

## **Airstar Bank Limited**

### **About the Bank:**

Airstar Bank Limited is a jointly established entity by Xiaomi Corporation, global IoT leader, and AMTD Group, Asia's leading comprehensive financial services conglomerate. Airstar Bank has been granted a banking licence by the Hong Kong Monetary Authority on 9 May 2019. We uphold the virtue of financial inclusion and dedicate to promoting financial innovation for everyone, eventually becoming "Everyone's Bank" in the heart of our customers. We pledge to all customers that they will enjoy and benefit from the most convenient virtual banking services unprecedentedly.

### **Programme Name:**

- Banking Talent Programme

### **Name of Department(s) offering work opportunities:**

- Retail Banking Department
- Corporate Banking Department
- Information Technology Department
- Risk Management Department

### **Programme Period:**

- 1 September 2021 to 28 February 2022 (Six-month contract)

### **Programme Eligible Applicant:**

- Students graduating with a bachelor's degree in 2021 from universities in or outside of Hong Kong and who are Hong Kong residents lawfully employable in Hong Kong

### **Application:**

- Application starts on 1 May 2021.
- Please complete the attached Employment Application Form and send it together with your CV to [recruitment@airstarbank.com](mailto:recruitment@airstarbank.com)

**Department: Corporate Banking**

**Job Title: UAT Assistant**

**Responsibilities**

- Participate in UAT execution
- Report UAT testing progress / test results / issue logs to project teams
- Follow up on reported bugs and conduct UAT retest
- Assist in the preparation of various correspondence including meeting minutes
- Undertake ad hoc projects as assigned by the supervisors

**Requirements**

- University degree holder
- Prior UAT experience highly preferred
- Attention to details with problem solving and analytical skills
- Good communication and interpersonal skills
- Good command of written and spoken English

**Department: Corporate Banking**

**Job Title: Fulfillment Officer**

**Responsibilities**

- Perform client onboarding review, KYC and AML checking in accordance with internal guidelines and regulatory requirements
- Assist in handling corporate loan applications including loan disbursement
- Ensure all necessary documentation and administrative work relating to customers' application are completed in an accurate and prompt manner
- Perform data maintenance on internet banking services based on customer requests
- Undertake ad hoc projects as assigned by the supervisors

**Requirements**

- University degree, BBA preferred
- Good communication and interpersonal skills with experience in providing value-added customer service in a fast paced environment
- Attention to details with problem solving skills
- Good communication and interpersonal skills
- Good command of written and spoken Putonghua and English



**Department: Information Technology**

**Job Title: Application Development Specialist**

**Responsibilities**

- Evaluate business processes in different aspect in the bank, collect requirements, identify areas for improvement, and develop and implement solutions
- Interpret business needs and translate them into system requirements
- Write business specifications for developers for the purpose of system development
- Conduct meetings and presentation to share ideas and findings
- Coordinate and collaborate across business and technology functions to ensure that comprehensive solutions are delivered
- Conduct quality assurance on the solutions, execute tests and follow up on resolution of defects

**Requirements**

- University degree in Information Technology, Business Administration, or a related discipline
- Excellent learning ability, self-driven, able to quickly understand business requirements and translate them into design and implementation
- Passionate about new technologies and able to adapt to new technology
- Good organization, analytical and problem solving skills
- Attention to details
- Good command of both written and spoken English and Chinese; proficiency in Putonghua preferred

**Department: Information Technology**

**Job Title: System Administration Specialist**

**Responsibilities**

- Perform installation, configuration, administration and troubleshooting of OS, hardware and software
- Support desktop, laptop and mobile devices, and assist the Deskside support team in daily administration and troubleshooting
- Prepare technical design and documentation, and liaise with the Group to set up IT infrastructure
- Conduct Proof of Concept (PoC) to evaluate the latest technologies / products
- Monitor the system utilization and healthiness, and ensure that the systems meet the Service Level Agreement (SLA) committed

**Requirements**

- University degree in Information Technology, Business Administration or a related discipline
- Excellent analytical and problem solving skills
- Decisive, confident, trustworthy, independent and self-motivated
- Great sense of ownership and servicing mindset to ensure efficient and effective service processes
- Good command of both written and spoken English and Chinese; proficiency in Putonghua preferred

**Department: Risk Management**

**Job Title: Credit Risk Officer**

**Responsibilities**

- Participate in Credit Risk function
- Assist in the Bank's product / process enhancement in compliance with all the regulatory guidelines
- Provide support and ideas to the team to enhance the capability and productivity in various segments of Credit Risk
- Assist in the preparation of meeting decks and various documentation regarding day to day operations of Credit Risk
- Assist in preparing minutes of internal meetings

**Requirements**

- University degree in Business, Risk Management, Data Science or a related discipline
- Self-motivated with the ability to embrace change and overcome challenges
- Excellent interpersonal and communication skills in both English and Chinese; proficiency in Putonghua an advantage
- Good knowledge of application software (MS Office in Excel and PowerPoint)

