

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

Functional Area - 5. Internal Control and Compliance  
(Key Function – 5.5 Anti-Money Laundering / Counter- Financing of Terrorism (AML/CFT) / Sanctions)

Title	Report suspicious cases on money laundering / terrorist financing / sanctions
Code	109351L4
Range	Provision of early warning signals and reporting to relevant parties regarding money laundering, terrorist financing and abuse of sanctions activities. This applies to AML/CFT/Sanctions activities of different kinds and different individuals within the bank.
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 bank’s guidelines and criteria in anti-money laundering, counter terrorism financing and abuse of sanctions reporting and interpret them to judge which incidents should be escalated to management;</li> <li>• Understand the reporting requirements and act in accordance with the reporting lines and format for reporting suspicious activities at an early stage to minimize possible losses to the bank.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify high risk customers during account opening process so as to carry out early preventive measures;</li> <li>• Identify transactions and activities which deviate from normal standards and provide reasons for suspicion on the report;</li> <li>• Perform further checking on suspicious transactions in order to verify the evidence of money laundering, terrorism financing and / or violation of sanctions and summarise the evidence on a report;</li> <li>• Verify the identity on suspicious clients and assess the response of them to make reasonable judgment for reporting;</li> <li>• Collect and consolidate information from clients in a tactful and professional manner in order to preserve the relationship and protect the reputation of the bank.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Oversee different activities in the operation processes in order to detect non-compliance of anti-money laundering, counter terrorism financing and abuse of sanctions policies and regulations;</li> <li>• Store and record reports on suspicious money laundering, terrorism financing and abuse of sanctions activities to ensure all details of the transactions are documented in files and retained for suitable period of time.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Reporting of suspicious money laundering, terrorism financing and abuse of sanctions activities to specify the details and reasons for suspicion by consolidating relevant information from different sources.</li> </ul>

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Remark	
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