



SECURITIES &
INVESTMENT
INSTITUTE

SII in Greece

SECURITIES &
INVESTMENT
INSTITUTE

“To set standards of professional excellence and integrity for the securities and investment industry, providing qualifications and promoting the highest level of competence to our members, other individuals and firms”



40 corporate members

40,000 + members

40,000 + exams sat worldwide

Who are we?

The Securities & Investment Institute (SII) is a registered charity, formed in 1992 by individual members of the London Stock Exchange. Today, the Institute is the leading professional body offering progressive qualifications that present the opportunity for individuals worldwide to achieve core competence and develop strong career growth in the securities and investment industry. Building and maintaining professionalism is the foundation of all SII's activities for its students and members.

As a not-for-profit membership body, SII's mission is to help individuals to attain and maintain high levels of competence and to promote the highest levels of personal behaviour and integrity. SII members enjoy a variety of benefits including great opportunities to maintain and further develop professional competence through SII's Continuing Professional Development (CPD) Scheme. We also offer networking opportunities at events, conferences and seminars, and produce high quality publications.

With over 40,000 individual members and 40 Corporate Members enjoying a range of professional benefits, and more than 43,000 examinations sat worldwide in 37 countries, SII has achieved global presence and recognition, with offices in the Dublin, Edinburgh, Mumbai, Shanghai, Singapore and UAE.

SII in Greece

SII has seen a growing interest from firms in Europe for globally recognised qualifications — structured to secure investor confidence and demonstrate individual competence and personal development of their staff.

SII has been working in Greece since 2004, to:

launch a Greek Membership branch

formally accredit H&F Analysis to train for SII qualifications. SII are looking to accredit more training providers in Greece to provide the market with internationally tailored investment and securities qualifications

work with the Greek regulator to gain recognition for SII's qualifications

host successful Continuing Professional Development (CPD) events, which attracted international speakers from the UK Financial Services Authority (FSA) and the Hellenic Capital Markets Commission (HCMC)

present on the Markets in Financial Instruments Directive (MiFID) as part of the International Venture Capital Forum in Athens

For more info on SII in Greece please contact info@siigreece.gr

SII's Greek Branch Committee

Some of Greece's most senior financial services industry practitioners have joined SII's Greek Branch Committee. Committee members have taken on specific roles to cover the increased activity in Greece and the neighbouring region.

The objectives of the Committee are to:

- ✓ attain competency through professional qualifications
- ✓ maintain skills through SII membership
- ✓ organised topical Continual Professional Development (CPD) events
- ✓ promote integrity and trust within investment industry

SII's Certificate in Investment Management (Cert IM) Recognised by the Hellenic Capital Market Commission (HCMC)

HCMC has compiled a list of professional certificates that are considered equivalent to certificate 14 of Greek L. 3606/2007. Recognition of such certificates is granted by HCMC by an application process, and given only if sufficient knowledge of the legal framework regarding the operation of the Greek capital market is confirmed.

SII's Cert IM is officially recognised by HCMC and all candidates holding the qualification will have an equivalent to the Greek Certificate — Portfolio Management

MiFID Compliance

The introduction of MiFID (Markets in Financial Instruments Directive) in November 2007 affected every aspect of the investment industry. This new directive requires all European investment companies to comply with new guidelines which call for extensive changes to client-related information, transaction reporting and record-keeping obligations from November 2007.

SII's Cert IM qualification is tailored to meet the needs of employees working with both wholesale and retail clients. Candidates and firms can also be assured that SII has adapted all regulatory examinations to ensure they are MiFID compliant.



**SI's progressive
qualifications allow
individuals to build and
maintain**

**competence
&
professionalism**

“ The CertIM qualification is a challenging and highly rewarding experience. It is continually evolving to adapt to the ever changing investment world. It combines theory, technical issues and the hand-on experience, thus providing all necessary skills and education.

The best aspect though is that the Securities & Investment Institute, through membership and the excellent CPD program, keeps all members in the forefront of the current developments.

CertIM is an excellent choice for people involved in the investment industry. The quality of education, the positive influences and experiences I received, provided me with a solid foundation to build my future career goals on

I strongly recommend it!

Antigoni Lympelopoulou
Investment Manager, New Economy Development Fund, Taneo

Certificate in Investment Management (Cert IM)

Cert IM is ideally suited for professional investment managers, advisers and analysts. Its wide-ranging syllabus also offers an excellent guide to investment management generally, building knowledge for those needing to better understand investment issues.

