

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 export documentary credit (DC) services
Code	109179L4
Range	Provision of export documentary credit (DC) services related to trade finance. This applies to different offices of the bank or DC issued by another bank (despite the location of the issuing banks).
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"> • Possess knowledge on the theories and concepts related to trade finance in order to judge the reliability of DC issued by the issuing banks; • Understand the features and application of different types of documentary credits in order to suggest suitable alternatives to clients; • Understand the latest development of global trade settlement methods, (e.g. international factoring and their implications for trade finance business) and assess their suitability for clients; • Understand the process involved in a typical DC cycle and the clients' production schedule in order to provide export documentary credit (DC) services which can satisfy the clients' needs. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Conduct checking on the authenticity and reliability of the issuing banks by employing different kinds of data collection methods; • Provide recommendation on the issuing bank of the importers based on findings of the background checking; • Introduce complementary services to clients (DC safe custody, credit insurance) if necessary; • Introduce the provision of DC confirmation in order to provide clients with extra assurance of the DC. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Introduce digital trade service channels of the bank and educate clients to use them for their convenience; • Comply with regulatory requirements, professional ethics and internal guidelines of the bank during delivery of trade finance services; • Build effective relationship with clients to cultivate customer loyalty.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of recommendation and advice on the issuing banks by identifying and obtaining essential background information regarding the banks; • Collection and analysis of clients' trade information from different reliable sources to ensure the accuracy and authenticity of information collected.

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Remark	
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