

**Specification of Competency Standards**  
**for the Banking Industry**  
**Unit of Competency**

Functional Area - 2a. Other Services on Enterprise Banking Operations and Support (for Large Corporations)

(Key Function – 2a.3 Investment Services Processing for Large Corporations)

Title	Maintain custody of assets on behalf of large corporations
Code	109246L4
Range	Monitoring the execution of custodian services to large corporate clients. This applies to different kinds of custodian services and large corporate clients of different segments.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Understand the key roles and responsibilities of a custodian bank in order to oversee and monitor the operations in custody services;</li> <li>• Understand the regulatory requirements and apply the knowledge to review relevant compliance and tax reporting issues related to the assets such as arranging for receipts of incomes (e.g. dividends, interest coupons), handling of tax reporting documents and foreign tax reclamation, etc.;</li> <li>• Demonstrate proficient knowledge in custodian services by advising the large corporate clients about the risks and benefits of using asset custodian services.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Assess risks in safekeeping different kinds of financial assets (e.g. securities, bonds, commodities) in order to plan for the operational procedures;</li> <li>• Evaluate critically the profiles (e.g. nature, size), businesses or operations of institutional clients and design customized service package to facilitate their use of the asset custodian services;</li> <li>• Arrange for settlement for purchases and sales of the assets according to the instructions of large corporate clients;</li> <li>• Provide regular reporting on the status of different assets and information related administration issues (e.g. annual general meeting, proxies).</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Monitor execution of custodian services with an aim to attain customer satisfaction and enhancement of customer experience;</li> <li>• Execute asset custodian services in line with the bank's guidelines and maintain a complete record of transactions.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Managing and monitoring the custodian services to ensure customers and regulatory requirements are fully met.</li> </ul>
Remark	