

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	Process application of shipping guarantee (Import)
Code	109182L4
Range	Provision of products and services related to trade finance. This applies to the application of different types of shipping guarantee for importers / buyers.
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 the basic knowledge on the product of trade finance in order to carry out the job which meets work requirements and expectations of clients; • Understand the latest development of global trade settlement, e.g. international factoring and their implications for trade finance business; • Understand the features and operational procedures of shipping guarantee offered by the bank in order to process the application work for enterprise banking clients effectively. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Examine the application form and documents submitted (e.g. DC, copy of bill of lading, authenticated SWIFT) to verify eligibility of clients; • Issue shipping guarantees as per client's instructions; • Negotiate with clients about the clause and conditions in shipping guarantee (e.g. indemnity) and handle their enquiries / issues; • Verify the business transactions for assessing the risk of default; • Endorse documents (e.g. advance copy bill / receipts, letters of indemnity) to allow clients to take delivery of goods; • Arrange for redemption after receiving transport documents of the clients' suppliers; • Observe specific country regulations when identifying suitable insurance plan for clients. <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"> • Provision of shipping guarantee services to enterprise banking clients which offer most appropriate terms and conditions according to the situations and risks of both the clients and documents provided.
Remark	