



BNP PARIBAS

The bank for a changing world



INTERNSHIP FOR INTERNATIONAL STUDENTS

Securities Services Luxembourg



SECURITIES SERVICES LUXEMBOURG

is a business lines of the BNP Paribas group, is one of Europe's leading providers of custody services for securities.

We are a multi-asset servicing specialist committed to helping our clients achieve their ambitions both in terms of investments and cross-border distribution.

In a changing world, our clients need a partner that understands the changing market landscape and the intricacies of the securities services industry. Our extensive network of over 90 markets and the rich diversity of our people enable us to provide our institutional clients with the connectivity and local knowledge they need to navigate change in a fast-moving world.

As a forward-thinking business, our employees continuously invest in new technologies, sustainability and innovation.



Our clients benefit from securities servicing solutions closely integrated with the best-in-class capabilities of the BNP Paribas Group. These include treasury financing and advisory, and global markets solutions.

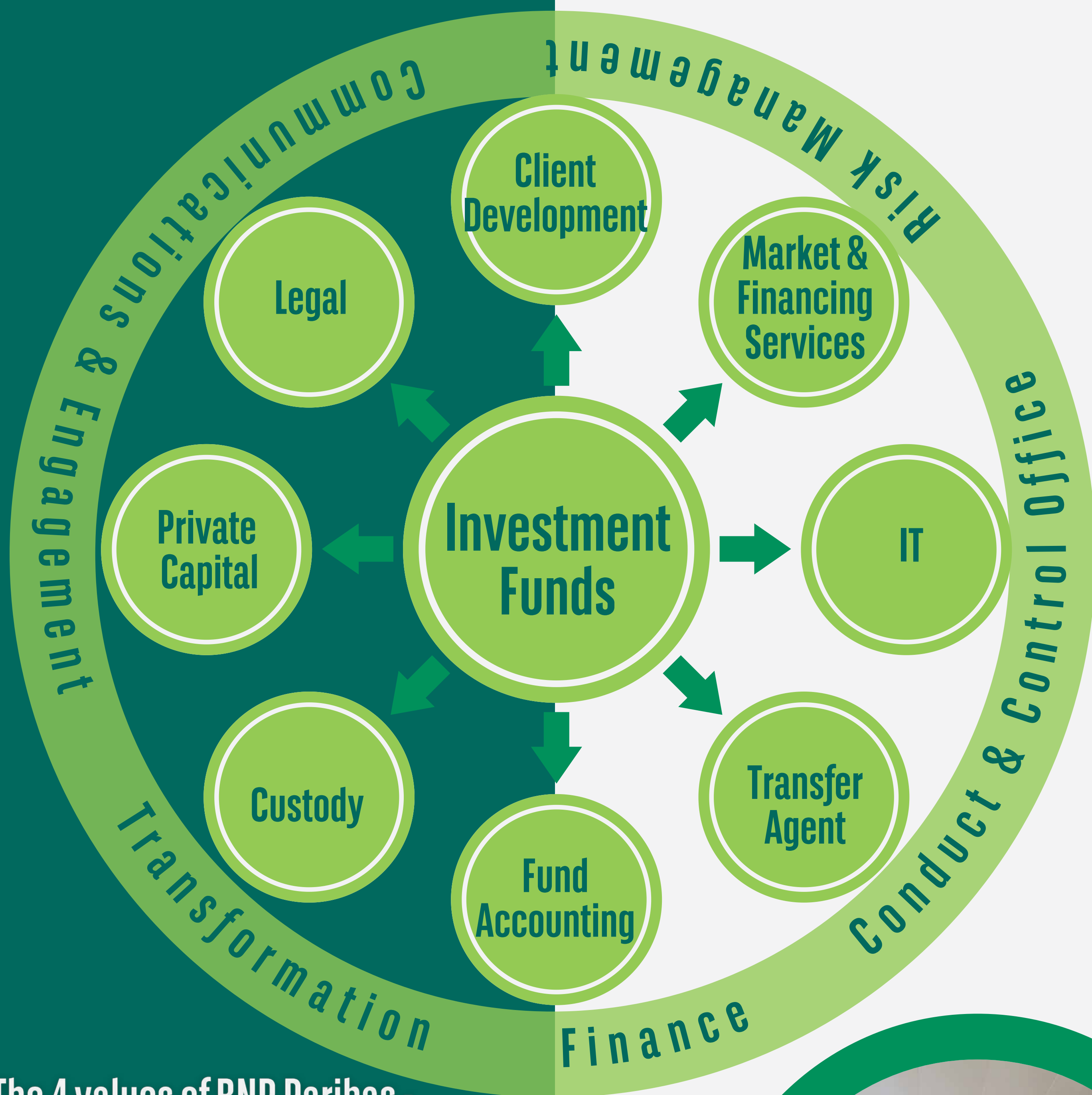
Our values drive BNP Paribas forward and are a cornerstone of our business. We rely on our strengths that include: stability, responsibility, expertise and being a good place to work.

As a growing company, we are always looking for new and engaged trainees.



