<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Investment and Financial Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Wealth Planning Administration</td>
</tr>
<tr>
<td>TSC Description</td>
<td>Manage, review and administer proposed wealth planning tools and/or structures, in accordance with the organisation's policies and procedures and wealth planning laws and regulations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSE-FIN-3028-1.1</td>
<td></td>
<td></td>
<td>Assist in managing and administering proposed wealth planning tools and/or structures</td>
<td>Manage administration of proposed wealth planning tools and/or structures</td>
<td>Oversee administration of proposed wealth planning tools and/or structures in adherence to wealth planning laws and regulations as well as perform ad-hoc client servicing activities to maintain client relationships</td>
<td></td>
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</tbody>
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Knowledge

- Funding concepts of investment and bank accounts
- Account servicing strategies
- Wealth planning laws and regulations

- Wealth structure creation processes
- Wealth planning laws and regulations
- Roles and responsibilities of key stakeholders involved in structure creation
- Relationship management techniques

- Weigh structure creation processes
- Wealth planning laws and regulations
- Roles and responsibilities of key stakeholders involved in structure creation
- Relationship management techniques
- Organisation's policies and procedures in wealth planning

Abilities

- Execute client acceptance and on-boarding procedures in accordance with the organisation's policies and procedures
- Perform periodic reviews and updates of customer accounts including ongoing due diligence
- Assist in the implementation of the proposed wealth and

- Identify business opportunities and design account plans
- Manage client acceptance and on-boarding procedures
- Perform quality assurance on periodic reviews and updates of client accounts
- Perform ongoing client due diligence

- Oversee client acceptance and on-boarding procedures to ensure evidence and relevant supporting information is obtained
- Oversee quality assurance on periodic reviews and updates of client accounts
- Manage ongoing client due diligence
**SKILLS FRAMEWORK FOR FINANCIAL SERVICES**  
**TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<table>
<thead>
<tr>
<th>Estate planning tools and/or structures</th>
<th>Conduct implementation and periodic reviews related to the proposed wealth and estate planning tools and/or structures</th>
<th>Manage and oversee implementation and periodic reviews related to the proposed wealth and estate planning tools and/or structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adhere to organisation’s policies and procedures as well as wealth planning laws and regulations during implementation</td>
<td>Adhere to the organisation’s policies and procedures as well as wealth planning laws and regulations while managing administration of proposed wealth and estate planning tools and/or structures</td>
<td>Monitor administration of proposed wealth and estate planning tools and/or structures in accordance with the organisation’s policies and procedures, wealth planning laws and regulations</td>
</tr>
<tr>
<td>Build client relationships</td>
<td>Build client relationships</td>
<td>Manage ad-hoc client servicing activities</td>
</tr>
</tbody>
</table>

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Page 2 of 2