

STEP DIPLOMA IN INTERNATIONAL TRUST MANAGEMENT

THE BENCHMARK QUALIFICATION FOR
TRUST PROFESSIONALS

**A Route to Full
STEP Membership**

www.step.org/IntDip

This course counts towards your annual CPD requirement



The STEP Diploma in International Trust Management is a STEP and CLTI qualification. It is awarded in association with the [International Trust Companies Association \(ITCA\)](#) and [Manchester Business School \(MBS\)](#), a school of the University of Manchester.

The STEP Diploma is recognised worldwide as the benchmark qualification for those working in the international trusts arena. The Diploma explores common international principles and practices in detail and relates them to your local jurisdiction and other leading trust centres.

It comprises the following four Advanced Certificates:

- Trust Creation: Law and Practice
- Company Law and Practice
- Trust Administration and Accounts
- Trustee Investment and Financial Appraisal

ROUTE TO MEMBERSHIP

Each Advanced Certificate provides 30 Diploma Level Credits. Therefore, completion of the full Diploma will provide 120 credits towards your STEP membership which, when combined with prior qualifications and work experience, will entitle you to become a Full Member of STEP. To find out more about the STEP Qualifications and Membership Framework, visit www.step.org/qmf

COURSE STRUCTURE AND ASSESSMENT

The programme combines both [self-study](#) and local [face-to-face tuition](#), with each Advanced Certificate taking an average of four to six months to complete.

At the end of the distance learning period, delegates attend four days of face-to-face tuition, where available. This culminates in the final examination on day five. Each of the Advanced Certificates is assessed by way of a three-hour, closed-book examination. The examination comprises a mix of multiple choice questions and essay/scenario-based questions.

To register or to download an application form visit www.step.org/IntDip

LEARNING OUTCOMES

On successful completion of the Diploma, you will be able to:

1. Advise on the classification, types and uses of trusts, the factors affecting their validity and the circumstances under which they can and cannot be altered.
2. Explain the roles, responsibilities, limitations and liabilities of trustees, protectors and enforcers under local and international law.
3. Understand money, bond and equity markets, financial appraisal and ratio analysis and options, derivatives and futures markets.
4. Explain the duties and responsibilities of trustees in relation to investment matters under local and international legislation.
5. Advise on the use of trusts in modern tax planning.
6. Advise on the issues surrounding modern reserved powers legislation.
7. Identify and advise on the factors affecting a client's residence and domicile and outline the impact of these on a client's estate planning needs.
8. Analyse the conflict of laws rules (doctrine of renvoi) applicable to multi-jurisdictional trusts and advise clients when these rules may apply.
9. Explain the regulatory frameworks that have developed globally to counteract fraud and money laundering.
10. Carry out the 'know your client' checks that are required for compliance with anti-money Laundering regulations in your local jurisdiction.
11. Construct and interpret a set of trust accounts.
12. Understand the day-to-day affairs of an offshore company including the processes of incorporation and dissolution.

BUSINESS OUTCOMES

- Enables you to provide a professional service of a higher standard
- Enhances your ability to give holistic advice to clients as a trusted advisor
- Distinguishes you and your firm from the competition
- Provides a route to Full STEP membership and TEP status

“Very pleased with the face to face tutorial; informative, clear with great examples given. Very relevant and comprehensive.”

Priscilla Gopalan, Singapore

ENTRY ADVICE AND COSTS

Most delegates will complete the Certificate in International Trust Management (worth 30 Entry Level credits) before starting the Diploma. Admission to the Diploma is normally dependant on having gained a total of 60 Entry Level credits. For details see www.cltint.com/stepentrylevel

Exemption is possible from a maximum of two Advanced Certificates that make up the Diploma, depending upon prior qualifications.

The fee is £1,625 (plus local taxes) for each Advanced Certificate. This fee includes:

- Course manual
- Self-assessment material (including online resources)
- Four days of face-to-face tuition
- Examination entry

Face-to-face tuition is held at various locations around the world, visit www.step.org/IntDip for details of your nearest centre.

WE ARE STEP

STEP is the **worldwide professional** association for those **advising families across generations.**

Full members of STEP (TEPs) are the most experienced and senior practitioners in the field of trusts and estates. STEP membership is considered a mark of excellence and our high professional standards are recognised internationally.

