



THE ZIMBABWE INSTITUTE OF CERTIFIED
CUSTOMS & EXCISE EXPERTS TRUST

DIPLOMA IN INTERNATIONAL CUSTOMS PROCEDURES AND TRADE FACILITATION

The course is designed to develop a customs and trade facilitation expert, with knowledge, skills and attitudes required to enable him to facilitate trade within and across borders in a sustainable manner.

	SUBJECT	CONTENT
1	Customs environment & Business Communication	<ul style="list-style-type: none"> ➤ An overview of the customs environment. ➤ Books of reference. ➤ The changing face of communication. ➤ Spoken messages. ➤ Written messages. ➤ Meeting matters: agendas and minutes. Visual messages.
2	Classification of goods	<ul style="list-style-type: none"> ➤ The principles of tariff classification. ➤ An overview of legal notes. ➤ What are explanatory notes? ➤ General rules of interpretation ➤ Pros and cons of using internet tools such as google & others to classify goods. ➤ Classification opinions by both local customs administration and the WCO.
3	Customs valuation	<ul style="list-style-type: none"> ➤ Historical background to various valuation agreements used in international trade. ➤ WTO Valuation methods. ➤ Incoterms. ➤ Zimbabwe legislation on customs valuation. ➤ Drafting valuation appeals.
4	Import procedures & calculation of duty	<ul style="list-style-type: none"> ➤ An overview of international trade. ➤ Incoterms. ➤ Imports by rail. ➤ Imports by road. ➤ Imports by air. ➤ Imports by multimodal transport. ➤ Import controls. ➤ Trade agreements: IEPA, SADC, COMESA, and AfCFTA.
5	Origin & Preference	<ul style="list-style-type: none"> ➤ What are rules of origin and their uses? ➤ Rules of Origin for SADC, COMESA, TFTA and AfCFTA

		<p>and a comparison of the same.</p> <ul style="list-style-type: none"> ➤ Rules of origin for bilateral agreements with Botswana, Namibia, Malawi and Mozambique. ➤ Zimbabwe legislation on rules of origin. ➤ Registration process. ➤ Customs enforcement, penalties and customs audits. ➤ Drafting origin & preference appeals.
6	Export procedures	<ul style="list-style-type: none"> ➤ An overview of Zimbabwe`s trade performance ➤ Legislation regulating exports ➤ Documentation ➤ Exchange controls ➤ Export controls in general ➤ Exporting to the EU, SADC, COMESA, AfCFTA
7	Customs Relief	<ul style="list-style-type: none"> ➤ Types of customs reliefs available. ➤ Legislation providing for customs reliefs (Rebates, suspension of duty, bonded warehousing, etc.). ➤ Bonded warehousing. ➤ Inward processing rebates. ➤ Temporary Imports Drawback of duty.
8	Economic / Export processing zones	<ul style="list-style-type: none"> ➤ An overview of special economic zones & their functions. ➤ Types of special economic zones. ➤ Legislation providing for establishment of Special Economic Zones in Zimbabwe. ➤ Guidelines in setting up Special economic Zones. ➤ Why some Special Economic Zones have failed in Africa. ➤ Case study: Victoria Falls as a potential Special Economic Zone for Tourism. ➤ Customs Management.
9	Bill of entry framing	<ul style="list-style-type: none"> ➤ Documents required for customs clearance. ➤ Document processing procedure ➤ Completion of bill of entry ➤ Class exercises
10	Trade Facilitation & Non-Tariff barriers to trade	<ul style="list-style-type: none"> ➤ An overview of trade facilitation ➤ WTO Agreement on trade facilitation ➤ WCO Revised Kyoto Convention ➤ Non-tariff barriers and reporting system ➤ Trade facilitation in RECs (SADC, COMESA and AfCFTA) ➤ Customs modernisation case studies (e.g. Mauritius, Uganda, Rwanda) ➤ Zimbabwe`s experiences

11	ICT in customs operations	<ul style="list-style-type: none"> ➤ WCO and WTO ICT customs provisions. ➤ SADC Customs ICT strategy. ➤ Types of customs ICT systems (Mauritius, Mozambique, South Africa, Tanzania, Zimbabwe etc) ➤ Impact of ICT on customs operations (Kenya, Angola and Zimbabwe). ➤ Use of customs ICT in trade facilitation. ➤ ICT and risk management.
12	Excise Management techniques	<ul style="list-style-type: none"> ➤ Overview of Excise duty in Zimbabwe ➤ Manufacturers of Excisable goods in Zimbabwe ➤ Requirements of an applicant to manufacture excisable goods ➤ Obligations of an Excise officer ➤ Production account point ➤ Excise Accounts ➤ Excise returns ➤ Excise duty on airtime and change of ownership
13	Business Ethics & Corporate governance	<ul style="list-style-type: none"> ➤ Introduction to corporate governance. ➤ Models and mechanisms of corporate governance. Shareholders and stakeholders. ➤ Board of directors. ➤ Audit committee. ➤ Corporate governance in clearing agency business. ➤ Corporate scandals. ➤ Integrity & Anti-corruption. ➤ Corporate responsibility.