



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.

		* 8		wis121eg	-	a ×	Home	Returns	Services	Tax Status	Contact	Log Out
Tax Reference Number 0138652292	Portixie SQMAuto787018682315 - T AUTOMATION	Ť	Texpayer AUTOMATION T ()		· I Individual	۲						_
5801015554088 My Profile								(F) (1		۱	
SARS Correspondence	Tax Compliance Status			Refresh C	Refund Status:						Befresh	G
Returns Issued												
Returns History												
Non-Core Taxes	Personal Income Tax (ITR12)											
Returns Search	Tax Period	Return Status						Due (Date			
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)

	SARS @FR.NG	Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tay Beforence Number	Portiolo Taxpayer		* I C	Organisation							
Identification Number	AEO Competency Assessment			1							_
My Profile	By clicking on the Continue button, you will be redirected to the AEO Competency Assessment portal. Should you have any further queries, please contact the SARS eFiling Call Centre on 0800-00-7277.			I							
Customs Registration	Continue										
Customs sufficient knowledge Registration Licensing											
Special Links											
						🔛 LIVE (СНАТ			D ASK A Q	JESTION?

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 I [D/Passport Number] [[[Imployee Type Cilent's Trader] (+ Sign Out
TRADER		
NOMINATED EMPLOYEE		

2.2 Register for the assessment

- 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.

South Atrican Revenue Service	AEO Competency Assessment	[Logn As :] [UDPsessoon Number:] [Employee Type: Clent's Trader] [e Sign Out
Traders # Registration Nominations Employees Resu	8	
CAPTURE REGISTRATION		
PERSONAL DETAILS		
FIRST NAME		
EMAIL .	CONTRACT NUMBER	
COMPANY DETAILS		
PERSONNEL NUMBER		
DO YOU INTERD TO TAKE THE ASSESSMENT:		
		the Save

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 :] [ID/Passport Number;7] [Employee Citent's Trader] [# Sign Cut
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	†



- 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 :] [IDPRasport Number:] [Employee "type: Clent's Trader] (\$ Sign Out
Traders # Registration Nominations Employees	Results		
Add ID/PASSPORT NUMBER			Q, Search
EMPLOYEE DETAILS			
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
	AEQ COMPETER	NCY ASSESSMENT	T

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 Competenc	y Assessment	[Login As :] [IDIPassport Number: · [Employee Type: Client's Trader] @ Sign Out	1
Traders # Registration Nominations Employees Results				
NOMINATIONS				
+ Add				
NO NAME ID/PASSPORT	RT NUMBER	ASSESSMENT \$	STATUS	ACTION
1 .		AEO Competency Assessment	Linked	Si De-link 🛢 Delete
	AFO	COMPETENCY ASSESSMENT		

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	D Competency Assessment	[Login As:] [[DTPassport Number:] [Employee Type. Client's Trader] (Sign Out
Nominated Employee 🗰 Nominations Bookings Profile Assessment Resu	3	
NOMINATIONS		
NAME		
ID/PASSPORT NUMBER		
TRADER		
ASSESSMENT	AEO Competency Assessment	
STATUS	Accepted	
✓ Accept	# Reject	S Desirak
I	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 A	ssessment	[Login As :] [IDiPassport Number:] [Employee Type: Client's Trader] (Sign Out			
Nominated Employee 🐗 Nominations Bookings Profile Assessment	Results					
BOOKINGS						
BOOK FOR ONLINE ASSESSEMENT						
ASSESSMENT		NUMBER OF QUESTIONS				
AEO Competency Assessment		50				
VALIDITY MONTHS		PASS MARK				
60		70.0				
Select Assessment Schedule Date		~	曲 Book			
		1				
ALO COMPETINCY ASSESSMENT						

- 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:] [DIPassport 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		
ALO COMPETINCY 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.

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 :] [D/Passport 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 submit or Go Back button to review your assessment				
 Submit			€ Go Back	
AND COMPARISON AND AND AND AND AND AND AND AND AND AN				

e) The results are immediately available.

South African Revenue Service	AEO Competency Assessment	[Login As :] [IDF9asport Number: · ·] [Employee Trader] @ Sign Out
Nominated Employee # Nominations Bookings Profile Assessment	Results	
RESULTS		
Assessment Results Score Date Taken Renewal Date	AEO Competency Assessment %	
	AEQ COMPLITENCY 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	ice	AEO Competency Assessment			[Login As : [ID/Passport I [Employee Ty (+ Sign Out] Number: pe: Client's Tra] 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

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			[Login As : [ID/Passport M [Employee Ty] (+ Sign Out	lumber: e: Client's Tra] ider]	
Traders # Registratio	n Nominations Employees Results							
NAME	ASSESSMENT		DATE TAKEN	SCORE	PASS MARK	RESULTS	RENEWAL DATE	ACTION
	AEO Competency Assessment			%	70.0 %			e-mail
ALC COMPTINCY ASSISTANT					•			

- 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.

b) For more information about the contents of this publication you may:

- 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).