

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

Title	Obtain licences for freight operations and make relevant administrative arrangements
Code	105221L3
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of applying licence for transport and logistics operations and making relevant administrative arrangements (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 basic knowledge of freight operating licences <ul style="list-style-type: none"> • Describe government licence requirements for transport and logistics operations, e.g., strategic commodities control in Hong Kong and non-strategic commodities (including rice, ozone depleting substances, rough diamonds, Mainland cereals & grain flour, wine exports to Mainland) • Describe government permit requirements for dutiable commodities • Describe the government departments related to licensing requirements, such as Trade and Industry Department, Marine Department and Civil Aviation Department, Customs and Excise Department • Describe basic legislations and business requirements of Mainland China and regions involved • Describe the process, guideline, requirements, charges and source of information for licence application • Describe the application procedures for operating licence 2. Obtain licence for freight operations <ul style="list-style-type: none"> • Handle issues related to local and overseas licences and permits according to operational needs and requirements of the company: <ul style="list-style-type: none"> • Apply to organisations or departments concerned in writing • Complete application form obtained from organisations or departments concerned • Prepare necessary information, documents or files for submission to organisations or departments concerned • Inform organisations or departments concerned of any change in operational requirements according to instructions • Apply/Renew the licence/permit in accordance with regulatory requirements • Obtain regularly information relevant to import/export licences/permit and update information
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of mastering the arrangements for all kinds of licences or permits necessary for the transport and logistics operations • Capable of obtaining information relevant to freight operating licences and updating information; and applying required licences or permits in accordance with regulatory requirements
Remark	This UoC is adapted from the Logistics UoC LOSAIE305A