop down box and searches from the displayed drop down list.

Customs Sufficient Knowledge Test
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MANAGE BOOKINGS

Province: Select One
City: Select One
Nominated Client Types : Select One

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel
Gerda Du Preez	2017-May-25	12:00	Jen Lab	Gerda CSK	Container Terminal	Booked	Cancel

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

Customs Sufficient Knowledge

- b) The nominated employee views the list of schedules available.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK - REG NO: 2017/859674/07 [Back to eFiling](#)

Province: Mpumalanga
City: White River
Nominated Client Types: Container Terminal

LIST OF BOOKINGS

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel

BOOKING SCHEDULE

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

Customs Sufficient Knowledge

- c) Once a suitable schedule has been identified, the nominated employee must select the “Book” button.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK - REG NO: 2017/859674/07 [Back to eFiling](#)

Province: Select One
City: Select One
Nominated Client Types: Select One

LIST OF BOOKINGS

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel
Gerda Du Preez	2017-May-25	12:00	Jen Lab	Gerda CSK	Container Terminal	Booked	Cancel

BOOKING SCHEDULE

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

Customs Sufficient Knowledge

- d) The system will:

- i) Display a message “You have successfully booked for the <insert the client type> at the < insert the details of the venue> on the <insert the schedule date> at <insert the scheduled time period>”;
- ii) Update the following details on the “BOOKING SCHEDULE” page:
 - A) The number of “Slots available”;
 - B) The number of “Seats booked” and
- iii) Send an e-mail message e.g. “Dear Mr / Ms <insert the person’s name and surname> please remember that you are booked for the <insert the details of the client type > test at the <inserts the details of the venue, including the address> at <insert the time period> on the <inserts the date>”.

- e) The system will also display the following type of messages:
 - i) “You are already booked for Bulk Sea Cargo Terminal Client type at 1 Test Lab on the 2017/05/09 at 15:00”; or
 - ii) “The venue is fully booked check other venues”.

3.6.3 Cancel a booked schedule

- a) The nominated employee who wishes to cancel a booking must select the “Cancel” button on the “MANAGE BOOKING” page under the “LIST OF BOOKINGS”

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

MANAGE BOOKINGS

Province:
 City:
 Nominated Client Types :

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel
Gerda Du Preez	2017-May-25	12:00	Jen Lab	Gerda CSK	Container Terminal	Booked	Cancel

BOOKING SCHEDULE

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

Customs Sufficient Knowledge

- b) The system displays a confirmation message, e.g. “Are you sure you want to cancel the booking?”

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SARS South African Revenue Service
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MANAGE BOOKINGS

Province:
 City:
 Nominated Client Types :

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel
Gerda Du Preez	2017-May-25	12:00	Jen Lab	Gerda CSK	Container Terminal	Booked	Cancel

BOOKING SCHEDULE

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

Customs Sufficient Knowledge

c) The nominated employee selects the “OK” button.

The screenshot shows the 'MANAGE BOOKINGS' section of the system. A modal dialog box titled 'Message from webpage' is displayed in the center, asking 'Are you sure you want to cancel the booking?'. The dialog has 'OK' and 'Cancel' buttons. The background shows a table of bookings with columns: NAME, DATE, TIME, VENUE NAME, TRADER, CLIENT TYPE, STATUS, and ACTION. Two rows are visible, both with 'Cancel' buttons. Below the dialog is a 'BOOKING SCHEDULE' table with columns: DATE, TIME, VENUE NAME, SLOTS AVAILABLE, SEATS BOOKED, SPECIAL NEEDS, and ACTION.

d) The system:

- i) Displays a message eg. “You have successfully cancelled booking for Container Terminal client type at 1 Test Lab on the 2017/05/25 at 12:00” and
- ii) Updates the “LIST OF BOOKINGS” page.

The screenshot shows the system after a successful cancellation. A blue message box at the top center displays: 'You have successfully cancelled booking for Container Terminal client type at 1 Test Lab on the 2017/05/25 at 12:00'. The 'LIST OF BOOKINGS' table now only contains one entry: Gerda Du Preez, 2017-May-09, 15:00, Jen Lab, Gerda CSK, Bulk Sea Cargo Terminal, Booked, with a 'Cancel' button. The 'BOOKING SCHEDULE' table below it remains the same as in the previous screenshot.

- e) When the nominated employee wishes to disregard his / her request to cancel his / her booking, he / she must select the “Cancel” button.

The screenshot shows the 'MANAGE BOOKINGS' section of the 'Customs Sufficient Knowledge Test' application. A modal dialog box titled 'Message from webpage' is displayed, asking 'Are you sure you want to cancel the booking?' with 'OK' and 'Cancel' buttons. The background interface includes a sidebar with 'Manage Booking' highlighted, a filter section for Province, City, and Nominated Client, and two tables: 'LIST OF BOOKINGS' and 'BOOKING SCHEDULE'.

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel
Gerda Du Preez	2017-May-25	12:00	Jen Lab	Gerda CSK	Container Terminal	Booked	Cancel

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

- f) The system will cancel the request and display the “MANAGE BOOKING” see 3.1.1.

The screenshot shows the 'MANAGE BOOKINGS' section after the cancellation. The 'LIST OF BOOKINGS' table now only contains the booking for 2017-May-25. The 'BOOKING SCHEDULE' table remains the same as in the previous screenshot. The 'Cancel' button in the 'LIST OF BOOKINGS' table is now disabled.

