



Agence de Transfert  
de Technologie Financière,  
Luxembourg  
Société anonyme

Financial Technology  
Transfer Agency,  
Luxembourg  
Stock company

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Luxembourg, 12 December 2013

## **“Capital Markets Back-Office Certification Programme - Level I ”**

Dear Madam, Dear Sir,

Following the successful first edition of CAMBOC Level 1 seminar in 2013, the **Financial Technology Transfer Agency** (ATTF - [www.attf.lu](http://www.attf.lu)) is pleased to inform you that the Luxembourg Ministry of Finance will support the participation of 15 professionals in the second edition of the multinational seminar **“CAMBOC - Capital Markets Back-Office Certification Programme Level I: Fundamentals in Securities Settlement, Clearing and Global Custody ”**.

This seminar is organized by the **Institute for Training in Banking, Luxembourg** (IFBL - [www.ifbl.lu](http://www.ifbl.lu)) and the **Luxembourg Capital Market Association** (ICMA - [www.icma-group.org](http://www.icma-group.org)) and is embedded in the two levels CAMBOC programme.

### **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, which will have to correspond to the target group mentioned in the organisation sheet attached to this invitation. The geographical criterion will NOT be considered. The participants are requested to have a **sound knowledge of English**, as the whole seminar will be held in this language with no translation. Please note that ATTF will accept only one person per institution.

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

The seminar will be held in Luxembourg **from 24 to 28 February 2014** (arrival date: Saturday 22 February, departure date: Saturday 01 March).  
It will end with a group assessment based on case studies.

**All successful candidates will be granted the CAMBOC level I certificate.**

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

### **Fees**

ATTF is asking for a contribution for the participation in this multinational seminar. This contribution amounts to 140 € excl. VAT per participant per working day (5 x 140 € = 700 € + 3% VAT). In addition, participants will have to pay a contribution to a travel insurance valid in the Schengen area of 15.45 €, VAT included. 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 3<sup>rd</sup> of February 2014.**

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

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



The Luxembourg Ministry of Finance will cover the experts' and management fees, the accommodation (night and breakfast) in Luxembourg, the lunches on seminar days, the closing dinner, the visit of the city, the transportation (by taxi or public bus) within the framework of the programme including the transfer from and to the airport and to and from the closing dinner.

The participants will have to pay their **contribution (700 € + 15 € + 3% VAT)**, flight tickets, dinners on seminar days, lunches and dinners during the weekend, telephone, Internet, pay-TV, additional services in the hotel and the transportation for their personal needs.

**Deadline for application: 9 JANUARY 2014**

Grab this unique opportunity to become CAMBOC Level I certified and apply for this seminar now!

But before doing so, please check 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 contact in your country (from whom the present invitation was received) **by the 9<sup>th</sup> of January 2014.**

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

*If you have more experience than it is specified on the target group of this seminar please note that ATTF will organise the multinational course "CAMBOC - Capital Markets Back-Office Certification Programme Level II: Mastering all aspects of Securities settlement, Clearing and Global Custody" in Luxembourg at the beginning of 2015. This programme targets middle and back office staff/management of banks and other financial institutions with a banking experience in the field exceeding 3 years.*

Thank you in advance for your interest.  
Yours sincerely,

A handwritten signature in black ink, appearing to be 'Luciele MILANI', written over a light blue horizontal line.

Luciele MILANI  
Project Officer

A large, stylized handwritten signature in black ink, appearing to be 'Josée THYES', written over a light blue horizontal line.

Josée THYES  
Administration & National  
Programmes Director

Appendices:

- Seminar Description (Organisation Sheet & Programme)
- ATTF application form