POTENTIAL INTERNSHIPS

BNP Paribas – Securities Services:
Our structure offers various opportunities



The 4 values of BNP Paribas -
Securities Services



Which one is yours?



Let's discover some internship possibilities...

Return to the Structure

The Client **DEVELOPMENT MISSION**

The client development mission at Securities Services is to be the Ambassador to our clients. This department works on prospection and gaining for new client mandates. They work on client relationship management through various contacts. They monitor the quality of services rendered to clients.

EXAMPLE OF INTERNSHIP

- Produce dashboards and reports to the Management
- Put in place various KPIs requested for CD
- Design PPT presentations
- Roll-out various procedures
- Support the Business Acceptance Process
- Update the current standard documentation
- Prepare communication to the CD team on forthcoming changes (procedures, processes,...)
- On-going support to the whole Client Development team



LEGAL AFFAIRS

Return to the Structure

Legal support to all departments of the bank with regards to all legal matters in which Securities Services Luxembourg is involved.

1. THE CORPORATE SOCIAL LIFE OF SECURITIES SERVICES LUXEMBOURG:

- Deposit of accounts and management authorisations with the Luxembourg regulator (CSSF);
- Authorised signatures: implementation and monitoring of the authorised signatures within Securities Services.

2. DEFENCE OF SECURITIES SERVICES INTERESTS AS SERVICE PROVIDER OF THE SECURITIES BUSINESS:

- Drafting of all Securities Services model service agreements;
- Negotiation and validation of contracts between Securities Services Luxembourg and its clients;
- Support in the structuring of the Securities business in Luxembourg: internationalisation, Hub/Spoke relations, etc;
- New products: analysis and drafting of contracts;
- Mandating of external legal counsel in accordance with rules set by the Group, and surveillance of legal fees.

3. TREATMENT AND FOLLOW-UP OF ASSET SEARCH REQUESTS FOR INHERITANCE OR OTHER INTERNATIONAL PROCEDURES

4. REGULATORY WATCH

EXAMPLE OF INTERNSHIP AT DOMICILIATION

- Provide company with secretarial services to Luxembourg investment funds. Board meetings involve: agreeing agenda items, collating board packs, following up on action points and drafting accurate minutes
- Participate in the launching of UCITS funds
- Coordinate and organise annual and extraordinary shareholders' meetings in conjunction with other internal departments, including preparation of notices proxies and minutes
- Arrange for the listing of shares on the Luxembourg Stock Exchange and attend to requests for notarisation of documents, certified copies of registrars and board resolutions
- Liaise with legal advisers and with the Luxembourg commercial register



Market and Financing Services: **THE PRINCIPAL ACTIVITIES OF MFS**

We are trading and manage passive currency overlay activity which are at the heart of MFS in Luxembourg. This department offers our clients three main services: money market, forex & passive currency overlay.

EXAMPLE OF INTERNSHIP

CONTRIBUTE TO THE DAILY, WEEKLY, MONTHLY AND ANNUALLY CONTROL PLAN

- Control, analyse and validate the data received by different data providers (TA & FA)
- Generate FOREX order in accordance to the hedging strategy in order to cover clients' currency exposure
- Follow-up orders and transmit them to the FX Front Execution Desk
- Ensure the check of credit lines before Forex execution, send instructions or requests for credit lines revisions
- Control quality of client and contractual databases
- Control quality of the necessary billing data



Private CAPITAL

P.C. is the equivalent abbreviation for structuring and financing private equity and venture capital transactions. Private capital is a department which provides services to unique clients in a fast-growing market.

EXAMPLE OF INTERNSHIP AT PRIVATE CAPITAL DOMICILIATION OFFICE / COMPANY SECRETARY

- Assist the department's domiciliation officers/company secretaries working on a designated portfolio of private capital Funds/Companies
- Work closely with the officers and support team to meet client, third parties and other teams' requests to support smooth day-to-day corporate/fund management and governance
- Assist in the organisation, attendance and minuting of meetings of board of directors/managers of investment funds/companies
- Assist in coordinating and organising general meetings of shareholders of investment funds/companies
- Assist in coordinating the signing of documents relating to the day-to-day operations of companies including circular resolutions, contracts, certificates etc
- Assist in participating and/or coordinating specific events such as incorporations, restructurings and liquidations of investment funds/companies
- Assist in maintaining statutory registers of shares, where appropriate



Fund ACCOUNTING

The role of fund accountants includes capturing and recording transactions. The accountant prepares accurate and timely values, distributions, yields and fund accounting output. He manages activities associated with fund accounting and domestic equity transactions.

