



**The Association of  
Corporate Service Providers  
Isle of Man**

## 2021 ACSP Programme

**ACSP Toolkit essentials for Administrators  
ACSP Toolkit essentials for senior staff  
ACSP all staff programme for professional development  
ACSP response to market courses**

## ACSP Toolkit essentials for Administrators

This programme is designed for all junior to mid-level administrators who require training on the basics of trust and company administration.

Date & Time	Course Title	Tutor
19 February 9am-11am	<u>How to run a successful meeting (remote and traditional)</u> <ul style="list-style-type: none"><li>• What is a meeting and why are they needed?</li><li>• Role of the administrator</li><li>• tasks prior to holding meetings</li><li>• tasks on the day</li><li>• leading the meeting and use of an agenda</li><li>• closing the meeting</li><li>• Post meeting tasks and follow up</li><li>• Importance of the robust audit trail</li><li>• Remote meeting protocol</li></ul>	Jo French LLM
19 February 11:30am-1:30pm	<u>Minute writing – the essentials</u> <ul style="list-style-type: none"><li>• Why do we take minutes?</li><li>• The challenges of the role</li><li>• Preparation and effective use of an agenda</li><li>• Word abbreviation and other useful tips</li><li>• Active listening</li><li>• Format and layout &amp; sign-off</li><li>• What to avoid</li></ul>	Jo French LLM

<p>30 April 9am-11am</p>	<p><u>Trust administration essentials - Part 1</u></p> <ul style="list-style-type: none"> <li>• What is a Trust and how are they created</li> <li>• Key parties to a Trust</li> <li>• Trustee’s duties, powers and liabilities</li> <li>• Beneficiary interests and rights</li> <li>• Common types of Trusts and how they are utilised in offshore planning</li> </ul>	<p>Jo French LLM</p>
<p>30 April 11:30am-1:30pm</p>	<p><u>Trust administration essentials - Part 2</u></p> <ul style="list-style-type: none"> <li>• Trust formation checklist</li> <li>• Distributions and other benefits</li> <li>• Trustees duties and investments</li> <li>• Ensuring effective management and control offshore</li> <li>• The importance of trustee records and meetings</li> </ul>	<p>Jo French LLM</p>
<p>27 May 2:30pm-4:30pm</p>	<p><u>All staff AML/CFT mandatory training (with testing)</u></p> <ul style="list-style-type: none"> <li>• What is your Money Laundering and Terrorist Financing risk in reality?</li> <li>• The AML and CFT Risk universe</li> <li>• How do you manage the risk?</li> <li>• Key policies and procedures</li> <li>• SARs as a defence</li> <li>• Mandatory SARs and post-reporting obligations</li> <li>• What are the potential consequences if you fail?</li> <li>• Impact of Covid</li> <li>• Risk-based approach in action – case studies</li> </ul>	<p>Jo French LLM</p>

<p>28 May 9am-11:00am</p>	<p><u>Company Administration Essentials Part 1 (Theory)</u></p> <ul style="list-style-type: none"> <li>• Features of a company</li> <li>• The veil of incorporation and how it may be lifted</li> <li>• Company formation and constitution</li> <li>• Company records and statutory disclosures</li> <li>• Dissolution and liquidation</li> </ul>	<p>Jo French LLM</p>
<p>28 May 11:30am-1:30pm</p>	<p><u>Company administration essentials - Part 2 (Practice)</u></p> <ul style="list-style-type: none"> <li>• Directors' duties, liabilities and powers</li> <li>• Members powers and rights</li> <li>• Capital adequacy</li> <li>• Uses of a company</li> <li>• Demonstrating effective management and control; offshore</li> </ul>	<p>Jo French LLM</p>
<p>22 October 11:30am-1:30pm</p>	<p><u>Business letter writing</u></p> <ul style="list-style-type: none"> <li>• Structuring a business letter or email</li> <li>• Essential ingredients of a written communication</li> <li>• Effective communication</li> <li>• Achieving effective outcomes</li> <li>• Regulatory considerations</li> </ul>	<p>Christopher Journeaux</p>
<p>19 November 11:30-1:30pm</p>	<p><u>Introduction to the role of the company secretary</u></p> <ul style="list-style-type: none"> <li>• What is a company secretary and what do they do?</li> <li>• Expectations of the role holder</li> <li>• Statutory obligations</li> <li>• Regulatory considerations</li> <li>• Developing as a company secretary</li> </ul>	<p>Jo French LLM</p>

## **ACSP Toolkit essentials for senior staff**

This programme is designed for all senior administrators, managers & directors. It aims to provide training on the more senior aspects of trust and company administration such as trusteeship, directorship, risk management and corporate governance.

