



Agence de Transfert
de Technologie Financière,
Luxembourg
Société anonyme

Financial Technology
Transfer Agency,
Luxembourg
Stock company

Luxembourg, 12 December 2011

Ref: JT/HL/2011.197

Re: Multinational Seminar in Luxembourg: 12-16 March 2012

Dear Madam, Dear Sir,

We are pleased to inform you that the Luxembourg Ministry of Finance will support the organisation of the multinational seminar « **Back Office : Securities Settlement, Clearing and Global Custody** » in Luxembourg.

20 participants will be selected to attend this seminar. Invited countries are: Azerbaijan, Bosnia and Herzegovina, Bulgaria, 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 and Ukraine.

The "**Financial Technology Transfer Agency**" (ATTF – www.attf.lu) has been mandated by the Luxembourg Ministry of Finance to implement this training course, which will be co-organised by the **Institute for Training in Banking, Luxembourg** (IFBL – www.ifbl.lu).

The seminar will be held in Luxembourg **from 12 to 16 March 2012** (arrival date: Saturday 10 March, departure date: Saturday 17 March). It will end with a knowledge assessment (multiple choices). All successful candidates will be granted a certificate of success. We send you herewith the seminar description (organisation sheet & programme), together with the relevant application form.

The selection of the participants will be made by the Ministry of Finance and ATTF/IFBL experts, according to the relevance of the participants' profile, that will have to correspond to the target group mentioned in the organisation sheet. 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 that language with no translation. Please note that ATTF will accept only one person per institution.

ATTF is asking for a contribution for the participation in this multinational seminar. This contribution amounts to 70 € excl. VAT per participant per working day (4,5 x 70 € = 315 € + 3% VAT) and will have to be paid at the **latest by 20 February 2012**. There will be no refund in case of cancellation.

The Luxembourg Ministry of Finance will cover the experts' fees 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 (from and to the airport, to and from the closing dinner).

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The participants will have to pay their contribution (315 € + 3% VAT) / flight tickets / dinners on seminar days / lunches and dinners during the weekend / telephone, Internet, pay-TV, additional services in the hotel / the transportation for their personal needs.

The people interested in this training course are kindly requested to fill in the attached application form and send it back to ATTF official contact in their country (from whom the present invitation was received) **by 27 January 2012.**

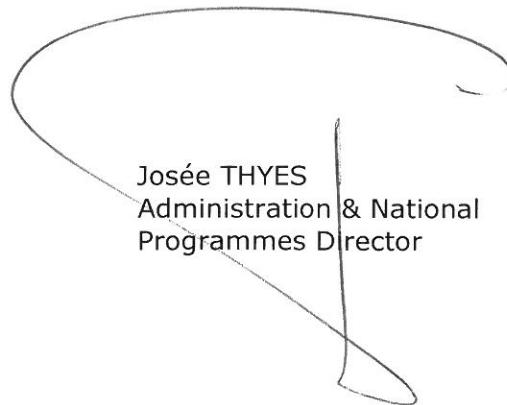
We kindly inform you that a multinational course "Back Office level II" shall be organised in Luxembourg in December 2012 or January 2013, dedicated to middle and back office staff of banks and other financial institutions with a banking experience in the field exceeding six years.

We look forward to welcoming this year's participants to Luxembourg.
If you need any further information on the programme, please do not hesitate to get in touch with us.

Thank you in advance for your interest.
Yours sincerely,



Hilda Lutgen
Project Manager



Josée THYES
Administration & National
Programmes Director

Appendices:

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