

Certificate in Fund Administration



www.cltint.com/course/certificate-in-fund-administration

Enrolment Form: Please complete in BLOCK CAPITALS

1. Personal Details

CLTI Candidate No. (if applicable):

Title (e.g. Mr/Mrs/Miss/Ms):

First Name(s):

Family Name(s):

Date of Birth (optional): DD / MM / YYYY

Gender: Male Female

Address:

Town:

City:

Country:

Postcode:

Telephone Number (Preferred):

Telephone Number (Alternative):

Email (compulsory):

Confirmation of your enrolment, course updates and access to the online learning platform are sent via email. Please ensure your spam filter is disabled.

2. Professional Details

Your Job Title:

Please select the description (below) that best suits your current professional role:

- Academic
- Accountant
- Administrator
- Auditor
- Banker
- Barrister
- Client Relations/Marketing/Sales
- Compliance Officer/Manager
- Corporate Administrator

- Custodian
- Depositary
- Estate Planner
- Financial Planner
- Fund Administrator/Manager
- Investment Officer/Manager
- Judge
- Lawyer (Partner Level)
- Lawyer/Solicitor/Attorney

- Legal Assistant/Paralegal
- Legal Executive
- Notary
- Operational Support
- Probate Executive
- Secretarial/Administration
- Wealth Management
- Regulatory Personnel

You can leave this section blank if your employer is not supporting you on this course.

Employer:

Employer Address:

Town:

City:

Country:

Postcode:

Employer Contact Name:

Employer Contact Job Title:

Employer Contact Department:

Employer Contact Email:

Employer Contact Telephone No:

Employer signature:

As part of your learning journey, CLT International may wish to contact your employer with regards to relevant training programmes, professional qualifications and eLearning packages. Your employer should tick the relevant box below to tell us if, and how, they would prefer us to issue our communications:

Yes, I would like to receive communications from CLT International

Email Telephone Hardcopy

I do not wish to receive communications from CLT International

4. Course Fees

Online course and assessment £575.00 (+ UK VAT) if applicable

(Please note that VAT is payable at 20% in addition to the course fee if the payer is a private individual or if the payer is a business based within the UK.)

Specialist Jurisdictional Modules - £145.00

Please select your option(s) below:

- Jersey
- Guernsey
- Cayman

5. Payment Method

Please indicate whether you are self-funding or your employer is paying the fee
(Note that if you are self-funding you will not receive access to the online learning platform until payment has been received.)

Self-funding Employer is paying

Employer signature if paying the course fee:

Please tick the appropriate box:

- Please invoice me at my home address
- Please invoice my employer

Please ensure all fields below are completed

Invoice contact name:

Invoice telephone number:

Purchase Order No. (if applicable)

Employer VAT number (may be charged if not provided)

I wish to pay by credit/debit card

Please note to comply with the PCIDSS policy all card details must be supplied to CLT International via telephone. In order for the Client Services team to contact you regarding payment, please provide the relevant contact information for the cardholder/supplier below:

Full Name:

Contact Number:

- I enclose a cheque/bankers draft made payable to CLT International
- I have made an electronic bank transfer to:

Account Name: Wilmington Shared Services Ltd

Receipts Bank: Barclays Bank PLC

Sort Code: 202070

Account No: 63867870

Bank Swift: BARCGB22

Please supply a remittance advice with payments quoting the invoice number. All cheque payments to be made payable to Wilmington Shared Services Ltd and sent to Accounts receivable, Beechwood House, 2-3 Commercial Way, Christy Close, Southfields, Basildon, SS15 6EF.

All payments must be made in pounds sterling.

6. Contact Permission

As part of your learning journey, CLT International would like to keep you informed with regards to any relevant training programmes available, including professional qualifications and eLearning packages. Please tick the boxes below to tell us if, and how, you would prefer to us to communicate with you:

Yes, I would like to receive communications from CLT International

Email Telephone Hardcopy

I do not wish to receive communications from CLT International

7. How did you hear about the course

Please tick as many as apply

- Funds Europe
- Business Life
- Local Training Partner
- Colleague/Employer
- Local Funds Association
- Social media
- Google
- Email from CLTI
- Flyer at an event
- Direct Mail

8. Terms and Conditions

By signing this document, you confirm that you have read, understood, and agree to CLT International's terms and conditions of enrolment. These terms and conditions can be found at www.cltint.com/course/certificate-in-fund-administration

Signature of Applicant:

Date:

The information you have provided will be used by CLT International, or approved local training partners for administrative and educational purposes or as required by law.

CLT International will not share your contact information with any third parties for the purposes of marketing.

To return this form by Post:

CLT International, Wrens Court, 52/54 Victoria Road,

Sutton Coldfield, Birmingham B72 1SX, England

By Fax: +44 (0) 121 362 75 10

By Email: cltinternational@centlaw.com