

Examples of functional title ¹	Key roles and required competence
<p>(I) Relationship Manager / Wealth Manager / Investment Consultant / Investment Advisor / Financial Consultant / Financial Advisor (including team heads who have direct or indirect supervisory responsibilities over the aforesaid staff)</p>	<p>Identifying and originating new customer relationships, and developing existing relationships</p> <p>Performing “know your customer” procedure, including collecting relevant customer information, performing and documenting customer needs analysis and customer risk profiling, documenting investment objectives and strategies and / or investment mandate</p> <p>Delivering wealth management advice and solutions to customers, taking into account customers’ circumstances, and working closely with relevant parties (e.g. Product Specialists and Portfolio Management Specialists) as appropriate</p> <p>Explaining key features, structures and risks of wealth management products to customers, and explaining (and negotiating) respective terms and conditions</p> <p>Making investment recommendations and /or solicitations to customers, and, unless an exemption applies, providing a copy of the rationale to customers</p> <p>Working closely with relevant parties to ensure timely and accurate execution of transactions</p> <p>Coordinating closely with relevant parties (e.g. Operations and Compliance) to conduct regular review of the performance of customers’ asset portfolio (e.g. financial performance, quality of account service, and anti-money laundering / counter-terrorist financing issues)</p> <p>Maintaining customer relationship and updating customer risk profile regularly and as appropriate</p> <p>Acting ethically and ensuring compliance with relevant regulatory requirements and standards, and internal policies and procedures</p> <p>Keeping abreast of the development of private wealth management industry and economic conditions, product knowledge, relevant regulatory requirements and standards, and internal policies and procedures</p>
<p>(II) (Discretionary) Portfolio Manager / Asset Manager (including team heads who have direct or indirect supervisory responsibilities over the aforesaid staff)</p>	<p>Performing “know your customer” procedure, including collecting relevant customer information, performing and documenting customer needs analysis and customer risk profiling, documenting investment objectives and constraints; developing investment mandate and portfolio strategies; and explaining and document the basis of the portfolio strategies and investment mandate</p> <p>Executing investment transactions in accordance with customer’s investment objectives, investment mandates, and portfolio strategies, and working closely with relevant parties to ensure timely and accurate execution of transaction</p> <p>Keeping customers informed of the portfolio performance, and regularly monitoring and managing customers’ portfolio in accordance with pre-defined investment objectives, investment mandates, and portfolio strategies</p>

¹ Practitioners who bear other titles but perform similar roles and functions as specified in this list should still fall under the definition of Relevant Practitioners.

	<p>Maintaining customer relationship, conducting periodic review of customer account and portfolio, and updating customer risk profile regularly and as appropriate</p> <p>Confirming with customers with discretionary accounts at least annually whether they wish to revoke that authority</p> <p>Acting ethically and complying with relevant regulatory requirements and standards, and internal policies and procedures</p> <p>Keeping abreast of the development of private wealth management industry and economic conditions, product knowledge, relevant regulatory requirements and standards, and internal policies and procedures</p>
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