



Business Analysis

Requirement Specification either for single applications or within an integrated workflow and business process inclusive of processes for audit trails and dual controls:

- Customised or mass market Consolidated Client Valuation reports, communications and advices covering all currently available means of delivery
- Investment system evaluation and customisation
- Client portfolio profiling and investment strategy determination
- Fund Manager Due Diligence
- Financial and Management, Accounting, Marketing and Sales performance reports, Regulatory and Risk Management Reports
- Event reporting and management for strategic and tactical business development and retention plans with integration to calendar, and task management tools and covering issues and disputes management, pricing and product offerings as well as internal management tools
- Order Taking, Execution and Processing of all Banking and Portfolio Management Services in Straight Through Processing (STP) or traditional business models
- Risk Management and Regulatory Compliance processing solutions in both highly automated and more traditional environments
- Document Processing and Workflow Management
- Time Recording Management and Analysis
- CRM processes covering the complete client lifecycle and integrating features such as product portfolios, sales, business development campaigns, documentation, order taking, order execution, audit trails and dual control, workflow management, time and transaction recording and filing and reporting

Business Strategy & Advice

- Positioning and Business Focus
- Product Portfolio Analysis and Development
- Building marketing and sales infrastructures in selected overseas markets
- Pricing Policy
- Organisation Structure and High Level Controls
- Executive Coaching



Contract Negotiation

- Service Level Agreements for maintenance and support related to a variety of outsourcing arrangements
- Leasing and Licensing Agreements primarily related to Information Technology Systems and applications but also to Premises
- Professional Services Agreements with external consultants whether as individuals or institutions
- Employment agreements primarily involving senior executive appointments at senior general management and board levels

Project Management

- Business Plan Validation and or Preparation
- Market research
- New Product Development
- Post-regulatory Review Remediation
- Process & Procedures Manuals
- Remuneration & Compensation Reviews and Recommendations
- Sales Campaigns
- Responding to client requests for proposals and preparation of client presentations
- Specifying Technology Solutions
- User Acceptance Test Coordination and Management

Regulatory Approvals Applications

- Authorised Bank Status
- Authorisation to undertake Investment Activity on a Discretionary and or Advisory basis
- Authorised Trust Company



Information Technology

- **Systems Analysis and Design.** Based on the principles of matching business requirements to technological capability Termes will work with you to create or modify your IT infrastructure for the overall benefit of your business.

In a number of instances our clients have entrusted us in designing and implementing “green field” environments - these are polyvalent challenges that encompass all aspects of setting up a new head office and branch environment.

- **Project Management and Implementation.** Once a project is defined, scoped and planned Termes will ensure that the project reaches completion, on schedule, on budget, to specification and fully documented.
- **Operational Security and Management Reviews.** The day-to-day Operational Management of a working IT environment often leaves the incumbent staff stretched to capacity with no time or opportunity to “stand-back and review the situation”. Termes proposes that clients take the advantage of obtaining an independent higher-level viewpoint so that clients receive an unbiased opinion on their existing system security, data protection and operational procedures. The results can provide additional scope for improving efficiencies and raising awareness at all levels throughout the business.