

**SKILLS FRAMEWORK FOR WHOLESale TRADE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

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TSC Category	Risk Management and Regulatory Compliance					
TSC	International Trade Legislation Compliance					
TSC Description	Identify all aspects of international trade process and foreign and multilateral trade laws for regulatory compliance					
TSC Proficiency	Level 1	Level 2 WST-FFO-2011-1.1-1	Level 3 WST-FFO-3011-1.1-1	Level 4 WST-FFO-4011-1.1-1	Level 5 WST-FFO-5011-1.1-1	Level 6
		Interpret elements of international trade process and foreign and multilateral trade laws for regulatory compliance	Implement and maintain internal standard operating procedures (SOPs) to ensure regulatory compliance	Review international trade processes to detect non-compliance and develop rectification and preventive measures to ensure regulatory compliance	Formulate and drive internal SOPs according to international trade legislation to facilitate compliance to government regulatory requirements and legislations	
Knowledge		<ul style="list-style-type: none"> Common types of business calculations (e.g. Goods and Services Tax (GST), duties) Types of customs documentation required for different types of goods, transport methods and transit routes Types of permits (i.e. inward permit, outward permit and transshipment permit) Overview of International Commercial Terms (INCOTERMS) Singapore Customs and TradeNet 	<ul style="list-style-type: none"> International Commercial Terms (INCOTERMS) Licensing and record keeping documentation Product classification documentation Importer and exporter registrations and preferential trade programs Basis of International contract Usage of Bill of Lading (B/L) and Air Waybill (AWB) Types of Standard Trading Conditions (STC) and their interpretation Model laws and contracts 	<ul style="list-style-type: none"> Regulatory requirements for trade and custom compliance Audit and periodic reporting Risk assessment Rectification measures for trade non-compliance Up-to-date information on country-specific classification, licence management and screening guidelines Model laws and contracts International trade treaties and agreements 	<ul style="list-style-type: none"> International Commercial Terms (INCOTERMS) management Emerging trends in international trade management Foreign and multilateral trade laws International trade treaties and agreements Internal control programs including compliance manuals and job aids 	
Abilities		<ul style="list-style-type: none"> Interpret the importance and uses of INCOTERMS Support data entry for submission of customs clearance documentation 	<ul style="list-style-type: none"> Analyse steps and rationale of the import and export process Implement STC, trade tariffs, quota and Free Trade Agreements to identify documentation required for 	<ul style="list-style-type: none"> Review international trade process according to compliance review measures formulated to detect non-compliance to internal Standard Operating Procedures (SOPs) 	<ul style="list-style-type: none"> Formulate compliance strategy with internal stakeholders to achieve acceptable level of compliance rates Formulate internal SOPs according to international trade legislation to facilitate 	

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		<ul style="list-style-type: none"> Support permit declaration on TradeNet 	<p>international trade legislation compliance</p> <ul style="list-style-type: none"> Implement internal Standard Operating Procedures (SOPs) in international trade process to ensure compliance Obtain and verify product classification rulings from customs, and perform other clerical reviews for certain transactions subject to export control rules Maintain documentation and submission of any required import and/or export license requests to specific country authorities to obtain import and/or export approvals Maintain application of permits via TradeNet Prepare B/L in accordance to shipper's and buyer's requirement 	<ul style="list-style-type: none"> Review process for retention of import and/or export related documents such as product classification report and classification declaration Assess potential risk and challenges in trade compliance and develop rectification measures with relevant stakeholders Manage all incidents of non-compliance and suspected non-compliance with trade compliance law or regulation or internal SOPs, including escalation to key stakeholders Facilitate update changes to country-specific classification, licence management and screening guidelines when changes are introduced 	<p>compliance to government regulatory requirements and legislations</p> <ul style="list-style-type: none"> Formulate compliance review measures to enhance compliance rates to internal SOPs, government regulatory requirements and legislations Liaise with external (customs and trade authorities) stakeholders to discuss and negotiate company specific trade and/or customs compliance issues Drive compliance with and maintain trade licenses to carry out trade in specific regions 	
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