



Agence de Transfert
de Technologie Financière,
Luxembourg
Société anonyme

Financial Technology
Transfer Agency,
Luxembourg
Stock company

Ref: JT/CM/2011.190

**Multinational Seminar "Compliance"
Luxembourg: 13-17 February 2012 (4.5 days)**

Luxembourg, 02 December 2011

Dear Madam,
Dear Sir,

We are pleased to inform you that the Luxembourg Ministry of Finance will support the organisation of the multinational seminar « **Compliance** » in Luxembourg.

20 participants will be selected to attend this seminar. Invited countries are: 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 and Ukraine.

The "**Financial Technology Transfer Agency**" (ATTF – www.attf.lu) has been mandated by the Luxembourg "Fonds de Lutte" and 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 programme has been developed jointly by IFBL and the **Luxembourg Association of Compliance Officers** (ALCO – www.alco.lu).

The seminar will be held in Luxembourg **from Monday 13 to Friday 17 February 2012** (arrival date: Sat 11 Feb, departure date: Sat 18 Feb) The seminar will end with a knowledge assessment (group presentation of a case in the presence of a jury). All successful candidates will be granted a certificate of success. We send you herewith the seminar description (organisation sheet & content) and application form.

The selection of the participants will be made by the ATTF, IFBL and ALCO, according to the relevance of the participants' profile, that will have to correspond to the target group mentioned in the organisation sheet. The applicants should come from **both commercial and central banks**. 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.

ATTF is asking for a contribution for the participation in this multinational seminar. This contribution amounts to 60 € excl. VAT per participant per working day (4,5 x 60 € = 270 € + 3% VAT) and will have to be paid at the **latest by 23 January 2012**. There will be no refund in case of cancellation and we will contact a new candidate on the waiting list after this deadline.

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 • E-mail: 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 "Fonds de Lutte" (Fund to Fight Drug Trafficking) and the Luxembourg Ministry of Finance will cover the experts' and management fees / the accommodation (night and breakfast) / the lunches on seminar days / the closing dinner / the visit of the city and of the country / the transportation (by taxi, private or public bus) within the framework of the programme (from and to the airport, to and from the closing dinner, tour of the country).

The participants will have to pay their contribution (270 € + 3% VAT) / their flight tickets / dinners on seminar days / lunches and dinners during the weekend / telephone, Internet, pay-TV, additional services in the hotel / 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 which the present invitation was received) **by 02 January 2012.**

Please note that a multinational course on the topic "Prevention of Money Laundering Certificate, Level 1" will be held at the beginning of October 2012 and another multinational course to prepare the ACAMS International certification on the topic: "Prevention of Money Laundering" will be held mid-October 2012, both in Luxembourg.

The first programme above mentioned (level 1) will target junior AML & compliance officers, junior & senior front officers, risk managers and internal auditors confronted to the subject from Central & commercial banks and financial institutions.

The second programme (ACAMS Certificate) will target senior AML & compliance officers from commercial banks and financial institutions, senior central bankers and supervision authorities employees: officers dealing with these matters at supervisory level.

Do not hesitate to contact us for any further information.

Looking forward to receiving your application,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'CMOZET', written over a light blue horizontal line.

Claire MOZET
Programmes Coordinator

A large, stylized handwritten signature in black ink, written over a light blue horizontal line.

Josée THYES
Administration & National
Programmes Director

Appendices:

- Seminar description: Organisation sheet & content
- ATTF application form