



INDUSTRY TRANSFORMATION INITIATIVE (ITI)
In-House Programmes for 2015
Programme Request Guidelines for Stockbroking Companies and
Investment Banks
Updated as at 26 January 2015

1. Maximum Number of Participants

One hundred (100) participants

2. Fee

Location	Fee
Klang Valley and the rest of Malaysia including Sabah and Sarawak	RM10,000 per programme (up to 100 participants).

Effective 1 April 2015, a 6% GST charge will be imposed on top of the programme fee.

3. Submitting an In-House ITI Programme Request

3.1. Fill in the In-House ITI Programme Request Form (Appendix I)

3.2. Submit the request form to:
 SIDC Customer Service & Event Management
 Securities Commission Malaysia
 No. 3 Persiaran Bukit Kiara, Bukit Kiara
 50490 Kuala Lumpur
 General line: +603 6204 8665/8625
 Tel : +603 6204 8664 (Zaine)
 Fax : +603 6201 5811 E-mail : sidc@sidc.com.my

3.3. We will endeavour to process your request within one (1) month from the date of receipt.
 We will update you via e-mail or fax.

3.4. Acceptance is on a first-come-first-served basis, subject to programme and speaker's availability.

4. Registration & Confirmation of Programme Date

- 4.1. Upon our confirmation, you are required to submit the completed *ITI Group Registration Form* (Appendix II) within two (2) weeks to confirm the in-house booking.
- 4.2. Together with the ITI Group Registration Form (Appendix II), please provide the complete participant list with the following details using the Excel template (IIA):
 - Name
 - Designation
 - New I/C number
 - Licence number
 - Licence expiry date

This must be submitted no later than one (1) month before the programme date.

4.3. Final confirmation is subject to the suitability and availability of the speaker.

5. Requirements for Organising In-House ITI Programmes

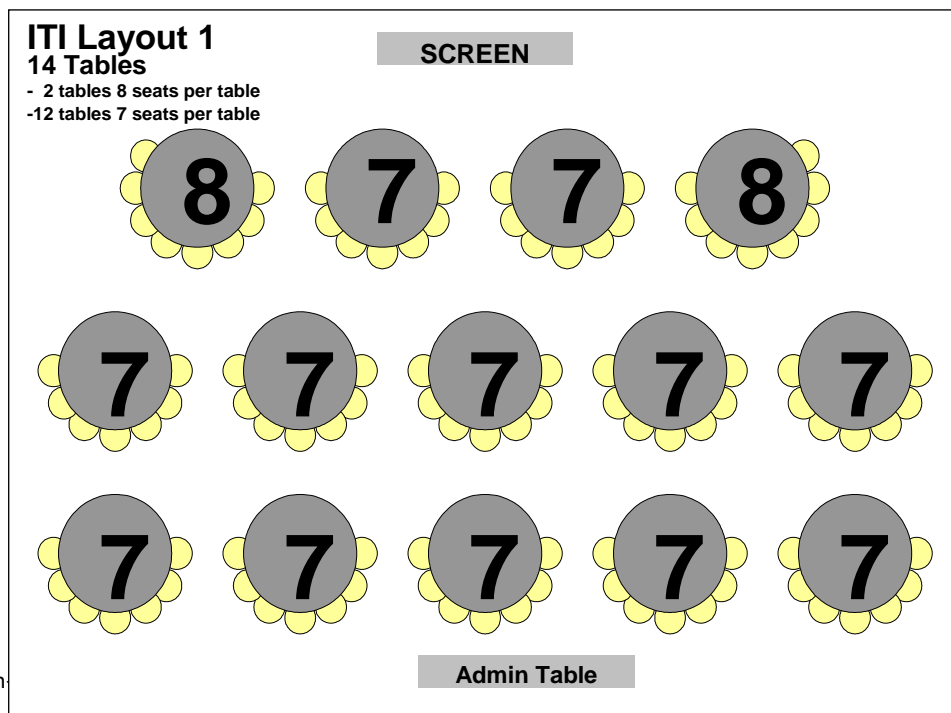
5.1. Venue/Training Room

Training room should comprise one (1) **main hall** with a round table or U-shape style seating arrangement in a conducive environment. We will ascertain if the training venue is conducive or otherwise. The main hall must include the following:

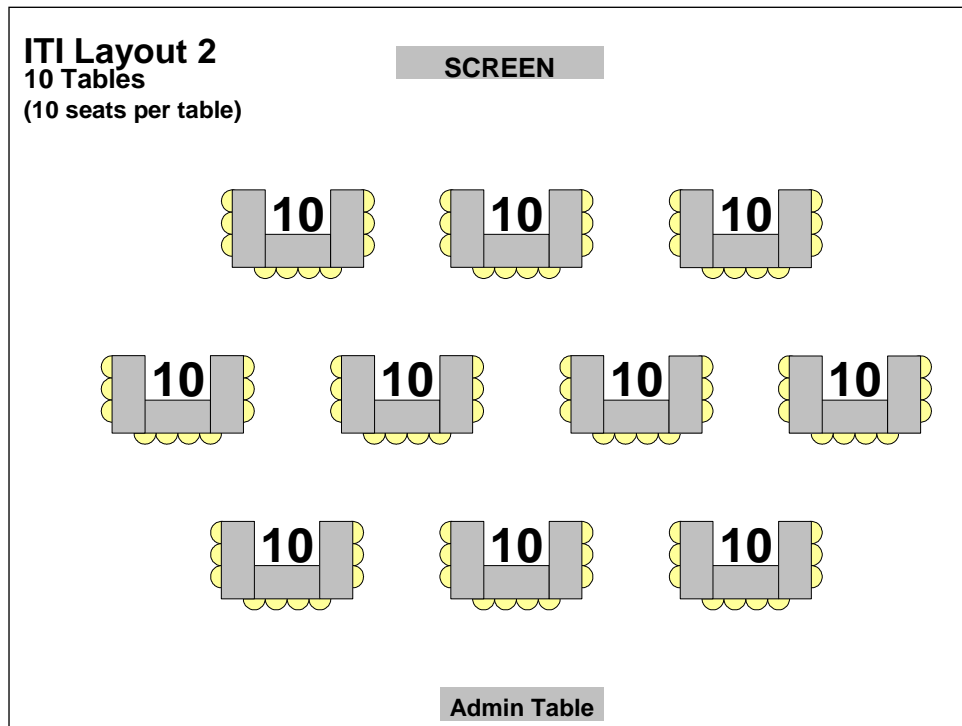
- Projector
- Screen or a clean & clear wall space
- Two flipcharts and marker pens

The diagram below illustrates two options for one hundred (100) participants according to preference: Layout 1 - Round Table Setting OR Layout 2 - U- Shaped Setting.

ITI Layout 1 - Round Table Setting



ITI Layout 2 - U-Shape Setting



6. Photocopying course materials

- 6.1. We will furnish the master copy of the course materials (softcopy or hardcopy) within three (3) working days prior to the programme date.
- 6.2. You will bear the expenses for photocopying the course materials for the participants.
- 6.3. Course materials must be printed in the two-slides-per-page format.

7. Catering and venue

- 7.1. You are required to source for the appropriate training venue and arrange for two (2) tea-breaks (morning and afternoon) and lunch for the participants, speakers, facilitators and Secretariat staff.
- 7.2. Catering must be provided on-site at the training venue.
- 7.3. You will bear the expenses for catering and venue.

8. Administrative staff

You are required to send at least **one** (1) administrative staff to assist us on the day of the programme.

9. Our commitment

- 9.1. We will provide one (1) set of complete master presentation slides including case studies, brokers' report and reference materials either in softcopy or hardcopy.
- 9.2. We will source for the speaker/ Subject Matter Expert (SME) and one administrator.
- 9.3. We will administer the submission of the CPE reporting requirement.
- 9.4. We will cover the expenses of the SME and our administrator.

10. Final payment

- 10.1. We will issue an invoice to you once you have agreed and signed the proposal.
- 10.2. The invoice will be based on the fees outlined in the fee structure (2.0).
- 10.3. Full payment must be made within thirty (30) days from the date of invoice or on the day of programme, which ever earlier.
- 10.4. Please scan and email the bank-in slip/payment confirmation to sharifah@sidc.com.my with the invoice number once payment is made.

The contents of this guideline are correct at the time of publishing (January 2015) and may be subjected to change without prior notice.

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