EXAMPLE OF INTERNSHIP

- Manage the daily production process. Monitor the pre-requisite tasks for NAV production: trade capture, reconciliation, fund event, corporate actions,...
- Execute first control according to the procedures in force and according to national and international standards (local GAAP, IFRS, ISAE3402)
- Perform and analyse reconciliation between depository/brokers and accounting books
- Monitor and run the processes in line with the Business Process Monitoring Tool: NAV Simulation, NAV Control, NAV Distribution
- Manage escalation when required if issues or risks occur during the production of NAVs
- Supervise and update the incident database and participate in the definition of an action plan for continuous improvement



DEPOSITARY & FIDUCIARY SERVICES

Depositary has regulatory duties: Safekeeping - under safekeepers responsibility Custody of the financial assets in our books and Ownership Verification & Records Keeping (OVRK) of the other assets (Derivatives Operations, Private Capital and CTO teams responsibility). DFS team is therefore not in charge of safekeeping duties but ensure exceptions in safekeeping pointed out by the safekeepers are solved in due time. DFS also ensures this follow-up to be able to certify all the assets of the fund at any time but at least at year-end for fund audit purposes (assets inventory).

EXAMPLE OF INTERNSHIP AT DEPOSITARY & FIDUCIARY SERVICES ANALYST

- Be dedicated point of contact for depositary subjects
- Monitor and follow up exceptions resulting from depositary controls
- Communicate and follow up escalation to client
- Maintain fund risk assessment
- Certify funds depositary compliance



Transfer AGENT

Transfer Agent officer maintain the register of shareholders of SICAVs, or of the unit holders of mutual funds; i.e. management of subscriptions (purchase of the fund shares or units), redemptions (sale of shares of units), conversions or switches (exchange of units of one compartment for units of another compartment of the same SICAV), transfers (transfer of units from one shareholder account to another), saving plans (permanent execution of subscription orders). They handle with customer remediation and on-going due diligence in line with the company's procedures, TA AML/KYC guidelines or Clients' specific KYC policy for investors investing in the Funds.

EXAMPLE OF INTERNSHIP FOR KYC/AML

- Collect information and classify in line with various regulations such as FATCA, CRS, AIFMD, UBO identification
- Provide support and clarification to investors, distributors or client, handling queries and conference calls with multiple participants
- Ensure filing of electronic documentation and processing of data in the company's system
- Manage the analysis of complex structures
- Assist with special projects as assigned



Information TECHNOLOGY

The Information and Technology department deliver a number of support and systems development teams for all operational services. They Provide and develop technical in order to contribute to the improvement of operational efficiency and business profitability.

EXAMPLE OF INTERNSHIP

- Designing an implementation of database systems in the IT tool
- Administer and maintain databases in operational condition
- Ensuring data availability
- Putting in place back-up devices to ensure the integrity of the data in the database
- Make version changes and manage obsolescence and patching
- Implement the monitoring and alert mechanisms necessary for the proper functioning of the databases
- Update documentation on the structure of the databases and operating procedures



Communications & **ENGAGEMENT**

In the 21st century, the communication of strategic, institutional and operational information is as important for an enterprise's teams as is the feedback of those teams to enable management actions to be adapted correctly. The responsibilities of this department encompasses:

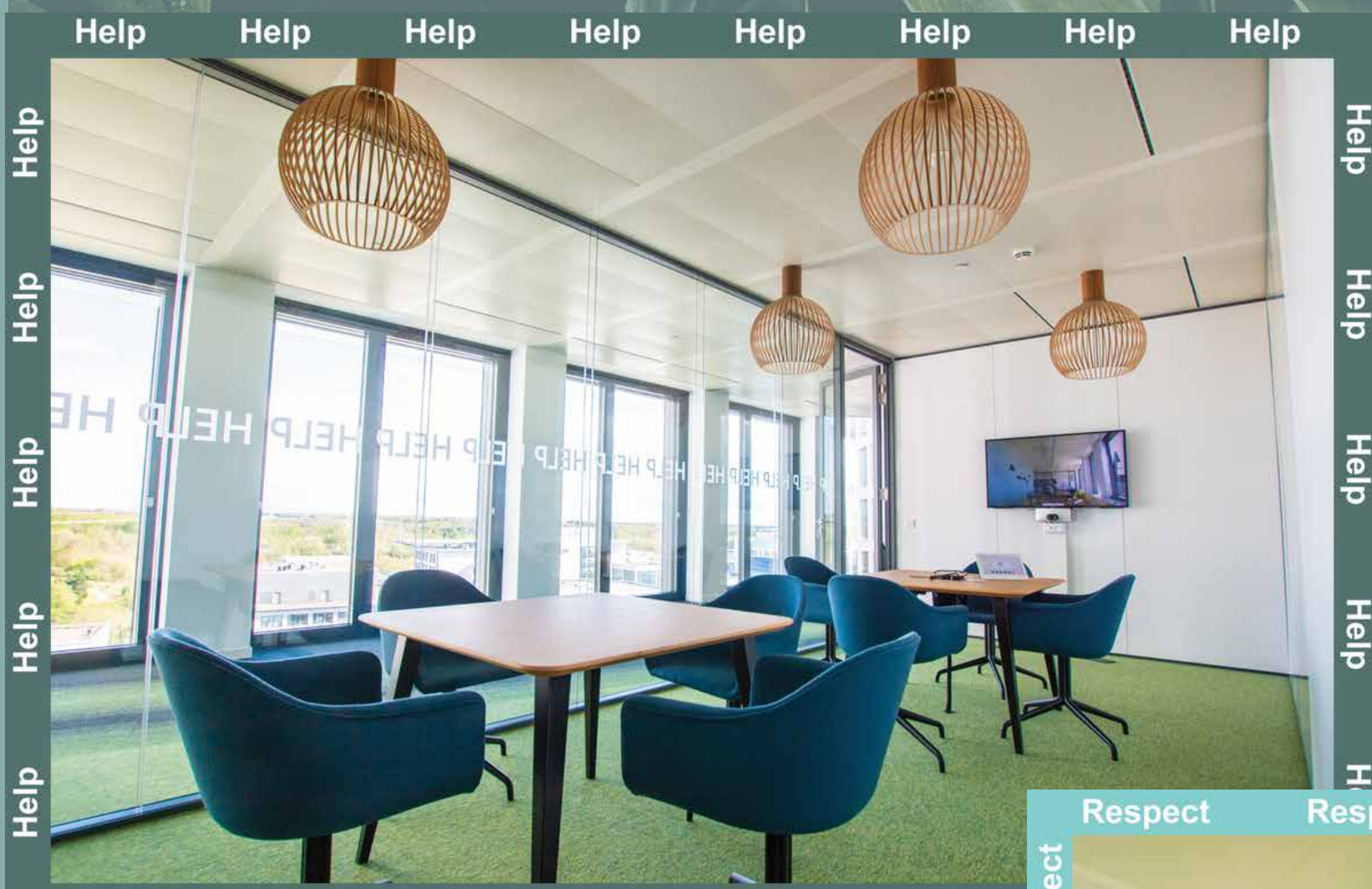
- Internal communication
- External communication
- Corporate engagement
- Market events
- Training (Upskilling, Reskilling)

