



# SFAAZ

## THE SHIPPING AND FORWARDING AGENTS' ASSOCIATION OF ZIMBABWE

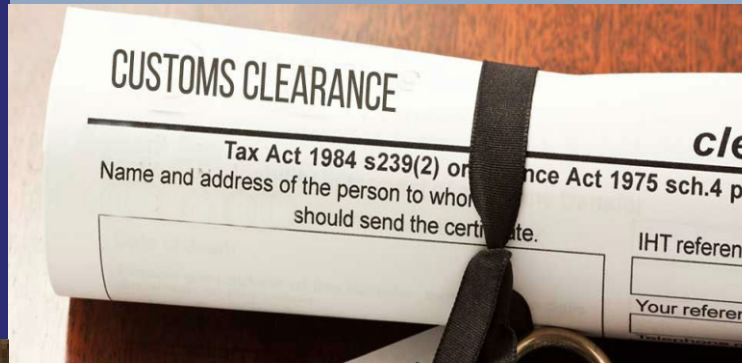
## THE CUSTOMS LEGISLATION AND PROCEDURES DIPLOMA

### WHO IS SFAAZ?



*"Setting the Standards in freight"*

The Shipping and Forwarding Agents' Association of Zimbabwe (SFAAZ) is a voluntary association of shipping lines, freight forwarders, customs clearing agents, bonded warehouse operators and in-house clearing importers and exporters. The association also has a mandate from its membership and an expectation from its stakeholders, including government, to be the vanguard of a very high level of professionalism and to provide competent and relevant training programmes for the industry.



### Customs Legislation and Procedures Diploma

The National Customs Legislation and Procedures (CLP) Diploma that the association offers is tailor-made to meet the needs of industry, making SFAAZ graduates very highly marketable. This Customs Clearing course covers all the bases when it comes to customs clearing procedures and requirements and will prepare you for framing entries, calculating duties, VAT, valuation, different customs and excise warehouses to selecting the right tariff heading to avoid costly penalties and understanding the legislation that regulates customs processes in Zimbabwe, among other areas.

### What are the requirements to register for the Diploma?

#### Academic Qualifications:

Five Ordinary Level passes including English, Mathematics / Accounts or the equivalent as approved by the Association.

#### Accredited Colleges

**Speciss College, Herbert Chitepo Campus, Harare**  
Contact +263 (0)4 708 494 / 794 661

**Speciss College, Bulawayo Campus**  
Contact: +263 (0)9 66927 / 62662

**Premier Business School, Harare**  
Housed at Telone Centre for Learning  
Samora Machel Ave  
Contact: +263 772 755 044

