

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Import/Export Documentation

Title	Arrange for customs declaration
Code	LOCUIE204B
Range	This unit of competency is applicable to logistics companies, freight forwarders and shipping companies. 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 Requirements</p> <p>1. Possess basic knowledge of customs declaration procedures</p> <ul style="list-style-type: none"> <li>• Understand the customs declaration procedures for the import and export of general and special goods like strategic commodities, dutiable commodities</li> <li>• Understand the customs declaration procedures related to over-delivery, mis-delivery, short -delivery</li> <li>• Understand the customs declaration procedures related to transit, transshipment and through transport (one stop service)</li> <li>• Understand the procedures related to customs transfer</li> <li>• Understand the types of customs declaration documents and relevant arrangements</li> <li>• Understand the use of electronic data interchange or electronic platform for customs declaration</li> <li>• Understand the functions of the customs authority, the reasons and procedures for declaration, fees and late charges</li> <li>• Understand the details for customs declaration, such as the cargo code, main descriptions and quantity</li> <li>• Understand the risk and consequence of violation of rules</li> <li>• Understand the eligibility requirements for company staff dealing with declaration work, declaration time and deadline, relevant organisations and location, declaration procedures and required documents</li> <li>• Understand different types of systems and operations for customs declaration (e.g.: Trade Single Window)</li> </ul> <p>2. Arrange for customs declaration</p> <ul style="list-style-type: none"> <li>• Ensure that timely declaration of imported and exported goods is made to the local customs authority and relevant authorities</li> <li>• Prepare sufficient and appropriate proofs and documents for customs declaration</li> <li>• Present valid permit/license and required documents to prove the rights of import/export of particular goods into/from Hong Kong of the customers</li> <li>• Submit information and/or valid license/permit and required documents to the relevant authority before operations taken</li> <li>• Complete the documents or input the information as required by local customs authority</li> <li>• Submit the application form according to declaration procedures and requirements, and application time, format and means</li> <li>• Make enquiries to relevant organisations, documents verification and follow up the matter</li> <li>• Ensure original documents are existed and valid with proper storage location and presentation</li> </ul>

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Assessment Criteria	The integrated outcome requirement of this unit of competency is: <ul style="list-style-type: none"><li>• Capable of completing the customs declaration procedures properly according to regulatory requirements (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).</li></ul>
Remark	This UoC is adapted from the Logistics UoCs LOCUIE204A and LOCUIE210A