EXAMPLE OF INTERNSHIP

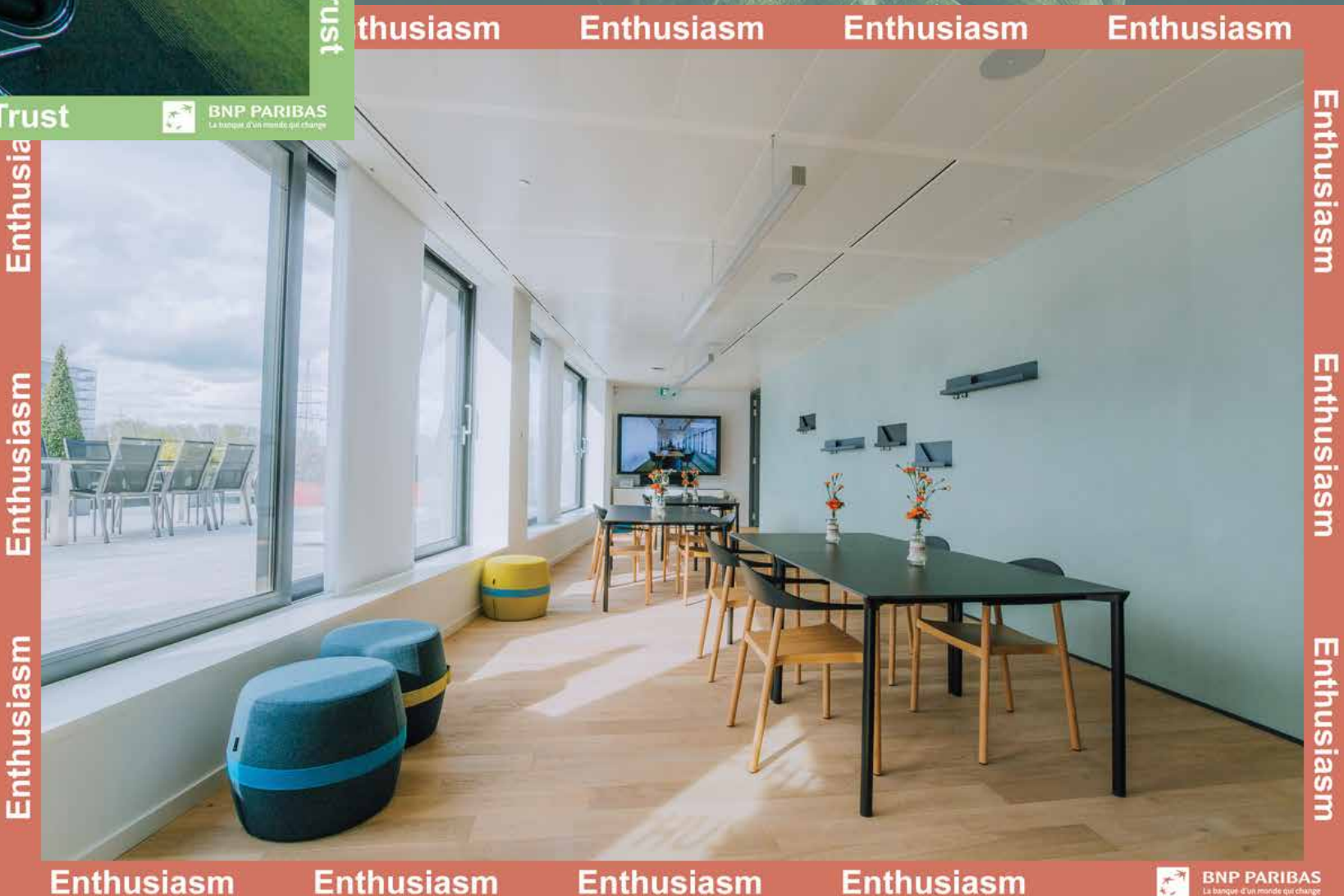
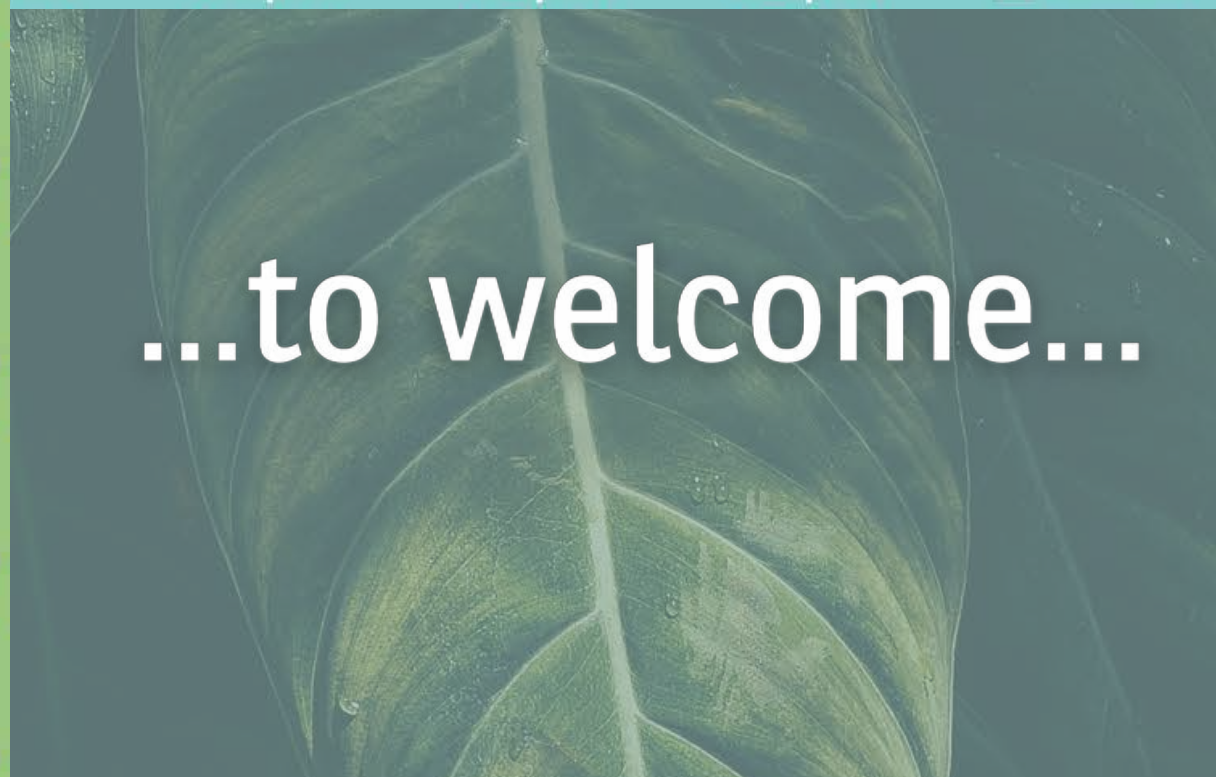
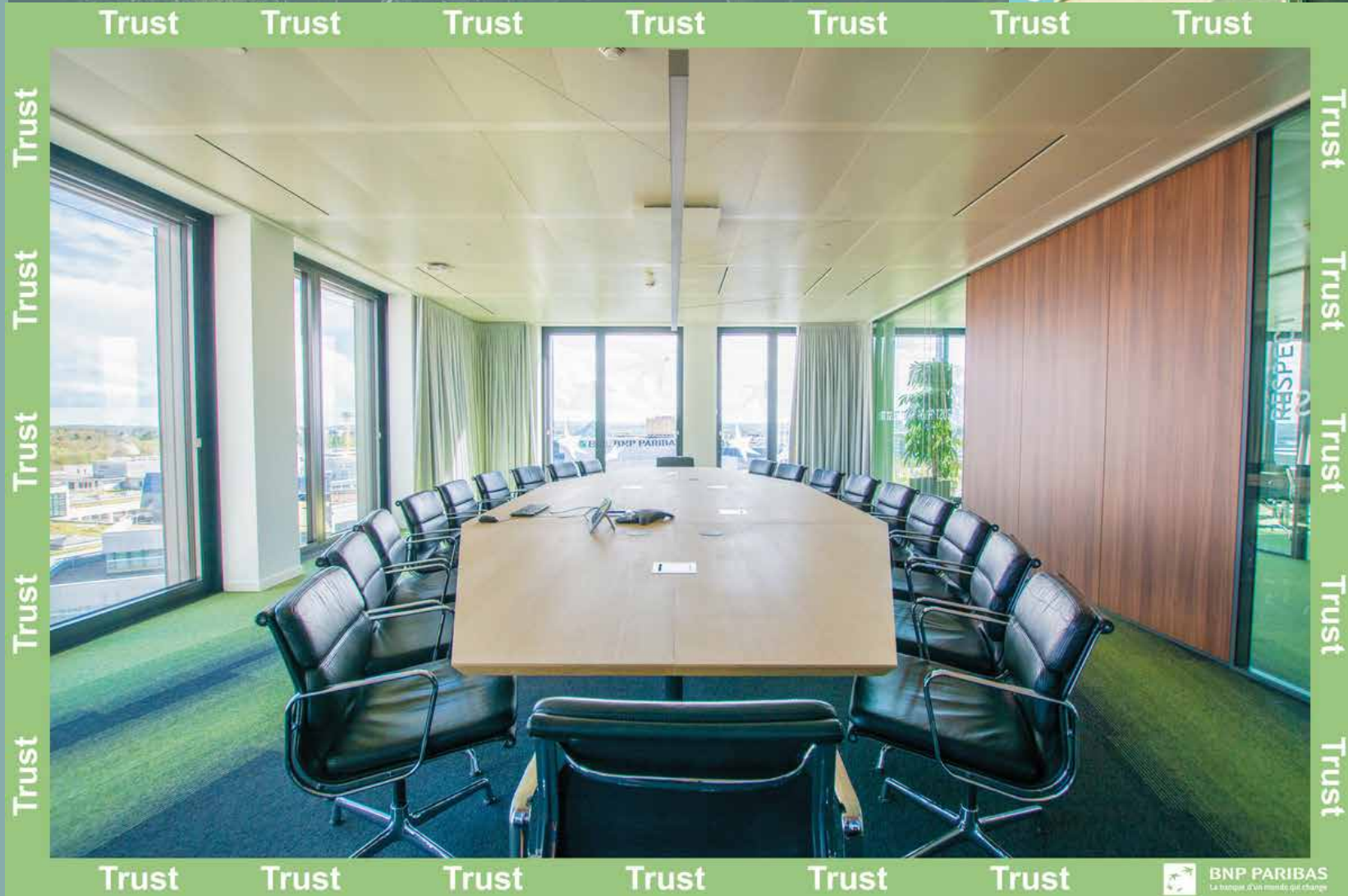
