

Client Management, Advisory and Support > Account Management and Servicing

Title	Prepare reports on client information
Code	106864L3
Range	Preparing reports on client information in accordance with requests from different parties.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the requests for information <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the data management policy of the bank in order to disseminate appropriate information to relevant parties • Demonstrate basic understanding in private banking products and services in order to understand request for information from different parties 2. Provide client information to different parties <p>Be able to:</p> <ul style="list-style-type: none"> • Maintain data for client accounts and generate reports as requested by management • Assist in accounts reviews and prepare reports on client accounts • Prepare relevant documents for account processing • Prepare documents for due diligence • Prepare correspondences for communication with clients 3. Maintain professionalism <p>Be able to:</p> <ul style="list-style-type: none"> • Comply with applicable regulations in different regions and the bank’s policies regarding data management, such as retention of correspondence, data disclosure, etc. • Ensure confidentiality of client information by observing relevant regulatory requirements (e.g. data privacy)
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of client information in different formats which is able to fulfill the requests from different parties.
Remark	