Specification of Competency Standards
for the Import and Export Industry
Unit of Competency

Functional Area - Operations Management and Planning

Title	Handle electronic customs clearance and declaration
Code	110992L2
Range	This unit of competency is applicable to practitioners in the import and export industry who are responsible for electronic document management and customs declaration.
Level	2
Credit	4

Competency	Performance Requirements
	1. Possess relevant knowledge of electronic customs clearance and declaration
	
	    • Understand the types of trade documents
	    • Understand the operational procedures of electronic customs clearance and declaration platforms
	
	2.1.1 Apply electronic customs clearance platforms
	
	    • Submit required data and electronic documents for different transportation modes according to the requirements of the customs clearance platform
	    • Submit cargo manifest data and relevant documents according to the requirements of the Hong Kong Customs and Excise Department, Trade and Industry Department, and Census and Statistics Department
	    • Perform Mainland/cross-border transit customs clearance
	
	2.2.2 Apply electronic declaration platform
	
	    • Complete and submit electronic declaration forms as required by the declaration platform
	    • Select the electronic declaration method according to the enterprise regulations

Assessment Criteria	The integrated outcome requirement of this unit of competency is: • Capable of handling customs clearance and declaration work using electronic platforms
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