



ECSM CERTIFICATION WORKSHOP COURSE OUTLINE

COURSE TITLE: REGISTRY MATTERS

COURSE CODE: ECSCM1015

COURSE DESCRIPTION

This course focuses on the brokers interaction with the ECCSR. It outlines how a broker should address an investor's request, communicate with the ECSE on such matters and carry out the instructions received from the ECSE.

COURSE LEVEL

This course is designed for persons with good analytical and inter-personal skills. Participants taking this course should hold a degree in business disciplines such as Accounting, Finance and Business Communication.

LEARNING OUTCOMES - What You Will Know And Be Able To Do

Participants should be able to:

- Analyse an investor request and determine the appropriate registry form(s) to be completed and submitted to the registry
- Interpret Corporate action instructions

CONTENT OUTLINE AND COMPETENCIES - What You Will Learn

Topics:

- ◆ Forms to submit information to the Registry
- ◆ Corporate Actions
 - Request for Record Date Report
 - Dividend and Interest Payments for Nominee Customers