



Agence de Transfert  
de Technologie Financière,  
Luxembourg  
Société anonyme

Financial Technology  
Transfer Agency,  
Luxembourg  
Stock company

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Luxembourg, 20 March 2014

**Multinational Seminar  
"CAMFIN - Capital Markets and Financial Instruments Certificate"**

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Dear Madam, Dear Sir,

The CAMFIN seminar has been offering for many years a great opportunity to bankers from ATTF partner countries to deepen their knowledge in financial instruments and to benefit from the contact with Luxembourg bankers. The Financial Technology Transfer Agency (ATTF - [www.attf.lu](http://www.attf.lu)) has the pleasure to inform you that the Luxembourg Ministry of Finance will support the participation of 15 professionals in this multinational seminar.

**Who can apply?**

**15 participants** will be selected among applicants from the following invited countries: Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Cape Verde, China, Croatia, Cyprus, the Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, Malta, Moldova, Mongolia, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tunisia, Turkey, Ukraine, Vietnam and the West African Economic & Monetary Union.

The selection will be made by the Ministry of Finance, ATTF, IFBL and ICMA experts, according to the relevance of the participants' profile that will have to correspond to the target group mentioned in the organisation sheet. It will be based on objective criteria such as the applicants' **educational and professional background, present position and level of English**. The participants are requested to have a **sound knowledge of English** as the whole seminar will be held in that language with no translation.

**A basic knowledge of financial mathematics is an absolute prerequisite.**

The geographical criterion will NOT be considered. Please note that ATTF will accept only one person per institution.

Participants will be invited to consolidate their knowledge in this field by preparing through the relevant **pre-reading documentation** which they will receive one month prior to the beginning of the seminar.

**When and where will the seminar take place?**

The seminar will be held in Canach, Luxembourg **from 16 to 24 June, 2014** (arrival date: Sunday, 15 June. Departure date: Tuesday, 24 June in the afternoon or Wednesday, 25 June if there are no flights available after 3pm on Tuesday, 24 June).

The seminar will end with a multiple-choice assessment on Tuesday morning, 24 June.

Please find attached the seminar description (organisation sheet & content), together with the relevant application form.

12, rue Erasme • L-1468 Luxembourg • Adresse postale: B.P. 13 • L-2010 Luxembourg  
Téléphone: +352 26 86 73-1 • Fax: +352 26 86 73 699 • [www.attf.lu](http://www.attf.lu) • E-mail: [contact@attf.lu](mailto:contact@attf.lu)

R.C. Luxembourg: B72054 • TVA: 1999 2225 923 • TVA IBL: LU 18 1338-45  
Banque: BCEELULL • Compte: IBAN LU29 0019 0038 5235 9000



### Fees

ATTF is asking for a contribution for the participation in this multinational seminar. This contribution amounts to 200€ excl. VAT per participant per working day (5.5 x 200€ = 1100€ + 3% VAT). In addition, participants will have to pay a contribution of 15.45 €, VAT included, to a travel insurance valid in the Schengen area. It will cover medical costs, repatriation and physical injury. The detail of the covers will be sent together with the confirmation letter in case of selection.

**These contributions will have to be paid at the latest by 26 May 2014.**

There will be no refund in case of cancellation after the deadline for payment.

The Luxembourg Ministry of Finance will cover the enrolment fees (management, tuition and documentation), the accommodation (welcome dinner on arrival day, full board during the seminar week, nights and breakfasts during the weekend and on the 23 and 24 of June and a closing lunch on June 24) and the transportation, within the framework of the programme.

The participants will have to pay their **contribution (1100€ + 15€ + 3% VAT)**, flight tickets, meals from the evening of Friday 20 June to departure day, except the closing lunch of June 24, telephone, internet, pay-TV, additional services in the hotel and the transportation for their personal needs.

### **Deadline for application: 26 APRIL 2014**

We look forward to receiving your application! However, before applying, we strongly recommend you to verify if your profile matches the target group. If it does, you are kindly requested to fill in the attached application form and send it back to the ATTF official partner in your country (from whom the present invitation was received) **by 26 APRIL 2014.**

Should you need any further information on the programme, please do not hesitate to get in touch with us.

This seminar will be a unique opportunity for the participants to meet, exchange views and experience among themselves and with colleagues from Luxembourg-based banks. And for those who will get the CAMFIN Certificate, it will no doubt be a fantastic asset for their future career!

*We would like to highlight that a **multinational course « CAMFIN CMI - Shocks, Lessons and Responsible Management »** will be organised in Luxembourg from 1 to 4 December 2014. This programme is especially designed for traders and client advisors with several years of experience in portfolio and wealth management at banks and financial institutions.*

*As a long experience in the field is requested, the holders of the CAMFIN Certificate are not automatically eligible for this programme. At the same time, the CAMFIN Certificate is not a mandatory prerequisite for this programme.*

*An official invitation will be sent to the ATTF contact in your country in due time.*

Yours sincerely,

Luciele Milani  
Project Officer

Josée Thyès  
Director of National Programmes & Administration

### Appendices:

Organisation sheet & Content, ATTF application form