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel
Gerda Du Preez	2017-May-25	12:00	Jen Lab	Gerda CSK	Container Terminal	Booked	Cancel

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	27	5	No Records Found.	Book
2017-May-10	08:00	Jen Lab	27	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	27	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	27	0	No Records Found.	Book

- g) When a nominated employee cancels his / her booking four (4) days or less before the test, the system will also display a message “You are not allowed to cancel booked assessment 4 days before the test.”

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU

MANAGE BOOKINGS

Province: Mpumalanga
City: White River
Nominated Client Types : Container Terminal

LIST OF BOOKINGS

NAME	DATE	TIME	VENUE NAME	TRADER	CLIENT TYPE	STATUS	ACTION
Gerda Du Preez	2017-May-09	15:00	Jen Lab	Gerda CSK	Bulk Sea Cargo Terminal	Booked	Cancel

BOOKING SCHEDULE

DATE	TIME	VENUE NAME	SLOTS AVAILABLE	SEATS BOOKED	SPECIAL NEEDS	ACTION
2017-May-09	12:00	Jen Test 2	0	0	1. Hearing Disability 2. Physical Disability	Book
2017-May-25	12:00	Jen Lab	28	4	No Records Found.	Book
2017-May-10	08:00	Jen Lab	28	0	No Records Found.	Book
2017-May-09	15:00	Jen Lab	28	3	No Records Found.	Book
2017-May-11	09:00	Jen Lab	28	0	No Records Found.	Book

Customs Sufficient Knowledge

3.7 View Results

- a) This functionality:
- i) Displays:
 - A) The nominated employee’s results achieved; or
 - B) When his / her CSK certification must be renewed; and
 - ii) Enables the nominated employee to:
 - A) Download his / her “NOTIFICATION OF SUCCESSFUL COMPLETION OF CUSTOMS SUFFICIENT KNOWLEDGE ASSESSMENT”; or
 - B) Export or save his / her results.
- b) The employee must select the functionality “View Results” on the administration menu. The system will display the “VIEW RESULTS” page. This page displays the nominated employee’s results

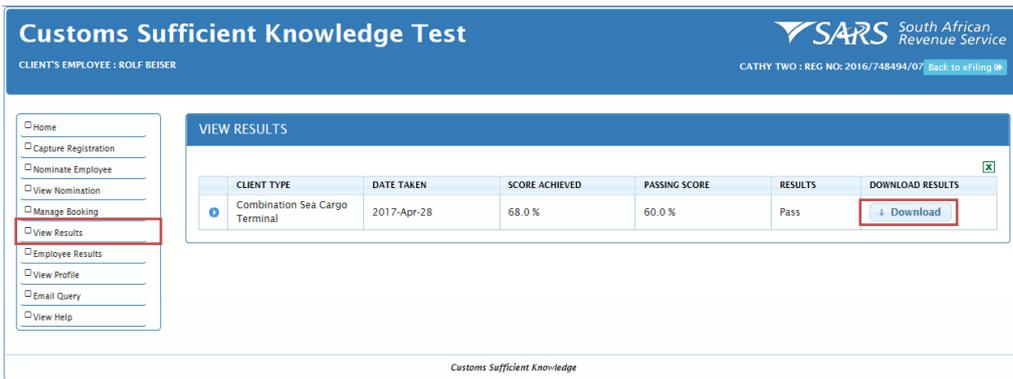
Customs Sufficient Knowledge Test
CLIENT'S EMPLOYEE : ROLF BEISER

VIEW RESULTS

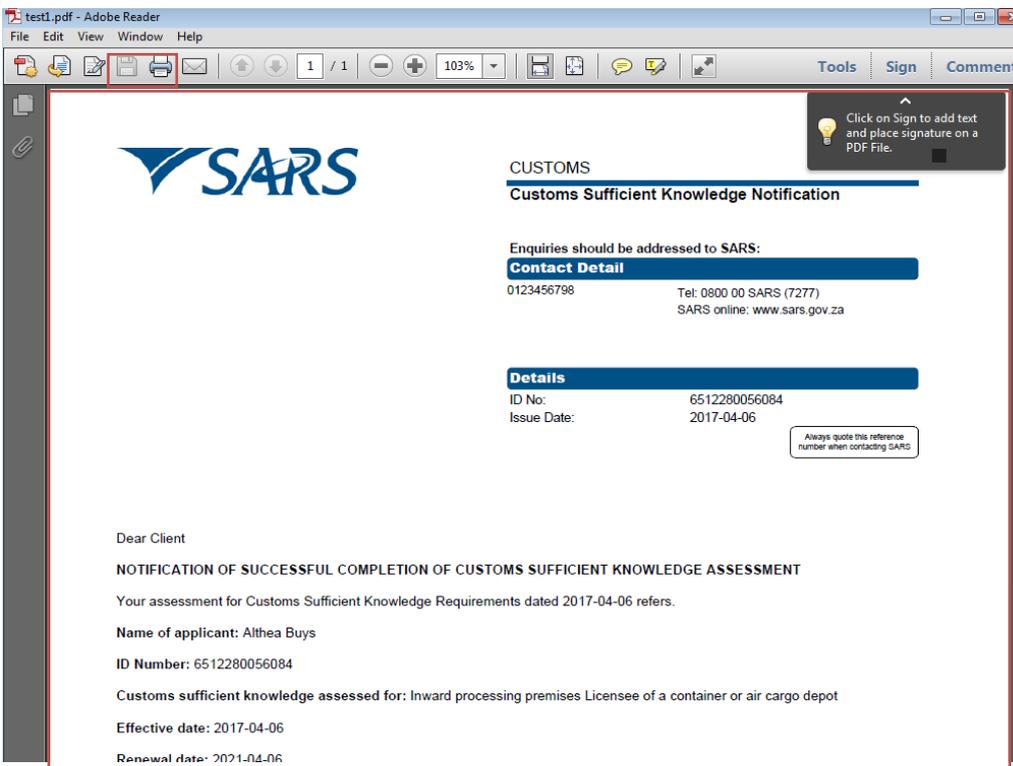
CLIENT TYPE	DATE TAKEN	SCORE ACHIEVED	PASSING SCORE	RESULTS	DOWNLOAD RESULTS
Combination Sea Cargo Terminal	2017-Apr-28	68.0 %	60.0 %	Pass	Download