# Airstar Bank Limited

## **Notice to Job Applicants and Employees Relating to the Personal Data (Privacy) Ordinance (the "Ordinance")**

1. In order to be considered for employment with Airstar Bank Limited (the "Bank"), job applicants are required to supply the Bank with personal data about themselves in connection with their applications. If the personal data requested by the Bank is not provided, the Bank will be unable to process the employment application, or the Bank may be unable to allow the employment to continue or provide certain employee benefits.
2. The job applicant represents that all the information provided to the Bank is accurate, complete, up to date and true, and is supplied for the sole purpose of seeking employment opportunities with the Bank.
3. The Bank will use personal data for any or all of the following purposes:
  - 3.1. considering and processing job applicants' employment applications including pre-employment checks and background vetting and the Bank's advice to the job applicant of other employment opportunities;
  - 3.2. conducting employment checks and/or background vetting where appropriate during the employment;
  - 3.3. assisting with job applications for work permits, registrations and/or licences with relevant governmental, regulatory or other authorities or self-regulatory or industry bodies or associations of financial services matters in connection with the employment;
  - 3.4. determining and reviewing salaries, bonuses and other benefits;
  - 3.5. considering and administering appraisals, promotions, training, secondments, or transfers;
  - 3.6. considering eligibility for and administration of employee loans and other benefits and entitlements;
  - 3.7. providing the name, title, office telephone number and relevant business contact details for the purpose of the Bank's business;
  - 3.8. providing employee references;
  - 3.9. monitoring and administering compliance with the Bank's internal rules and regulations;
  - 3.10. conducting internal analytical and statistical studies concerning the Bank's human resources related matters;
  - 3.11. meeting obligations or requirements of the Bank to comply with or in connection with:
    - 3.11.1. any applicable law, regulation, court order, judgment, sanctions regime or voluntary code within or outside of the Hong Kong Special Administrative Region (the "HKSAR");
    - 3.11.2. any applicable rules, guidelines, guidance or requests given or issued by any relevant legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of financial services matters within or outside of the HKSAR;
    - 3.11.3. any contractual or other commitment with local or foreign legal, regulatory, administrative, public or law enforcement body, or governmental, central bank, monetary, securities / futures exchange or other authorities, or self-regulatory / industry bodies or

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- associations of financial services matters or any of their agents with jurisdiction over the Bank (together the "Authorities" and each an "Authority"); or
- 3.11.4. any agreement or treaty between Authorities;
  - 3.12. conducting any action to meet the obligations of the Bank to comply with the requirements specified in paragraph 3.11.1 or international guidance or regulatory requests relating to or in connection with the prevention, detection and investigation of money laundering, bribery, corruption, tax evasion, fraud, evasion of economic or trade sanctions, terrorist financing, and/or any acts or attempts to circumvent or violate any requirements specified in paragraph 3.11.1 relating to these matters;
  - 3.13. administering, monitoring and reviewing any human resources related matters and recruitment practices; and
  - 3.14. purposes relating thereto.
4. Personal data held by the Bank will be kept confidential but the Bank may provide personal data to the following parties or any of them (whether within or outside of the HKSAR) for the purposes set out in paragraph 2 above:
    - 4.1. any agents, contractors or third party service providers of the Bank (including their employees, officers, agents, contractors, sub-contractors, service providers and professional advisers) who provide services to the Bank in connection with the operation or maintenance of the Bank's business (including but not limited to the conduct of pre-employment checks or background vetting and provision or management of benefits and services provided to employees);
    - 4.2. any Authorities;
    - 4.3. any persons seeking employee references in respect of employees with the prescribed consent of the employee concerned in accordance with Section 2(3) of the Ordinance;
    - 4.4. any persons under a duty of confidentiality to the Bank which have undertaken to keep such personal data confidential;
    - 4.5. any persons to whom the Bank is under an obligation or required or expected to make disclosure for the purposes set out in, or in connection with, paragraph 3.11 or 3.12 above;
    - 4.6. any actual or proposed purchaser or assignee of all or part of the Bank's business;
    - 4.7. any of the employee's emergency contacts; and
    - 4.8. any of the job applicant / employee's representatives.
  5. Such personal data may be transferred in and to a place outside of the HKSAR. The job applicant / employee acknowledges and agrees that, in transferring the personal data referred to above and carrying out the above activities, the concerned personal data may be transferred to, accessed, controlled and processed by parties located outside of the HKSAR who may act on behalf of the Bank.



