



The Association of  
Corporate Service Providers  
Isle of Man

# The ACSP Programme for Professional Development 2020



## **ACSP Programme for Professional Development**

(senior administrators/managers/directors/compliance professionals)



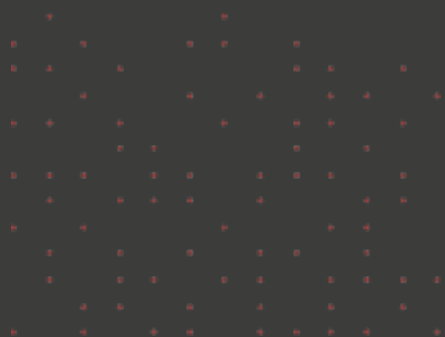
## **ACSP Essential Skills Programme**

(administrators who require upskilling/knowledge refresh for CPD)



## **ACSP Induction Programme**

(trainees/new starts)



**30 Jan 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

## Underlying beneficial ownership registers – where are we now? Where are we going?

- A review of the key issues including the three tier test
- The Crown Dependency announcement
- Implications for Corporate Services Providers

**30 Jan 2020**

14:30 – 16:30

Registration from 14:15

## Less bark, more bite – a review of legislative and regulatory developments

- Developments in law enforcement interventions
- The regulator's new 'teeth' – personal accountability
- Corporate criminal liability

**31 Jan 2020**

10:00 – 12:00

Registration from 09:30

## So you want to be a CSP director? Essential information and survival guide

- Directors and the law
- Duties of a director
- Running an effective board
- The board's corporate governance role
- Induction, appraisal and training of directors
- Personal liability
- NEDs
- Ensuring effective administration in the offshore environment

**31 Jan 2020**

13:00 – 15:00

Registration from 12:45

## So you want to be a professional trustee? Essential information and survival guide

- Duties of a trustee
- Managing conflicts of interest
- Common failings
- Development of the fiduciary duty in regulation
- Special problems faced by corporate trustees
- Limiting trustees' liability

**27 Feb 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

## In the line of fire – who wants to be an MLRO?

- Case studies in MLRO actions
- How you can protect yourself and the business
- MLRO personal risk considerations

**27 Feb 2020**

14:30 – 16:30

Registration from 14:15

## Risk vs De-Risk: the spectre of financial inclusion

- What is de-risking and can and should you consider it?
- Risks of de-risking – attracting regulatory ire
- How to best manage a de-risking exercise

**28 Feb 2020**

10:00 – 12:00

Registration from 09:30

## AML all staff mandatory training

This session is structured to ensure that delegates are fully compliant with all of the requirements for AML training under AML Codes and the AML handbook, thus meeting a firm's annual mandatory AML training requirements.

It is also suitable for those new to the world of anti-money laundering, junior employees, support staff, and those who have changed role and are now caught under the AML legislation for the first time, thereby demonstrating to the regulator your organisation's adherence to the Proceeds of Crime Law and the AML/CFT Handbook.

- 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

**28 Feb 2020**

13:00 – 15:00

Registration from 12:45

## Understanding the offshore business environment

- What is meant by offshore?
- History/uses/features of offshore centres
- Review of typical entities, products and providers
- Regulation and supervision
- Offshore threats, e.g. FATCA, sanctions, extraterritoriality, etc

**26 Mar 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

## Is technology the silver bullet for financial crime?

- A review of current technological solutions
- Regulatory considerations
- How to develop a solid approach to the management of financial crime using technology

**26 Mar 2020**

14:30 – 16:30

Registration from 14:15

## CDD – have you got all the pieces of the puzzle?

- Understanding the chain of risk
- Why your CDD procedures might be your biggest risk
- Case studies in failure – what can we learn?

**27 Mar 2020**

10:00 – 12:00

Registration from 09:30

## Effective company administration – part 1

- Features of a company, highlighting the concept and importance of separate legal personality
- The veil of incorporation and how it may be lifted
- Company formation from a risk perspective; achieving effective CDD
- The company secretary and statutory records
- Managing fiduciary relationships

**27 Mar 2020**

13:00 – 15:00

Registration from 12:45

## Effective company administration – part 2

- Who can be a director?
- Directors' duties, liabilities and powers
- 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; the importance of effective record keeping

**30 Apr 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

## Civil forfeiture, UWO & the future the facilitation of bribery and corruption

- A review of recent legislative developments
- Why bribery and corruption risk management is the next 'big thing'
- The role of Unexplained Wealth Orders in driving legal and regulatory action

**30 Apr 2020**

14:30 – 16:30

Registration from 14:15

## Emerging financial crime risks

- A review of recent local cases
- An examination of global money laundering scandals
- Risk management in 2020 – what's expected of you and your business

**01 May 2020**

10:00 – 12:00

Registration from 09:30

## So you want to be a compliance professional? Essential information and survival guide

- The compliance officer's role in context
- Building a compliance framework
- Embedding an effective compliance culture
- Challenges in practice
- Changes to the compliance landscape post-Moneyval
- Hot topics