<b>Date &amp; Time</b>	<b>Course Title</b>	<b>Tutor</b>
24 March 9am-11am	<u>The importance of strong corporate governance</u> <ul style="list-style-type: none"><li>• Regulated corporate governance expectations</li><li>• The role of the board/chair/directors</li><li>• Isle of Man – the FSA perspective</li><li>• Corporate governance failures and boardroom dynamics</li><li>• Financial crime risk management through the lens of corporate governance</li></ul>	Helen Hatton
24 March 11:30am-1:30pm	<u>Director duties and liabilities</u> <ul style="list-style-type: none"><li>• The role of the director</li><li>• Company law and various legislative considerations</li><li>• How liability can manifest itself in an offshore business environment</li></ul>	Helen Hatton
25 June 9am-11am	<u>Professional CSP Directorship - essential skills and knowledge</u> <ul style="list-style-type: none"><li>• The Directors legal and regulatory universe (domestic and international)</li><li>• Focus on “fiduciary duty”</li><li>• Roles and Key relationships</li><li>• Induction</li><li>• Vacation of office</li><li>• Offshore tensions and the need to demonstrate “Economic Substance”</li><li>• Consequences of a breach of duty</li><li>• Managing directors’ liabilities</li></ul>	Jo French LLM

<p>25 June 11:30am-1:30pm</p>	<p><u>Senior staff AML/CFT mandatory training (with testing)</u></p> <ul style="list-style-type: none"> <li>• Appreciate the increased obligations and the challenges that may be faced in meeting them</li> <li>• Consider emerging financial crime risks and the suitability of existing controls</li> <li>• lessons learnt from recent financial crime investigations and prosecutions</li> <li>• Business risk assessments - theory and practice</li> <li>• Embedding a positive AML culture</li> <li>• Hot topics</li> </ul>	<p>Jo French LLM</p>
<p>10 September 9am-11am</p>	<p><u>Professional Trusteeship - essential skills and knowledge</u></p> <ul style="list-style-type: none"> <li>• Hot topics</li> <li>• Trustee Duties and Liabilities</li> <li>• APT risks</li> <li>• Constructive Trusts</li> <li>• Managing the risk of a Sham</li> <li>• Effective administration for professional trustees</li> <li>• International Trust options - STAR and VISTA Trusts</li> </ul>	<p>Jo French LLM</p>
<p>10 September 11:30am-1:30pm</p>	<p><u>Risk management - essential skills and knowledge</u></p> <ul style="list-style-type: none"> <li>• Global Risk Trends</li> <li>• Appreciating your “Risk Universe”</li> <li>• Drivers, influencers and the need for compliance</li> <li>• Risk Management Architecture</li> <li>• Key Roles and Responsibilities for Risk Management</li> <li>• Identifying risks in your business environment</li> <li>• Tips to manage and monitor</li> <li>• Potential consequences of failure</li> </ul>	<p>Jo French LLM</p>
<p>03 December 11.30am-1.30pm</p>	<p>Senior staff AML/CFT mandatory training (with testing) <i>Repeat of June course</i></p>	<p>Jo French LLM</p>

## **ACSP all staff programme for professional development**

This programme is designed for all senior financial services professionals, including managers; directors; compliance officers; and senior administrators. It aims to keep members updated with knowledge to ensure they meet their compliance and regulatory obligations within their role.

<b>Date &amp; Time</b>	<b>Course Title</b>	<b>Tutor</b>
18 February 12pm-2pm	<u>COVID – repercussions of a financial pandemic</u> <ul style="list-style-type: none"><li>• On health, wealth, civil liberties and democracy</li><li>• Focus on criminal activity such as fraud and corruption</li><li>• The vaccine as liquid gold for organised crime</li></ul>	Jo French LLM
18 February 2:30pm-4:30pm	<u>A very local scandal – lessons learnt from “The Jersey Files” - AML failings</u> <ul style="list-style-type: none"><li>• A review of recent LEA and regulatory action</li><li>• What went wrong</li><li>• Lessons learnt &amp; potential repercussions for the Isle of Man</li></ul>	Jo French LLM
26 March 12:00pm- 2:00pm	<u>Beneficial Ownership – is your house in order?</u> <ul style="list-style-type: none"><li>• Beneficial Ownership legislation in the Isle of Man</li><li>• International considerations and FATF guidance</li><li>• Beneficial Ownership versus Beneficial control</li></ul>	Grahame White
26 March 2:30pm-4:30pm	<u>The Insider – are you prepared?</u> <ul style="list-style-type: none"><li>• Defining the insider risk</li><li>• Case studies in insider led disaster</li><li>• How to manage the risk of the insider, from screening to printing</li></ul>	Grahame White