Customs Sufficient Knowledge

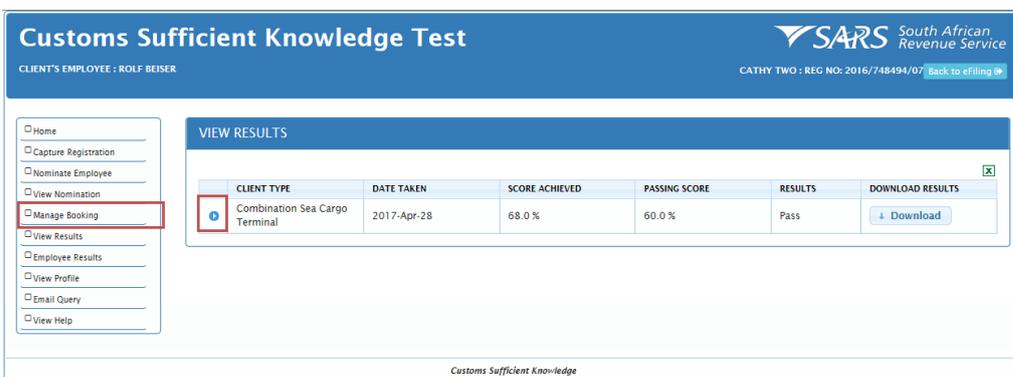
- c) If the employee wishes to download the CSK assessment notification, he / she select the “Download” button.



- d) The system displays the nominated employee’s “NOTIFICATION OF SUCCESSFUL COMPLETION OF CUSTOMS SUFFICIENT KNOWLEDGE ASSESSMENT”. The employee will be able to “Save” or “Print” the notification by selecting the following buttons on the toolbar.



- e) If the nominated employee wishes to view the date when his / her CSK certification must be renewed, the nominated employee must select the “Dropdown icon”.



- f) The system will display the details when the nominated employee must renew his / her CSK certification.

Customs Sufficient Knowledge Test
CLIENT'S EMPLOYEE : ROLF BEISER
CATHY TWO : REG NO: 2016/748494/07 [Back to eFiling](#)

Home
Capture Registration
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Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

VIEW RESULTS

CLIENT TYPE	DATE TAKEN	SCORE ACHIEVED	PASSING SCORE	RESULTS	DOWNLOAD RESULTS
Combination Sea Cargo Terminal	2017-Apr-28	68.0 %	60.0 %	Pass	Download

Renewal Date: 2020-Apr-28

Customs Sufficient Knowledge

3.8 Employee Results

- a) This functionality enables a client to:
- View a nominated employee's result;
 - View when a nominated employee must renew his / her CSK certification; and
 - "Export" or "Save" the employee's results.
- b) The client must select the functionality "Employee Results" on the administration menu. The system will display the "EMPLOYEE TEST RESULTS" page.

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EMPLOYEES TEST RESULTS

NAME	CLIENT TYPE	DATE TAKEN	SCORE ACHIEVED	PASSING SCORE	RESULTS
Althea Buys	Inward Processing Premises Licensee Of A Container Or Air Cargo Depot	2017-Apr-06	88.0 %	60.0 %	Pass
Althea Buys	SEZ Home Use Processing Premises Licensee Of A State Warehouse	2017-Apr-10	33.0 %	60.0 %	Fail
Maryna Van Rooyen	SEZ Inward Processing Premises	2017-Apr-10	70.0 %	60.0 %	Pass

Customs Sufficient Knowledge

- c) When the client wishes to "Export" or "Save" an employee's result, he / she must select the "X" on the "EMPLOYEES TEST RESULTS" page.

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GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

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Nominate Employee
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Employee Results
View Results
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EMPLOYEES TEST RESULTS

NAME	CLIENT TYPE	DATE TAKEN	SCORE ACHIEVED	PASSING SCORE	RESULTS
Althea Buys	Inward Processing Premises Licensee Of A Container Or Air Cargo Depot	2017-Apr-06	88.0 %	60.0 %	Pass
Althea Buys	SEZ Home Use Processing Premises Licensee Of A State Warehouse	2017-Apr-10	33.0 %	60.0 %	Fail
Maryna Van Rooyen	SEZ Inward Processing Premises	2017-Apr-10	70.0 %	60.0 %	Pass

Customs Sufficient Knowledge

- d) The system will display a message “Do you want to open or save test 1.pdf from cskqa.sars.gov.za”?

