

中國銀行羅安達分行2021年內部培訓計劃
Plano de Formação Interna do BOCLB no ano 2021

Project		Content	Trainee	Provided By	Total Hours	Schedule				
						Date	Location	Duration	Notes	
RISK MANAGEMENT DEPARTMENT	1	Credit risk	credit asset risk classification	Corporate Banking Department	Risk Management Department	2	2021/1/22	online training	2	COVID-19 pandemic impact
	2	Credit risk	Impairment measures of financial instruments	Corporate Banking Department	Risk Management Department	2	2021/2/19	online training	2	COVID-19 pandemic impact
	3	Global risk	risk culture	all departments	Risk Management Department	2	2021/3/26	online training	2	COVID-19 pandemic impact
	4	Market risk	makrekt risk policy	Corporate Banking Department/Finance and Operations Department	Risk Management Department	2	2021/5/21	online training	2	COVID-19 pandemic impact
	5	Operational risk	operational risk policy	All departments	Risk Management Department	2	2021/6/25	on-site training	2	
	6	Credit risk	How to use the CCMS(risk management part)	Risk Management Department	Risk Management Department	2	2021/8/20	online training	2	
	7	Operational risk	How to use the ORMIS	All departments	Risk Management Department	2	2021/9/24	online training	2	
	8	Global risk	risk culture	all departments	Risk Management Department	2	2021/11/12	on-site training	2	
CORPORATE BANKING DEPARTMENT	1	Introduction of Business strategy	introducing the five year's business plan of BOCLB	All employees involved	Zhang Qinglei	1 Hour	January	Meeting Room		
	2	Basis of Corporate Credit Business	Introduction of Corporate Credit Business Procedures and Systems	All employees involved	Wu Zhi (William)	2 Hour	April	Meeting Room		
	2	Inward collection	Inward collection business procedures and keypoint	Banking department, Corporate banking dept	Lin Zhongqiang	1 Hour	March	Meeting Room		
	3	Letter of Credit	LC basic procedure, keypoint, related rules	Banking department, Corporate banking dept	Lin Zhongqiang	1 Hour	July	Meeting Room		
	4	Spot FX Business	Spot FX For Public Clients Management Regulations and Procedures	Relating staff	Zhou Xianming	1 Hour	March	Meeting Room		
	5	Risk control	Risk control in Financial Market Business	Relating staff	Zhou Xianming	1 Hour	August	Meeting Room		
	6	New FX policies	New policies published by the BNA recently	all employee involved	Mario	1 Hour	every month	Meeting Room		
	7	Activity planning and Management	Introduction	all employee concerning	Mario	1 Hour		Meeting Room		
	8	BOND & Security	Introduction bonds of Angola government	all employee concerning	Mario	1 Hour	NOVEM	Meeting Room		
9	Corporate Management Customers	Introduction	all employee concerning	Andrade	1 Hour	JUNE	Meeting Room			

