



# **BPP Professional Development 2017 Trust & Company Practice Programme**

# Programme Guide

Course Title	Date	Outline	Cost
<b>Introduction to UK Income Tax for Offshore Trustees</b>	7 February, 16.30 – 18.30	<ul style="list-style-type: none"> <li>• Residence and domicile</li> <li>• The remittance basis</li> <li>• Calculating income tax</li> <li>• Property income</li> <li>• Offshore trustees</li> </ul>	£99.00
<b>Investments for Administrators</b>	8 February, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• What is a share?</li> <li>• Why chose a share?</li> <li>• Dividends</li> <li>• Market volatility of shares</li> <li>• What is a bond?</li> <li>• Why chose a bond?</li> <li>• Par, coupon, yield to maturity</li> <li>• What are funds?</li> <li>• Why chose a fund?</li> <li>• NAV</li> <li>• Risk and return</li> <li>• Portfolio objectives and composition</li> <li>• Other assets</li> </ul>	£99.00
<b>BVI and Cayman companies</b>	2 March, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Different types of company available in BVI and Cayman</li> <li>• Restrictions on the use of companies</li> <li>• Reserved and shelf companies: advantages and drawbacks</li> <li>• Incorporation of Companies including constitutional documents</li> <li>• Registered agents</li> <li>• Share capital including bearer shares</li> <li>• Directors meetings and duties</li> <li>• Members meetings</li> <li>• Registered office and record keeping</li> <li>• Statutory returns</li> <li>• Records of transactions and Financial statements</li> <li>• End of the road</li> </ul>	£99.00
<b>Types of trusts and relevant case law</b>	16 March, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Discretionary Trusts</li> <li>• Why are discretionary trusts used?</li> <li>• Settlor reserved power Trust</li> <li>• Why are Settlor Reserved Power trusts used?</li> <li>• Fixed interest Trust</li> <li>• Why are Fixed Interest trusts used?</li> <li>• Bare Trust</li> <li>• Why are Bare trusts used?</li> <li>• Purpose Trusts</li> <li>• Why are Purpose trusts used?</li> <li>• Case law – Hastings Bass update</li> <li>• Case law – Trusts and divorce</li> <li>• Case law – Trusts set aside due to mistake</li> <li>• Case law – Trust protectors</li> </ul>	£99.00

<b>Introduction to UK Capital Gains Tax for Offshore Trustees</b>	22 March 16.30 – 18.30	<ul style="list-style-type: none"> <li>• Revision of basic principles</li> <li>• Non-UK resident trusts</li> <li>• ATED / ARPT charge</li> <li>• CGT charge for non-residents</li> </ul>	£99.00
<b>Comparison between Jersey and UK company law</b>	28 April, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Company formation</li> <li>• Ultimate beneficial owners</li> <li>• Corporate directors</li> <li>• Members</li> <li>• Authorised share capital</li> <li>• Company filings</li> <li>• Accounts</li> <li>• Annual General Meetings</li> <li>• Company dissolution</li> </ul>	£99.00
<b>The role of the company secretary</b>	18 May, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• What is a company secretary?</li> <li>• Who needs a company secretary?</li> <li>• Basic responsibilities</li> <li>• Authority</li> <li>• Board meetings</li> <li>• Minutes</li> <li>• Offshore issues</li> <li>• Statutory administration</li> <li>• Annual return</li> <li>• Reviving a Jersey Company</li> <li>• Public or Private company</li> <li>• Submitting documents to the registry</li> </ul>	£99.00
<b>What is a trust?</b>	5 June, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• What is a Trust?</li> <li>• Why set up a trust?</li> <li>• The history of Trusts</li> <li>• 3 Certainties</li> <li>• How is a Trust created?</li> <li>• Perpetuity</li> <li>• Who are the parties to a trust?</li> <li>• Settlers and their role</li> <li>• Beneficiaries and their interests and rights</li> <li>• Trustees and their duties and powers</li> <li>• Protectors</li> <li>• Void and Voidable trusts</li> <li>• Types of trusts</li> </ul>	£99.00
<b>Minute writing</b>	16 June, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• What are minutes?</li> <li>• Why do service providers produce minutes?</li> <li>• Offshore Trust minutes</li> <li>• Offshore Company minutes</li> </ul>	£99.00
<b>Roles and responsibilities of trustees</b>	7 July, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Powers and duties of trustees</li> <li>• Basic trustee duties: Not to profit: Keech v Sandford</li> <li>• The duty of care</li> <li>• Beneficiaries: rights and difficulties</li> <li>• General trustee investment issues: preserve and enhance</li> <li>• Underlying companies: Bartlett and trustee duties</li> <li>• Shams: types, transfers, settlor problems, the effect of a trust being declared a sham</li> <li>• How to avoid Shams</li> <li>• Trustee duties</li> <li>• Trustee meetings</li> <li>• Trust records</li> </ul>	£99.00

