

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 collection services
Code	109180L4
Range	Provision of products and services related to trade finance. This applies to documentary collection services which include documents against payment (D/P) and documents against acceptance (D/A).
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 provide suitable suggestion to clients; • Understand the features and application of different types of documentary collection 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 clients' suitability; • Understand process involved in a documentary collection and relevant key importing schedule of the clients (e.g. roles of different parties, operation processes) hence to propose a suitable service plan. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Advise different channels (e.g. digital, mobile) of document exchange; • Present drafts to the clients (buyers) and notify them about the terms and conditions of the collection order; • Review documents sent by remitting bank to ensure they are in conformity with collection order; • Verify if the payment conditions have been met and release documents to clients (buyers); • Arrange payment to the remitting bank which fits in the clients' purchasing schedule; • Observe international rules and guidelines (e.g. Uniform Rules for Collections 522). <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 documentary collection services and identify the most appropriate terms and conditions according to the situations and risks of both the clients and documents provided by the clients.

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Remark	
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