

ASIA FINANCIAL MARKETS EXPLAINED

OCT 2021 – SEP 2022
FOR RISING MARKETS PROFESSIONALS



Bulk Registration

Thank you for your support in coordinating the registration of multiple staff across different regions within your firm. To bulk register, **please complete both Part A and Part B** and return to mgautam@asifma.org to process:

Part A: Bulk Registration Agreement

Please read, print, sign, and scan this document.

Part B: Choice of discount code or bulk invoice

Option 1: Firm specific discount code for direct registrations by individuals

ASIFMA can provide you with a **firm-specific discount code for each staff to register individually** on the [website](#). This option will ease any specific challenges with respect to bulk invoicing and payments. **Please send a request for a firm-specific discount code together with your signed document in Part A** to Mukta Gautam at mgautam@asifma.org to receive your code.

Option 2: Group registration by firm coordinator and bulk Invoice:

Alternatively, we can **invoice you directly for all participants** on receipt of their details. This option may be easier for internal co-ordination of payments. Please compile a list of staff that you wish to have registered in the Training Series in digital form (.xls, .csv or.doc) as per the format provided in *Appendix 1*. **Please send this list together with your signed document in Part A** to Mukta Gautam at mgautam@asifma.org to arrange the bulk registration process.

ASIFMA Bulk Registration - Member Agreement

Conditions of bulk registration

A bulk registering firm means having 10 or more staff to enrol in the Training Series, with a firm coordinator to take care of the administrative procedures with ASIFMA. **A 20% discount off the registration fee will be offered to bulk registering firms by ASIFMA.**

Note 1: For a firm that has less than 10 registrants, please go to the online registration webpage and proceed individual registration(s) with online credit card payment accordingly.

Note 2: Individuals who register separately via the online registration webpage without the firm specific discount code will not qualify for bulk registration discount.

Cancellations and transfers during the Training Series

Registration is **non-transferrable** between individuals in principle, and no refunds will be provided after registration for cancellations.

However, transfer requests from one registrant to another will be allowed under certain circumstances at the discretion of ASIFMA. Transfer requests must be made in writing and sent to education@asifma.org via the firm coordinator. ASIFMA will consider transfer requests based on the following criteria:

1. The request is with a valid reason which means that the registrant can no longer participate. (e.g., The registrant has left the firm, has been transferred to a non-capital-markets-related role, etc.) Transfer requests based on a registrant's decision or lack of interest will not be allowed.
2. The registrant was registered via his/her firm's coordinator or by using the firm discount code as part of a bulk registration.
3. The request is made at least 1 week before the 7th monthly session (i.e., not more than halfway through the entire Training Series).

For any inquiries, please contact ASIFMA at mqautam@asifma.org

ASIFMA Bulk Registration – Member Agreement

I have read and agree with the bulk registration conditions. (Please check the box.)

Please check one of the following boxes to indicate your preferred registration method:

Option 1: Individual registration: Confirmed that there will be 10 or more registrants from our firm, please issue a firm specific discount code

Option 2: Group registration: Attached is the list of staff from our firm

Coordinator Contact:

First Name: _____ Last Name: _____

Title/Position: _____

Firm: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Appendix 1

List of Staff to Enrol in the Training Series (to be returned in digital form):

	First Name	Last Name	Job Title & Position	Email	Phone	Location
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