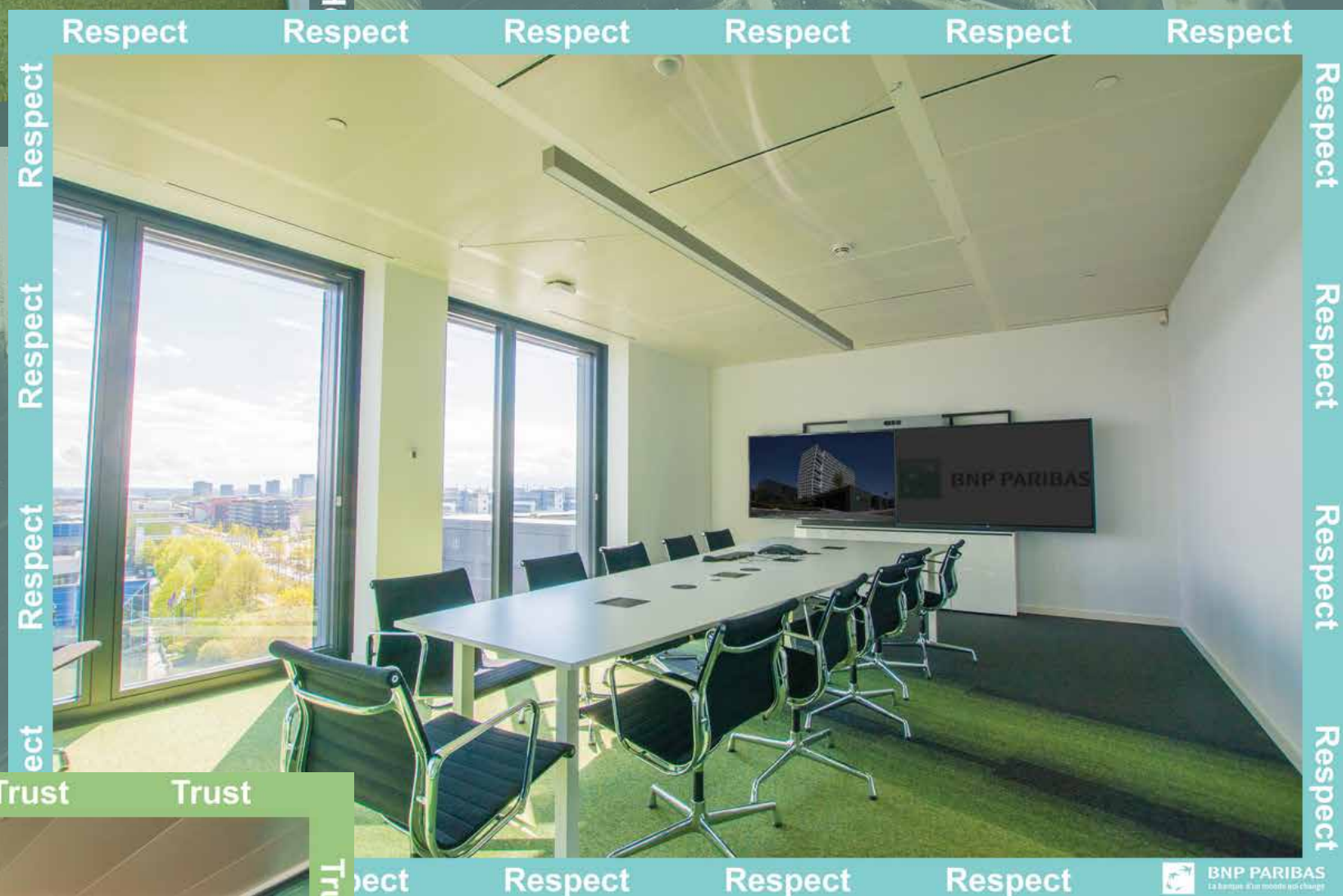
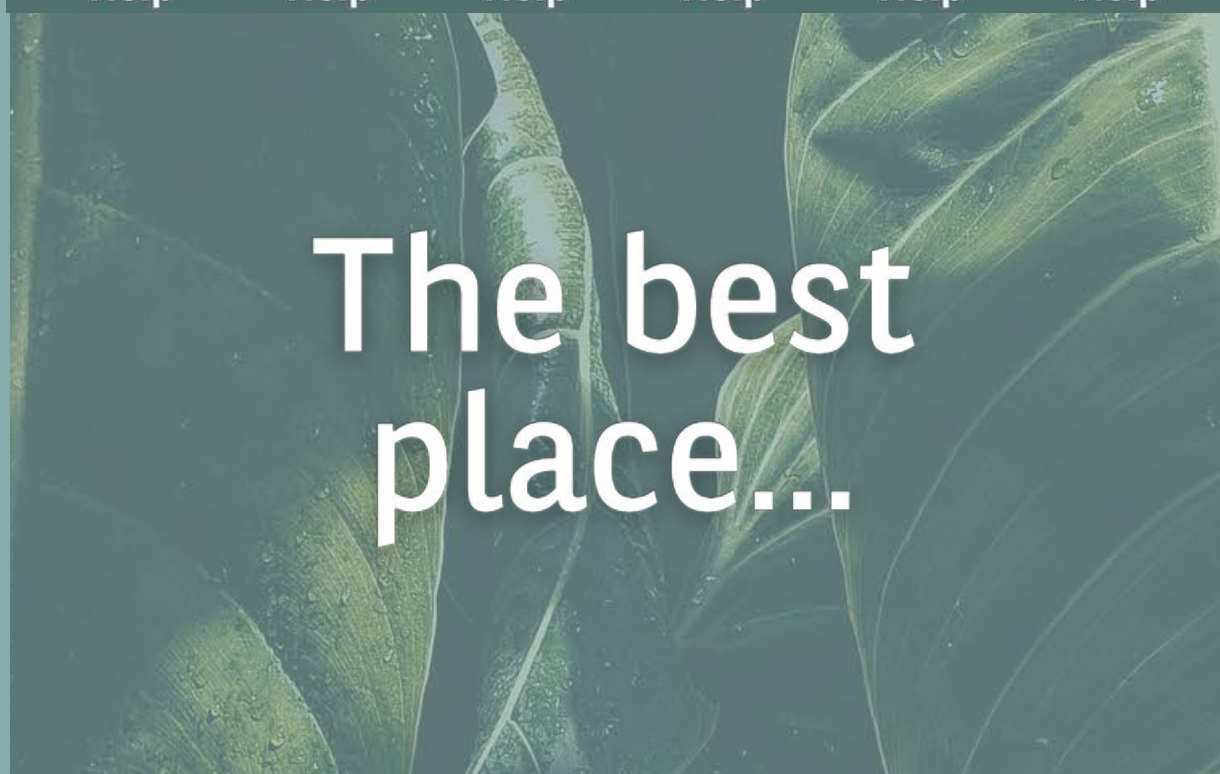
- Contribute to the internal & external communication plan
- Coordinate & promote internal & external events
- Broadcast communication via Technologies of Information and Communication (2SNewsTV, Navori, Digital Publishing...)
- Share communications & collect feedback via InfoCOM, Leaders MeetUP & Comex
- Prepare Staff Town Halls
- Provide training solutions for all department



