

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 5. Internal Control and Compliance
(Key Function – 5.6 Counter Financial Crimes)

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| Title | Report suspected financial crimes to relevant parties in the bank |
| Code | 109356L3 |
| Range | Reporting of suspicious activities occurred in different business and operations units. This applies to reporting on different kinds of financial crime and to different relevant parties. |
| Level | 3 |
| 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"> • Demonstrate basic knowledge in common financial crimes encountered by the bank in order to evaluate different cases on breaching regulations; • Understand the bank's policies and procedures in dealing with financial crimes in order to understand the role in reporting; • Understand regulations related to financial crimes in order to identify information to be included in the report. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Collect and consolidate all information related to the suspicious activities in order to provide a report to the management; • Report the financial crimes according to the protocol and requirements laid down by the bank and / or regulatory bodies; • Document and record all the actions, decisions and findings of the investigation according to the bank's procedures; • Attach all necessary supporting information and submit to responsible parties for further investigation. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Seek other stakeholders' consent prior to execute any actions which may cause any effects on them; • Demonstrate professionalism by applying impartial and unbiased judgment on the financial crime's reporting process. |
| Assessment Criteria | <p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Reporting of suspicious activities to relevant parties (e.g. management, regulators) in accordance with the requirements of regulators or the bank in a timely manner; • Provision of impartial and unbiased opinions on the financial crime report. |
| Remark | |