

Legal and Compliance > Compliance Strategy Development

Title	Develop procedures in assessing client suitability
Code	106662L5
Range	Developing policies in relation to procedures suitability. This applies to assessing of investment suitability for private banking clients only.
Level	5
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Evaluate the requirements of relevant regulations                             <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Evaluate applicable regulatory requirements on client investment suitability in order to develop the assessment procedures</li> <li>• Evaluate the bank’s compliance policy to ensure the assessment procedures are in accordance with the regulatory standards</li> </ul> </li> <li>2. Develop the operational procedures                             <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Develop the protocol in assessing client investment suitability, e.g. when to assess, definition of client investment suitability, responsibilities of staff, steps, etc.</li> <li>• Specify factors to be assessed during the assessment process and develop the standards in alignment with regulatory requirements and the bank’s policies</li> <li>• Develop guidelines on kinds of evidence / facts to be collected</li> <li>• Develop guidelines on determining the investment suitability of clients</li> </ul> </li> <li>3. Design tools to facilitate the assessment                             <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Evaluate the best practices and practical cases in client investment suitability in order to identify supports required by relevant staff</li> <li>• Develop tools to support the job of relevant staff, e.g. scoring sheets, examples of unsuitable cases, operation best practices, etc.</li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Development of procedures and tools related to client investment suitability assessment. These should be based on analysis on applicable regulatory requirements, the bank’s policies and operational needs of staff, etc.</li> </ul>
Remark	