



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1827WM01**

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:		12 Weeks		
Main Duties : 1. Support Trust business development activities by preparing proposals/marketing material 2. Coordinate and attend meetings as required 3. Perform Know Your Client/Client Due Diligence on clients for onboarding 4. Assist to prepare Foreign Account Tax Compliance Act (FACTA) forms for clients 5. Assist with common reporting standards project 6. Support the Trust team with any ad-hoc projects						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i> 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. Proactive and positive individual with an interest to explore the Trust field						
Working Location :	19F Lee Garden One, Causeway Bay					
Working Hours :	Mon to Fri	9am	to	6pm	Meal Break	1 hour
	Sat	N/A	to	N/A	Meal Break	N/A
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						