

Specification of Competency Standards for the Retail Banking

Unit of Competency

Compliance and Risk Management > 4.1 Compliance

Title	Develop anti-money laundering policy of the bank
Code	107387L6
Range	Development of bank-wide anti-money laundering policies. The policies should cover money laundering activities of any kinds and can be applied to different businesses / operations of the bank
Level	6
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Conduct research on trends in money laundering <p>Be able to:</p> <ul style="list-style-type: none"> • Conduct research on the macroeconomic environment and development of banking industry in order to project the trends in money laundering activities • Conduct research on regulations related anti-money laundering by different regulators or international bodies and identify the implications on the bank's strategies and activities 2. Identify audit requirements of the bank <p>Be able to:</p> <ul style="list-style-type: none"> • Conduct research on the means of money laundering and evaluate against the existing operations and procedures of the bank in order to identify high risk areas • Assess the probability and possible consequences of money laundering on different operations of the bank in order to develop suitable policies and control • Develop policies and requirements on sales process (e.g. know your client and risk assessment procedures) in compliance with regulatory standards • Keep updated with the latest development in money laundering prevention and update the policies as necessary 3. Develop measures to facilitate the implementation of the policies <p>Be able to:</p> <ul style="list-style-type: none"> • Define clearly the roles and responsibilities of different individuals during the process of money laundering prevention and develop communication strategies to ensure staff's understanding on their roles • Develop the reporting system and template on money laundering and develop a culture which encourage reporting of suspicious activities • Review operations and activities of the bank in order to detect non-compliance of anti-money laundering policies and regulations
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Development of anti-money laundering policies to specify guidelines for handling suspicious activities and protecting the interests and reputation of the bank. These should be based on consolidated findings from different research on macro economic development, banking development and current situations of the bank (e.g. procedures, operations, risks) • Development of measures (e.g. manpower planning, reporting systems, communication strategies etc.) to facilitate implementation of policies. These should be based on critical analyses on the process of money laundering prevention, features of suspicious activities, regulatory requirements and the bank's operations and activities, etc.
Remark	