Technology and Operations > Client On-Boarding Processing

Title	Conduct checking / verification of documents for client on-boarding
Code	106791L3
Range	Checking / verifying required documents for client on-boarding. This applies to the opening of different types of accounts for private banking clients
Level	3
Credit	3 (for reference only)

Competency	Performance Requirements
	1. Understand documentation requirements for client on-boarding
	    Be able to:
	• Demonstrate basic understanding in relevant regulations (e.g. KYC, AML) and the bank's procedures in account opening in order to identify required documentations
	• Demonstrate basic understanding in different types of accounts in order to carry out the job independently
	2. Review account opening documents
	    Be able to:
	• Perform thorough checking to ensure all required documents are presented and follow up with clients for more information, if necessary
	• Verify the authenticity of different types of documents in accordance to the bank's practices
	• Review the documents to ensure all requirements are met
	• Perform thorough checking before processing to ensure that relevant forms are completed for different kinds of accounts
	3. Maintain professionalism
	    Be able to:
	• Verify that established document control requirements are satisfactorily met
	• Ensure compliance with various bank policies and statutory regulations

Assessment Criteria	The integral outcome requirements of this UoC are: • Performing account opening documentation checking to ensure complaince with the bank's policies and statutory requirements.
Remark	