



Professional
Development
Institute

Certified Letter of Credit Specialist (CLCS)





Welcome

The Professional Development Institute® (PDI) is one of the leading international institutions specialized in qualifying and developing professional competencies. It is headquartered in the United Kingdom (UK) and has a proven track record in preparing specialized professionals across vital sectors, including banking, finance, and insurance. PDI is distinguished by offering internationally recognized professional certifications that enhance individual efficiency and strengthen their capabilities in the global workplace.

The professional certification aims to develop the knowledge and expertise of bank employees and officials in the field of documentary credits, enhancing their experience to help them understand the objectives and advantages of letters of credit. It also covers the study of procedures and rules for opening a letter of credit through practical applications, from the client's request to open a letter of credit to receiving the goods and making the payment

It focuses on ways to avoid credit risks and how to manage them effectively. The certification also provides specialists with in-depth knowledge of documentary credits, enhances their skills in handling customer requests, and clarifies banks' responsibilities and obligations while protecting its rights from any potential risks.

What you will Learn- Key Takeaways



- Understanding the fundamentals of documentary credits
- Mastering the procedures for opening a documentary credit
- Managing risks associated with documentary credits
- Effectively handling clients in the field of documentary credits

Curriculum



■ **Modules: 8**

Awarding body: (Professional Development Institute- UK)

- **Module 1:** Introduction to Letters of Credit (L/Cs) and Comparison with Other Trade Methods
- **Module 2:** Sales Contracts in International Trade and Letters of Credit
- **Module 3:** Key Definitions Relevant to Document Examination under UCP 600
- **Module 4:** Procedures for Issuing and Amending a Letter of Credit
- **Module 5:** Examination of Documents under L/Cs According to ISBP Standards
- **Module 6:** Explanation of the Most Important Letter of Credit Products and Their Application Mechanisms
- **Module 7:** The SWIFT System
- **Module 8:** Regulations and Laws Issued by the International Chamber of Commerce (ICC)

Curriculum



■ Target Audience:

- Bank employees and officials working in the field of foreign transactions.
- Bank employees working in customer service.
- Bank employees working in the departments of facilities and credit.
- Bank employees in the central offices of commercial and foreign services departments.
- Internal audit staff of banks and commercial and industrial companies.
- Financial managers and accountants working in commercial and industrial companies that import and export goods.

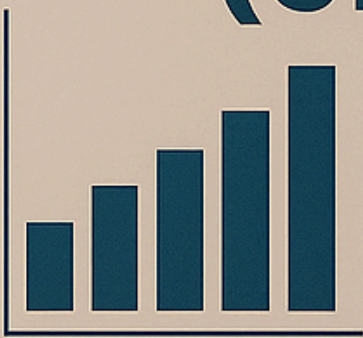
TRADE
FINANCE



COMPLIANCE

RISK

CERTIFIED LETTER OF CREDIT SPECIALIST (CLCS)



ACTION
PLAN

OBJECTIVE

STRATEGY

RESPONSIBLE PERSON

DEADLINE

Further Information

Eligibility Requirements


Applicants must:

- Hold a degree from a recognized educational organization.
- Have professional experience in the field.
- Sit for and pass the certification examination.
- Adhere to the Professional Development Institute (PDI) Code of Ethics.

About Exam:

- The examination is offered in multiple languages to support international candidates.
- All candidates are required to sit for their exam at an accredited PDI Test Centre.
- The exam duration is (3) hours.
- Each exam consists of 100 multiple-choice questions (MCQs).

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