

**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 import documentary credit (DC) transactions
Code	109229L3
Range	Processing import trade finance related documentation and transactions between applicant and beneficiary. This applies to DC of different types.
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 basic understanding in trade finance in order to execute related tasks according to work requirements and expectations;</li> <li>• Understand UCP standards and keep updated on the latest changes in related regulations and international practices (e.g. UCP600) and observe the stipulation;</li> <li>• Understand features and operational procedures of DC products / services offered by the bank and apply the knowledge to carry out the job effectively.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Perform checking of beneficiary and advise the results to responsible parties for further evaluating their credibility;</li> <li>• Prepare DC for clients (i.e. applicant) according to DC application forms' instructions;</li> <li>• Examine documents and/or draft presented by presenting banks against terms in the DC and honour beneficiary's draft and/or documents if conditions complied;</li> <li>• Pay presenting bank at sight or term upon receiving documents as according to terms in DC;</li> <li>• Release documents to applicant after payment or on terms agreed between the bank and applicant.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Communicate with the applicant in case there is any discrepancy in the documents and advise the requirements of rectifications;</li> <li>• Make effort to ensure work done are coherent and supportive to the bank's strategic plan and meeting clients' business needs.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Processing documentation and transaction to facilitate settlement between applicant and beneficiary in accordance with clients' instructions, the bank's guidelines and international banking practices.</li> </ul>
Remark	