



Agence de Transfert
de Technologie Financière,
Luxembourg
Société anonyme

Financial Technology
Transfer Agency,
Luxembourg
Stock company

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Luxembourg, 7 August 2014

" Improve your present, prepare your future »

Dear Madam,
Dear Sir,

If you are a **Dealer, a Middle Office and Operations Officer, an Auditor, a Compliance Officer, a Risk Manager, a Fund Manager or a Financial Analyst** and are actively seeking to:

- Gain working knowledge of the structure and operation of the major foreign exchange and money markets;
- Apply the fundamental mathematics used in these markets and their core products (cash, forwards and derivatives);
- Develop relevant skills necessary to compete in these markets;
- Get a deep understanding of the products of the financial and money markets (prerequisite for an effective risk management).

Then this is the programme for you!

Already held 24 times in 10 different countries, the "**ACI Dealing Certificate Preparation Course (Money Markets: Products & Market Discipline)**" offers a personalised approach to help participants to obtain the **ACI Dealing Certificate**, one of the worldwide recognized examinations organised by *ACI – the International Financial Markets Association*. As of the end of 2013 **around 250 participants** who attended this ATTF programme **obtained their Certificate**.

The programme approach includes:

- a permanent coaching by an experienced specialist;
- an adapted timing to cover 100% of the material (theory and exercises);
- several exam simulations (individual and in group);
- a tailored software to identify participants' personal needs;
- extra time allocated to individual requests.

The programme will cover the following core themes: Basic Interest Rate Calculations, Cash Money Markets, Foreign Exchange, Forward-forwards, FRAs and Money Market Futures & Swaps, Options, Principles of Asset & Liability Management, Principles of Risk, Model Code.

The "**Financial Technology Transfer Agency**" (ATTF – www.attf.lu) has been mandated by the Luxembourg Ministry of Finance to implement this event, that will be organised **in Luxembourg from 2 December** (arrival on Mon 1 Dec) **to 12 December 2014** (departure on Sat 13 Dec).

The programme is open to **15 participants** who will be selected by the Luxembourg Ministry of Finance, ATTF and the trainer. The selection will be based on objective criteria such as the applicants' **educational and professional background**, their present **position**. The geographical location will not be a selection factor. A particular interest will be put on the **applicants' motivations**. The applicants have also to **perfectly understand financial English**, even if their oral expression is not fluent

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(the ACI Certificate is a computer based exam made of multiple choices questions, so the speaking level is not as important as the understanding).

Please note also that **taking the exam is a prerequisite to apply** for the programme. The exam should be taken a few weeks after the end of the second training session. It has to be taken on an individual basis in an official testing centre (see : <http://www.register.prometric.com/Index.asp?tcl=1>).

We are pleased to inform you that the Luxembourg Ministry of Finance, through ATTF, will pay back **half the examination registration fees** to those participants who will have taken and **passed the exam by 10 February 2015**.

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 (9 x 140 € = 1260 € + 3% VAT). In addition, participants are requested to pay a contribution to a travel insurance valid in the Schengen area and amounting to 15 EUR excl. VAT (3%). The insurance covers medical costs, repatriation and physical injury. These amounts will have to be paid at the **latest by 11 November 2014**. There will be no refund in case of cancellation after that date.

The Luxembourg Ministry of Finance will cover the tuition and management fees / the accommodation (night and breakfast) in Luxembourg / the welcome dinner / the lunches on seminar days / the closing cocktail / the visit of the city / the transportation (by taxi or public bus) within the framework of the programme.

The participants will have to pay their contribution and insurance fees (1313.25 € incl. VAT), their flight tickets, visa fees if a visa is requested, dinners on seminar days, lunches and dinners during the weekend and on the off-day, telephone, pay-TV, additional services in the hotel and the transportation for their personal needs.

You will find herewith the detailed information about the course. If you are interested please fill in the attached application form and send it back to ATTF official partner in your country (from which you received this invitation) **by 30 September 2014**.

If you need any further information, please do not hesitate to get in touch with us.

We look forward to welcoming this year's participants to Luxembourg.

Yours sincerely,


Hilda LUTGEN
Project Manager


Josée THYES
Director Administration and National Programmes

Appendices: Description / Content / Information on the lecturer / Provisional Programme / Application form