

Unit of Competency**Functional Area: Shipping Documents and Management**

Title	Arrange for customs declarations
Code	105178L2
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of understanding customs declaration procedures and making relevant arrangements (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <p>1. Possess basic knowledge of customs declaration procedures</p> <ul style="list-style-type: none"> • Describe the customs declaration procedures for the import and export of general and special goods • Describe the customs declaration procedures for the import and export of goods under bonded systems • Describe the eligibility requirements for company staff dealing with declaration work, declaration time and deadline, relevant organisations and location, declaration procedures and required documents • Describe the customs declaration procedures related to over-delivery, mis-delivery, short-delivery • Describe the customs declaration procedures related to transit, transshipment and through transport • Describe the procedures related to customs transfer • Describe the types of customs declaration documents and relevant arrangements • Describe the use of electronic data interchange or electronic platform for customs declaration • Describe the functions of the customs authority, the reasons and procedures for declaration, fees and late charges • Describe the details for customs declaration, such as the good code, main descriptions and quantity <p>2. Arrange for customs declaration</p> <ul style="list-style-type: none"> • Ensure that timely declaration of imported and exported goods is made to the local customs authority • Appoint customs broker as required by local customs authority • Prepare sufficient and appropriate proofs and documents for customs declaration • Complete the documents or input the information as required by local customs authority • Submit the application form according to declaration procedures and requirements, and application time, format and means • Make enquiries to relevant organisations, documents verification and follow up the matter
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of completing the customs declaration procedures properly according to regulatory requirements (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
Remark	This UoC is adapted from the Logistics UoC LOCUIE210A