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CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
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EMPLOYEES TEST RESULTS

NAME	CLIENT TYPE	DATE TAKEN	SCORE ACHIEVED	PASSING SCORE	RESULTS
Althea Buys	inward Processing Premises Licensee Of A Container Or Air Cargo Depot	2017-Apr-06	88.0 %	60.0 %	Pass
Althea Buys	SEZ Home Use Processing Premises Licensee Of A State Warehouse	2017-Apr-10	33.0 %	60.0 %	Fail
Maryna Van Rooyen	SEZ Inward Processing Premises	2017-Apr-10	70.0 %	60.0 %	Pass

Customs Sufficient Knowledge

Do you want to open or save test1.pdf from cskqa.sars.gov.za?

- e) The client selects the applicable button e.g. “Open”, “Save” or “Cancel”. If cancel is selected the system will disregard the request.

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View Nomination
Manage Booking
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Employee Results
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View Help

EMPLOYEES TEST RESULTS

NAME	CLIENT TYPE	DATE TAKEN	SCORE ACHIEVED	PASSING SCORE	RESULTS
Althea Buys	inward Processing Premises Licensee Of A Container Or Air Cargo Depot	2017-Apr-06	88.0 %	60.0 %	Pass
Althea Buys	SEZ Home Use Processing Premises Licensee Of A State Warehouse	2017-Apr-10	33.0 %	60.0 %	Fail
Maryna Van Rooyen	SEZ Inward Processing Premises	2017-Apr-10	70.0 %	60.0 %	Pass

Customs Sufficient Knowledge

Do you want to open or save test1.pdf from cskqa.sars.gov.za?

3.9 View Profile

- a) This functionality allows the employee to:
- Delink himself / herself from the client; and
 - Amend or edit his / her profile.
- b) The employee selects the functionality “View Profile” on the administration menu.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

Welcome Gerda du

The Customs Control Act No 31 of 2014 requires that a client undertakes the “CSK” test in relation to Chapters 28 and 29. The condition is that a client must demonstrate sufficient knowledge per specific client type of customs laws, guides, interpretative notes, operational manuals by having at least one person in its employ that has successfully passed the “Customs sufficient knowledge test”.

Customs Sufficient Knowledge

- c) The system displays the “VIEW PROFILE” page. This page displays:
- The employee’s profile details;
 - The “Delink” or the “Edit” button; and
 - A list of all the companies the employee is linked to.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

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View Help

VIEW PROFILE

First Name: Gerda
Last Name: du Preez
ID Number: 8602185076085
Passport Number :
Country Name :
Contact Number: 0718576673
Personnel Number: 1234568
Email Address: gdupreez@sars.gov.za

COMPANY NAME	PERSONNEL NUMBER	EFFECTIVE DATE	ACTION
Gerda CSK	1234568		Delink

[Edit](#)

Customs Sufficient Knowledge

Note: The same detail that is displayed on the Employee’s personal eFiling profile will also be displayed on the company eFiling profile.

3.9.1 Edit or amend profile details

- a) If the employee wishes to update or amend his / her profile details on CSK, they must select the “Edit” button.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

VIEW PROFILE

First Name: Gerda
Last Name: du Preez
ID Number: 8602185076085
Passport Number :
Country Name :
Contact Number: 0718576673
Personnel Number: 1234568
Email Address: gdupreez@sars.gov.za

COMPANY NAME	PERSONNEL NUMBER	EFFECTIVE DATE	ACTION
Gerda CSK	1234568		Delink

[Edit](#)

Customs Sufficient Knowledge

- b) The system displays the “UPDATE EMPLOYEE PROFILE” page.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
SARS South African Revenue Service
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

UPDATE EMPLOYEE PROFILE

First Name: Gerda
Last Name: du Preez
ID Number: 8602185076085
Passport Number
Country Name : Select One
Contact Number: 0718576673
Personnel Number: 1234568
Email Address: gdupreez@sars.gov.za

[Save](#) [Cancel](#)

Customs Sufficient Knowledge

- c) The employee must:

- i) Click on the relevant text box and capture his / her details; and
- ii) If he / she must change the “Country Name”, click on the drop down box and select the country name for the list of displayed countries.

Customs Sufficient Knowledge Test

CLIENT'S TRADER : GERDA DU

SARS South African Revenue Service
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Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

UPDATE EMPLOYEE PROFILE

First Name: Gerda
Last Name: du Preez
ID Number: 8602185076085
Passport Number:
Country Name : Select One
Contact Number: 0718576673
Personnel Number: 1234568
Email Address: gdupreez@sars.gov.za

Save Cancel

Customs Sufficient Knowledge

- d) Once the employee has updated his / her details, he / she must select the “Save” button.