**Trust Academy, Harare**  
Contact: +263 4 790988 / 790984/791718

**SFAAZ Beitbridge Branch**  
Contact: +263 772131226



Structure of the National Customs Legislation and Procedures Diploma		Module	Key Areas Covered	Module	Key Areas Covered
<b>Module One:</b> <b>Zimra and its Powers</b>	<ul style="list-style-type: none"> <li>▶ SFAAZ</li> <li>▶ Abbreviations of technical terms</li> <li>▶ Definition of words from Customs legislation</li> <li>▶ Structure of ZIMRA &amp; its functions</li> <li>▶ Structure of the Customs Act</li> <li>▶ The Customs and Excise General regulations</li> <li>▶ Powers of officers</li> <li>▶ Basic provisions of the Act and Agents position</li> </ul>	<b>Module Six:</b> <b>INCOTERMS</b>	<ul style="list-style-type: none"> <li>▶ Incoterms – Introduction and description</li> <li>▶ Study of Incoterms</li> <li>▶ Group E Incoterms</li> <li>▶ Group F Incoterms</li> <li>▶ Group C Incoterms</li> <li>▶ Group D Incoterms</li> </ul>	<b>Module Twelve:</b> <b>Containerisation</b>	<ul style="list-style-type: none"> <li>▶ Customs control on containers</li> <li>▶ Importation of containers</li> <li>▶ Container inspection and discharge</li> <li>▶ Clearance of containers</li> </ul>
<b>Module Two:</b> <b>Entry of Imported Goods</b>	<ul style="list-style-type: none"> <li>▶ Ports of entry and routes</li> <li>▶ Appointment of transit sheds, private sidings etc</li> <li>▶ Obligations on import of goods</li> <li>▶ Entry of imported goods</li> <li>▶ Various methods of clearing imports</li> <li>▶ Prohibited and restricted goods</li> </ul>	<b>Module Seven:</b> <b>Valuation of Imports and Exports</b>	<ul style="list-style-type: none"> <li>▶ Valuation code</li> <li>▶ Transaction Value</li> <li>▶ Freight, insurance &amp; other adjustments</li> <li>▶ Dutiable &amp; non dutiable costs</li> <li>▶ Special valuation cases</li> <li>▶ Factors and worksheets</li> </ul>	<b>Module Thirteen:</b> <b>International Trade &amp; Insurance</b>	<ul style="list-style-type: none"> <li>▶ Clearance of Containerised Cargo</li> <li>▶ Removal in Bond of Containerised Cargo</li> <li>▶ Export of Containerised Cargo</li> <li>▶ Method of payment of International trade</li> <li>▶ Hazardous ( Dangerous ) Cargo</li> <li>▶ Marine Insurance</li> <li>▶ Insurance locally or by CIF/CIP</li> </ul>
<b>Module Three:</b> <b>Documents Required at Entry</b>	<ul style="list-style-type: none"> <li>▶ Particulars on invoices</li> <li>▶ Transport documents</li> <li>▶ Disposal of uncleared goods</li> <li>▶ Temporary importations</li> <li>▶ Coasting trade</li> <li>▶ Exportation of goods</li> </ul>	<b>Module Eight:</b> <b>Duties and Taxes</b>	<ul style="list-style-type: none"> <li>▶ Customs duty and surtax</li> <li>▶ Rates of duty applicable</li> <li>▶ VAT on imports</li> <li>▶ Suspensions of duty</li> <li>▶ Anti-dumping and countervailing duties</li> <li>▶ Excise duties</li> </ul>	<b>Module Fourteen:</b> <b>Offences &amp; General Provisions of the Act</b>	<ul style="list-style-type: none"> <li>▶ Offences and penal provisions</li> <li>▶ General provisions of the Act</li> </ul>
<b>Module Four:</b> <b>Customs Tariff</b>	<ul style="list-style-type: none"> <li>▶ Tariff Structure</li> <li>▶ Rules of classification</li> <li>▶ Classification of textiles</li> <li>▶ Classification of machine parts &amp; accessories</li> <li>▶ Tariff appeals</li> </ul>	<b>Module Nine:</b> <b>Asycuda and the Bill of Entry</b>	<ul style="list-style-type: none"> <li>▶ ASYCUDA</li> <li>▶ Customs procedure codes (CPCs)</li> <li>▶ The bill of entry</li> <li>▶ Completion of entry</li> <li>▶ Bill of entry correction</li> </ul>		
<b>Module Five:</b> <b>Origin of Goods &amp; Trade Agreements</b>	<ul style="list-style-type: none"> <li>▶ Origin and Preference</li> <li>▶ Trade Agreements</li> </ul>	<b>Module Ten:</b> <b>Bonded Warehouses</b>	<ul style="list-style-type: none"> <li>▶ Bonded Warehouses introduction</li> <li>▶ Control of Goods in a Bonded Warehouse</li> <li>▶ State Warehouses</li> <li>▶ Duty Free Shops</li> </ul>		
		<b>Module Eleven:</b> <b>Rebates, Refunds and Remissions</b>	<ul style="list-style-type: none"> <li>▶ Rebates , Refunds and remissions</li> <li>▶ General Rebates</li> <li>▶ Inward Processing rebate</li> <li>▶ Drawback of Duty</li> <li>▶ Export processing Zones</li> </ul>		



## COURSE SYLLABUS

## EXAMINATIONS STRUCTURE (CONTD)

## GENERAL RULES AND REGULATIONS

1. The Structure and Role of The Shipping and Forwarding Agents' Association of Zimbabwe (SFAAZ)
2. The Structure and Role of The Zimbabwe Revenue Authority (ZIMRA)
3. Books of Reference
4. Ports of Entry
5. Importation of Goods
6. Exportation of Goods
7. Import, Export and Exchange Control
8. INCOTERMS
9. Valuation of Goods
10. Trade Agreement
11. Origin and Preference
12. Tariff Classification
13. Calculation of Duty
14. The ASYCUDA System
15. Completion of Bill of Entry (one line)

### FIRST EXAMINATION - PROGRESS TEST ONE

16. Factorization and The Worksheet
17. Multiple Line Bills of Entry
18. Rebates, Refunds and Remissions
19. Temporary Importations and Exportations
20. Removal In Transit/Bond (RITS/RIBS)
21. Appointment of Transit Shed, Bonded Warehouses,
22. Private Sidings and Other Customs Areas
23. The Excise Tariff and Duty

### SECOND EXAMINATION - PROGRESS TEST TWO

24. Export Drawbacks
25. Export Processing Zones
26. Containerization
27. Licensing of Clearing Agents
28. Offences and Penal Provisions
29. Finance of International Trade
30. Marine Insurance
31. Ethics and Integrity
32. Current Developments in the Shipping, Freight Forwarding and Customs Clearing Industry.

