

**MiFID Compliant  
Regulatory Paper**

**FSA Approved**

**Hellenic American Union and H&F Analysis announces**  
new Preparation Courses for the

UK's Securities & Investment Institute  
**Certificate in Investment Management**  
**CERT IM**

**CertIM has been approved by the  
Hellenic Republic Capital Market Commission**

*The Certificate covers the following functions:*

- Managing investments
- Advising on and/or dealing in securities and derivatives
- Managing investments in relation to venture capital investments
- Advising on investments in the course of corporate finance business
- Overseeing administration functions in relation to managing investments
- Undertaking activities as a broker fund adviser

Training Provider:



Expert Training Advisor



Presented in association with the



**Venue: Hellenic American Union, Athens**

**Dates: March 11 – April 22, 2008 Module 1 – Investment Management**  
**May 13 – May 27, 2008 Module 2 - Regulation**

## SII's Level 3 Certificate in Investment Management – CERTIM

CERTIM is recognized by the FSA (UK's Financial Services Authority) and by the FSSC (UK's Financial Services Skills Council) as an appropriate examination for those who are managing and/or advising on investments. It is widely recognized and respected as a leading qualification, meeting the highest quality standards in the European market.

**CertIM was among the first foreign European certifications that was approved by the Hellenic Capital Market Commission**

### Who should attend:

- Investment directors, managers and analysts
- Senior Corporate Management
- Finance directors, financial officers
- Bank employees, brokers, traders
- Professionals engaging in fund management, corporate finance, venture capital, asset management, financial planning
- Financial Consultants
- Business school graduates

### How the Certificate benefits you:

- Candidates gain a certificate approved by the UK Regulator, Financial Services Authority (FSA), recognized by the No.1 European financial market
- It is the most complete certificate in investment management offered in Greece.
- Success qualifies candidates to join SII as Associate members who enjoy unparalleled networking and social events within SII.
- It combines practical and analytical skills with an international perspective
- Candidates expand their skills in all related industry sectors
- Candidates gain recognition and acceptance as career professionals within the European market

### How the Certificate benefits your organization:

- Expands company's Know-How and demonstrates commitment in investing on human capital
- Certified executives provide a competitive edge against competition and show to clients the importance the organization places on investment management
- Recognized from all major financial institutions worldwide
- Facilitates international business
- Enhances organization's potential for new business development

### Requirements:

- No entry requirements. However candidates are expected to have some professional or academic exposure to business or investment related matters.
- Candidates are required to pass both modules (Module 1 - Investment Management and Module 2 –Regulation) in order to acquire the SII Level 3 Certificate in Investments (Investment Management).

However separate certificates are issued when passing one of the separate modules.

### About Securities & Investment Institute (SII):

Established in February 1992 with the endorsement of the FSA (formerly the Securities & Investment Board), the Bank of England, the London Stock Exchange and the London International Financial Futures and Options Exchange (LIFFE), Securities & Investment Institute is the largest and most widely respected professional body, representing over 40,000 Members and Affiliates working in the UK securities and investment industry.

Through membership SII offers practitioners professional recognition and the confidence of employers, peers and clients that they have attained the highest possible standard within their industry sector.

### Some of the major firms using it:

- Bank of America
- Gartmore Investment Management
- Brewin Dolphin
- Goldman Sachs
- Brown Shipley & Co
- JP Morgan
- Bell Lawrie White
- Liberty Ermitage UK
- Close Wealth Management
- Royal Bank of Scotland
- Collins Stewart (CI) Ltd
- Smith & Williamson Investment
- Credit Suisse Asset Management
- Deutsche Bank
- UBS Global Asset Management

**H&F Analysis** through continuous training development and cooperation with Securities & Investment Institute has acquired the SII's Accredited Training Provider status in Greece.

H&F Analysis' instructors are trained and approved from Securities & Investment Institute. They are chosen to be highly qualified, market oriented practitioners with hands-on experience, well acquainted with SII's culture and methods.

Only SII's approved instructors present preparation courses for the Certificate in Investment Management and use strictly SII's copyrighted training material. H&F Analysis follows interactive teaching methods with the support of high-tech infrastructure and has so far achieved well above average passing rates for attending candidates.