**01 May 2020**

13:00 – 15:00

Registration from 12:45

## So you want to be an MLRO? Essential information and survival guide

- Money laundering risk in reality
- Changes to the AML landscape post-Moneyval
- The MLRO roles in context
- Effective SARs
- Challenges in practice
- Case studies
- Hot topics

**02 Jul 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

## The Kleptocrat's Laundromat – how international money laundering really works

- From Russia with Cash – how Russian organised crime groups launder money
- Dirty money – how international criminal groups abuse financial services
- Danske to Swedbank – who's next in the global game of money laundering

**02 Jul 2020**

14:30 – 16:30

Registration from 14:15

### **Wilful blindness and financial crime – where were the board?**

- What the board is meant to do
- Case studies in corporate governance failure
- What the regulator expects in respect of corporate governance

**03 Jul 2020**

10:00 – 12:00

Registration from 09:30

### **Effective trust administration – part 1**

- A brief overview of common types of trusts and how they are used offshore
- Different types of trust deed and the proper use of letter of wishes
- What are a trustee's duties and how do they derive their powers?
- Who can be a beneficiary and ensuring their interests and rights
- Void and voidable trusts
- The importance of trustee records and meetings

**03 Jul 2020**

13:00 – 15:00

Registration from 12:45

### **Effective trust administration – part 2**

- Trust formation checklist – dangers and pitfalls!
- Trustees' duties and investments
- Creating an effective trustee investment checklist
- Ensuring effective management and control offshore
- Dealing with the problem of settlor involvement

**01 Oct 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

### **Terrorist financing – 'not in my backyard...'**

- Why CFT isn't what you think
- The lone wolves and the business of terrorism
- Managing your CFT risk – what to look for

**01 Oct 2020**

14:30 – 16:30

Registration from 14:15

### **Tit-for-tat – keeping up with politically driven sanctions**

- A review of recent sanctions updates
- Mr Trump and Mr Kim, friends in the making?
- Managing your sanctions risk

**02 Oct 2020**

10:00 – 12:00

Registration from 09:30

### **Top tips for effective minute writing**

- Why take minutes?
- The challenges of the role
- Format and layout
- Capturing the data
- Tools and techniques
- Key word abbreviations
- Active listening
- Transcribing minutes

**02 Oct 2020**

13:00 – 15:00

Registration from 12:45

### **Business letter writing workshop**

- What is business writing?
- Dangers of the written word
- First impressions
- Understanding the purpose
- Understanding the reader
- Structure
- Setting the tone
- Punctuation and grammar
- Email etiquette

**22 Oct 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

### **Regulatory repulsion: privacy vs transparency**

- A review of the issues – GDPR meets AML
- Creating an effective data security environment
- Transparency, tipping off and subject matter access requests

**22 Oct 2020**

14:30 – 16:30

Registration from 14:15

### **Cybersecurity awareness for all financial services professionals**

- Latest cyber security threats
- Regulatory expectations
- Creating an effective cyber risk response plan

**23 Oct 2020**

10:00 – 12:00

Registration from 09:30

### **Corporate criminal liability – are your policies adequate, reasonable or both?**

- Recent developments to legislation
- Standard Bank vs SFO – lessons learnt
- How effective is effective when it comes to policy and procedure?

**23 Oct 2020**

13:00 – 15:00

Registration from 12:45

### **AML all staff mandatory training**

*(Repeat of February course)*

This session is structured to ensure that delegates are fully compliant with all of the requirements for AML training under AML Codes and the AML handbook, thus meeting a firm's annual mandatory AML training requirements.

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- Vulnerabilities, triggers, risks and responsibilities
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**26 Nov 2020**

12:00 – 14:00

Registration from 11:30

Lunch is provided

### Introduction to the role of the company secretary

- What is a company secretary?
- Duties and responsibilities
- Arranging and recording meetings
- Ensuring effective audit trails
- Statutory record keeping

**26 Nov 2020**

14:30 – 16:30

Registration from 14:15

### Changing perceptions – how effective compliance can propagate financial success

- Systems and controls versus culture
- How to develop an effective compliance programme and framework
- The relationship between compliance and business success

**27 Nov 2020**

10:00 – 12:00

Registration from 09:30

### How financial crime is evolving from the shadows to the dark net

- How old-fashioned money laundering still works
- Evolving money laundering typologies
- The impact of cryptocurrencies and other technology on criminality

**27 Nov 2020**

13:00 – 15:00

Registration from 12:45

### You heard it here first – what might 2021 hold?

- A review of 2020
- What every financial services professional should know.

## How to book

To book your place on these courses, register online:

[www.bppci.com/acsp/booker](http://www.bppci.com/acsp/booker)

For enquiries please email [events@bpp.com](mailto:events@bpp.com) or phone +44 (0)1534 711800

## Course costs

All courses cost £55 for ACSP members; £80 for non-members

## Venue

All courses are held at Upper Hall, Loch Promenade Church, Douglas