## EXAMINATIONS STRUCTURE

### PROGRESS TEST 1

**PAPER 1:** Multiple choice/Short Answer/True or False Questions  
Time Allocation: 1 HOUR  
Answer All Questions **40 MARKS**

**PAPER 2:** General Paper - Essay Questions &(Bill of Entry Export Compulsory)  
Time Allocation: 2 HOURS  
Answer 4 out of 5 questions **60 MARKS**

### PROGRESS TEST 2

**PAPER 1:** Multiple Choice/ Short Answer / True or False Questions  
Time Allocation: 1 HOUR  
Answer All Questions **25 MARKS**

**PAPER 2:** General Paper - Essay Questions & (Bill of Entry Import Compulsory)  
Time Allocation: 2 HOURS  
Answer 3 out of 4 questions **45 MARKS**

**PAPER 3:**Tariff Classification-General  
Time Allocation: 1½ HOURS  
Answer All Questions **30 MARKS**

### FINAL EXAMINATION

**PAPER 1:** Multiple Choice/ Short Answer / True or False Questions  
Time Allocation: 1 HOUR 20 MARKS  
Answer All Questions **20 MARKS**

**PAPER 2:** General Paper - Essay Questions  
Time Allocation: 2 HOURS  
Answer 3 out of 4 questions given including compulsory valuation question. **25 MARKS**

**PAPER 3:** Tariff Classification General and with Reasons  
Time Allocation: 1½ HOURS  
Answer All Questions **25 MARKS**

**PAPER 4:** BILLS OF ENTRY - IMPORT & EXPORT  
Time Allocation: 2½ HOURS  
Answer All Questions **30 MARKS**

## GENERAL RULES AND REGULATIONS

- Only students registered with the Association are permitted to write its examinations.
- Application forms for registration are obtainable from the Secretariat offices. The appropriate fee must accompany the relevant application.
- The registration fee is valid for up to 12 months after which another fee is payable at the level applicable at the time of such payment.
- Every applicant for registration must produce evidence of having passed an examination entitling the applicant to such registration as required by the Association. Five 'O' Level passes including English, Mathematics/Accounts or the equivalent, as approved by the association, are the basic academic requirement.
- Registration confers no rank of membership and no voting right of the association.
- The registration fee is non-refundable should the registration be refused or the applicant withdraws the application.

- The granting of exemptions is at the association's discretion. No exemption shall, however, be granted from writing the final examination.
- Examinations fees are not normally refundable, but consideration may be given to applicants for refunds on medical grounds at the discretion of the association. In all other cases the examination fee will be forfeited if the candidate does not write.
- Progress Test I and II must be sat for before the final examination.
- No candidate will be eligible to sit the final examination before attempting progress I and II except where an exemption has been granted. The two progress tests contribute 30% to the final qualification mark.
- The minimum overall pass mark of the association's examinations is 60%. Failure to attain an overall pass mark of 60% will result in the student re-sitting all the final examination papers.
- The **Final Examination** Paper 3 (**Tariff Classification**) and Paper 4 (**Bills of Entry**) examinations MUST BE passed with a **minimum mark of 60%** each.
- If a student attains the overall pass mark but fails the Final Exam Paper 3 and Paper 4, he or she will have to re-sit only that failed paper.
- A student who fails in the final assessment shall be given the chance to re-write the final examination only twice. If the student fails the re-writes, that student shall compulsorily go through re-training in the same course from the beginning of the course. A maximum of two re-writes are allowed after such re-training. Further cases of failure shall be referred to the training committee for determination.
- If a candidate satisfies the association and has attained a minimum overall pass mark of 60% he or she shall be credited with a pass. A distinction will be awarded for attaining a minimum overall mark of 75%.
- Successful students are awarded a SFAAZ Diploma in Customs Legislation and Procedures.
- Candidates are advised that no aids are allowed into the examination room except those designed for Open Book.
- Use of cellular phones is banned during examination time. The ringing /use of a cellular phone will result in the immediate eviction of the candidate from the examination room and the submission of his/her answer script at the stage of such eviction. The candidate will, however, be allowed to sit for subsequent papers.
- No candidate shall be allowed to enter the examination room after 30 minutes from the commencement of the examination and no extension of the examination time period shall be given to late comers.
- No candidate is allowed to leave the examination room during the first 30 minutes and the last 5 minutes of an examination sitting.
- Examination results will be posted or collected from the national secretariat office and will not be given over the telephone, fax or email.
- Candidates will be given access to their marked progress test answer scripts. No access will be allowed to the answer scripts for the final examination.
- The association's decision is final and no correspondence will be entered into on the final examination results.
- Prizes may be awarded to outstanding students (except re-writes).
- Diplomas will be awarded at a graduation ceremony of the association.