

**Specification of Competency Standards**  
**for the Banking Industry**  
**Unit of Competency**

Functional Area - 1. General Enterprise Banking Service Delivery  
(Key Function – 1.5 Delivery of Trade Finance Related Services)

Title	Provide import documentary credit (DC) services
Code	109178L4
Range	Provision of import DC services related to trade finance to enterprise banking clients. This applies to DC of different types such as back-to-back DC, revolving DC, stand-by DC, transferable DC, etc.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Possess knowledge on the theories and concepts related to trade finance in order to provide useful advice to clients;</li> <li>• Understand the features and application of different types of documentary credits in order to suggest suitable alternatives to clients;</li> <li>• Understand the latest development of global trade settlement methods (e.g. international factoring and their implications for trade finance business) and check clients' suitability;</li> <li>• Understand the process involved in a typical DC cycle and key operational procedures related to DC issuance to ensure a smooth operation process applied on clients.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Examine the sales contract for deciding the credit terms and conditions;</li> <li>• Obtain required documentation and information from clients in a manner which is complying with the bank's requirements;</li> <li>• Obtain information useful for the risk assessment of clients (e.g. credit history, country risks) to facilitate the decision on credit facility;</li> <li>• Provide advice on different alternatives of trade financing credit and recommend suitable trade services to clients based on the needs identified;</li> <li>• Provide assistance and advice to clients regarding the trade finance credit application process and handle their enquiries.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Communicate with clients clearly about the terms and conditions of DC (e.g. documentation required, types of payment) and handle any enquiries / issues;</li> <li>• Observe the practices guided by the International Standard Banking Practice on documentary credit.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Issuance of documentary credit with the most appropriate terms and conditions according to the situations and risks of the clients.</li> </ul>
Remark	