



Course Outline



STEP CPD Learning: Digital Assets

Introduction

This document contains the detailed syllabus for the **STEP CPD Learning: Digital Assets**.

For more information about the course and how to apply, please visit the [course page](#) on the CLTI website.

Module 1: Digital Asset Estate Planning Best Practice

How best to deal with digital assets as part of a client's estate planning

1. Digital asset inventories

- Introduction to STEP's digital asset inventory
- Structuring inventories for estate, incapacity and trust planning
- Security and utility considerations in inventory storage
- Using inventories to support trust structuring and cross-border planning

2. Taking instructions and preparing Wills

- Identifying digital assets and educating clients
- Drafting considerations: executors, legacies and residuary clauses
- Jurisdictional issues and enforceability of digital asset transfers
- Planning for settlors with digital assets held in offshore structures

3. Powers of Representation

- Drafting for digital asset access during incapacity
- Jurisdictional recognition and cross-border enforcement
- Ensuring fiduciary access across jurisdictions and service providers

4. Incorporating digital assets into trusts

- Trusts of cryptoassets and digital records
- Trustee powers, duties and custody arrangements
- Structuring offshore trusts to hold digital assets securely and compliantly

5. Estate planning tools

- Digital vaults, legacy tools and planning platforms
- Evaluating jurisdictional compatibility and data protection
- Integrating tools with offshore trust administration and compliance

Module 1: Digital Asset Estate Planning Best Practice continued

How best to deal with digital assets as part of a client's estate planning

6. Access management best practices

- Password managers, blockchain keys and multi-signature wallets
- Succession planning for self-custody cryptoassets
- Trustee access protocols and secure key management

7. Regulatory, AML and KYC considerations

- FATF guidance, the Travel Rule and VASP obligations
- CRS and CARF implications for digital assets
- Compliance for offshore trustees and service providers

8. Succession planning with cryptoassets

- Designing robust succession plans for self-custody holdings
- Balancing security, usability and robustness
- Trustee responsibilities and beneficiary access planning

9. Domain names and succession planning

- Identifying, valuing, and transferring domain names
- Registrar policies and ICANN compliance
- Domain names held in offshore entities or trusts

Module 2: Digital Asset Estate Administration Best Practice

How to identify, access and deal with digital assets in the administration of an estate

1. Role and duties of personal representatives

- Identifying, securing, valuing and distributing digital assets
- Legal and ethical responsibilities
- Coordination with offshore trustees and cross-border estate administration

2. Searching digital records for assets and liabilities

- Email, cloud, device and browser-based searches
- Identifying hidden assets and liabilities
- Tracing digital assets held in offshore accounts or wallets

3. Dealing with digital assets in an estate

- Secure storage, access protocols and transfer mechanisms
- Handling digital records, cloud accounts and cryptoassets
- Trustee coordination and jurisdictional compliance

4. Data security, access rights and data protection

- Legal frameworks and privacy obligations
- Jurisdictional differences and fiduciary access laws
- Data protection across jurisdictions and trustee liability

5. Data sanitisation best practices

- Secure deletion and device disposal
- Ethical and legal considerations
- Trustee responsibilities for data held on offshore infrastructure

Module 2: Digital Asset Estate Administration Best Practice continued

6. Tax issues and asset valuation

- Valuation methods for cryptoassets and NFTs
- Reporting obligations and software tools
- Location of cryptoassets and cross-border tax implications

7. Protecting digital assets from financial abuse

- Identifying scams and abuse
- Preventative measures and monitoring tools
- Safeguarding assets held in offshore trusts from abuse or mismanagement