	10	Monitoring and development of Customer portfolio	Introduction	all employee concerning	Andrade		1 Hour	DEC	Meeting Room		
FINANCE&OPERATIONS DEPARTMENT	1	Financial reimbursement training	Financial reimbursement process and matters needing attention	All departments	Finance and Operations Department		1	2021/5/10	Branch	1	
	2	Introduction of mandatory indicators	Foreign exchange exposure, mandatory deposit reserve, liquidity ratio, regulatory own fund	Finance and Operations Department	Finance and Operations Department		2	2021/3/16	Branch	2	
	3	Introduction of financial report auditing	The basic process of financial report audit, the work that the department needs to complete and cooperate	Finance and Operations Department	Finance and Operations Department		1	2021/2/2	Branch	1	
	4	Brief introduction of local accounting policies in Angola	Accounting standards, similarities and differences with IFRS	Finance and Operations Department	Finance and Operations Department		2	2021/8/3	Branch	2	
	5	New rules of local clearing payment	Newest rules for value limits on transactions made through the payment systems	Finance and Operations Department/Banking Dept.	Finance and Operations Department		1	2021/1/20	Branch	1	
	6	Operation procedures of tax and VAT payment	To use the clearing systems to pay tax and VAT	Finance and Operations Department	Finance and Operations Department		1	2021/4/15	Branch	1	
	7	Clearing payment AML training	AML regulation, AML system, how to distinguish in AML system	Finance and Operations Department	Finance and Operations Department		1	2021/6/21	Branch	1	
GENERAL ADMINISTRATIVE DEPARTMENT	1	Antu-Virus Software Utilization Introduction	Antu-Virus Software Utilization Introduction	All departments	Claudio		1.5	Q1	Branch	1.5	
	2	Domin Management	Domin Management	All departments	Claudio		1	Q3	Branch	1	
	3	Using biometer control	Using biometer control	HR team and Cláudio	External teacher		1	Q1	Branch	1	
	4	Labour Law	Labour Law, before, during and after COVID 19	HR team	Moisés		8	Q2	Branch	8	
COMPLIANCE DEPARTMENT	1	Ethic and Compliance	Training in Ethics and Compliance	All employees	Paulo de Oliveira		2	Q2	Big Meeting Room	2	
	2	Regulatory Compliance	Training in Regulatory Compliance	Top Management	Paulo de Oliveira		45 min	Q2	Big Meeting Room	45 min	
	3	Anti-money laundering and sanctions compliance rules and procedures	Anti-money laundering and sanctions compliance rules and procedures	Expatriate Staff	Duan Chengzhi		1	Q1	Big Meeting Room	1	
	4	AML Whistleblowing and Reward	AML Whistleblowing and Reward	Local staff	Thonswary Cordeiro		1	Q4	Big Meeting Room	1	
	5	Rules on Politically Exposed Person Due Diligence of BOCLB /Rules on Identification of Ultimate Beneficial Owner of BOCLB	Rules on Politically Exposed Person Due Diligence of BOCLB /Rules on Identification of Ultimate Beneficial Owner of BOCLB	Local staff	Carlos Artur		1	Q4	Big Meeting Room	1	
	6	Implementing Rule on Risk-based Customer Due Diligence of BOCLB	Implementing Rule on Risk-based Customer Due Diligence of BOCLB	Local staff	Nilton Martins		1	Q4	Big Meeting Room	1	
	7	Compliance/AML rules	Compliance/AML rules	Expatriate Staff	Duan Chengzhi		1	Q4	Big Meeting Room	1	
INTERNAL AUDIT	1	Taxes and invoices related to expenses	Taxes and invoices related to expenses	IA team	FOD		3		BocLB		
	2	Forma não relacionados aos sistemas CCMS	Forma não relacionados aos sistemas CCMS	IA team	Dep Qualified		2		BocLB		
	3	Forma não relacionados aos sistemas ERRM	Forma não relacionados aos sistemas ERRM	IA team	Dep Qualified		2		BocLB		

	4	Forma ção relacionados aos sistemas AMLS	Forma ção relacionados aos sistemas AMLS	IA team	Dep Qualified		2		BocLB		
EXCHANGE CONTROL	1	ANGOLAN EXCHANGE STANDARDS	ANGOLAN EXCHANGE STANDARDS	All employees involved	Paulina Garica		1 Hour	Q1	Online		
	2	New law or Notice	New law or Notice	All employees involved	Paulina Garica		1 Hour	Q2	Online		
Banking Department	1	BNA Report	BNA Monthly Report	All Members	Robilson		1	JAN	Branch		
	2	FGD Report	FGD System	All Members	Support IT Company		2	JAN	Branch		
	3	Overseas Compliance Management	Overseas Compliance Management	All Members	Wang		2	Mar	Branch		
	4	Sanctions Compliance Management	Measures for Sanctions Compliance	All Members	Wang		3	April	Branch		
	5	AML	AML System Operation	All Members	Wang		4	Semi-yearly	Branch		
	6	CORE System	CORE System Operation	All Members	Wang		4	Semi-yearly	Branch		
	7	BNA Rule	New Clearing Rules	All Members	Alferdo		1	FEB	Branch		
	8	BNA Rule	New Rules	All Members	Internal/Concerned Colleague		To be determined	To be determined	Branch		According to new rules Public Time
	9	BNA Rule	New Rules	All Members	Internal/Concerned Colleague		To be determined	To be determined	Branch		According to new rules Public Time
	10	BNA Rule	New Rules	All Members	Internal/Concerned Colleague		To be determined	To be determined	Branch		According to new rules Public Time