

Technology and Operations > Trade Processing

Title	Execute corporate actions and related services derived from clients' investment transactions
Code	106785L3
Range	Executing corporate actions and related services for private banking client accounts. This applies to securities issued by public companies and covers different types of corporate actions, such as involuntary events (e.g. acquisition, bonus issue, cash / stock dividend, delisting, merges, stock splits), involuntary events with options (e.g. cash stock option, merger with elections) and voluntary events (e.g. proxy voting, right auctions, subscription offer, tender offer).
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand procedures in administering corporate actions Be able to: <ul style="list-style-type: none"> • Demonstrate basic understanding in different types of corporate actions in order to identify actions to be undertaken • Outline procedures in handling different types of corporate actions in order to carry out the job independently 2. Disseminate information Be able to: <ul style="list-style-type: none"> • Disseminate the information regarding the corporate actions and provide relevant stakeholders (e.g. custodians, shareholders) with all relevant details (e.g. deadlines, payment dates) • Arrange for the administration and management (e.g. diarized key dates into internal systems) of the corporate actions to ensure important actions are taken at the right time 3. Process instructions Be able to: <ul style="list-style-type: none"> • Process instructions from shareholders (e.g. voluntary events, claims on settlement) in collaboration with different parties • Calculate the amount of entitlement and inform clients about the actions to be taken • Arrange and disburse payment to clients (e.g. cash, stock) • Monitor the reporting to relevant parties regarding the events • Verify the entitlements are correctly calculated and reconciled with settlement confirmations
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Processing instructions related to corporate actions in accordance with the bank's procedures and client instructions.
Remark	