Cert IM is an ideal introduction to a wide range of front office roles, particularly in the areas of:

- ✓ Private client asset management
- ✓ Discretionary and specialised portfolio management
- ✓ Institutional asset managers
- ✓ Investment bankers working in asset management houses

The full Cert IM consists of two separate units:

Financial Regulation

a one hour - 50 question - exam

Investment Management

a two hour - 100 question - exam

SIIG have developed an **International Certificate in Investment Management** qualification. Derived from Cert IM, the syllabus has been tailored to meet the needs of those operating in international markets. For more information please visit

www.siiglobal.org/int_qualifications



As a test of core competencies, the Cert IM technical unit syllabus covers:

ELEMENT 1 ECONOMICS

- 1.1 Microeconomic Theory
- 1.2 Macroeconomic Analysis

ELEMENT 2 FINANCIAL MATHEMATICS AND STATISTICS

- 2.1 Statistics
- 2.2 Financial Mathematics

ELEMENT 3 INDUSTRY REGULATION

- 3.1 Corporate Governance
- 3.2 Transparency Directive
- 3.3 Markets in Financial Derivatives (MiFID)

ELEMENT 4 ASSET CLASSES AND INVESTMENT STRATEGIES

- 4.1 Equities
- 4.2 Fixed Interest
- 4.3 Cash and Money Market Instruments
- 4.4 Derivatives
- 4.5 Property
- 4.6 Alternative Investments

ELEMENT 5 FINANCIAL MARKETS

- 5.1 Exchanges
- 5.2 Dealing and Settlement
- 5.3 International Markets
- 5.4 Foreign Exchange

ELEMENT 6 ACCOUNTING

- 6.1 Basic principles
- 6.2 Balance Sheet
- 6.3 Income Statement
- 6.4 Cash Flow Statement
- 6.5 Consolidated Company Report and Accounts

ELEMENT 7 INVESTMENT ANALYSIS

- 7.1 Fundamental and Technical Analysis
- 7.2 Yields and Ratios
- 7.3 Valuation

ELEMENT 8 TAXATION

- 8.1 UK Corporation Tax
- 8.2 UK Personal Taxes
- 8.3 Overseas Taxation

ELEMENT 9 PORTFOLIO MANAGEMENT

- 9.1 Risk and Return
- 9.2 The Role of the Portfolio Manager
- 9.3 Fund Characteristics

ELEMENT 10 PERFORMANCE MEASUREMENT

- 10.1 Performance Benchmarks
- 10.2 Performance Attribution
- 10.3 Performance Measures

Certificate in Corporate Finance

The Certificate in Corporate Finance equips individuals with an understanding of the legislation, regulation and techniques which underpin corporate finance transactions. The focus of the Certificate is on developing the core knowledge and techniques required to understand how corporate finance transactions are developed to meet client needs. The Certificate is ideal for individuals:

- ✓ joining a Corporate Finance Department
- ✓ requiring an entry point into corporate finance and to the regulatory stage of the new Global Corporate Finance Qualification

Certificate in Corporate Finance comprises of two units:

Unit 1 - Corporate Finance Regulation

ELEMENT 1 THE REGULATORY ENVIRONMENT IN THE UK

- 1.1 The regulatory infrastructure
- 1.2 The role of the Financial Services Authority (FSA)
- 1.3 The Companies Acts 1985/89
 - 1.4 Money laundering
 - 1.5 Insider dealing
 - 1.6 Market abuse
- 1.7 Financial Services and Markets Act 2000 s.397
- 1.8 European Union legislation

ELEMENT 2 FSA CONDUCT OF BUSINESS RULES (COB)

- 2.1 The application and general provisions of the FSA Conduct of Business Sourcebook to corporate finance business
- 2.2 Rules applying to all firms conducting designated investment business
 - 2.3 The requirements of the financial promotion rules
 - 2.4 Accepting customers
 - 2.5 Conflict of interest and material interest
 - 2.6 Personal account dealing

ELEMENT 3 CORPORATE GOVERNANCE AND BUSINESS ETHICS

- 3.1 Combined Code on Corporate Governance
- 3.2 Business ethics

ELEMENT 4 CITY CODE ON TAKEOVERS AND MERGERS AND RULES GOVERNING SUBSTANTIAL ACQUISITIONS OF SHARES

- 4.1 Relevant bodies
- 4.2 The City Code on Takeovers and Mergers
- 4.3 Rules Governing Substantial Acquisitions of Shares (SARs)

ELEMENT 5 EQUITY CAPITAL MARKETS

- 5.1 Regulation of the UK markets
- 5.2 Initial public offerings (IPOs)
- 5.3 Secondary Issues

Unit 2 - Corporate Finance Technical Foundations

ELEMENT 1 QUANTITATIVE METHODS FOR CORPORATE FINANCE

- 1.1 Financial mathematics
- 1.2 Discounted cash flows

ELEMENT 2 FINANCIAL STATEMENTS ANALYSIS

- 2.1 Basic principles
- 2.2 Company Balance Sheets
- 2.3 Profit and Loss account
- 2.4 Cash Flow Statement

ELEMENT 3 CAPITAL STRUCTURE

- 3.1 Equity capital
- 3.2 Debt capital
- 3.3 The cost of capital

ELEMENT 4 INTRODUCTION TO BUSINESS VALUATIONS

- 4.1 Equity Value and Enterprise Value
- 4.2 Stock Market, transaction and break up values
 - 4.3 Asset based valuations
 - 4.4 Dividend based valuations
 - 4.5 Earnings based valuations
 - 4.6 Cash based valuations

