



IN COLLABORATION WITH

ALFI

The Association of the Luxembourg Fund Industry (ALFI) is a non-profit making association that is the representative body of the Luxembourg investment fund community.

Created in 1988, ALFI is a member of European Fund and Asset Management Association (EFAMA) and International Investment Fund Association (IIFA) and has as its mission to "lead industry efforts to make Luxembourg the most attractive international centre for investment funds".

ALFI has as its objective to help its members capitalise on industry trends, shape regulation, encourage professionalism, integrity and quality and to promote the Luxembourg investment fund industry.
www.alfi.lu

Parcours de formation ManCo et AIFM



HOUSE OF TRAINING
www.houseoftraining.lu



HOUSE OF TRAINING

Given Luxembourg's expertise, experience and its leading position in global fund distribution, there are many good arguments in favour of Luxembourg as the location for a UCI's Management Company or an AIFM. ALFI and the House of Training therefore have set up a dedicated program (in English and/ or French) covering the fundamental knowledge needed to work for a Management Company (ManCo) or an AIFM.

Please check our website www.houseoftraining.lu for further details as well as online registration.



Training Courses for ManCos/ AIFMS

UCITS/non-UCITS Management Companies and AIFMs - Fundamentals

Target audience: Legal officers, compliance officers, accountants, managers, conducting persons and Board members

Programme: Legal framework · Management companies and AIFMs (activities, authorisation and operations, delegation of activities, liabilities)

L: EN - 8 **h** - 195 **€** (+3% TVA) - ☀

Examen : optional

Compliance in Funds - Introduction to the Rules of Conduct and Management Companies/AIFMs

Target audience: Compliance officers, legal officers

Programme: Rules of conduct · Market abuse · Complaints handling · Data protection

L: EN - 8 **h** - 195 **€** (+3% TVA) - ☀

Examen : optional

UCI's: Actors & Legal Environment in Luxembourg

Objectives: To understand the importance and founding principles of the Luxembourg fund industry · To understand the role of the key actors within the fund industry · To understand the key features of Luxembourg funds' legal and regulatory environments · To understand the key principles relating to investors' information · To understand financial products similar to funds

L: EN/FR - 8 **h** - 195 **€** (+3% TVA) - ☀

Exam: optional

UCI's: Operational Flows

Objectives: The key learning objectives are:
- to understand the operational flows relating to investor transactions
- to understand the operational flows relating to portfolio transactions, initiated by the asset manager
- to understand the operational flows relating to normal events affecting the portfolio
- to understand the other regular operations

L: EN/FR - 8 **h** - 195 **€** (+3% TVA) - ☀

Exam: optional

UCI's: Organisation and Legal Life-Fundamentals

Objectives: To understand the legal and regulatory framework of UCIs · To understand the process of setting up an UCI · To master meetings of the corporate bodies of UCIs · To master amending UCIs' documentation · To understand the operations of liquidation and contribution to another UCI

L: EN/FR - 8 **h** - 195 **€** (+3% TVA) - ☀

Exam: optional

Depository Bank-Role and Responsibilities in Practice

Target audience: Senior depositaries. Recommended prerequisite: Depository Bank-Role, Responsibilities and Key Functions - Fundamentals

Programme: Supervision and monitoring activities of the depository in the context of UCITS and the AIFMD

L: EN - 8 **h** - 255 **€** (+3% TVA) - ☀

Examen : optional

Investment Policies and Restrictions in UCITS-Fundamentals

Objectives: · To understand the legal framework of investment restrictions applicable to UCITS · To understand investment restrictions relating to traditional financial instruments used by UCITS · To understand investment restrictions applicable to UCITS using derivatives or securities lending, repurchase and reverse repurchase transactions

L: EN/FR - 8 **h** - 195 **€** (+3% TVA) - ☀

Exam: optional

NAV Errors and Breaches - Circular 02/77

Target audience: Senior fund accountants, managers, conducting persons, Board member

Programme: NAV errors · Investment breaches · Remediation and correction process · Compensation

L: EN /FR - 8 **h** - 255 **€** (+3% TVA) - ☀

Examen : optional

Registrar and Transfer Agency - Fundamentals

Programme: Structure of fund distribution networks · TA activities (investor servicing, document management, register maintenance, transaction and fee processing, reports, settlements and reconciliations)

L: EN/FR - 8 **h** - 195 **€** (+3% TVA) - ☀

Exam: optional

UCI's: Fund Accounting Fundamentals

Objectives: Main course objectives:

- Refresher on the operational flows in a fund
- Transition from general accounting to fund accounting. Net Asset
- Provision, depreciation and proratisation
- Analysis of the charts of accounts relating to basic transactions
- Case studies

L: EN/FR - 8 **h** - 295 **€** (+3% TVA) - ☀

Exam: optional

UCI's: Booking Standard Transactions

Objectives: To follow this course the participant is required to know the charts of accounts relating to subscriptions and redemptions; purchases and sales of shares and bonds; provisions and amortisations; term deposits

L: EN/FR - 12 **h** - 385 **€** (+3% TVA) - ☀

Exam: optional

UCI's: Investments Valuation - Fundamentals

Objectives: The objectives of this course are:
- to understand the valuation mechanism of a UCI
- to understand the pricing function
- to understand the role of the various pricing sources
- to identify the potential risks
- to identify when accounting software is used
- to understand the impact of valuations

L: EN/FR - 12 **h** - 295 **€** (+3% TVA) - ☀

Exam: optional



Practical Information

More information: More information about the course content and objectives, the target audience, the exact schedule etc. can be found on our website www.houseoftraining.lu

Registrations: Registrations are to be made online via our website.

Registration fees: The fees indicated in this flyer represent the basic fees. These can vary, depending on several options chosen by the participant (training material, exam fees, etc.). All prices are indicated without VAT (3%).

Training location: Unless otherwise indicated in the registration confirmation, all courses take place at the **Training Centre in the Chamber of Commerce**
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