

BULK REGISTRATION FORM FOR FIRM COORDINATORS

ASIFMA facilitates multiple staff registrations for this Course by firms via a “**Firm Coordinator**” process. This process allows firms to **register and pay for multiple staff** across different regions / areas within the firm, as well as co-ordinate registrants in an efficient manner. **Minimum registrant numbers** and **special fees** apply to bulk registration.

Minimum Registrations and Role of Firm Coordinator

The firm must register **10 or more staff** for a **particular cohort** in the course.

The firm must **nominate an appropriate representative to act as the “Firm Coordinator”**. The Firm Coordinator is **ASIFMA’s central contact person**. The Firm Coordinator is responsible for the **initial payment** for the Bulk Registration as well as handling **all internal administrative procedures** related to participant registration and attendance. The Firm Coordinator can delegate certain responsibilities to other staff within the firm but must be included in all correspondence.

Fees and Payment

A **10% discount on the standard fee** is offered for Bulk Registration.

Standard Fees (Per Person)		Bulk Registration Fee (Per Person)	
ASIFMA Member	Non-Member	ASIFMA Member	Non-Member
USD900	USD1,125	USD810	USD1,012

Note that Bulk Registration requires a minimum training investment of USD8,100 (10 x USD810) for a particular cohort in the course.

ASIFMA will **invoice the firm directly for all participants via the Firm Coordinator**, and **payment must be made in advance**. ASIFMA will then create a **specific Coupon Code** for the firm’s participants to proceed to the online registration accordingly by themselves.

ASIFMA offers “top ups” to the number of registrants under Bulk Registration at any time before the course cohort starts at the above discounted fee, provided payment is made at the time of request to top up.

Terms and Conditions, Transfer and Cancellation

Each registrant must read and agree to the Course’s [Terms & Conditions](#) before proceeding to the online registration process. Upon registration, an account at our online Learning Management System (LMS) will be created automatically where each registrant must read and agree to the LMS’ [Terms of Use](#) and ASIFMA’s [Privacy Policy](#) as well.

The Firm Coordinator should also read and understand the course’s [Terms & Conditions](#), including the cancellation, transfer and refund terms.

Important Additional Information

- Bulk Registration requires ASIFMA to send a **registration link and firm specific Coupon Code** to the Firm Coordinator to facilitate **individual staff’s registering on ASIFMA’s platform by themselves** without payment (since payment has already been made via invoice).
- If an individual staff registers separately via the online registration page **without the firm specific Coupon Code, this will be treated as a standard registration**, which is payable by credit card at the time of registration. ASIFMA will not be held responsible if this individual was intended to be part of Bulk Registration.
- If a firm does not wish to take up Bulk Registration outlined above, but wishes to register multiple individuals (i.e., less than 10), this can be achieved via the standard registration process with online credit card payment.

If you would like to proceed with Bulk Registration, please complete the *Bulk Registration Agreement (on Page 3 of this document)* and return to mgautam@asifma.org.

Other information about the course can be found here:

- [AFMFC Webpage](#)
- [AFMFC Factsheet](#)
- [Cohort Date Schedule](#)

For further inquiries, please contact ASIFMA at mgautam@asifma.org.

ASIFMA Asia Financial Markets Foundation Certificate (AFMFC)
Bulk Registration Agreement

Please read, print, complete, scan and send this document to mgautam@asifma.org.

- I have read and agree with the details and conditions listed on this Bulk Registration Form, and have read the course's [Terms and Conditions](#) for registrants, and wish to proceed with Bulk Registration.
(Please check the box.)

Coordinator Contact:

First Name: _____ Last Name: _____

Title/Position: _____

Firm: _____

Email: _____ Phone: _____

Signature: _____ Date: _____