



The Association of  
Corporate Service Providers  
Isle of Man

# The ACSP Programme for Professional Development

An Essential Skills Programme



**ACSP Programme for Professional Development**

(senior administrators/managers/directors/compliance professionals)



**ACSP Induction Programme**

(trainees/new starts)



**ACSP Essential Skills Programme**

(administrators who require up skilling/knowledge refresh for CPD)

**19 Jan 2017**

**12:00 – 14:00**

**Registration from 11:30**

**Lunch is provided**

## **Terrorist financing operational realities & impacts**

- Disrupting terrorist organisations
- Importance of financial intelligence (FININT)
- ISIL and the financial system
- Public/private partnership
- The future...

Both courses on this day are delivered by two UK experts, Neil Bennett and Ross Savage, who have led operational terrorist finance investigations and contributed to UK policy and strategy, both domestically and internationally.

Jo French will be facilitating the Q&A.

**19 Jan 2017**

**14:30 – 16:30**

**Registration from 14:15**

## **Terrorist finance – risks and indicators**

- CFT overview
- Current terrorist finance risk indicators
- Vulnerability of financial services
- Case studies
- Information sharing

Both courses on this day are delivered by two UK experts, Neil Bennett and Ross Savage, who have led operational terrorist finance investigations and contributed to UK policy and strategy, both domestically and internationally.

Jo French will be facilitating the Q&A.

**20 Jan 2017**

**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

**20 Jan 2017**

**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

**03 Feb 2017**

**10:00 – 12:00**

**Registration from 09:30**

### **Testing the effectiveness of AML/CFT systems and controls**

- How the Business Risk Assessment feeds into an AML/CFT Audit
- AML/CFT Audit Standards
- Who should conduct the Audit?
- Circulation of the audit report
- Expressing an opinion and impact on legal, regulatory, internal compliance and operational risks
- Access to Records and Reports
- AML/CFT Audits outside of the Isle of Man
- How Boards should direct and action AML/CFT Audits?
- Overlap with Role of Supervisor
- Overlap and effect on External Financial Audits

**03 Feb 2017**

**13:00 – 15:00**

**Registration from 12:45**

### **Financial crime risk in the Real Estate market**

- Understanding the money laundering and terrorist financing risks in the real estate sector
- National Risk Assessments of countries with significant real estate sectors
- The nature of real estate assets, financial crime typologies and the misuse of services
- Emerging risks – property development
- Recent changes to the legislative and regulatory landscape
- Interactive case study

The sessions on 03 Feb 2017 will be led by **Frank De Mita**

Frank De Mita is a US lawyer, and member of the District of Columbia and Virginia State bar associations. As an attorney in Washington DC he specialised in international banking and tax issues before serving as Deputy General Counsel for US Senator Paul Simon (Illinois). He subsequently served as Federal Election Law Counsel to several presidential campaigns, including Clinton - Gore '92. Subsequent to his arrival the UK, he was a producer of news, political and current affairs programming for the BBC in their Westminster studios. Frank writes and lectures on a range of topics including risk-based approaches to AML/CFT, FATCA and the OECD Common Reporting Standard, the UK Bribery Act and the US FCPA, the extraterritorial application of US tax and financial regulation, international sanctions regimes and politics.

**02 Mar 2017**

12:00 – 14:00

Registration from 11:30

Lunch is provided

### **Splinter groups and lone wolves – a new era in terror**

- Who are they?
- Origins
- Current usage
- Examples of attacks
- Attempts to manage the risk

**02 Mar 2017**

14:30 – 16:30

Registration from 14:15

### **Extraterritoriality A–Z of sanctions – who’s in and who’s out?**

- Sanctions in context
- The regulatory backdrop to sanctions
- Sanctions regimes
- OFAC
- Extraterritoriality in practice
- OFAC and the USA PATRIOT Act

**03 Mar 2017**

10:00 – 12:00

Registration from 09:30

### **Illegal safaris to fake antiquities – emerging predicate crimes!**

- New emerging markets for organised crime
- Crossover to funding terrorism
- Examples and case studies
- Managing the risk

**03 Mar 2017**

13:00 – 15:00

Registration from 12:45

### **Developments in asset recovery – unexplained wealth orders explained!**

- What is an Unexplained Wealth Order (UWO)?
- How effective will they be in CDD?
- Practical considerations
- Other emerging developments in asset recovery
- Case study

**27 Apr 2017**

12:00 – 14:00

Registration from 11:30

Lunch is provided

### **Panama Papers – one year on**

- Recap and timeline
- Fallout and casualties to date
- The tax question and requests for information – Denmark
- Where next – Cook Islands, BVI
- Worldwide de-risking – what if it were ever the IOM Papers?

**27 Apr 2017**

14:30 – 16:30

Registration from 14:15

### **Governance and culture update – what does “tone from the top” look like?**

- Legislating for ethics
- Undertaking a successful Board evaluation
- Preparing a board mandate
- What is the regulator looking for?

