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| **Fund Custody and Administration Workshop** | |
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| Highly interactive training workshop designed to outline the most important administrative procedures of domestic and off-shore funds  Practical workshops, exercises and case studies will cover: Role of fund operations; Registrar & transfer agency services; Risk relationships; Fund set up; Road map of the valuation & pricing of investment funds | http://teamdelish.com/img/icon-calendar.png  **Dec 8, 9, 10**  Duration: 21 Hours  Time: 8:30 – 17:00  http://images.clipartpanda.com/blue-location-icon-location_map_pin_blue6.png  Venue: EIMF Premises, Nicosia  Fees: HRDA eligible €493, non-HRDA eligible €850 (both + €161.5 VAT) |
| **Attend this three-day intensive training workshop and equip yourself with:** | |
| * A clear understanding of the role and responsibilities of fund administration * The confidence to liaise with investment managers, fund sponsors, custodians, selling agents and investors * The latest developments in managing and controlling fund administration processes and procedures * The ability to value and price investment funds accurately including the latest techniques to ensure best execution | * The expertise to identify and manage sources of risk in fund servicing thus ensuring effective risk control * The ability to maintain the fund's compliance with regulatory and tax rules * Acquire the necessary skills to comply with the ever increasing demands of regulators. * Become familiar with the offering documents, reporting requirements and the problems faced by fund administrators. |
| **Course Leader:  David Loader, Fund Administration Expert** | |
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| dave-loaderDavid is an industry practitioner with experience in the fields of securities & derivatives operations. As a senior manager in major organisations, consultant & trainer, he works with leading banks, brokers, fund management companies, exchanges & clearing houses.  He will share the experiences of many years dealing with the issues that arise in operations at organisations in Warburgs, Eagle Star Investment Managers, Sumitomo & SBC. | |
| **http://www.apo-opa.com/images/layout/learn_more_icon.png**  **Call 22274470 or email** [**info@eimf.eu**](mailto:info@eimf.eu) **or visit our site at** [**www.eimf.eu**](http://www.eimf.eu) | |

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| **Seminar Title: Fund Custody and Administration Workshop** | | | | | | | | |
| **SECTION 1 – PARTICIPANT(S) PERSONAL DETAILS** | | | | | | | | |
| Last Name: | | | First Name: | | | | | Title: |
| Position: | | | E-mail: | | | | | |
| Last Name: | | | First Name: | | | | | Title: |
| Position: | | | E-mail: | | | | | |
| Last Name: | | | First Name: | | | | | Title: |
| Position: | | | E-mail: | | | | | |
| Last Name: | | | First Name: | | | | | Title: |
| Position: | | | E-mail: | | | | | |
| **SECTION 2: COMPANY DETAILS** | | | | | | | | |
| Authorized Representative: | | | | | | | | Title: |
| Company: | | | | | Position: | | | |
| Business Address: | | | | | | | | |
| Tel: | | Fax: | | | | E-mail: | | |
| By submitting this form:  I understand and accept the terms and conditions | | | | Signature: | | | | |
| Date of Booking: | | | | |
| **SECTION 3 : PAYMENT DETAILS** | | | | | | | | |
| Number of Participants: | Fee per participant: € | | | | | | Total Net Fee: € | |
| Please indicate whom to invoice Company Individual | | | | | | | | |
| **Terms and Conditions**  An invoice will be sent upon receipt of registration form. Cancellations made within five (5) working days prior to the start date of the seminar will be liable for the full fees. Substitutions are welcome at any time without any additional charge. EIMF reserves the right to change or cancel the dates of the programme. | | | | | | | | |
| **European Institute of Management & Finance**   Tel: +357 2227 4470 | Fax: +357 2227 4475 | [info@eimf.eu](mailto:info@eimf.eu) | [www.eimf.eu](http://www.eimf.eu)   101 Acropoleos Avenue, 3rd Floor, 2012 Strovolos, Nicosia, Cyprus | | | | | | | | |