# Airstar Bank Limited

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6. If the job applicant / employee is also a customer of the Bank, attention is drawn to the relevant personal data privacy notice to customers.
7. A job applicant / employee has the right to check whether the Bank holds personal data about him/her and to access such personal data; and to require the Bank to correct any personal data relating to him/her which is inaccurate.
8. In accordance with the provisions of the Ordinance, the Bank reserves the right to charge a reasonable fee for the processing of any personal data access request.
9. Requests for personal data access or correction of personal data should be sent to:  
Head of Human Resources  
Airstar Bank Limited  
Suites 3201-07, 32/F, Tower 5,  
The Gateway, Harbour City, Tsim Sha Tsui,  
Kowloon, Hong Kong
10. Nothing in this Notice shall limit the rights of a job applicant / employee as a data subject under the Ordinance.

**EMPLOYMENT APPLICATION FORM**

Position Applied for
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<b>PERSONAL PARTICULARS</b>	
Name in English	Name in Chinese
Hong Kong Identity Card Number	If not HKID, Passport Number & Place of Issue
Date of Birth (dd/mm/yyyy)	Hong Kong Work Visa Required <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number Residential Number	Email Address
Residential Address	

<b>ACADEMIC QUALIFICATIONS (in reverse chronological order)</b>			
Name of University / College / School	Period		Qualification Attained (e.g. Degree / Diploma / Certificate)
	From (mm/yyyy)	To (mm/yyyy)	

**PROFESSIONAL QUALIFICATIONS (in reverse chronological order)**

Name of Professional Body	Professional Qualification	Date of Issue (mm/yyyy)

**EMPLOYMENT HISTORY (in reverse chronological order)**

Name of Company	Last Position Held	Employment Period		Reason for Leaving
		From (mm/yyyy)	To (mm/yyyy)	

**LANGUAGE & DIALECT**

	Please state Excellent / Average / Fair
Cantonese	
English	
Putonghua	
Others (please specify)	

<b>DECLARATION [Please “√” where applicable]</b>	
<p>Do you have any relatives (# please refer to Page 4 of this Form for definition) who are currently employed by Airstar Bank Limited (the “Bank”) and/or its Affiliates / Subsidiaries, and/or the Bank’s shareholder Xiaomi Corporation or AMTD Group Company Limited and/or its Affiliates / Subsidiaries?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.  Name of Relative :  Relationship :  Company :  Position :</p>
<p>Do you presently have any outside appointment apart from your current employment?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Are you currently engaged in any other business as a proprietor, partner, officer, or director?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you been employed by the Hong Kong Monetary Authority in the past 6 months?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you ever been a chief executive / director / manager (under Section 72B of Hong Kong Banking Ordinance) of any Authorized Institutions in Hong Kong that was wound up, dissolved, or the license or registration of which has been revoked?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you ever been bankrupt, or currently subject to bankruptcy proceedings, or served with a bankruptcy petition?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you ever been a party to a scheme of arrangement or entered into any form of composition with a creditor?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you been charged with any offences that is currently awaiting legal action?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you ever had any criminal record(s) in any place?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you been involved in any civil litigation cases?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you been convicted (including that has been spent under the Rehabilitation of Offenders Ordinance) in any place of an offence involving fraud or dishonesty?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you ever been terminated, or requested to resign, or subject to internal investigation, or disciplinary proceedings by any of your previous employer(s)?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you ever been censured, disciplined or publicly criticized by any regulatory authority or professional body to which you belong or belonged, or had a licence suspended or revoked by any regulatory body?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>
<p>Have you ever changed your name before?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	<p>If yes, please provide details.</p>

**# Definition of Relatives**

- a parent, grandparent or great grandparent
- a step-parent or adoptive parent
- a brother or sister
- the spouse
- if the person is a party to a union of concubinage – the other party of the union
- a cohabitee
- a parent, step-parent or adoptive parent of a spouse
- a brother or sister of a spouse
- a son, step-son, adopted son, daughter, step-daughter or adopted daughter
- a grandson, granddaughter, great grandson or great granddaughter

In accordance with the provisions of the Personal Data (Privacy) Ordinance (the “Ordinance”) in Hong Kong, I hereby confirm that I have read the “Notice to Job Applicants and Employees Relating to the Personal Data (Privacy) Ordinance” attached to this Form and agree that my personal data which may have been provided to Airstar Bank Limited (the “Bank”) may be collected, processed and used by the Bank and any other third party which provides services to the Bank, either within or outside of Hong Kong, for recruitment and related purposes.

I hereby declare that all information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation or willful omission of any material information on my application may be justified for rejection from consideration for employment, or if employed I shall render myself liable to dismissal. Should there be any change of information provided in this application during the application process or after an offer has been granted and before joining the Bank, I shall notify the Bank immediately.

I hereby authorize the Bank to make any necessary enquiries for purposes relating to recruitment and employment with the Bank and for the verification of the information given above. I authorize all organizations or persons to release any record or information as may be required for these enquires (including but not limited to obtaining a reference from my current and/or previous employer(s) after offer of appointment, making enquiries from relevant institutions/agencies regarding my academic/professional qualifications, and obtaining relevant records and transferring of such data to other authorities/agencies for academic assessment).

Signature : \_\_\_\_\_

Date : \_\_\_\_\_