Customs Sufficient Knowledge Test

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SARS South African Revenue Service
GERDA CSK : REG No: 2017/859674/07 [Back to eFiling](#)

Home
Capture Registration
Nominate Employee
View Nomination
Manage Booking
View Results
Employee Results
View Profile
Email Query
View Help

UPDATE EMPLOYEE PROFILE

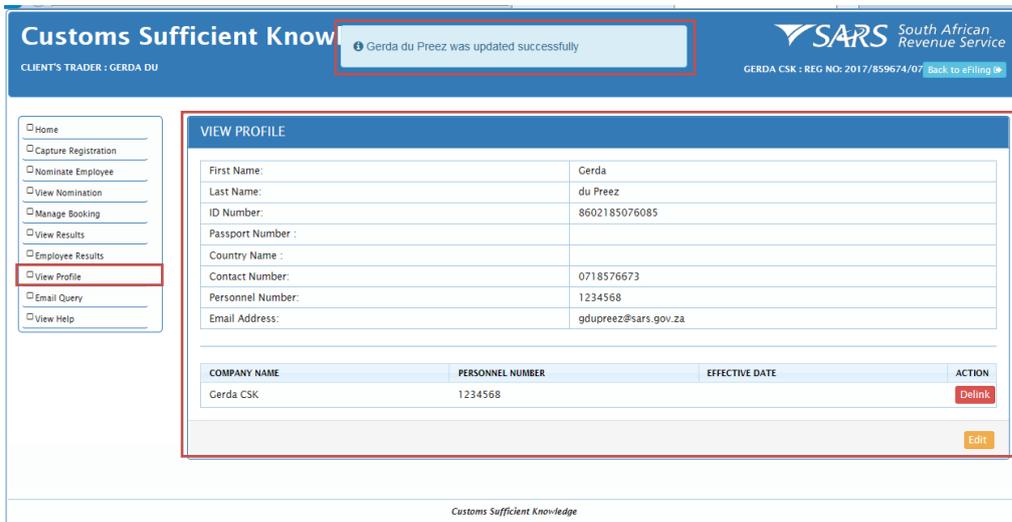
First Name: Gerda
Last Name: du Preez
ID Number: 8602185076085
Passport Number:
Country Name : Select One
Contact Number: 0718576673
Personnel Number: 1234568
Email Address: gdupreez@sars.gov.za

Save Cancel

Customs Sufficient Knowledge

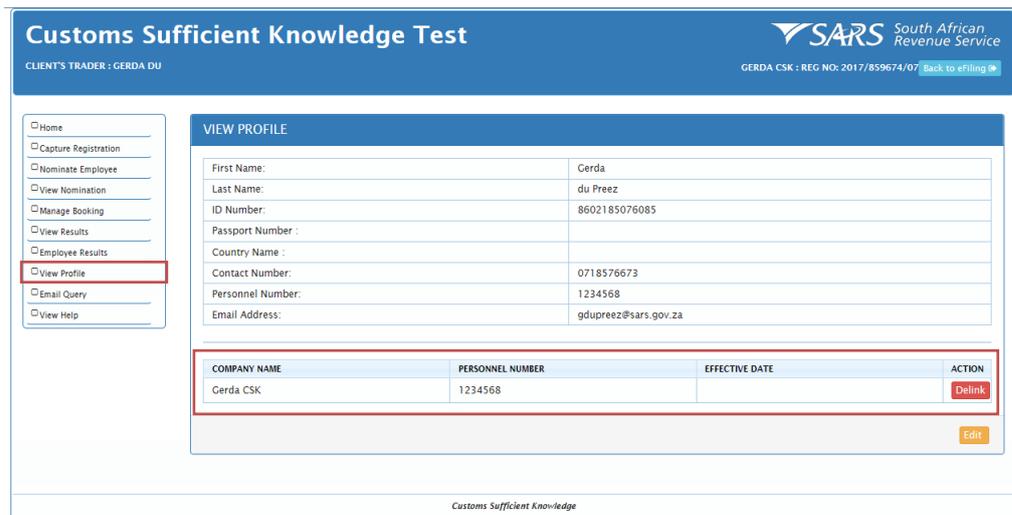
- e) If the employee wishes to disregard the changes made to his / her profile details, he / she must select the “Cancel” button. The system will disregard the changes and display the “VIEW PROFILE”, see paragraph 3.9.1.

- f) The system will display:
 - i) A message e.g. “Gerda Du Preez was updated successfully”; and
 - ii) The “VIEW PROFILE” page. This page will then contain the details amended or edited by the employee.

