

Specification of Competency Standards for the Retail Banking

Unit of Competency

Compliance and Risk Management > 4.1 Compliance

Title	Handle requests from law enforcement agencies related to money laundering activities
Code	107396L4
Range	Handling request from different law enforcement agencies. This applies to requests of financial information of the bank's clients for the purpose of investigating money laundering activities
Level	4
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the request of law enforcement agencies <ul style="list-style-type: none"> Be able to: <ul style="list-style-type: none"> • Demonstrate proficient knowledge in banking law and compliance in order to understand the requests from law enforcement agencies • Interpret regulations in anti-money laundering in order to provide appropriate response to requests received 2. Collect information for the requests <ul style="list-style-type: none"> Be able to: <ul style="list-style-type: none"> • Verify the requests received are from regulators or authorized law enforcement agencies by examining their supporting documentations • Examine the instructions from regulators or law enforcement agencies in order to identify information to be provided • Liaise with different parties to consolidate and provide information according to the scope of the request • Identify ongoing obligations of the bank in order to allocate resources to support the investigation 3. Draft reply in response to the request <ul style="list-style-type: none"> Be able to: <ul style="list-style-type: none"> • Develop the plan in preparing the response to handle regulatory reporting in accordance with the specified time schedule • Consolidate information from different sources to provide the report ensure fulfilment of the requests • Review operations and activities of the bank in order to detect non-compliance of anti-money laundering policies and regulations • Ensure clients' information are treated properly to prevent damaging the relationship and reputation of the bank • Record all submitted information and take necessary action to prevent unauthorized access of the information
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of information in order to satisfy the requests from law enforcement agencies. This should be based on compilation and consolidation of information from different sources.
Remark	