

Specification of Competency Standards of the Insurance Industry

**Unit of Competency**

**Functional Area: Legal & Compliance**

Title	Represent company in legal matters
Code	105623L6
Range	This unit of competency is applicable to those who are responsible for representing the company in legal matters. It involves monitoring, analyzing and advising management progress of litigation, drafting legal correspondences and representing company in litigation and business matters.
Level	6
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge in representing company in legal matters <ul style="list-style-type: none"> <li>• Well versed with regulatory requirements in respect of the insurance industry, including all of the relevant ordinances and statutory regulations; guidance notes and circulars issued by the regulators; industry standards, guidelines and codes of practice issued by industry bodies</li> <li>• Possess skills in analyzing litigation progress</li> <li>• Understand corporate business development strategy</li> </ul> </li> <li>2. Represent company in legal matters <ul style="list-style-type: none"> <li>• Represent company in litigation</li> <li>• Monitor and analyze progress of outstanding litigation</li> <li>• Analyze outstanding litigation and advise management accordingly</li> <li>• Prepare business and legal correspondences</li> <li>• Represent company in business contract negotiation</li> <li>• Identify and report issues that need attention of management during business negotiation</li> </ul> </li> <li>3. Ensure company's interest is observed at all times <ul style="list-style-type: none"> <li>• Represent company in litigation and contract negotiation based on relevant regulatory requirements, company's guidelines and industry standards</li> <li>• Collaborate with management units in handling business and legal matters.</li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to represent company in legal matters and business negotiations at the company's best interest.</li> </ul>
Remark	This unit of competency is also applicable to general insurers, life insurers and broker.