<p>29 April 12pm-2pm</p>	<p><u>Avoid “Attention Deficit Syndrome” in your risk training - understanding and ensuring real value from your AML/CFT training</u></p> <ul style="list-style-type: none"> <li>• Why is AML training &amp; education mandatory?</li> <li>• What is your message, is it fit for purpose and relevant?</li> <li>• Ensuring the message is heard?</li> <li>• How do you know – testing, evaluation and follow up</li> <li>• Delivery options – what works best for your firm?</li> </ul>	<p>Jo French LLM</p>
<p>29 April 2:30pm-4:30pm</p>	<p><u>Nowhere to hide – appreciating the increased powers of the regulatory environment</u></p> <ul style="list-style-type: none"> <li>• An update of the scope and impact to date of current LEA and regulatory tools, to include:</li> <li>• Unexplained Wealth Orders and DPA’s</li> <li>• Corporate liability in the Bribery Act,</li> <li>• Corporate liability in the Criminal Finance Act (tax evasion)</li> <li>• Failure to prevent Economic Crime</li> <li>• New approach of the SFO</li> <li>• Sanctions update – focus on the Magnitsky Act</li> </ul>	<p>Jo French LLM</p>
<p>27 May 12pm-2pm</p>	<p><u>Directors – how to behave better: get value from your board by improving the quality of the board dynamics and the decisions it ultimately makes</u></p> <ul style="list-style-type: none"> <li>• Why board need to improve their collective and individual behaviours</li> <li>• Board Dynamics and Human Factors</li> <li>• The board as a Team</li> <li>• Common problems &amp; tips for improving</li> <li>• Consequences of failing to have a positive culture</li> </ul>	<p>Jo French LLM</p>

<p>24 June 12pm-2pm</p>	<p><u>Human trafficking – organised crime’s commodity of choice: Where your risks are and how you manage them</u></p> <ul style="list-style-type: none"> <li>• Manifestations and methodology of the crime</li> <li>• Impact and extent</li> <li>• Legislative responses - Modern Slavery Act &amp; Sanctions</li> <li>• Media responses and reputational risk</li> <li>• Undertaking a corporate anti-slavery health check</li> </ul>	<p>Jo French LLM</p>
<p>24 June 2:30pm-4:30pm</p>	<p><u>MLRO Masterclass</u></p> <ul style="list-style-type: none"> <li>• Revisit the role of the MLRO to check you are fit for the 2021 risk and regulatory environment</li> <li>• Identify key policies and procedures to ensure you are effective in the execution of the MLRO function</li> <li>• Focus on SARs – in particular your analysis and thought processes, time frames, record keeping and robust audit trails, escalation and reporting to the board</li> <li>• Recognising and managing cultural barriers to effective SARs from both a staff and management perspective</li> <li>• What should prompt a SAR? A quick review of hot topics and emerging risks and case study.</li> </ul>	<p>Jo French LLM</p>
<p>09 September 12pm-2pm</p>	<p><u>Friends (or foes) in high places – PEP risk, corruption and media interest</u></p> <ul style="list-style-type: none"> <li>• PEPS redefined - Assessing a PEP’s influence</li> <li>• Legal and regulatory requirements</li> <li>• Ensuring an effective PEP risk assessment <ul style="list-style-type: none"> <li>○ Identification challenges</li> <li>○ EDD measures</li> <li>○ Acceptance and monitoring</li> <li>○ Case studies in failure</li> </ul> </li> </ul>	<p>Jo French LLM</p>

