

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 collection services
Code	109181L4
Range	Provision of export documentary collection services related to trade financing. This applies to documentary collection which includes 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 the process involved in a documentary collection and relevant key operational procedures (e.g. roles of different parties, operation processes) in order to deliver a smooth service process. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Verify documentation (e.g. collection documents, bill of lading, certificate of origin, inspection certificate) from the clients (seller); • Send the documentation package to collecting / presenting bank with instructions of payment to drawee (buyer); • Pay sellers upon receipt of payment / bill of exchange from collecting / presenting banks. <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 the course of trade finance services delivery; • 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"> • Coordination between exporters and presenting banks to deliver a smooth service process during the exchange of documents and payments to exporters.
Remark	