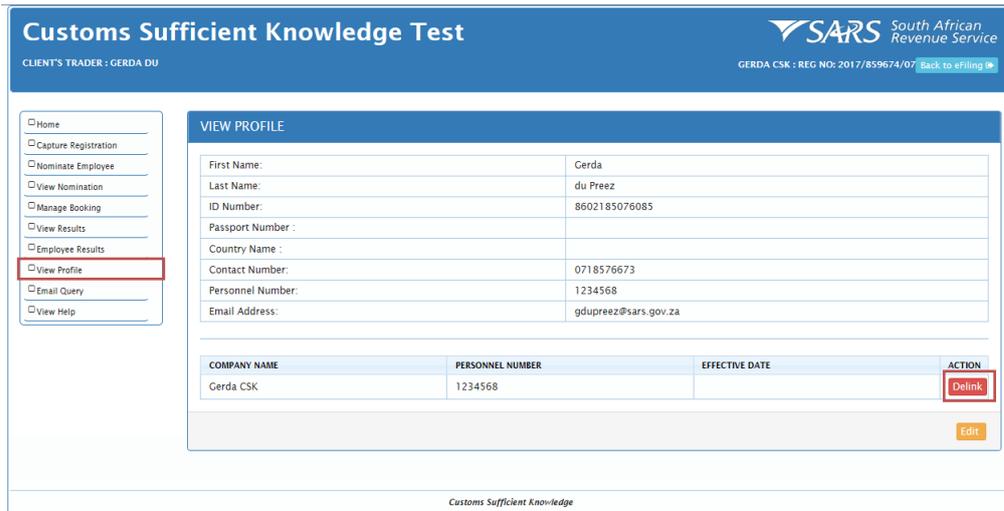


3.9.2 Delink of a client by the employee

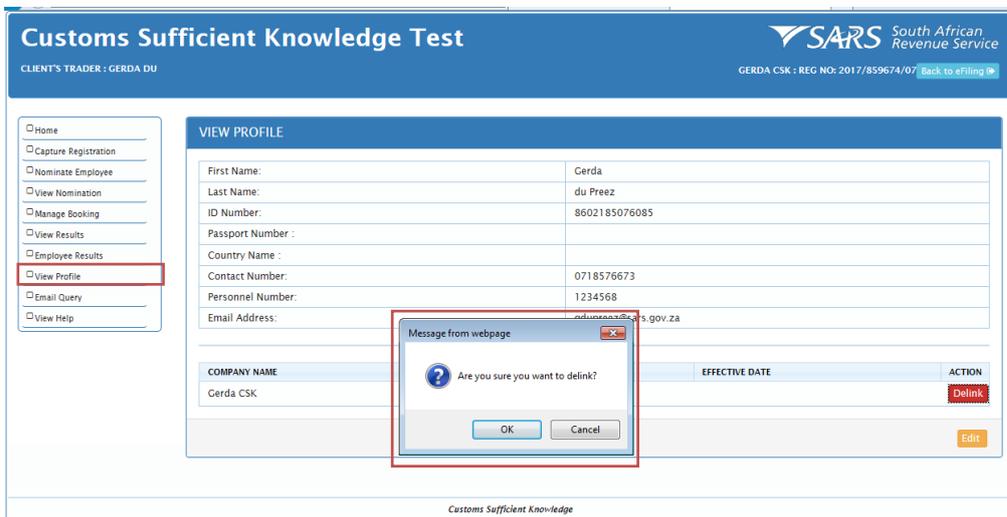
- a) The employee must identify the company he / she wishes to delink from.



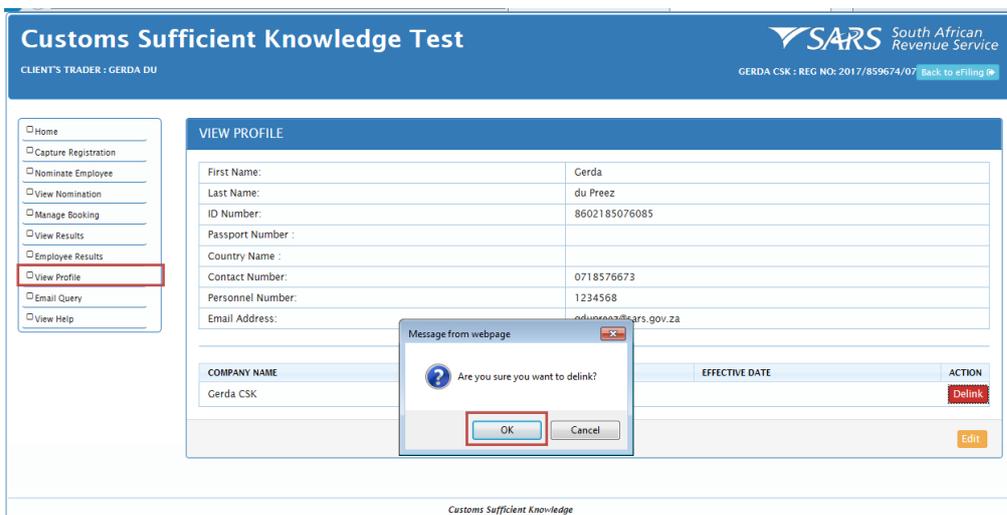
b) The employee must select the “Delink” button.



c) The system displays a confirmation message “Are you sure you want to delink?”

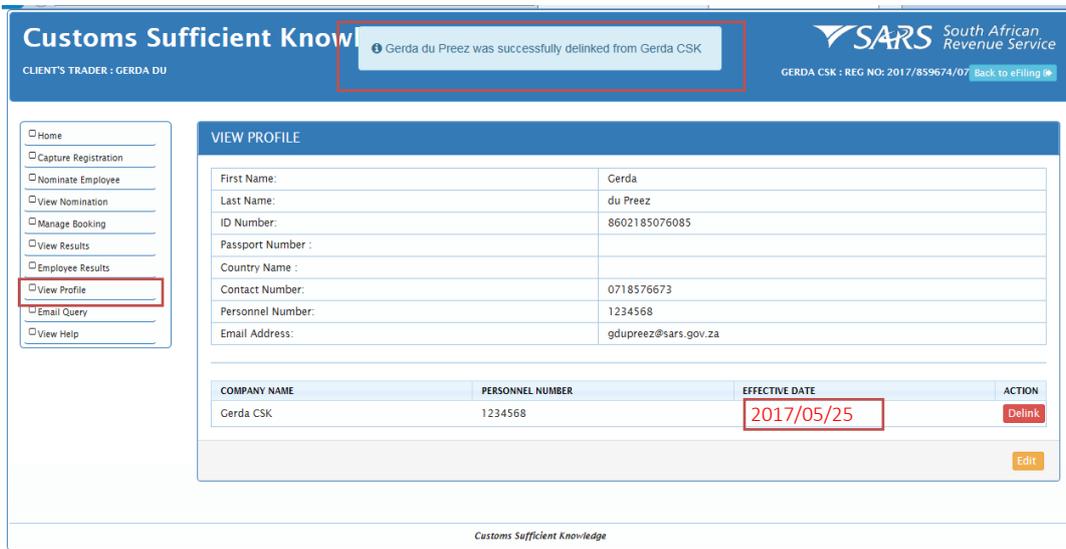


d) The employee must select the “OK” button.

