

Guidelines for conducting Refresher Course on Mutual Funds

1. Objective: Apprising of Mutual Fund industry scenario and its operations
2. Duration: One day (six hours)
3. Suitability/Eligibility
 - a. Mandatory for those agents / distributors/ employees exempted by SEBI to pass the Amfi certification test (please refer SEBI circular no. SEBI/IMD/CIR No.2/254/04 dated February 4, 2004).
 - b. ARN holders who have completed 5-year term and due for renewal of their ARN.

4. Modalities

a. If an AMFI test is scheduled: Host organisation will pay IICM Rs. 36,000/- towards professional fees towards conducting one-day refresher course up to 50 candidates. For additional participants, Rs. 1,500/- per participant will be charged. Maximum of 60 participants are permitted at a time.

OR

If an AMFI test is not scheduled: Host organisation will pay IICM Rs. 72,000/- towards professional fees towards conducting one-day refresher course up to 50 candidates. For additional participants, Rs. 1,500/- per participant will be charged. Maximum of 60 participants are permitted at a time.

b. Host MFs / Organisations to arrange for a suitable hall, LCD projector / OHP, public address system, etc., and bear all the expenses for these.

c. Host MFs / Organisations shall arrange for tea / coffee / lunch during the specified intervals of the programme for the participants at their expenses.

5. Booklet Distribution

All the participants will be given a copy of "An Easy Reader to AMFI Workbook". No charges towards this will be levied.

6. Mode of Payment

Host Organisation shall arrange to pay the professional fees through DD favouring Indian Institute of Capital Markets drawn on Service Branch, Mumbai, at least 10 days prior to the scheduled date of RCMF.

7. Information sheet

The host mutual fund shall arrange to send venue related information in the prescribed form "Information Sheet" at least one week prior to the date of Course either by fax or by email.

Contact Person:

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