

Unit of Competency

Functional Area: Warehousing and Logistics

Title	Complete documentation in compliance with regulatory requirements
Code	105193L3
Range	This unit of competency is applicable to practitioners in the import and export industry to complete the import and export declaration in Hong Kong in accordance with relevant regulatory requirements.
Level	3
Credit	2 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Apply the knowledge of relevant regulatory requirements <ul style="list-style-type: none"> • Describe the types of declaration forms, e.g., Import Declaration for non-food items (Form1), Import Declaration for food items classified in Appendix I of the current Hong Kong Imports and Exports Classification List (Harmonized System) (Form 1A), Export / Re-export Declaration for export / re-export items except Hong Kong manufactured clothing and footwear items (Form 2), Export Declaration for Hong Kong manufactured clothing and footwear items specified in Schedule 1 to the Industry Training (Clothing Industry) Ordinance, Chapter 318, Laws of Hong Kong (Form 2A), Import Declaration for articles exempted from declaration charge (Form 1B), and Export / Re-export Declaration for articles exempted from declaration charge (Form 2B) • Describe the requirements (e.g., licence and permit application) of the importation/exportation of restricted goods, e.g., prohibited articles, dutiable commodities, strategic commodities 2. Identify relevant documentation requirements and complete required documentation for import and export customs clearance <ul style="list-style-type: none"> • Prepare documents required for customs clearance • Apply for licence and permit (if required) • Identify the declaration form • Identify Commodity Codes • Calculate import and export declaration • Complete declaration forms within the required time period • Complete import and export declaration • Lodge customs declaration electronically through service providers appointed by Hong Kong Government
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identify relevant declaration forms and applying licence/permit (if required) for import and export customs clearance • Capable of completing documentation electronically and settling import and export declaration charges in accordance with regulatory requirements
Remark	