

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 export documentary credit (DC) transactions
Code	109230L3
Range	Processing export 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"> • Demonstrate basic understanding in trade finance by applying the knowledge to execute different tasks according to work requirements and expectations; • Understand features and operational procedures of DC advising offered by the bank in order to carry out the job effectively; • Understand UCP standards and keep updated on the latest changes in related regulations and international practices (e.g. UCP600) and observe the stipulation. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Perform checking on issuing banks; advise the results to responsible parties for further evaluating their credibility; • Check the apparent authenticity of the DC and advise the beneficiary; • Forward DC to beneficiary for their follow up actions; • Examine documents presented by beneficiary against terms and conditions stipulated in the DC; • Send the documents and/or drafts to the issuing bank and receive payment at sight or term; • Prepare payment to exporters (e.g. bank draft, credit to account). <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Communicate with beneficiary in case there is any discrepancy in the documents and advise the requirements of rectifications; • Process the export documentary credit (DC) transactions with an aim at addressing genuine needs of clients and provide sound solutions.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Processing documentation and transaction to facilitate settlement between applicant and beneficiary in accordance with clients' instructions, the bank's guidelines and international banking practices.
Remark	