

The Institute of Financial Services – Malta (ifs Malta) is the official local representative of the Chartered Institute for Securities & Investments (CISI) and will be offering a Certificate course leading to Investment Operations (IOC), a leading qualification for administration and operations staff working in both wholesale and retail firms. This course equips individuals with an overview of the financial services industry and its regulation as well as providing a detailed picture of their particular industry sector.

It incorporates a range of exams that represent different technical activities within the industry and is taken by over 10,000 candidates a year. By completing the IOC, students demonstrate professionalism and commitment to high standards and offers progression to higher-level qualifications and career progress.

Fees

Students must undertake a total of 3 modules to obtain certification. An outline of the relevant applicable fees is provided at the rear.

Unit Selection

Unit selection depends on individual circumstances but generally candidates are either:

- In an overseeing role working for a firm, authorised and regulated by the MFSA, in which case they would be required to follow:
 - o Introduction to Securities & Investment
 - o Principles of Financial Regulation
 - o A technical unit relevant to the role (*list outlined at the rear*)
- Working for firms, particularly those based internationally, which are not authorised and regulated by the MFSA. These candidates may, if their firm agrees, select any three papers. Individuals holding the Maltese Financial Regulation may consider seeking exemption from one regulatory unit.

*** For the CISI to recognise the local Maltese Financial Regulation Module, candidates should complete the CISI's exemption form and pay the respective exemption fee.**

Examinations

The exams are based on the published syllabuses, which are reviewed regularly to reflect changes in the industry and the regulatory environment. Please visit cisi.org/ syllabuses for respective syllabuses. Each IOC unit comprises a 1 hour exam of 50 MCQs (with the exception of **Risk in Financial Services**) which is a 2 hour exam with 100 MCQs. Exams are Computer Based Tests and will be held at Computer Domain in Mosta. The pass mark is 70%. The IOC is awarded on the basis of passes in three units. The pass mark for each unit is 70%.

Registration Fee

A standard CISI registration fee of € 30 per student applies for candidates registering for the first time.

Method of Application for Registration & Tuition

Candidates who wish to register for this programme need to fill in their details on the application form provided at the rear of this page at the earliest, to secure booking. Kindly fill in your details and submit application either by mail on ifs Malta, 60, G'Mangia Hill, Pieta PTA 1316 or by email on info@ifsmalta.org

CISI Fee	One time CISI registration fee	[✓] € 30
IOC	Core	
	Introduction to Securities & Investments	[__] € 170
	*Regulatory	
	Principles of Financial Regulation (exemptions for holders of MFR module apply subject to a fee payable to CISI)	[__] € 220
	Technical Units	
	Administration of Settlement & Investments	[__] € 170
	Asset Servicing	[__] € 170
	Collective Investment Scheme Administration	[__] € 170
	CREST Settlement	[__] € 170
	Exchange-Traded Derivatives Administration	[__] € 170
	Global Securities Operations	[__] € 170
	IT in Investment Operations	[__] € 170
	ISA Administration	[__] € 170
	Operational Risk	[__] € 170
	OTC Derivatives Administration	[__] € 170
	Risk in Financial Services	[__] € 256

Personal	
Name & Surname: _____ ifs Membership _____	
Date of Birth: ____/____/____ I.D. No.: _____ E-mail: _____	
Home Address: _____ _____	
Telephone: _____	Mobile: _____
Office	
Office Address: _____	
Office Tel: _____	Office E-mail: _____
I certify that the information hereby provided is true and correct:	
_____ Signature	_____ Date

Refund Policy: Full refund is provided prior to start of course. No refund once the course has started.

Membership: Registration entitles you to become a full registered local member of the **ifs Malta**. This membership is free and valid for a maximum period of twelve months, after which the Committee will evaluate and consider whether to extend such membership for another fixed period or for an indefinite period of time. Renewal of membership is valid for an additional twelve month period. The local membership is subject to review by the Committee at any time.

Data Protection Notice: the Institute holds and processes your personal data in order to give you the full benefits of being a student; for administration purposes and to inform you of any future ifs events, services and other related information. In instances where employers sponsor their employees for all or parts of the course/s, ifs Malta is bound to inform such employers upon the performance and results of their relevant employees if any assessment parts are carried out. ifs Malta does not sell or give your personal data to any other third party. In the eventuality that ifs Malta would need to give any personal data to a third party, you will on a case by case basis, be duly informed and you will also be given the opportunity to refuse that such data be given. You have the right to request access to and rectification of, the personal data concerning you that is held by ifs Malta.