

Asia Financial Markets Explained

Oct 2022 – Sep 2023

For Rising Markets Professionals

BULK REGISTRATION FORM FOR FIRM COORDINATORS

ASIFMA facilitates multiple staff registrations for this Training Series 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.

ASIFMA offers **2 options** for Firm Coordinators. **Minimum registrant numbers** and **special fees** apply to each option. In summary:

1) Corporate License – Full Series (Transferrable Registrations)

- Minimum **20** registrations
- **Payment in advance via invoice** to Firm Coordinator
- **Transfer of registrations** during the series
- Ability to “**top up**” **individual training sessions** on request at the same fee
- **Additional ASIFMA marketing support** available every month to attract registrants
- ASIFMA member rate **USD360** / Non-member rate USD450 for entire Series
- Equates to **USD30 / USD37.50 per person per session**

2) Bulk Registration – Full series (Non-transferable Registrations)

- Minimum **10** registrations
- **Payment in advance via invoice** to Firm Coordinator
- **No transfer of registrations** during the series
- **No “top up” of individual training sessions** (however can “top up” Full Series)
- **No additional ASIFMA marketing support** available each month
- ASIFMA member rate **USD240** / Non-member rate USD300 for entire Series
- Equates to **USD20 / USD30 per person per session**

Further details about the 2 options, including terms and conditions and the process, are provided in the next section.

If you would like to proceed with either of the 2 Bulk Registration options, please complete the **Bulk Registration Agreement (on Page 7 of this document)** and return to mgautam@asifma.org.

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

1) Corporate License - Full Series (Transferrable Registrations)

Minimum Registrations and Role of Firm Coordinator

The firm must register **20 or more** staff in the full Training Series (12 monthly sessions), however **transfer of registrations is allowed during the Series**. This allows firms to maximise the value of their investment in training.

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 Corporate License 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, Payment and “Top Ups”

The following **Corporate License Special Fees will be offered** for firms who choose this option:

	Corporate License Special Fees (Per Person)	
	ASIFMA Member	Non-Member
Full Series	USD360	USD450

This equates to **USD30 per person per session** for ASIFMA member firms. (Note that the standard fees per person per session are USD60 for ASIFMA members and USD75 for non-members.)

Note that the Corporate License option requires a minimum training investment of USD7,200 (20 x USD360).

ASIFMA will **invoice the firm directly for all participants via the Firm Coordinator**, and **payment must be made in advance**. ASIFMA will then create **specific registration links** for each of the 12 sessions and a **specific Coupon Code** for the firm’s participants to proceed the online registration accordingly by themselves.

If requested, ASIFMA will offer additional support to the Firm Coordinator in reaching out to prospective registrants each session by sending to the Firm Coordinator, the electronic Direct Marketing (eDM) email of each upcoming monthly session during the Series, at an appropriate time before the session (approximately two weeks).

During the Series, if the Firm Coordinator would like to **“top up”** the number of registrants at a single session, ASIFMA can offer the same average fee per person per session as the above, provided payment for top-ups is made in advance of the particular session.

Registrant Terms and Conditions, Transfer and Cancellation

Each participant must register on our online Learning Management System (LMS) with the specific Coupon Code provided by the Firm Coordinator. Upon registration, an online account will be created automatically once each registrant has read and agreed to the LMS' [Terms of Use](#) and ASIFMA's [Privacy Policy](#) as well.

Registration is **transferrable** between individuals during the Series. **No refund** will be provided after registration for cancellation. ASIFMA will not be held responsible if registrants do not attend live sessions, as video replay is made available after each session for those who utilize the Corporate License for that session.

2) Bulk Registration - Full Series (Non-transferrable Registrations)

Minimum Registrations and Role of Firm Coordinator

The firm must register **10 or more staff** in the full Training Series (12 monthly sessions). This means that those **staff have effectively registered for all 12 sessions**.

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, Payment and “Top Ups”

A **20% discount on the standard fee** is offered for Bulk Registrations.

	Standard Fees (Per Person)		Bulk Registration Fee (Per Person)	
	ASIFMA Member	Non-Member	ASIFMA Member	Non-Member
Full Series	USD300	USD375	USD240	USD300

This equates to **USD20 per person per session** for ASIFMA member firms. (Note that the standard fees per person per session are USD60 for ASIFMA members and USD75 for non-members.)

Note that the Bulk Registration option requires a minimum training investment of USD2,400 (10 x USD240).

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 registration link** and a **specific Coupon Code** for the firm’s participants to proceed the online registration accordingly by themselves.

ASIFMA does not offer additional marketing support for this option. However, all registrants will receive the standard registrant communications for each session to ensure they are prepared.

ASIFMA does not offer “top ups” for single sessions, although a top up to the number of registrants under the Bulk Registration for the full Series is allowable at any time during the Series at the above discounted fee, provided payment is made at the time of request to top up.

Registrant Terms and Conditions, Transfer and Cancellation

Each participant must register on our online Learning Management System (LMS) with the specific Coupon Code provided by the Firm Coordinator. Upon registration, an online account will be created automatically once each registrant has read and agreed to the LMS' [Terms of Use](#) and ASIFMA's [Privacy Policy](#) as well.

Registration is **non-transferrable** between individuals in principle. **No refund** will be provided after registration for cancellation. ASIFMA will not be held responsible if registrants do not attend live sessions, as video replay of all sessions are made available to those under the Bulk Registration.

However, one-off transfer requests from one registrant to another for the full Series may be allowed under certain circumstances at the discretion of ASIFMA. Transfer requests must be made in writing and sent to education@asifma.org via the Firm Coordinator. ASIFMA will consider each transfer request based on the following criteria:

- The request is with a valid reason which means that the registrant can no longer participate. (e.g., The registrant has left the firm, has been transferred to a non-capital-markets-related role, etc.) Transfer request based on a registrant's decision or lack of interest will not be allowed.
- The registrant was registered via his/her firm's coordinator as part of a Bulk Registration.
- The request is made at least 1 week before the 7th monthly session (i.e., not more than halfway through the entire Training Series).

Important Additional Information

- Firm Coordinators can choose both the Corporate License and Bulk Registration options if they wish. This will be treated as two separate and distinct transactions with the same Firm Coordinator.
- The above 2 options require ASIFMA to send **registration links and firm specific Coupon Codes** to the Firm Coordinator to facilitate **individuals registering on ASIFMA's platform by themselves** under either of these options without payment (since payment has already been made via invoice).
- If an individual 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 a Corporate Licence or Bulk Registration option.
- If a firm does not wish to take up either of the Corporate License or Bulk Registration options 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.

ASIFMA Training Series Season 3: Asia Financial Markets Explained
Oct 2022 – Nov 2023

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 for the option(s) I wish to choose.
(Please check the box.)

Please check the following box(es) to indicate your confirmed Registration option(s):

- Option 1: Corporate License - Full Series (Transferrable Registrations)
- Option 2: Bulk Registration - Full Series (Non-transferrable Registrations)

Coordinator Contact:

First Name: _____ Last Name: _____

Title/Position: _____

Firm: _____

Email: _____ Phone: _____

Signature: _____ Date: _____