



## Asset Servicing

### (self study)

This course is ideal for those who wish to update or obtain in depth knowledge about Asset Servicing. The learning concept couples directly the theoretical knowledge with the daily practice.

### Training Method

- This course is only available as self study program. The participant will receive study materials via our online portal;
- The course is ended with an exam. Once the participant passes the exam, he/she will receive the CIP certificate for Asset Servicing.

### Topics

During the course Asset Servicing the following topics will be treated:

- **Obtaining securities or being involved in the administration of a fund bears responsibilities for the owner.**
- **During the course of ownership the status and/or financial position of the securities can change.**
- **These changes need to be thoroughly understood by both the owner and the financial institutions responsible for safekeeping and custody.**
- **Corporate Events:**
  - Understanding the difference between a corporate action and income collections, which are both a form of corporate event;
  - The goal of corporate events;
  - Participants in a corporate event: who bears the responsibility?
  - The difference between all types of corporate events and the effect on your portfolio;
  - Timing and course of action;
  - Corporate events and other products: where are the risks and how to counter them;
  - Developments in Corporate Events.



- **Fund Administration:**

- The role of all relevant parties;
- Processing at the fund manager, distributor etc;
- Who earns what?
- Valuation of the funds;
- Comparison;
- Developments in Fund Administration.

## Results

After completion of the course Asset Servicing, the participant will be able to:

- ✓ Understand his/her responsibilities in the corporate events or funds process;
- ✓ Identify risk and understand when to involve experts from other products;
- ✓ Better understand the consequences of upcoming changes/developments in rules and regulations;
- ✓ Understand the processes within corporate events and fund administration;
- ✓ Recognize the different participants/players involved in the Asset Servicing and identify their responsibilities;
- ✓ Understand the consequence of a corporate events on a portfolio.

## Course Particulars

The course materials of Asset Servicing are offered in the English language. The relevant material will also be available in English.

## Literature

Reader Asset Servicing (2014), 112 pages, Presentation Sheets, Spreadsheet of cases

### Study, time and preparation:

- |                                 | <b>Hours</b> |
|---------------------------------|--------------|
| • Preparation (indication)      | 4 - 8        |
| • Course 1 x 8 hours*           | 8            |
| • Exam preparation (indication) | 8            |
| • Exam                          | 1            |

### **Total**

**25 hours**

*\*Optional*

This workload equals **1,5 European Credits (EC)**.

Note: this time depends on the experience of the participant and is therefore only an indication.

## Costs

Study material costs are € 325 (ex VAT) per person for the study materials and 1 exam. Re-examination costs per module is € 75,-.