<b>Administration for non-administrators</b>	17 July, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Offshore jurisdictions and onshore offshore jurisdictions</li> <li>• Why are offshore and onshore offshore jurisdictions used?</li> <li>• Regulation and legislation</li> <li>• Entities used</li> <li>• What is administration?</li> <li>• Income vs wealth generation</li> <li>• Accounts and reporting</li> <li>• Pressure points</li> </ul>	£99.00
<b>Introduction to UK Inheritance Tax for Offshore Trustees</b>	22 August, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Basic principles</li> <li>• Occasions of charge for trusts</li> <li>• Qualifying interest in possession trusts</li> <li>• Relevant property trusts</li> <li>• Pitfalls and traps</li> <li>• Reporting requirements</li> <li>• Proposed future simplifications</li> </ul>	£99.00
<b>Charitable trusts, foundations and other structures</b>	12 September 12.00 – 13.30	<ul style="list-style-type: none"> <li>• What is charitable?</li> <li>• Charitable Vehicles or “entities”</li> <li>• Legal definition</li> <li>• UK Charities Act 2006</li> <li>• Jersey still common law only?</li> <li>• New Jersey Law 2014</li> <li>• Charitable trusts</li> <li>• What is a Foundation?</li> <li>• Origins</li> <li>• Uses of Jersey Foundations</li> <li>• Incorporation &amp; operation of a Foundation</li> <li>• Basic Taxation issues</li> </ul>	£80.00
<b>What is a company?</b>	12 September, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• What is a company?</li> <li>• Separate legal personality</li> <li>• Veil of incorporation</li> <li>• Limited liability</li> <li>• Characteristics of a Company</li> <li>• Members / shareholders</li> <li>• Directors</li> <li>• Secretary</li> <li>• Annual Returns</li> <li>• Types of Companies</li> <li>• Company incorporation</li> <li>• Registers</li> <li>• What is a share?</li> <li>• Share certificates</li> <li>• Dividends</li> <li>• Transferring shares</li> <li>• Registered Office</li> </ul>	£99.00
<b>Reviewing company accounts</b>	14 September, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• This session gives delegates the resources to perform a full review of a set of financial statements</li> <li>• Delegates will become familiar with Ratio analysis and create a checklist they can use in a practical way to ensure their reviews are complete and accurate</li> <li>• Aimed at bookkeepers/administrators</li> </ul>	£99.00

<b>Fiduciary decision making</b>	10 October, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• What is expected of a signatory?</li> <li>• Knowing your client and decision making</li> <li>• Risk and decision making</li> <li>• Tax and decision making</li> <li>• Investments and decision making</li> <li>• Accounts and decision making</li> </ul>	£99.00
<b>The use of trusts, companies and foundations</b>	10 November, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• What is a foundation, compare to trust and company</li> <li>• Uses of foundations</li> <li>• Why trusts are used offshore</li> <li>• Various types of trust including: Discretionary, Accumulation and Maintenance, Fixed interest</li> <li>• Types of trusts: Asset protection trusts</li> <li>• Types of trusts: Charitable trusts</li> <li>• Types of trusts: Offshore purpose trusts</li> </ul>	£99.00
<b>What's expected of a regulated trust company business and their employees</b>	17 November, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Acting in the best interests of our clients</li> <li>• Risk management</li> <li>• Competency of employees</li> <li>• Records</li> <li>• Dealing with the commission</li> <li>• CDD / AML / Policies and procedures</li> </ul>	£99.00
<b>Trust deeds</b>	5 December, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Creation and structure of the deed</li> <li>• Trustee exoneration: indemnities, effect of West v Lazard Bros</li> <li>• Bartlett clauses</li> <li>• Settlor and potential issues with trustees</li> <li>• Letters of wishes/memorandum of wishes</li> <li>• Protectors: description and powers, including various cases</li> <li>• Beneficiaries right to vary: Saunders v Vautier</li> </ul>	£99.00
<b>Reviewing trust accounts</b>	6 December, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Understanding different types of trust from an accounting perspective</li> <li>• The format of trust accounts</li> <li>• Income versus Capital</li> <li>• How to account for different types of trust</li> <li>• Practical case studies</li> </ul>	£99.00
<b>Incorporation and dissolution of a company</b>	7 December, 12.00 – 14.00	<ul style="list-style-type: none"> <li>• Incorporation of a Jersey company</li> <li>• Choosing a name, registry application forms</li> <li>• Certificate of incorporation</li> <li>• Winding up a Jersey company</li> <li>• A just and equitable winding up</li> <li>• Dissolution of a company</li> <li>• Corporate insolvency procedures</li> <li>• Creditors winding up</li> <li>• A désastre</li> </ul>	£99.00





This programme is aimed at those who require a knowledge and understanding of trusts and companies. It looks at the key principles, features and underpinning procedures when administering structures in offshore jurisdictions. It also introduces the key principles and concepts of Company Law and administration as well as the roles and responsibilities of key parties.