ELEMENT 5 CORPORATE TRANSACTIONS

- 5.1 Acquisitions and disposals
- 5.2 Private equity and debt financed transactions

ELEMENT 6 CORPORATE FINANCE DOCUMENTATION

- 6.1 General documentation in corporate finance transactions
- 6.2 Buying and selling documentation in corporate finance transactions
- 6.3 Loan and security documentation in corporate finance transactions
- 6.4 Public company documentation in corporate finance transactions

International Introduction to Investment

SII's foundation qualification — the International Introduction to Investment — is a benchmark qualification which offers a broad overview of the investment industry. This foundation qualification is a good start from which to progress to the Certificate in Investment Management and Corporate Finance.

The International Introduction to Investment qualification has been specifically designed to meet the needs of new entrants to the investment industry. With a tailored and focused approach to international markets, it provides an overview of all areas of investment.

The qualification offers candidates a valuable understanding of the language of the industry and provides firms with a benchmark entry level qualification which SII recommend can be used as part of an induction programme. The new syllabus has been designed to be studied by a range of staff not just in traditional investment administration roles.

The International Introduction to Investment is a stand alone benchmark qualification as well as a technical unit within the International Investment Administration Qualification (IAQ™). For more information, please visit www.siiglobal.org/iaq

ELEMENT 1 INTRODUCTION

1.1 The Financial Services Industry

ELEMENT 2 ECONOMIC ENVIRONMENT

2.1 Economic Environment

ELEMENT 3 FINANCIAL ASSETS AND MARKETS

3.1 Cash deposits

3.2 Money Market Instruments

3.3 Property

3.4 Foreign Exchange Market

3.5 Derivatives/Commodity Exchanges

3.6 World Stock Exchanges

ELEMENT 4 EQUITIES

4.1 Equities

ELEMENT 5 BONDS

5.1 Government Bonds

5.2 Corporate Bonds

ELEMENT 6 DERIVATIVES

6.1 Introduction

6.2 Futures

6.3 Options

6.4 Warrants

6.5 SWAPS

6.6 Structured Products

ELEMENT 7 INVESTMENT FUNDS

7.1 Introduction

7.2 Collective Investment Schemes/Mutual Funds

7.3 Investment Trusts

7.4 Real Estate Investment Trusts (REITs)

7.5 Exchange-Traded Funds

7.6 Hedge Funds

7.7 Private Equity

ELEMENT 8 FINANCIAL SERVICES REGULATION

8.1 Introduction

8.2 Financial Crime

8.3 Insider Dealing and Market Abuse

8.4 Data Protection and Privacy

8.5 Complaints and Compensation

ELEMENT 9 OTHER FINANCIAL PRODUCTS

9.1 Retirement Planning

9.2 Loans

9.3 Mortgages

9.4 Life Assurance

ELEMENT 10 TAXATION AND TRUSTS

10.1 Tax

10.2 Trusts

How to achieve SII qualifications

How are the qualifications booked?

- ✓ New SII candidates first need to register with the Institute at www.siiglobal.org/registration
- ✓ Before booking an exam visit www.siiglobal.org/exam_information to find out important information on:

exemption • recommended study times • exam timetable • exam prices • exam policies

- ✓ To book for the exam please visit the 'Book Now' section on the SII website or contact Client services on clientservices@sii.org.uk or +44 (0)20 7645 0680
- ✓ To complete booking candidates need to visit www.siiglobal.org/qrf to complete the Qualifications Registration Form



www.siiglobal.org

How to study for SII qualifications

On registering for our qualifications, candidates will receive and benefit from:

- ✓ a pdf version of the workbook, which is devised by market practitioners, offers comprehensive coverage of the syllabus, revision questions, case studies and a glossary of financial terms
- ✓ free Student Membership of SII offering a range of benefits and support services

Training

Many candidates study successfully by distance learning, but to offer an alternative route to learning and to ensure that candidates have local access to high quality training and support, SII partners with Accredited Training Providers (ATPs).

ATPs provide SII candidates with:

- ✓ Training courses
- ✓ Tutor support
- ✓ Class-room related material

Further details can be found at www.siigreece.gr

Self-Study

SII is committed to providing as much assistance as possible to candidates preparing for examinations by offering a range of study aids — from eLearning tools to publications.

For further details on ways to study for your exams please visit www.siiglobal.org/study



Accredited Training Providers in Greece

H&F Analysis
71 st Skoufa Str
Kolonaki - 106 80
Athens
Greece



(+30) 210 3219557
info@hfanalysis.gr
www.hfanalysis.gr



attain **competence**
maintain **competence**
promote **trust**

SII Head Office
Securities &
Investment Institute
8 Eastcheap
London
EC3M 1AE



+44 (0)20 7645 0630
info@siigreece.gr
www.siigreece.gr