

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Apply specialist permit requirements for customs clearance
Code	LOCUIE302B
Range	This unit of competency is applicable to logistics service providers. 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 Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of specialist permit requirements <ul style="list-style-type: none"> • Understand company policy and procedures • Know about the system requirement for applying special permit • Know about the legal obligation on the compliance of the application of the company/subcontractor • Know about special permit requirements • Know about business operations of the transport and logistics industries 2. 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 • Ensure the company has valid system in place for application/filing • Identify external resources e.g. co-loader to apply/file on behalf of the company 3. Assess permit applications <ul style="list-style-type: none"> • Understand and follow permit application process by the applicant • Engage specialist expertise to clarify permit application process as required • Establish proper agreement/instruction to ensure the external party perform application/filing according to the relevant regulatory requirement • 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 • Clarification make to ensure completion and acceptance received before next steps of operation 4. Facilitate gaining of permits <ul style="list-style-type: none"> • Communicate permit requirements to customers • Identify and address problems arising with application • Establish proper agreement/instruction to ensure the external party perform application/filing according to the relevant regulatory requirement • 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 • Clarification make to ensure completion and acceptance received before next steps of operation

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	<ul style="list-style-type: none">• 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 coordinating customs clearance process; and• Capable of communicating and negotiating with customs and government agencies responsible for the issuing of permits
Remark	