### Presenters

The programmes are presented by **Richard Hardy-Bishop** and **Nina Gomes**.

**Richard** has an MSc with Distinction in Corporate Governance from The University of Bournemouth and is an Associate of The Chartered Institute of Secretaries.

In 2007, Richard joined BPP, teaching on the ICSA Certificate, Diploma and Professional programmes together with corporate governance and law courses on both the ACCA and ACA qualifications.

**Nina** began her career as a Trust Administrator in 1997 and over the next 11 years worked for some of Jersey's leading financial institutions. In 2002 she gained her ICSA Diploma and in 2008 she joined RBC Trust Company. Prior to joining BPP she had become part of RBC's Private Client senior management team and was responsible for a team of administrators and for a diverse and complex portfolio of high risk clients.

She joined BPP in 2015 and teaches ICSA's IFA Core module; the Diploma in Offshore Trust and Company Administration paper; the CSQS Corporate Secretarial Practice paper plus business and soft skills courses.

### Venue

All sessions will take place at BPP Professional Education, Whiteley Chambers, 39 Don Street, St Helier, Jersey, JE2 4TR.

### Costs

Prices do not include GST. Those organisations or individuals who are not exempt from GST will pay an additional 5%.

### Discount

Delegates, or organizations, booking 6 or more sessions from any programme will receive one session free of charge.

### How to book

Simply complete the booking form at the back of this brochure and forward to [maxinepreddy@bpp.com](mailto:maxinepreddy@bpp.com). Bookings should be received 7 days before the start of the course. If this is not possible please contact Maxine on **711803**. Once BPP has received your booking we will send you confirmation along with full joining instructions.

#### Change of date, venue or tutor

BPP reserves the right to change course dates, venues or tutors, or cancel in exceptional circumstances. We will of course advise you of any changes as early as possible.

### Terms & conditions

If you need to make amendments you can email:

[maxinepreddy@bpp.com](mailto:maxinepreddy@bpp.com)

We will accept name changes at any point up to the start of the course free of charge. If it becomes necessary to cancel a course delegate the following policy will apply: Cancellations 28 days or more in advance, no charge/full refund. Cancellations 27 – 7 days in advance, 50% charge. Cancellations less than 7 days in advance, no refund

# Personal Development Booking Form

Personal details		Authorisation to invoice employer	
Title	Date of Birth	Company Name	
First Name		Company Billing Address	
Last Name			
Home Address		Town/City	Post Code
Town/City	Post Code	Authorising Manager	
Email		Job Title	Tel
Tel		Email	
Signature*		Authorising Signature*	
<p>*Student signature, by signing, I accept BPP's Privacy Policy (as amended from time to time) and consent to BPP providing the personal data (including sensitive personal data) to my Employer. By submitting this application form, I confirm that I agree to the terms and conditions applicable to the course(s) and study materials.</p>		<p>*I am authorized by the above company to authorize payment of the course and study material fees set out in this application form and , by signing this application, I confirm that the above company agrees to the terms and conditions applicable to such sponsorship and set out in the terms and conditions applicable to the course(s) and study</p>	
<p><b>Please circle as applicable below</b></p> <p>Self-funded _____ Employer funded _____</p>		GST ISE Number	
		PO Number	
		Accounts Payable Tel	
		Accounts Payable Email	
<p>Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises? Yes No</p> <p>(If yes, please arrive for the start of the first day of your course 15 minutes early to allow for the local site Health &amp; Safety Officer to complete the necessary evacuation procedure and assessments with you.)</p>			
Course details			
Session		Start date	Price
Payment details			
<p>By <input type="checkbox"/> cheque <span style="float: right;">Please enclose cheque made payable to <b>BPP (CI) Limited</b></span></p> <p>By card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/></p> <p>Card holder's name</p> <p>Card holder's address</p> <p>Post Code Date</p> <p>Card Number</p> <p>Security code Valid from Expiry date</p> <p>Send to <b>Maxine Preddy</b> Email <b>maxinepreddy@bpp.com</b> Tel +44 (0) 1534 <b>711800</b></p>			

**BPP Professional Education**

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