Technology and Operations > Client On-Boarding Processing

Title	Provide safekeeping services
Code	106792L3
Range	Safeguarding and handing daily administration for clients' assets put under the bank custody. This applies to different kinds of financial assets such as stocks, bonds, commodities, real estate titles, etc,
Level	3
Credit	3 (for reference only)

Competency	Performance Requirements
	1. Understand safekeeping services of the bank
	    Be able to:
	• Summarize major characteristics of safekeeping services and the operational procedures in order to carry out the job independently
	• Summarize the basic characteristics of different types of assets in order to understand the job requirements
	2. Manage client assets
	    Be able to:
	• Maintain the book entry records of client assets
	• Monitor security and implement control measures to protect the safety of client assets
	• Manage client accounts and perform general banking transactions (e.g. foreign exchange, deposit, withdrawal, etc.) in order to meet the needs of clients (e.g. cash management requirements, foreign exchange needs, etc.)
	• Administer tax documents and other legal documents
	• Provide clients with related information, such as annual general meetings and related proxies
	• Provide income reporting and valuation for client portfolios
	3. Settlement of transactions
	    Be able to:
	• Arrange execution and settlement of any purchase or sales of assets, track the progress and provide statements to inform clients about the changes in position
	• Arrange delivery in/out of assets, e.g. redemption of matured securities and release of pledged securities
	• Collect and handle trade settlement and investment income (e.g. dividends, interest)
	• Administer corporate actions on securities held
	• Keep receipts / credit advices for the trades and other relevant documents
	• Ensure compliance with applicable law and regulations across different regions

Assessment Criteria	The integral outcome requirements of this UoC are: • Maintenance of assets in satisfactory conditions and handle related administrative issues in a timely and effective manner.
Remark	