Our members have a broad range of professional backgrounds, including accountants, lawyers, trust specialists and other similar practitioners who work in trusts and estates. Once you are a member of STEP you can connect and network with other members across a range of specialisms around the world.

There are three levels of STEP membership:

- Affiliate (60 Entry Level credits required)
- Technician (60 Diploma Level credits required)
- Full (120 Diploma Level credits plus relevant experience at practice level required)

To begin on any route to STEP membership, you will need 60 Entry Level credits, which can be made up of prior work experience and qualifications.

Find out more at www.step.org/qmf

CLT INTERNATIONAL

Our training partner, CLT International, is the exclusive course provider for the STEP Diploma Series. They also provide the STEP Certificate Series which includes the Advanced Certificate in Will Preparation and Advising Vulnerable Clients.

CLT International has a wealth of experience of providing high quality, certificated, professional training programmes to delegates around the world.

For questions on courses email cltinternational@centlaw.com

To register or to download an application form visit www.step.org/IntDip

STEP DIPLOMA IN INTERNATIONAL TRUST MANAGEMENT

Course Enrolment Form: Please complete in BLOCK CAPITALS

www.cltint.com/stepdiplomaint

1. Personal and Professional Details

CLTI Candidate Number (if applicable): _____

STEP Membership No. (if applicable):

Title (e.g. Mr/Mrs): _____

First Name(s): _____

Family Name(s): _____

Current Job Title: _____

Date of Birth (optional):

Gender: Male Female

Address: _____

Town: _____ City: _____

Postcode/Zip: _____

Country: _____

Telephone Number Daytime: _____

Telephone Number Evening: _____

Mobile Telephone Number: _____

Email (compulsory): _____

Dietary Requirements: _____

Disability Requirements: _____

Employer Details

Employer: _____

Employer Address: _____

Town: _____ City: _____

Country: _____

Postcode/Zip: _____

Employer Contact Name: _____

Employer Contact Job Title: _____

Employer Contact Email: _____

Employer Contact Telephone No: _____

Do you want your employer to know that you are taking this course?

Yes No

Course materials to be delivered to:

Home Address Employer Address

(please note that all course materials are sent via courier and will need to be signed for)

2. Education/Qualifications

Please indicate your educational and professional qualifications (if any):

3. Employment Sector

If you are employed please select the description that best suits your current role:

- | | |
|---|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Lawyer/Solicitor/Attorney |
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Legal Assistant/Paralegal |
| <input type="checkbox"/> Banker | <input type="checkbox"/> Legal Executive |
| <input type="checkbox"/> Barrister | <input type="checkbox"/> Notary |
| <input type="checkbox"/> Client Relations/Marketing/Sales | <input type="checkbox"/> Probate Executive |
| <input type="checkbox"/> Compliance Officer/Manager | <input type="checkbox"/> Secretarial/Administration |
| <input type="checkbox"/> Corporate Administrator | <input type="checkbox"/> Tax Advisor |
| <input type="checkbox"/> Estate Planner | <input type="checkbox"/> Trust Manager (Senior) |
| <input type="checkbox"/> Financial Planner | <input type="checkbox"/> Trust Officer/Trust Administrator |
| <input type="checkbox"/> Fund Administrator/Manager | <input type="checkbox"/> Trustee/Fiduciary |
| <input type="checkbox"/> HR | <input type="checkbox"/> Wealth Management |
| <input type="checkbox"/> Insurance Advisor | <input type="checkbox"/> Will Writer |
| <input type="checkbox"/> Judge | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Lawyer (Partner level) | |

Nature of duties: _____

4. Specialism(s) of interest

Please select the area(s) of specialisation which are of interest to you (choose as many as are relevant):

