

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Carry out customs/excise declaration
Code	LOSAIE401B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to perform customs declaration according to the relevant customs and regulatory requirements concerning customs declaration of goods (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of customs/excise declaration <ul style="list-style-type: none"> • Know about customs declaration • Know about relevant customs and related legislation • Understand workplace requirements 2. Apply the relevant declaration method <ul style="list-style-type: none"> • Recognise the application of the transaction value method and alternate methods of declaration in accordance with Customs and related legislation • Arrange declaration as per customers' requirement and company's policy 3. Identify the import/export/re-export sales transaction contract contract for customs valuation purposes <ul style="list-style-type: none"> • Identify the importer and seller for customs declaration purposes • Identify relevant contract for customs declaration purposes • Identify the terms of trade relevant to the contract 4. Determine the price and elements of adjusted priceadjusted price <ul style="list-style-type: none"> • Identify components that constitute the price paid or payable • Make price adjustment in accordance with relevant legislation • Make adjustment to related costs in accordance with relevant legislation 5. Calculate customs levy <ul style="list-style-type: none"> • Determine the date and place of import or export or re-export in accordance with the Customs and related legislation • Calculate transaction value by applying applicable rate of exchange • Identify the requirement for a declaration advice 6. Record declaration information on customs entry/declaration legislative requirements <ul style="list-style-type: none"> • Identify declaration related fields on a customs declaration system • Complete declaration information on customs declaration system • Check the calculations and verified as required • Retain the completed documentation in accordance with the requirements of Customs and related legislation and company's procedures • Pass relevant documentation to customer
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of applying the relevant valuation method;

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	<ul style="list-style-type: none">• Capable of identifying the contract for customs valuation purposes;• Capable of determining the price and elements of adjusted price;• Capable of identifying elements of price related costs;• Capable of calculating customs levy; and• Capable of recording valuation information on customs entry/declaration
Remark	