QUEST Professional Center

PROFESSIONAL TRAINING COURSE

Course No. 1088

Letters of Credit & Documentary Collections

TRADE FINANCE & INTERNATIONAL BANKING
FINANCE, INVESTMENT & BANKING

DURATION **5 Days**	DELIVERY **Classroom**
LOCATION **Manama, Bahrain**	DATES **4 – 8 Jan 2027**

Scheduled Event Details

CITY	Manama, Bahrain
DATE	4 – 8 Jan 2027
DELIVERY TYPE	Classroom
COURSE FEE	€4,700

Course Overview

Letters of Credit & Documentary Collections is a comprehensive professional training course designed to equip banking professionals, trade finance specialists, financial institutions, government entities, and corporate organizations with the advanced knowledge and practical skills required to manage documentary trade finance operations efficiently and in accordance with international banking standards. As international trade continues to expand across global markets, documentary trade finance instruments remain essential for reducing commercial risks, facilitating cross-border transactions, and strengthening trust between buyers, sellers, and financial institutions.

The course provides an in-depth understanding of documentary credits, commercial and standby letters of credit, documentary collections, trade documentation, payment mechanisms, document examination, discrepancy management, and settlement procedures. Participants will also gain practical knowledge of the internationally recognized rules governing trade finance operations, including the Uniform Customs and Practice for Documentary Credits (UCP 600), Uniform Rules for Collections (URC 522), and International Standard Banking Practice (ISBP), enabling them to process trade transactions accurately and confidently.

The program further examines the integration of Letters of Credit & Documentary Collections with international trade finance, corporate banking, Enterprise Risk Management, Regulatory Compliance, Anti-Money Laundering (AML), sanctions compliance, operational risk management, banking operations, customer relationship management, and digital trade finance solutions. Participants will strengthen their ability to identify operational and documentary risks, improve compliance, minimize transaction errors, and deliver efficient trade finance services that support organizational objectives and customer satisfaction.

Through interactive workshops, practical document examination exercises, international trade case studies, discrepancy analysis, transaction simulations, and real-world banking scenarios, participants will enhance their ability to process documentary trade transactions, evaluate trade finance risks, improve operational controls, and optimize customer service. By the end of the course, participants will be capable of managing documentary trade finance operations that enhance operational efficiency, strengthen compliance, reduce financial and operational risks, and support sustainable business growth.

Objectives

- Analyze Letters of Credit & Documentary Collections concepts and evaluate their role in facilitating international trade and banking operations by the end of the course.
- Develop effective procedures for managing documentary credits and documentary collections in accordance with international banking standards.
- Evaluate different types of letters of credit, documentary collections, and trade finance instruments for various international trade transactions.
- Apply international trade finance rules and best practices to documentary trade operations.
- Design effective document examination procedures to identify discrepancies and minimize operational risks.
- Improve trade finance decision-making through risk assessment and transaction analysis.
- Strengthen governance through regulatory compliance, AML controls, sanctions screening, and operational risk management.
- Implement Key Performance Indicators (KPIs) to measure trade finance operational performance, processing efficiency, and service quality.
- Assess digital trade finance technologies and their impact on documentary trade operations and customer experience.
- Align documentary trade finance services with corporate banking objectives, international trade requirements, and sustainable organizational growth before course completion.

Who Should Attend

This course is designed for Trade Finance Managers, Corporate Banking Managers, Relationship Managers, Operations Managers, Credit Managers, Treasury Managers, Risk Managers, Compliance Officers, AML Professionals, Trade Operations Specialists, Documentary Credit Officers, Documentary Collection Officers, International Trade Specialists, Internal Auditors, Banking Operations Professionals, Product Managers, and professionals responsible for documentary trade finance within financial institutions.

The program is equally valuable for professionals working in central banks, regulatory authorities, government organizations, export and import companies, logistics providers, multinational corporations, financial institutions, consulting firms, chambers of commerce, trade support organizations, and decision-makers responsible for international trade operations, trade finance strategy, operational excellence, and regulatory compliance.

Learning Outcomes

- By the end of this course, participants will be able to:
- Manage documentary credits and documentary collections in accordance with international banking standards.
- Examine trade documents accurately and identify discrepancies before payment or acceptance.
- Apply UCP 600, URC 522, and ISBP rules effectively in daily trade finance operations.
- Evaluate documentary trade finance risks and implement appropriate risk mitigation controls.
- Strengthen compliance with AML requirements, sanctions regulations, and international trade standards.
- Improve operational efficiency through effective document processing and workflow management.
- Measure trade finance performance using KPIs and operational performance metrics.
- Integrate digital trade finance technologies into documentary trade operations.
- Advise corporate clients on selecting the most appropriate documentary trade finance solutions.
- Develop a practical implementation roadmap that enhances operational efficiency, strengthens risk management, improves customer service, supports regulatory compliance, and contributes to sustainable organizational growth.

Course Outline

DAY 01

Foundations of Letters of Credit & Documentary Collections

- Fundamentals of documentary trade finance
- International trade participants and transaction lifecycle
- Types of letters of credit and documentary collections

DAY 01 — CONTINUED

- International trade finance rules and banking standards

> **PRACTICAL APPLICATION OR DISCUSSION**
> Mapping a complete documentary trade transaction

DAY 02

Documentary Credits Operations

- Issuing, amending, advising, and confirming letters of credit
- Commercial and standby letters of credit
- Document examination under UCP 600 and ISBP
- Managing discrepancies and payment procedures

> **PRACTICAL APPLICATION OR DISCUSSION**
> Examining documentary credit documents and resolving discrepancies

DAY 03

Documentary Collections Operations

- Documentary collections under URC 522
- Commercial and financial documents
- Roles and responsibilities of collecting and remitting banks
- Risk management in documentary collections

> **PRACTICAL APPLICATION OR DISCUSSION**
> Processing a complete documentary collection transaction

DAY 04

Risk Management and Regulatory Compliance

- Risk management in documentary trade finance
- Anti-Money Laundering (AML) in trade finance

DAY 04 — CONTINUED

- International sanctions compliance
- Performance measurement using KPIs and operational metrics

PRACTICAL APPLICATION OR DISCUSSION

Conducting a documentary trade finance risk assessment

DAY 05

Operational Excellence and the Future of Documentary Trade Finance

- Digital transformation in documentary trade finance
- Financial Technology (FinTech) solutions for trade finance
- Process optimization and customer service excellence
- Future trends in international trade finance

FINAL WORKSHOP

Developing a comprehensive Letters of Credit & Documentary Collections implementation roadmap that includes process optimization, international banking rules, documentary examination standards, risk management, regulatory compliance, AML controls, sanctions compliance, digital transformation, performance measurement, customer service improvement, and continuous improvement initiatives to strengthen operational efficiency, reduce documentary risks, improve transaction quality, and support sustainable growth in international trade finance operations.

Register or Request More Information

Course page: https://quest-training.com/courses/letters-of-credit-documentary-collections
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