### How to have this program conducted on-site at your location:

On-site training for own company employees can be offered according to present schedule or we can tailor a more intense and compressed training course (minimum 5-day crash course) to meet your company's requirements in less time.

# SII's CERTIM Preparation Course 2008

Attending the preparation courses designed by SII approved professionals, candidates maximize chances to pass the rigorous exam and gain this supreme professional distinction.

The modular teaching and examination approach enables candidates to concentrate separately on regulation and technical material, expand their skills, strengthen weaknesses and thus increase their success potential.

**Module 1, Investment Management**, covers 46 hrs of training on:

- Economics, financial mathematics and broad industry regulation
- Asset classes and financial markets
- Investment analysis, accounting and taxation
- Portfolio management and measurement

**Module 2, Regulation**, is presented in 14 hrs covers:

- Regulatory environment and infrastructure
- Regulatory activities and market abuses
- EU directives and FSA handbook
- Conduct of business – rules and expectations

## Methodology

The combination of carefully prepared workbooks by industry professionals and the large data base of practice questions and mock exams in a stimulating learning environment, results in an across-the-board well above average pass-rate.

## Membership

Acquiring an SII certificate you gain eligibility to become an SII member and have the Institute's support to remain informed and competent throughout your career. Becoming an SII member entitles you to:

- Attend free Continuous Professional Development (CPD) events and have access to online archives.
- Use designatory letters.
- Receive for free website updates on latest news and the bi-monthly magazine "Securities & Investment Review.
- Network with fellow professionals through social events and access to the Member's Directory.
- Free telephone legal advice via Law Express.
- Receive discounts on hotel rates, tickets and a diverse range of retail products and services.

For more information check [www.sii.org.uk](http://www.sii.org.uk) or e-mail: [memberservices@sii.org.uk](mailto:memberservices@sii.org.uk)

## How much does CertIM cost?

The full qualification costs 260 GBP and made up as follows:

Financial Regulation Unit Test	105 GBP
Investment Management Unit Test	155 GBP
Study material and training fee	1950 Euro

Examination fees are paid directly to SII. The Prep course is optional however thoroughly prepares candidates to pass this rigorous examination. Training fees are paid to the Hellenic American Union.

## Examination Logistics

Examinations are prometric and are given at Fulbright's testing centers in Athens and in Thessaloniki ([www.fulbright.gr](http://www.fulbright.gr))

# Syllabus

## Investment Management

Chapter 1 - Economics  
- Microeconomic Theory  
- Macroeconomic Analysis

Chapter 2 - Financial Mathematics & Statistics  
- Financial Mathematics  
- Statistics

Chapter 3 – Industry Regulation  
- Trustee Act 2000  
- Corporate Governance  
- The Companies Act 1985/89  
- Mergers and Acquisitions

Chapter 4 - Asset Classes  
- Equities  
- Fixed Interest  
- Cash  
- Derivatives  
- Property

Chapter 5 - Financial Markets  
- Stock Exchanges  
- Dealing and Settlement  
- International Markets  
- Foreign Exchange

Chapter 6 - Accounting  
- Basic Principles  
- Balance Sheet  
- Profit and Loss Account  
- Cash-flow Statement  
- Consolidated Company Reports  
- Accounting Developments

**Course Dates & hrs**  
March 11 – April 22, 2008  
18.00-21.00 Tue & Thu  
9.00-14.00 Every 2<sup>nd</sup> Saturday

Chapter 7 - Investment Analysis  
- Fundamental and Technical  
- Ratio Analysis  
- Yields and Ratios  
- Valuation

Chapter 8 - Taxation and Trusts  
- Corporation Tax  
- Personal Taxes  
- Overseas Taxation  
- Trusts

Chapter 9 - Portfolio Management  
- Risk and Return  
- Role of the Portfolio Manager  
- Fund Characteristics

Chapter 10 - Performance Measurement  
- Performance Benchmarks  
- Performance Attribution  
- Performance Measurement

## Regulation

Chapter 1 - Regulatory Environment

Chapter 2 - Financial Services and Markets Act 2000

Chapter 3 - Associated Legislation and Regulation

Chapter 4 - European Union Legislation

**Course Dates & hrs**  
May 13 – May 27, 2008  
18.00-21.00 Tue & Thu

Chapter 5 - FSA Handbook

Chapter 6 - FSA Conduct of Business Sourcebook  
Complaints and Redress

**“Certificate in Investment Management provided me with the right basis for becoming a modern and well-informed Bank Officer. I highly recommend it”**

