

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 2a. Other Services on Enterprise Banking Operations and Support (for Large Corporations)

(Key Function – 2a.2 Syndicated Loan and Other Structured Products Processing)

Title	Maintain syndicated loan and other structured products transactions records
Code	109242L3
Range	Provision of customer services to maintain syndicated loan and other structured products transactions records for large corporate clients including account opening, withdrawal, account closing, resolving queries, dispersing cash flows among syndicate members, administrative transactions of leading arranger bank, agent and trustees 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"> • Demonstrate basic knowledge in syndicated loan and other structured products by processing related transactions and maintain comprehensive records effectively; • Understand features and operational procedures of common syndicated loans and different structured products in order to carry out the job effectively. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Check and verify clients' instruction or make changes to the product transactions processing in accordance with the bank and / or the partner banks / institutions' specific requirements; • Capture the data of transactions accurately and dispatch clients' confirmation in accordance with the bank's requirements; • Maintain and update documents related to different transactions (e.g. confirmation statements, contracts, payment notes and fund disbursement documents, etc.); • Take proper actions to ensure required information is recorded in the database accurately. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Prepare reports or statistics regarding performance of the products to the bank and clients according to standardized templates; • Provide relevant information to clients on a regular basis or when clients have any enquiries.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Updated and accurate records on investment, insurance and saving transactions of customers can be retrieved from a systematic database of the bank by relevant parties conveniently; • Production of reports on the performance of the products for both the bank and customers regularly; • Storage of reports and data related to clients' transactions in the database or custody of the bank properly.
Remark	