09 September 2:30pm-4:30pm	<u>Why good Governance is the boards risk management ultimate secret weapon!</u> <ul style="list-style-type: none"> <li>• Consequences of failing to have a positive culture</li> <li>• Why a good governance regime is essential</li> <li>• Governance architecture fundamentals</li> <li>• The Board and governance committees</li> <li>• The Board and risk management</li> <li>• Importance of meaningful board evaluations</li> <li>• Ensuring an effective Board and demonstrating Economic Substance</li> <li>• Danger! Governance failures –past and recent case studies</li> </ul>	Jo French LLM
21 October 12:00pm- 2:00pm	<u>The data conundrum of reporting obligations</u> <ul style="list-style-type: none"> <li>• Finding the balance between reporting obligations and data protection legislation</li> <li>• Key considerations in the Isle of Man</li> <li>• International information security and how international agencies work together</li> </ul>	Grahame White
21 October 2:30pm-4:30	<u>The SARS universe</u> <ul style="list-style-type: none"> <li>• Latest local developments in SARS</li> <li>• SARS- still fit for purpose?</li> <li>• Key considerations when submitting a SAR</li> <li>• How easy is it to ‘tip off’?</li> </ul>	Graham White
22 October 9:00am- 11:00am	<u>Risk-based approach – myth or reality?</u> <ul style="list-style-type: none"> <li>• Developing a true risk-based approach</li> <li>• How to ensure your risk scoring is adequate in 2021</li> <li>• Isle of Man FSA considerations.</li> </ul>	Grahame White
18 November 12:00pm- 2:00pm	<u>UK Criminal Finances Act – all bluster or a storm in the making?</u> <ul style="list-style-type: none"> <li>• Update on CCO legislation</li> <li>• Any prosecutions yet!?</li> <li>• Risk management for offshore TCSPs</li> </ul>	Grahame White
18 November 2:30pm-4:30pm	<u>How legal privilege and financial crime intersect</u> <ul style="list-style-type: none"> <li>• What is legal privilege and what is it not?</li> <li>• Understanding the pit falls</li> <li>• Case studies for consideration</li> </ul>	Grahame White

<p>19 November 9:00am- 11:00am</p>	<p><u>Where next for international money laundering regulations?</u></p> <ul style="list-style-type: none"> <li>• Moneyval update for Isle of Man</li> <li>• Beyond Moneyval, to the J5 and beyond!</li> <li>• Latest pressures on the Isle of Man and FATF post-Covid</li> </ul>	<p>Grahame White</p>
<p>02 December 12pm-2pm</p>	<p><u>If you think governance is expensive try having a disaster</u></p> <ul style="list-style-type: none"> <li>• Consequences of failing to have a positive culture</li> <li>• What is Governance, risk and compliance?</li> <li>• Establishing a GRC framework – essential components</li> <li>• Establishing a GRC framework key relationships</li> <li>• Making a business case for GRC</li> <li>• Lessons from contemporary GRC failing</li> </ul>	<p>Jo French LLM</p>
<p>02 December 2:30pm-4:30pm</p>	<p><u>Managing conflicts of interest</u></p> <ul style="list-style-type: none"> <li>• What is a conflict of interest?</li> <li>• Why is it an issue?</li> <li>• Are you affected?</li> <li>• Problems if not managed</li> <li>• Case study</li> </ul>	<p>Jo French LLM</p>
<p>03 December 9am-11am</p>	<p><u>All staff AML / CFT Mandatory training (with testing)</u></p> <ul style="list-style-type: none"> <li>• What is your Money Laundering and Terrorist Financing risk in reality?</li> <li>• The AML and CFT Risk universe</li> <li>• How do you manage the risk?</li> <li>• Key policies and procedures</li> <li>• SARs as a defence</li> <li>• Mandatory SARs and post-reporting obligations</li> <li>• What are the potential consequences if you fail?</li> <li>• Impact of Covid</li> </ul>	<p>Jo French LLM</p>

## ACSP response to market courses

This programme is designed for all senior financial services professionals, including managers; directors; compliance officers; and senior administrators. It aims to keep respond dynamically to the local market and member feedback to keep members updated with topical knowledge to ensure they meet their compliance and regulatory obligations within their role.

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## **Pricing:**

- £50.00 per 2-hour course for members
- £65.00 per 2-hour course for non-members

## **Bookings:**

Two easy ways to book...

1. To register your place, please book online either at:

- <https://www.acsp.co.im/events>
- <https://booking.sifs.co.uk>

2. Email [Louise.McCormick@sifs.co.uk](mailto:Louise.McCormick@sifs.co.uk) or [events@sifs.co.uk](mailto:events@sifs.co.uk) including the below details per course:

- Full name
- Email address
- Billing address