

Specification of Competency Standards for the Retail Banking

Unit of Competency

Credit Management > 3.2 Credit Acquisition

Title	Handle follow-up process of approved credit application
Code	107370L3
Range	Undertake follow-up processes after approval is obtained. This applies to credit products of different kinds and amount
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the process in credit applications <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the bank's procedures in credit application in order to carry out the follow-up process independently • Understand regulations related to the tasks in order to prevent breaching of law 2. Communicate the results of credit applications <p>Be able to:</p> <ul style="list-style-type: none"> • Inform customers the application result • Explain credit facility structure to customers with vigilant consideration on appropriateness and adequacy of collateral • Obtain customers' agreement on offered credit facility structure 3. Perform administrative work for approval of credit applications <p>Be able to:</p> <ul style="list-style-type: none"> • Conduct credit line implementation and loan disbursement in accordance with approved credit facility structure • Prepare relevant documents with terms of payments and debtor responsibilities elaborated in details; ensure debtors fully understand their liabilities and their interests is well protected • Notify related departments or business units about the approval of credit applications
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Perform credit line implementation and loan disbursement for every approved credit application according to the bank's guidelines upon receipt of customer's agreement on offered credit facility structure • Informing all related departments or business units about the approval of every single credit application according to the bank's guidelines
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