

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Arrange for customs declaration
2. Code	LOCUIE204A
3. Range	This unit of competency is applicable to logistics firms, freight forwarders and shipping companies. Practitioners should be capable to understand customs declaration procedures and make relevant arrangements.
4. Level	2
5. Credit	3 ( for reference only )
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 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</li><li>◆ Understand the customs declaration procedures for the import and export of goods under bonded system</li><li>◆ Understand the eligibility requirements for company staff dealing with declaration work, declaration time and deadline, relevant organizations and location, declaration procedures and required documents</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</li><li>◆ Understand the procedures related to customs transfer</li></ul>

	<p>6.2 Arrange for customs declaration</p> <ul style="list-style-type: none"> <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>◆ Ensure that timely declaration of imported and exported goods is made to the local customs authority</li> <li>◆ Appoint customs broker as required by local customs authority</li> <li>◆ Prepare sufficient and appropriate proofs and documents for customs declaration</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 organizations, documents verification and follow up the matter</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to complete the customs declaration procedures properly according to requirements.</p>
8. Remarks	