Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 2. General Enterprise Banking Operations and Support
(Key Function – 2.6 Trade Finance Transactions Processing)

Title	Perform checking on client account under import documentary credit (DC)
Code	109223L4
Range	Examining import trade finance related documentation and transactions between applicant and beneficiary. This applies to DC of different types.
Level	4
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Knowledge in the Subject Area Be able to: • Understand the operational process in issuing DC and apply the working knowledge to execute relevant tasks according to work requirements and expectations; • Recognize the UCP standards and keep updated on the latest changes in related regulations and international practices (e.g. UCP600) and observe the stipulation; • Understand the operational procedures of DC products / services offered by the bank in order to carry out the job effectively. 2. Applications Be able to: • Conduct checking on DC for clients to ensure the accuracy of information as per internal procedures and guidelines and international banking practices; • Identify discrepancies in documents in conformity with UCP rules; • Identify irregularities in documents presented for payment and follow up on potential risk of fraud. 3. Professional Behaviour and Attitude Be able to: • Maintain a complete record of checking activities and potential risk of fraud; • Gather and analyse all relevant information on the import trade finance documents submitted by applicants systematically to prevent irregularities and frauds.
Assessment Criteria	The integral outcome requirements of this UoC are: • Checking on documentation and transactions to facilitate settlement between applicant and beneficiary in accordance with clients' instructions, the bank's guidelines and international banking practices.
Remark	