

Application Form

ILA Certificate Program “Luxembourg Company Secretarial & Governance Practice”

Please complete in electronic format one form per participant, and return it to v.vansaen@ila.lu together with the supporting documents (*i.e.*, CV)

By returning this form, you agree to ILA terms and conditions, and accept to be invoiced for this training program.

First name		Last name	
Company		Position	
Office phone		Email address	
Mobile phone (<i>will only be used in case of last minute information</i>)			

Membership (*)

- I am an individual ILA member
 I am in the process of becoming a member
 I am an affiliated ILA member (please mention the company name) _____

Invoicing:

- I am self-funded
 My employer will pay for my training program

The invoice should be sent to:

Company	
To the attention of	
Address	
Office phone	

(*)Please refer to ILA website for additional information, notably on membership.

Registration:

To qualify for the Certificate, the full program must be completed within an agreed limited timeframe of 3 years.

I am registering for the following:

Registration deadline is 15 December 2017			
<input type="checkbox"/>	Pillar 1 2018	Module 1: Fundamentals of the Luxembourg Law for Company Secretaries (16h)	21 & 22 February 2018
		Module 2: Boards & Board meetings (8h)	14 March 2018
		Module 3: Shareholders & Shareholders' Meetings (8h)	8 May 2018
		Module 4: Managing & Communicating Company Data (4h)	15 June 2018
		Exams	16 July 2018

Registration deadline is 15 June 2018			
<input type="checkbox"/>	Pillar 2 2018	Module 5: Accounting & Tax for Company Secretaries (8h)	18 September 2018
		Module 6: Luxembourg Corporate Governance & Company Administration in practice (16h)	16 & 17 October 2018
		Module 7: Contract law fundamentals for Company Secretaries (8h)	13 November 2018
		Module 8: Company Secretaries Leading through integrity (4h)	18 December 2018
		Exams	14 January 2019

I will attend the 4 modules of Pillar 1 this year, and will register for **Pillar 2** in:

2019 2020

I would like to register for the Certificate Program in:

2018 2019 2020

FEES

For ILA members, each Pillar of 4 modules will be invoiced at a preferential rate of **1 960.00 €** (+ VAT 3%).

For non-ILA members, please contact ILA, v.vansaen@ila.lu.

Fees are inclusive of a delegate pack and refreshments, lunch, if a full day course, and exam entry (2 attempts).

Fees must be paid prior to the start of the course. Self-funding candidates may contact ILA for extended payment conditions.

Your current position:

- | | |
|---|---|
| <input type="checkbox"/> currently working as a company secretary/corporate officer | <input type="checkbox"/> law professional |
| <input type="checkbox"/> currently board support personnel | <input type="checkbox"/> aspiring company secretary |
| <input type="checkbox"/> manager who interacts with board | <input type="checkbox"/> member of a board |
| <input type="checkbox"/> other, please specify: _____ | |

Please describe your professional experience

How did you hear about this training program?

ILA

- website promotion flyer event newsletter ILA member

Others

- Lifelong learning website/newsletter press article/magazine
- employer/colleague other _____

What are your motivations, objectives and goals for attending this training program?

- I hereby agree to share my contact details (*i.e.*, *email address mentioned hereinabove*) with the other participants, only in the context of this training program, for better organization purposes.
- I hereby authorize ILA to use my photographs that may be taken during the session for its communication, and to publish them on its website and/or any promotional material. I am informed that I have the right to have access to and amend any of my personal data by contacting: events@ila.lu.
- I am fully aware that all ILA courses are conducted under the Chatham House Rule. Therefore I hereby agree to respect the confidential nature of all and any discussions, which will take place during the sessions.