



Fiduciary Fundamentals 2012: The ACSP Essential Skills Programme for Professional Development

All courses are at the Upper Hall, Loch Promenade Church, Douglas.

<p>19 April 12 noon – 2.15 pm Coffee, sandwiches and registration from 11.30 am. Lecturer: Chris Usher</p>	<p>Understanding Investment Risk for Trustees Different risks to consider; implications for Trustees; establishing risk tolerance; counterparty risk; liquidity and credit risk; how to explain risk to clients.</p>
<p>24 May 12 noon – 2.15 pm Coffee, sandwiches and registration from 11.30 am. Lecturer: Jo French</p>	<p>Ensuring Effective Corporate Governance Architecture Extending directors duties and responsibilities; selection and appointment. Role of remuneration committee; induction, appraisal and training; board succession; running an effective board; assessing where the board went wrong, reference recent case studies. Tone from the top/reinterpretation of good leaders; creating the values; reality of achieving good communication; ensuring accountability.</p>
<p>25 May 10.30 am – 1.15 pm Coffee and registration from 10 am. Lecturer: Jo French</p>	<p>Introduction to Company Law and Administration Definition of a company; features of a company, highlighting the concept and importance of separate legal personality; the veil of incorporation and how it may be lifted; how to incorporate and wind up a company; Mem & Arts and their role as a company's written constitution; what is share capital?; Definition of shareholders and their rights; who can be a director?; Directors duties, liabilities and powers; the company secretary and statutory records.</p>
<p>25 May 2.00 pm – 4.45 pm Coffee and registration from 1.30 pm. Lecturer: Jo French</p>	<p>Effective Offshore Company Administration Company Formation – from risk perspective; achieving effective CDD; managing fiduciary relationships; managing the risk of shadow directors; managing intermediary relationships; how do you demonstrate effective management and control; ensuring client directors can carry out their functions effectively; achieving a robust audit trail; effective record keeping; meetings and minute taking.</p>
<p>28 June 12 noon – 2.15 pm Coffee, sandwiches and registration from 11.30 am. Lecturer: Jo French</p>	<p>MLRO Masterclass The statutory basis of the role of MLRO and MLCO; the elements of the role of MLRO and MLCO; Challenges; The dangers of getting it wrong; emerging financial crime risks; recent money laundering prosecutions in the UK and lessons; recent money laundering investigations offshore and lessons; recent money laundering cases that illustrate how money laundering risk has “gone global”; case studies.</p>
<p>29 June 10.30 am – 12.45 pm Coffee and registration from 10 am Lecturer: Jo French</p>	<p>AML Awareness What is money laundering?; what is terrorist financing?; vulnerabilities, triggers, risks and responsibilities; the enactments and the AML/CFT handbook; what is the risk based approach; risk-based approach in action- case studies; mandatory and post-reporting obligations.</p>



Individual Name Please use a separate line for each person. Use additional forms if needed.	19 April 12 noon	24 May 12 noon	25 May 10.30 am	25 May 2 pm	28 June 12 noon	29 June 10.30 am

Organisation _____

Contact e-mail address _____

Contact phone number _____

Total payment enclosed payable to ACSP: _____

Thanks to financial support from the Isle of Man Department of Economic development, this programme is £50 per session for staff of ACSP members or associate members, and £75 per session for non members. Ten working days notice is required to cancel a place. No refunds will be offered for places cancelled without ten working days notice being given. Staff from the same firm may be substituted for booked places at any time.

Cheques should be payable to ACSP. Please send forms and payment to ACSP, PO Box 175, 12-14 Finch Road, Douglas, IM99 1TT. Contact Antonia on aking@acsp.co.im with any queries.

All bookings will be confirmed by e-mail. **Please** ensure you complete the e-mail contact details above.