

Unit of Competency

Functional Area: Shipping Documents and Management

Title	Apply specialist permit requirements for customs clearance
Code	105219L3
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of applying specialist permit requirements as a customs clearance activity according to the relevant customs and regulatory requirements (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of specialist permit requirements <ul style="list-style-type: none"> • Describe special permit requirements • Describe company policy and procedures • Describe business operations of the import and export related industries 2.1. Identify the requirements <ul style="list-style-type: none"> • Identify goods requiring permits for import/export • Identify goods and commodities restricted/prohibited for import/export under the regulatory 2.2. Assess permit applications <ul style="list-style-type: none"> • Explain and follow permit application process by the applicant • Engage specialist expertise to clarify permit application process as required • Gather and document information required for permit application • Identify and gather other required documentation • Undertake liaison with customer as required to facilitate completion of permit application • Check permit application and other required documentation • Inform customer about the application process and progress 2.3. Facilitate gaining of permits <ul style="list-style-type: none"> • Communicate permit requirements to customers • Identify and address problems arising with application • Enter into negotiations and discussions with customers, relevant personnel and permit issuing authorities to facilitate issuing of permits • Review approved applications to ensure compliance with customer requirements • Store application and permit documentation
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying the required permits and assisting permit applications • Capable of facilitating the processing of permits • Capable of communicating and negotiating with customs and government agencies responsible for the issuing of permits
Remark	This UoC is adapted from the Logistics UoC LOCUIE302A