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Agricultural Property | <input type="checkbox"/> Investments |
| <input type="checkbox"/> Anti-Money Laundering | <input type="checkbox"/> Mediation |
| <input type="checkbox"/> Banking Law | <input type="checkbox"/> Mental Capacity |
| <input type="checkbox"/> Charities – Formation and Administration | <input type="checkbox"/> Pensions Law |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Personal Skills |
| <input type="checkbox"/> Contentious Trusts/Estates | <input type="checkbox"/> Philanthropy |
| <input type="checkbox"/> Corporate Administration/Management | <input type="checkbox"/> Private Equity and Property Funds |
| <input type="checkbox"/> Cross-Border Estates | <input type="checkbox"/> Retail Funds |
| <input type="checkbox"/> Elderly Client | <input type="checkbox"/> Succession and Probate |
| <input type="checkbox"/> Estate Administration | <input type="checkbox"/> Tax Investigations |
| <input type="checkbox"/> Estate Planning | <input type="checkbox"/> Taxation – Corporate |
| <input type="checkbox"/> Executorship and Probate | <input type="checkbox"/> Taxation – International |
| <input type="checkbox"/> Family Business | <input type="checkbox"/> Taxation – Personal |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Trust Accounting |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Trust Creation/Administration |
| <input type="checkbox"/> Foundations | <input type="checkbox"/> Wealth Planning |
| <input type="checkbox"/> Hedge Funds | <input type="checkbox"/> Will Preparation |

5. Course Selection

I wish to enrol on the following course:
(Please **tick one box only** then write the jurisdiction and date of the face-to-face course and examination in the space provided).

Trust Creation: Law and Practice:
Date: _____ Location: _____

Company Law and Practice:
Date: _____ Location: _____

Trust Administration and Accounts:
Date: _____ Location: _____

Trustee Investment and Financial Appraisal:
Date: _____ Location: _____

6. Fees

Course Fee **£1,625** (per paper)
(Including Course Materials, Face-to-face-tuition and Examination.)

7. Payment Method

Please indicate whether you are self-funding or your employer is paying the fee (note that your distance learning material will not be dispatched until payment is received if you are self-funding):

Self-funding Employer is paying
Employer signature if paying the course fee: _____

Please tick the appropriate box

Please invoice me at my home address
 Please invoice my employer

I authorise you to debit my Credit Card
Card Type: Master Card Visa Visa Debit

Name of Cardholder: _____

Credit Card Number:

Security Code: Card Expiry Date:

Issuing Bank: _____

Payment Amount: £ _____

Signature of Cardholder: _____

Date:

I enclose a cheque/bankers draft made payable to CLT International

I have made an electronic bank transfer to:
CLT International Ltd
Barclays Bank Plc, Level 22,
1 Churchill Place, London, E14 5HP
Sort Code: 20-82-94
Account No: 30568392
Ref (your name): _____

8. Signature of Applicant

By signing this document, you confirm that you have read, understood, and agree to the terms and conditions of enrolment.

These terms and conditions for the Diploma be found at:
www.cltint.com/stepdiplomaint

Signature of Applicant: _____

Date:

9. Data Protection

The information you have provided will be used by CLT International, STEP and its branches, or approved agents for administrative, membership and educational purposes or as required by law. From time to time CLT International may pass your name and address to third parties to enable them to send you information about products and services approved by CLT International. If you do not want to receive hard copy mailings from third parties, please let us know by ticking the box.

I do not wish to receive hard copy mailings from third parties approved by CLT International relating to beneficial products and services.

CLT International will not share your email address with third parties without your express permission.

10. How did you hear about the course

STEP Website STEP Journal
 CLT Website Social Media
 Colleague/Employer Industry Event
 STEP E-Newsletter STEP Event
 STEP Email Mailshot
 CLT Email
 Industry Publication (Please specify) _____
 Other (Please specify) _____

11. STEP Application

(Do NOT complete this section if you are already a STEP member)

1. STEP will be notified of your enrolment within one month and your welcome e-mail from STEP Worldwide will be sent to you within 6 weeks.

Please note that it is mandatory to maintain your STEP membership whilst you are studying a STEP Certificate or Diploma and you will be invoiced by STEP for your annual fees.

For further details regarding membership categories, please visit www.step.org/categories

2. Please indicate below the STEP Branch you wish to join:

(before completing this section, please refer to www.step.org/branches-chapters for STEP branch details)

Please note that all members of STEP must comply with the Code of Professional Conduct.

This can be found by visiting www.step.org/professional-standards

To return this form

By Post: CLT International, Wrens Court,
52/54 Victoria Road, Sutton Coldfield,
Birmingham B72 1SX, England

By Fax: +44 (0) 121 362 75 10

By Email: cltinternational@centlaw.com

Delivered in association with