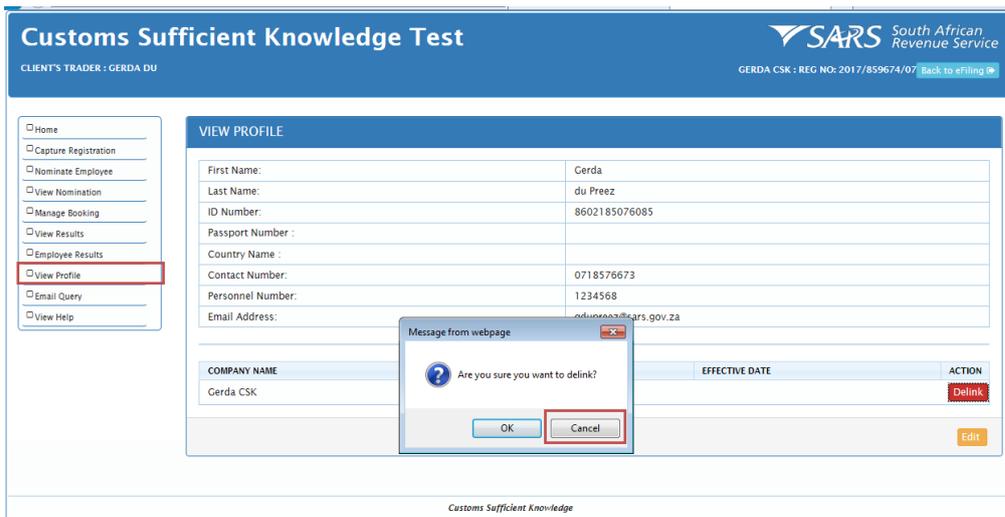


e) The system will:

- i) Display a message e.g. "Gerda du Preez was successfully delinked from Gerda CSK";
- ii) Update the "VIEW PROFILE" by inserting the "EFFECTIVE DATE" e.g. 2017/05/25; and
- iii) Inform the nominated employee via email of delinks.



f) If the employee selects the "Cancel" button, the system will disregard the request to delink the client (e.g. company).



- g) The system will display the “VIEW PROFILE” page.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

VIEW PROFILE

First Name:	Gerda
Last Name:	du Preez
ID Number:	8602185076085
Passport Number :	
Country Name :	
Contact Number:	0718576673
Personnel Number:	1234568
Email Address:	gdupreez@sars.gov.za

COMPANY NAME	PERSONNEL NUMBER	EFFECTIVE DATE	ACTION
Gerda CSK	1234568		Delink

[Edit](#)

Customs Sufficient Knowledge

3.10 Email query

- a) An employee or the client will use this functionality to send an email to SARS for any special request or requirements.
- b) The employee or the client selects the functionality “Email Query” on the administration menu.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

EMAIL QUERY

Welcome Gerda du

The Customs Control Act No 31 of 2014 requires that a client undertakes the “CSK” test in relation to Chapters 28 and 29. The condition is that a client must demonstrate sufficient knowledge per specific client type of customs laws, guides, interpretative notes, operational manuals by having at least one person in its employ that has successfully passed the “Customs sufficient knowledge test”.

Customs Sufficient Knowledge

- c) The system displays the “EMAIL QUERY” page.

Customs Sufficient Knowledge Test
CLIENT'S TRADER : GERDA DU
GERDA CSK : REG NO: 2017/859674/07 [Back to eFiling](#)

EMAIL QUERY

[e-mail](#)

Customs Sufficient Knowledge

- d) The employee or the client captures his / her message.

The screenshot shows the 'Customs Sufficient Knowledge Test' interface. The header includes the SARS South African Revenue Service logo and the text 'CLIENT'S TRADER : GERDA DU' and 'GERDA CSK : REG NO: 2017/859674/07 Back to eFiling'. A left-hand navigation menu lists various options, with 'Email Query' highlighted. The main content area, titled 'EMAIL QUERY', contains a red-bordered box with the following text: 'To whom it may concern', 'Does the venue make provision for a person using a wheel chair?', 'Greetings', and 'Gerda'. A green 'e-mail' button with an arrow icon is located at the bottom right of the form area.

- e) The employee or client selects the “e-mail” button.

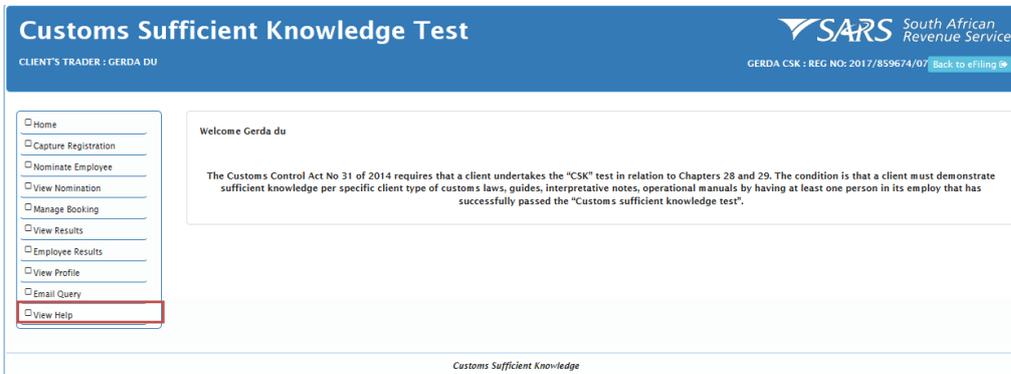
This screenshot is identical to the previous one, but the 'e-mail' button at the bottom right of the form area is highlighted with a red box, indicating it has been selected.