**28 Apr 2017**

10:00 – 12:30

Registration from 09:30

### **Effective company admin 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

**28 Apr 2017**

13:00 – 15:30

Registration from 12:45

### **Effective company admin 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

**25 May 2017**

12:00 – 14:00

Registration from 11:30

Lunch is provided

**25 May 2017**

14:30 – 16:30

Registration from 14:15

**26 May 2017**

10:00 – 12:30

Registration from 09:30

**26 May 2017**

13:00 – 15:30

Registration from 12:45

## The Modern Slavery Act – drivers and implications

- Drivers for the Act
- The offences
- How could CSPs be involved?
- Implications and penalties
- Undertaking an anti-slavery audit

## Appreciating your money laundering and terrorist financing risk – through a series of contemporary case studies

(Repeated on 07 Dec)

- Cases to consider
- Bribery and corruption
- Terrorist financing
- Tax evasion
- Sanctions
- Fraud, etc

## Effective trust admin 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

## Effective trust admin 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

**29 Jun 2017**

12:00 – 14:00

Registration from 11:30

Lunch is provided

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

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

**29 Jun 2017**

14:30 – 16:30

Registration from 14:15

## MLRO masterclass

- Addressing money laundering myths
- Senior management responsibilities
- Barriers to effective AML
- Changes in the AML regulatory framework and the spectre of “failure to prevent” offences
- Keeping your AML compliance monitoring programme up to date
- Case studies

**30 Jun 2017**

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

**30 Jun 2017**

13:00 – 15:00

Registration from 12:45

## Advanced AML for senior CSP professionals

- The risk-based approach to Customer Due Diligence
- Identifying the key requirements of the new AML regulatory landscape. What requirements have increased importance?
- Emerging AML and CFT typologies
- Constructive trust risk
- Corruption risk

**14 Sep 2017**

12:00 – 14:00

Registration from 11:30

Lunch is provided

**14 Sep 2017**

14:30 – 16:30

Registration from 14:15

**15 Sep 2017**

10:00 – 12:00

Registration from 09:30

**15 Sep 2017**

13:00 – 15:00

Registration from 12:45

## **The rise of Big Brother, the real cost of loss of privacy – necessary LEA tool or human rights abuse?**

- Drivers – impact of the USA PATRIOT Act
- What is public interest?
- Managing client confidentiality
- Recognising and managing “fishing expeditions”
- What does the future hold?

## **Deferred prosecution agreements (DPAs) – the new weapon of choice for LEAs?**

- Drivers and developments
- Usage and success in the USA
- UK cases to date – Standard Bank...
- Practical guidance

## **Whistleblowing – are there dangers in doing the “right thing”?**

- Why whistleblow?
- Practical guidance – fact management
- Risks and repercussions
- Statutory protection
- Case studies

## **Asset protection or debtor protection? Money laundering risk and the misuse of asset protection trusts**

- What is an Asset Protection Trust (APT)?
- Importance of understanding the commercial rationale
- Misuse of APTs and the associated criminal risk
- APTs in offshore – NOT a level playing field!

**26 Oct 2017**

12:00 – 14:00

Registration from 11:30

Lunch is provided

## **Tax evasion, the new narcotic – assessing the effect of recent tax evasion legislation**

- Drivers for the offence
- What constitutes an offence?
- Corporate liability
- Personal liability
- What is meant by “adequate procedures”
- Evasion verses avoidance
- Identifying risk in providers supply chain

**26 Oct 2017**

14:30 – 16:30

Registration from 14:15

## **Demonstrating effective governance – meeting your regulatory expectations**

- What should a CSP’s governance architecture look like?
- How is the Board kept up to date on financial crime issues
- Ensuring reporting made to the Board is meaningful and relevant
- Ensuring Board members are sufficiently familiar with the business risk assessment
- How does the Board determine whether its oversight of the business’ compliance arrangements are appropriate and effective?

**27 Oct 2017**

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
- Word abbreviation
- Skills practice
- Active listening
- Transcribing minutes

**27 Oct 2017**

13:00 – 15:00

Registration from 12:45

## **The rise and rise of fraud**

- Fraud stats – what is the current state of play?
- New techniques and frauds of choice
- Where are your vulnerabilities?
- New offence of failure to prevent fraud
- Managing the risk, both corporate and personal

**07 Dec 2017**

12:00 – 14:00

Registration from 11:30

Lunch is provided

## **Appreciating your money laundering and terrorist financing risk – through a series of contemporary case studies**

(Repeat of May course)

- Cases to consider
- Bribery and corruption
- Terrorist financing
- Tax evasion
- Sanctions
- Fraud, etc

**07 Dec 2017**

14:30 – 16:30

Registration from 14:15

## **2018 – key issues for the new year**

- A round-up and evaluation of imminent and likely regulatory and legal changes – rise of corporate liability and failure to prevent offences
- Local issues – Moneyval impact
- View from the UK
- View from Europe
- View from the USA

**08 Dec 2017**

10:00 – 12:00

Registration from 09:30

## **AML all staff mandatory training**

(repeat of June course)

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- Vulnerabilities, triggers, risks and responsibilities
- The Enactments and the AML/CFT Handbook
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**08 Dec 2017**

13:00 – 15:00

Registration from 12:45

## **Just who is your client? Creating an effective client risk profile**

- What should be considered?
- Organisation, person, country, product and delivery
- Distinction between different ownership structures
- Limitations of existing registers and public source documentation
- Data challenges and risk of getting it wrong
- Complexity of calculating direct, indirect, circular and beneficial ownership
- Best practice techniques for identifying beneficial ownership



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## How to book

To book your place on these courses, register online:

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

For enquiries please email [jofrenchACSP@jerseyibs.com](mailto:jofrenchACSP@jerseyibs.com) or phone +44 (0)1534 816333

## 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