

**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	Process trade finance transactions for importers
Code	109226L3
Range	Process loan application related to trade finance. This applies to different types of loans to importers / buyers, such as trust receipt financing, account payable financing, loan against import and clean import loan etc.
Level	3
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"> <li>• Demonstrate proficient knowledge in trade finance in order to meet the work requirements and expectations;</li> <li>• Understand the operational process in import financing and apply the knowledge to process related transactions effectively.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Prepare documents on checking exporter and pass the information to responsible parties for further evaluation;</li> <li>• Summarize information relevant to decision of credit line (e.g. company information, terms and conditions of present deals, valuation of goods, insurance, etc.) and pass to responsible parties for further evaluation;</li> <li>• Notify clients about the decision and advise the follow-up actions;</li> <li>• Prepare agreement with clients according to terms and conditions approved;</li> <li>• Check the exporters documents (e.g. invoices, evidence of shipment) to ensure conformance with agreed terms;</li> <li>• Arrange for payment / advance the funds according to agreed terms;</li> <li>• Verify documentary credit or documentary collection terms;</li> <li>• Handle trust receipt loans after obtaining approval on the analysis of valuation of goods;</li> <li>• Arrange the settlement according to customer's instruction.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Ensure the work done are coherent and supportive to the bank's strategic plan and guidelines while meeting clients' business needs;</li> <li>• Process the import trade transactions with an aim at addressing genuine needs of clients and provide sound solutions.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Execution of administrative processes related to import finance, such as obtaining credit information and preparing documents according to the guidelines of bank;</li> <li>• Execution of advance in accordance with clients' request and the guidelines of bank.</li> </ul>
Remark	