



CAPITAL MARKETS

Corporate action and security management





GENERAL OBJECTIVES

- Presentation of procedures for Corporate Actions management and other events. Tools and training for validation of processes and values involved.

SPECIFIC OBJECTIVES

- Provide the participants in-depth and detailed records of all processes related to Corporate Actions and other events knowledge, according to the respective market and product.
- Provide the methodologies to control all functions of the process and tools that allow the automatic validation of the values calculated for the process.

TARGET TRAINING

- Employees of the financial institutions that perform Back Office functions in Custody, Asset Management and Fund Management.

REQUIREMENTS

Capital Markets

- Minimum knowledge of Securities and processes associated with them.

Derivatives Market

- Minimum knowledge of products traded in the markets of derivatives and the related processes.

Money Market, Foreign Exchange and Interest Rate

- Minimum knowledge of the products which are associated with these markets (FX Forward, IR options).



CONTENT OF THE FORMATION

CAPITAL MARKETS

PRODUCTS	<ul style="list-style-type: none"> • Shares • Bonds • Participation unit on funds • Autonomous Warrants
CORPORATE ACTIONS	<ul style="list-style-type: none"> • Capital Increase <ul style="list-style-type: none"> ○ Incorporation ○ Subscription • Capital Reduction • Stock Split • Spin Off
Definition of the process for the different types	<ul style="list-style-type: none"> • Blocked • Steps to the process • Communication with clients • Communication with depositary
Validation of quantity and average cost	<ul style="list-style-type: none"> • Different methods for calculation of the theoretical value of the original shares and for the rights • Impact in the assets
Optimization of the client situation	<ul style="list-style-type: none"> • Calculation of the optimize quantity - Buy or sell shares or rights
EVENTS	<ul style="list-style-type: none"> • Dividends and Remuneration of participation unit <ul style="list-style-type: none"> ○ Cash ○ Specimen ○ Cash and Specimen • Interest • Depreciation / Maturity
Definition of the process for the different types	<ul style="list-style-type: none"> • Blocked • Steps to the process • Communication with clients • Communication with depositary
Validation and treatment of values	<ul style="list-style-type: none"> • Settlement control • Nominal value Vs Net value <ul style="list-style-type: none"> ○ Withholding taxes ○ Tax Reclaim
EVALUATION METHODS	<ul style="list-style-type: none"> • Definition of selection of quotations



DERIVATIVE MARKETS

<p>PRODUCTS</p>	<ul style="list-style-type: none"> • Futures • Option • Forex • CFD's • EFT's • Warrants
<p>EVENTS</p>	<ul style="list-style-type: none"> • Establishment of initial margin <ul style="list-style-type: none"> ○ Cash ○ Assets ○ Cash and assets • Treatment of Margin <ul style="list-style-type: none"> ○ Adjustment ○ Utilization ○ Cancellation • Roll Over • Exercise <ul style="list-style-type: none"> ○ Physical ○ Financial • Revaluation
<p>Definition of the process for the different types</p>	<ul style="list-style-type: none"> • Movement of margin • Communication with clients • Communication with depositary counterparties
<p>Revaluation</p>	<ul style="list-style-type: none"> • Calculation of the used margin • Selection of the values for revaluation

MONEY AND FOREIGN EXCHANGE FORWARD MARKET

<p>PRODUCTS</p>	<ul style="list-style-type: none"> • Forward • Swap • Escrow account
<p>EVENTS</p>	<ul style="list-style-type: none"> • Depreciation Forward • Interest Swap • Depreciation Swap • Escrow account interest • Interest on authorized overdrafts • Immobilization Commission of escrow accounts



Definition of the process for the different types	<ul style="list-style-type: none"> • Transactions • Communication with clients • Communication with depositary counterparties
Revaluation	<ul style="list-style-type: none"> • Extrapolation of the revaluation values • Accounting

PRODUCTS COVER INTEREST RATE

PRODUCTS	<ul style="list-style-type: none"> • FRA • IRS
EVENTS	<ul style="list-style-type: none"> • Maturity • Fix and variable interest of IRS
Definition of the process for the different types	<ul style="list-style-type: none"> • Transactions • Communication with clients • Communication with depositary counterparties
Revaluation	<ul style="list-style-type: none"> • Exploration of revaluation values • Periodization, schedules, clearance and payment of receipt in accordance with the periodicity of the IRS • Accounting

VALUATION CRITERIA

Definition of the different criteria	<ul style="list-style-type: none"> • FIFO • LIFO • Average Cost • LIFO intraday e FIFO between days • Convergence of redemption value
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To maintain a close workforce, we can provide this formation in any capital of Europe within 5 days.

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