*Konstantinos Zotos, Branch Manager – Emporiki Bank*

**Equivalent to  
Hellenic Republic Capital Market Commission's  
Certificate:  
(Υ) Διαχείριση Χαρτοφυλακίου Πελατών**

**SII's CertIM Prep Course 2008 is sponsored by the  
OAED-LAEK 0,45% subsidy program**



# Registration Form

Send by fax to: 210-3633174

I wish to register for the SII's Certificate in Investment Management Preparation Courses:

<input type="checkbox"/> Module I - Investment Management Dates: March 11 – April 22, 2008	46 hrs	Course Fee: €1650
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<input type="checkbox"/> Module II - Regulation Dates: May 13 – May 27, 2008	14 hrs	Course Fee: €550
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<b>SAVE MONEY</b>		
<input type="checkbox"/> Module I & II (Investment Management & Regulation)	60 hrs	Course Fee: €1950

In order to guarantee a place on the course, delegates are kindly requested to register at **least 10 working days before the course**. Course fees include tuition documentation, course material, lunch and refreshments. An invoice will be sent upon receipt of registration form. Please note that payment must be received prior to the course start.

**Discounts are available for group bookings. For more information, please call the Hellenic American Union.**

**PERSONAL DETAILS (Please print clearly)**

Family Name	First Name	
Company	Position/Title	
Address		
City	Postal Code	
Tel	Fax	Email

**INVOICE DETAILS**

Company Name	Area of Business
Address	
City	Postal Code
Tel	Fax
Tax Id. Nr.	Tax Registration Office

I/We understand and accept the registration and cancellation policies and procedures, and the protection of personal and credit card data policy.

Signature/company seal \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT DETAILS**

Payments are made to the Hellenic American Union: by credit card by filling out the form below, by cheque made payable to Hellenic American Union or bank deposit: For bank deposit/transfer information please contact the Hellenic American Union.

Please always quote the invoice number which you will receive once you have registered, or alternatively please quote your company's name or the delegates name in the transfer instructions.

**Payment Method**

<input type="checkbox"/> Please invoice my company
<input type="checkbox"/> Cheque
<input type="checkbox"/> Bank Deposit/Transfer
Please charge my credit card:
Visa <input type="checkbox"/> Master card <input type="checkbox"/>
Card No. <input type="text"/>
Card Expiry date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of card holder _____ Signature _____ Date _____

**Cancellation Policy**

A full refund will be given for cancellation requests received up to 10 working days before the event. Cancellations must be made in writing (letter or fax) and reach this office before the 10 working days deadline. Delegates who cancel less than 10 working days before the event, or who don't attend, are liable to pay the full course fee and no refunds can be given. A replacement is always welcome.

**Disclaimer:** Hellenic American Union reserves the right to change or cancel any part of its published programme due to unforeseen circumstances.

**Confidentiality:** The information you provide will be safeguarded by the Hellenic American Union, who may use it to keep you informed of relevant products and services. If you do not wish to receive this information from the Hellenic American Union by telephone c, fax c, e-mail c, or mail c, please check the appropriate box and send this form to the Hellenic American Union, Fax nr: 210-3633174 or notify us at tel: 210-3680927, or notify the person in charge of sending this information. We will ensure that you do not receive any further information, unless you instruct us otherwise.

In accordance with the Greek and European Law, your personal data as well as your credit card data is subject to strict confidentiality. Under no circumstances will personal or credit card data be communicated to third parties (legal or natural entities). Your credit card will be charged only once, with the fee that corresponds to the program you plan to attend. Your credit card data is neither recorded nor used for any other purpose apart from collecting the registration fee. The Hellenic American Union cannot be held responsible for any processing of clients' data made by the Bank which has issued the card. For any questions regarding such matters you should contact the Bank that has issued your credit card directly. You bear the responsibility for the accuracy of the credit card details you provide, and specifically, by signing the registration form, you: a) accept the transaction, b) declare that the data is correct, c) declare that you are the owner of the credit card, or you are authorized by the owner of the card to use it for this specific transaction, d) confirm that there are sufficient funds to cover the registration fee, and e) accept that in case of fraudulent use of the credit card data you will be held legally responsible.