



# ACSP Programmes for 2016



The Association of  
Corporate Service Providers  
Isle of Man

 The 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)

Lunch is provided for all sessions starting at 12pm

25 February 2016, 12.00–14.00  
Registration commences at 11.30

## Implications of the Fourth EU Anti Money Laundering Directive (4MLD) – Are you ready?

Lunch is provided

- Drivers for the Fourth EU Anti Money Laundering Directive (4MLD)
  - UBO registers are coming – what are the implications for the Isle of Man?
  - New thresholds for payments
  - More caution with PEPs
  - Next steps, the IOM's response

25 February 2016, 14.30–16.30  
Registration commences at 14.15

## Is FIFA the tip of the iceberg – Developments in corruption risk

- The case so far
- Where is your risk?
- Managing your Anti-Bribery Corruption (ABC) requirements in light of the scandal

26 February 2016, 10.00–12.00  
Registration commences at 09.30

## Becoming 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

26 February 2016, 13.00–15.00  
Registration commences at 12.45

## Becoming 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

14 April 2016, 12.00–14.00  
Registration commences at 11.30

## The new offence of “Reckless Management” and the potential for criminalisation of decision-making

Lunch is provided

- Who or what is causing directors to ‘raise the game’
- Importance of NEDs
- Risks to directors
- The Reckless Management offence
- Managing your risk

14 April 2016, 14.30–16.30  
Registration commences at 14.15

## Introduction to the Senior Management Regime – Is your Board fit for purpose?

- What is the Senior Management Regime?
- What to do to comply
- Risk of non-compliance

15 April, 10.00–12.30  
Registration commences at 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

15 April 2016, 13.00–15.30  
Registration commences at 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

26 May 2016, 12.00–14.00  
Registration commences at 11.30

## Family Offices and Private Trust Companies – What risks should be on your radar?

Lunch is provided

- What is a family office
- Who uses a family office
- The challenges facing family offices
- Practical advice for managing risk
- Handling CDD/EDD sensitively
- AML Risk – case study

26 May 2016, 14.30–16.30  
Registration commences at 14.15

## Appreciating your money laundering and terror financing risk – through a series of contemporary case studies THIS COURSE REPEATS ON 01 DECEMBER 2016

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

27 May 2016, 10.00–12.30  
Registration commences at 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

27 May 2016, 13.00–15.30  
Registration commences at 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

27 June 2016, 12.00–14.00  
Registration commences at 11.30

## Becoming an MLRO? Essential information and survival guide

Lunch is provided

- 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

27 June 2016, 14.30–16.30  
Registration commences at 14.15

## MLRO Masterclass

- The statutory basis of the role of MLRO
- 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

28 June 2016, 10.00–12.00  
Registration commences at 09.30

## AML all staff mandatory training

THIS COURSE REPEATS ON 02 DECEMBER 2016

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 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 June 2016, 13.00–15.00  
Registration commences at 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 CTF typologies
- Constructive trust risk
- Corruption risk

08 September 2016, 12.00–14.00  
Registration commences at 11.30

## Financial crime – emerging risks and trends

Lunch is provided

- Increased focus of the regulator on the offences of insider dealing and misleading statements
- Review of regulatory action both internationally and within the Crown dependencies
- Personal liability – The increasing risk of Criminal prosecution following the Tom Haynes conviction
- Fraud update

08 September 2016, 14.30–16.30  
Registration commences at 14.15

## Managing the risk of terrorism financing – focus on the rise of ISIS

- The funder profile
- Funding typologies:
  - Energy assets
  - Humanitarian Aid
  - Taxes and tithes
  - Theft of antiquities
  - Managing your risk

09 September 2016, 10.00–12.00  
Registration commences at 09.30

## Governance, Risk and Compliance (GRC) – an introduction to a new way of thinking about risk management

- What is GRC?
- Building a world class GRC framework – essential components and relationships
- Benefits of an integrated GRC
- Examples of failings

09 September 2016, 13.00–15.00  
Registration commences at 12.45

## Review of recent regulatory action in the Crown Dependencies and beyond – what lessons should be learnt?

- Review of action taken by local regulators over:
  - Governance failings
  - Fund management failings
  - Conflicts of interest
  - Failure of fit-and-proper test of key individuals
  - Mandatory Reporting prosecution

6 October 2016, 12.00–14.00  
Registration commences at 11.30

## Tax evasion – the risk of criminal sanction

Lunch is provided

- What is tax crime?
- How could you be exposed?
- What are the risks of prosecution?
- What is the UK's view
- Failed tax avoidance schemes
- Protecting your firm

6 October 2016, 14.30–16.30  
Registration commences at 14.00

## Ensuring ethics and building a positive compliance culture

- Defining ethical business conduct in the context of strategic business objectives
- Why profits and ethics are a good marriage
- Identifying and communicating a set of corporate values
- Common human issues that undermine a corporate compliance culture
- Steps to improve culture
- Case studies

7 October 2016, 10.00–12.00  
Registration commences at 09.30

## Demonstrating effective governance Part 1 – Top tips for an effective Board meeting

- The purpose of the Board
- The Board and risk management
- The tasks of a Board – the reality
- Evaluating your board
- The role of non-executive directors

7 October 2016, 13.00–15.00  
Registration commences at 12.45

## Demonstrating effective governance Part 2 – 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

01 December 2016, 12.00–14.00  
Registration commences at 11.30

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

THIS COURSE IS A REPEAT OF 26 MAY 2016 COURSE

Lunch is provided

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

01 December 2016, 14.30–16.30  
Registration commences at 14.15

## 2017 – key regulatory and compliance issues for the new year

- A round-up and evaluation of imminent and likely regulatory and legal changes
- Local issues
- View from the UK
- View from Europe
- View from the USA

02 December 2016, 10.00–12.00  
Registration commences at 09.30

## AML all staff mandatory training

THIS COURSE IS A REPEAT OF 01 JULY 2016 COURSE

Lunch is provided

This session is structured to ensure that delegates are fully compliant with all of the requirements for AML training under paragraph 22 of the Codes and s. 7.3.5 of the 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 Proceeds of Crime Law and the AML/CFT Handbook.

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- Risk-based approach in action – case studies
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02 December 2016, 13.00–15.00  
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## Facilitation of Crime – Why your AML Manual may be out of date

- Changes to legal and regulatory landscape
- International focus
- Need for spirit of law to be reflected
- Ensuring staff and management buy-in



# ACSP Programmes – Registration Form 2016



The Association of  
Corporate Service Providers  
Isle of Man

## How to book

Phone on +44 (0)1534 816333 or email [jofrenchACSP@jerseyibs.com](mailto:jofrenchACSP@jerseyibs.com)

**Complete the registration form and send to:**

By Post: ACSP bookings, Jersey International Business School,  
12/13 Caledonia Place, The Weighbridge,  
St Helier, Jersey, JE2 3NG

All bookings will be confirmed by e-mail.

## 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