

Preparatory course for the

SWISS |||| FUND OFFICER

FUND |||| ACADEMY

Fund market Switzerland

Fund Operations Specialist FA®

KVZ building at Pelikanplatz (Talacker 34), 1st floor, 8001 Zurich

Suitable for employees from: fund management companies, custodian banks, asset managers pursuant to the CISA, representatives of foreign funds and distribution companies as well as specialized law and tax firms

1st time in English

29 October to 12 November 2010

09:00 am – 17:15 pm

program

Day 1: 29.10.2010	Day 2: 5.11.2010	Day 3: 12.11.2010
<p>Module 1: 9.00-10.30 (90 min.) Fundamentals of fund business and fund market Switzerland</p>	<p>Recap day 1 (Q&A session): 9.00-10.00 (60 min.)</p>	<p>Recap day 2 (Q&A session): 8.30-9.30 (60 min.)</p>
<p>Module 2: 11.00-12.30 (90 min.) Legal basics (CISA, FINMA, SFA)</p>	<p>Module 5: 10.15-11.45 (90 min.) Fund costs, remunerations</p>	<p>Module 8: 9.45-12.00 (150 min.) Fund accounting (theoretical background and exercises)</p>
<p>Module 3: 14.00-15.30 (90 min.) Fund management company (tasks, duties, responsibilities)</p>	<p>Module 6: 13.00-14.30 (90 min.) NAV calculation, valuation and controlling</p>	<p>Module 9: 13.30-15.00 (90 min.) Fund controlling, fund audit</p>
<p>Module 4: 15.45-17.15 (90 min.) Custodian banks (tasks, duties, responsibilities)</p>	<p>Module 7: 15.00-16.30 (90 min.) Fundamentals fund / investors taxation</p>	<p>TEST: 15.30-16.30 (60 min.)</p>

Target group, objectives of course

Target group / requirements:

- Employees from custodian banks, fund management companies, distribution companies, fund representatives and others
- Also suitable for career changers
- Basic knowledge of banking and investments needed

Objectives of course:

- Interesting update for target group to keep-up within product and operations management
- Intense exchange with colleagues from related areas of work
- Perfect match with in-house and on-the-job training
- Obtaining broad knowledge, experience and expertise in various areas of the fund business and administration
- Participants gain insight into the essential operational concerns within the fund business
- They make themselves familiar with the most important procedures, regulations, technical terms and definitions, getting the fundamental overall context
- Thematic focus lies on Swiss domiciled funds
- Ideal preparation for future "Swiss Fund Officers"

details course

Lead and organisation: Sandra Weisstanner-Greutmann, Fund-Academy AG, Zurich

Speakers: Barbara Obst, Head Fund Administration, SGK, Zurich
Marco Chinni, Founder and Head of Primecoach, Dänikon
Martin Loosli, tax expert collective investment schemes, Zurich

Location: KVZ building at Pelikanplatz (Talacker 34), 1st floor, room Hermes, 8001 Zurich (entrance beside the small bakery Hard on the side of the tramway lines 2 and 9)

Tuition fees: Course, including test: CHF 2'400.- (VAT not included; please refer to company agreements for individual rebates. 50% of the fee can be deducted from the Swiss Fund Officer costs)

Test: The participants are entitled - after having successfully passed the test – to hold the following title:

Certified Fund Operations Specialist FA®

Information, inquiries and registration:

info@fund-academy.com

Phone: 044 / 211 00 13

Fund-Academy AG
Sihlstrasse 99
8001 Zürich

www.fund-academy.com

registration:

**Fund Operations
Specialist 2010**

Registration deadline is 30 days prior to course start

Please send to: Fund-Academy AG
Fund Operations Specialist FA
Sihlstr. 99
8001 Zürich

or via fax: 044 211 01 03

Personal data:

First name / name:

Company:

Business adress:

Member* VAS, VSV, LAFV:

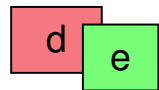
Business phone:

E-Mail adress:

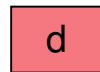
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*) Discount level 2

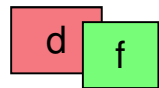
overview of courses / trainings 2010



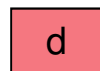
Dipl. International Fund Officer FA/IAF (Strategic Management-Excellence) – Diplomstufe A
deutsch / English; Fund-Academy, Zürich, Lux., Frankfurt, Brüssel



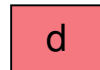
Cert. IFS International Fund Strategy (Strategic Management-Excellence) – Diplomstufe A
deutsch - HL Hochschule Liechtenstein, Vaduz – alle 2 Jahre



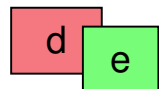
Dipl. Swiss Fund Officer FA/IAF (Operations Management-Excellence) – Diplomstufe B
deutsch / Fund-Academy, Zürich; français / Fund-Academy, Lausanne / Genève



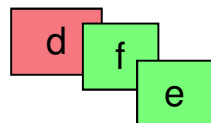
CAS SCIPE® - Swiss Cert. Investment Products Expert – Diplomstufe B
deutsch / HWZ Hochschule für Wirtschaft, Zürich



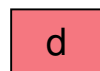
Cert. IFB International Fund Business (Product / Marketing Management; intl.) – Diplomstufe B
deutsch - HL Hochschule Liechtenstein, Zürich und Vaduz



Dipl. Fund Operations Specialist FA (Grundstufe Operations Management) – Diplomstufe C1
(u.a. zwecks Vorbereitung für den SWISS FUND OFFICER; Kostenanrechnung); deutsch, Zürich;
Cert. Fund Operation Specialist FA (basic level operations management)–diploma degree C1; English, Zurich



Einstiegskurs Kollektivanlagen (Praxislehrgang) in Zürich – 4 Nachmittage – Diplomstufe C2
Cours de base, français, Genève; Diplôme C2
Fundamentals of the investment funds business, English, Zurich, diploma degree C2



Diverse Praxis-Updates: Ein- und Zweitäger-Kurzlehrgänge, vierteljährlich
Fondsrecht, Tax, Immobilienanlagen, ETF, Asset Management, Fund Marketing/Sales, Strukturierte Produkte u.a.; deutsch / Fund-Academy AG, Zürich