- f) The system will:

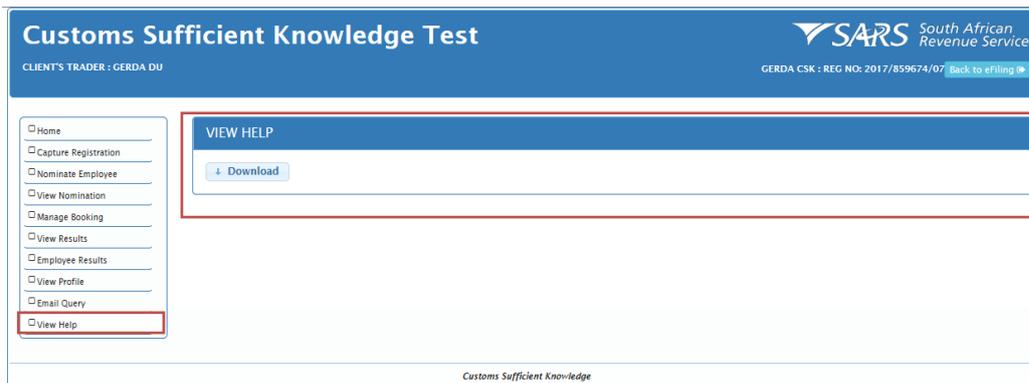
- i) Display a message “Email has been successfully sent”; and
- ii) Forward the email to the SARS administrator to follow up on the request.

3.11 View Help

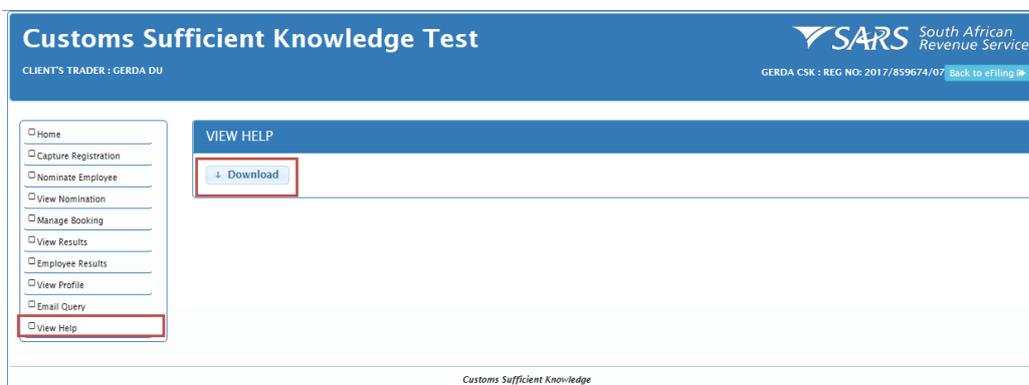
- a) The functionality will enable the user to:
 - i) View manual(s) that will provide guidance on how to use the CSK functionalities; and
 - ii) “Open “and / or “Save” the manual(s).
- b) The user must select the “View Help” functionality on the administration menu.



- c) The system displays the “VIEW HELP” page.



- d) The user selects the “Download” button. The system will display a confirmation message “Do you want to open or save?” The user selects:
 - i) The “Open” button to view the manual(s); and
 - ii) The “Save” button to save a copy of the manual for further use.



4 REFERENCES

4.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Custom Control Act No. 91 of 2014: Sections 613, 623, 626(a); 630; 635; 642(1)(a); 643; 644; 645; 646; 665(b and 665 h) and 903 (1)(m)(v) Customs Control Act Rules: Rule 28.8 (4), 28.16 (a and b), 28.24, 28.26, 29.11(3)(l), 29.11(4)(d), 29.12(j); 29.26(1 and 4); 29.27, 29.40; 29.41(b); 29.47(1) and 29.49
Other Legislation:	Promotion of Administrative Justice Act No. 3 of 2000: Section 3
International Instruments:	

4.2 Cross References

DOCUMENT #	DOCUMENT TITLE
GEN-ELEC-18-G01	How to register, Manager Users and Change Password on e-filing External Guide
ECS-LER-03	Legal Entity - External Standard
C-LR-O2	Customs Sufficient Knowledge External Policy

4.3 Quality Records

NUMBER	TITLE
FV.2017.01.00	Notification of successful completion of customs sufficient knowledge assessment

5 DEFINITIONS AND ACRONYMS

ACO	Automotive Component and Accessories
ATO	Automotive Tooling
ATV	Added Tax Value
KPI	Key Performance Indicator

6 DOCUMENT MANAGEMENT

Business Owner	Customs and Excise Operations
Document Owner	Executive: Centre of Excellence: Beyers Theron
Author	Neerajh Roopnarain
Detail of change from previous revision	Initial release
Template number and revision	GC-TM-17 – Rev 4