V-GITAL FLOOR



Between
Vegetal &
Digital



BNP PARIBAS



For the ninth year in a row, BNP Paribas has been awarded the 2022 'Top Employers Institute' label.

We won this award in 6 countries according to the Global Finance Magazine's Best Sub-custodian Bank Awards 2022.



BNP Paribas - Securities Services wins Central Banking's Specialised Lending Initiative award.



Testimony of a trainee

"For a while I wanted to do an internship in a bank like BNP Paribas.

I was delighted to join this company, which has the culture of an employer which is attentive and understanding with its teams, especially when you are a new joiner.

There is a real difference between what people commonly think what a bank is and the reality at Securities Services. Every day is different, it is incredibly diverse and it is the opportunity to learn something every day. BNP Paribas does its best to make people discover the working environment while feeling useful and fully integrated. I would like to add that as a student, I am actively involved in the ecological transition and BNP Paribas contributes to the financing of a sustainable economy.

It is a highly committed bank with many values that enable future generations to apply their knowledge, to confront the financial market and its challenges while drawing on the experience of its teams.

I strongly recommend that students work at Securities Services to become an actor in a changing world!"



SECURITIES SERVICES LUXEMBOURG



The...



...best...



...place...



...to...



...work!

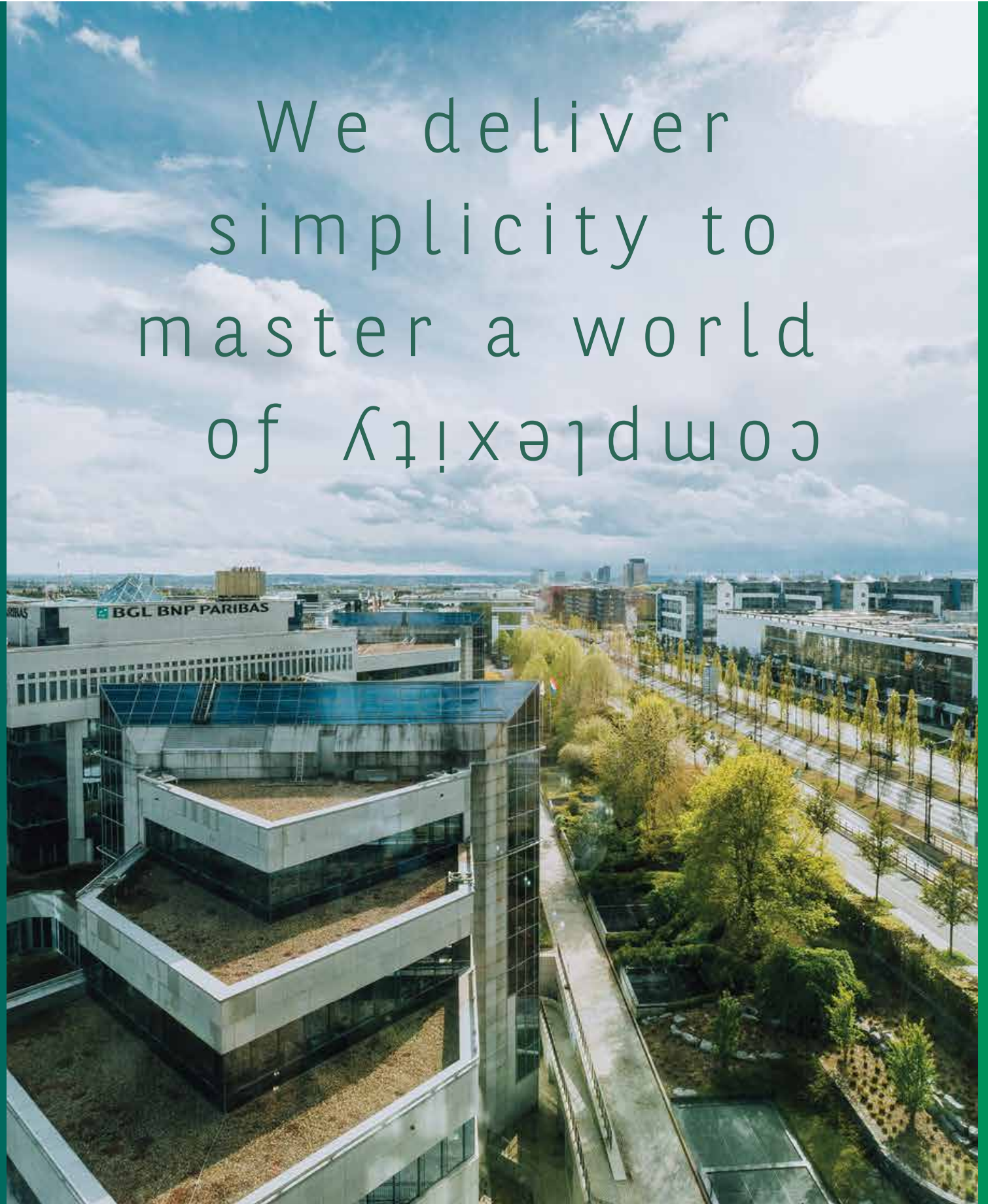
**FOR MORE
INFORMATION**



**FIND MORE
INTERNSHIP
OPPORTUNITIES**



We deliver
simplicity to
master a world
of complexity



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