



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1727WM01**

Company Name :	Vistra Trust (Hong Kong) Ltd					
Website Address :	www.vistra.com					
Position Title :	Intern, Trust Services				Job Cat :	WM
Number of Positions :	1	Internship Duration:	11 Weeks			
Main Duties :						
<ol style="list-style-type: none"> 1. Support Trust business development activities by preparing proposals/marketing material 2. Co-ordinate and attend meetings as required 3. Perform Know Your Client (KYC)/Client Due Diligence (CDD) on clients for onboarding 4. Assist to prepare Foreign Account Tax Compliance Act (FATCA) forms for clients 5. Assist with Common Reporting Standards project 6. Support the Trust team with any ad-hoc projects 						
Requirements :						
<ol style="list-style-type: none"> 1. Preferably a Law or Commerce university student who has completed the Equity and Trust subjects 2. Good command of both written and oral English and Mandarin 3. Excellent computer skills with MS Office Suite 4. Positive and proactive individual 						
Working Location :	19 Lee Garden One 33 Hysan Avenue Causeway Bay					
Working Hours :	Mon to Fri	09:00	to	18:00	Meal Break	1 hour
	Sat	N/A	to	N/A	Meal Break	N/A
Other Supplementary Information :						