



## ECSM CERTIFICATION WORKSHOP COURSE OUTLINE

**COURSE TITLE:** REGISTRY MATTERS

**COURSE CODE:** ECSCM1015

### **COURSE DESCRIPTION**

This course focuses on the brokers interaction with the ECCSR. It outlines how a broker should address an investor's request, communicate with the ECSE on such matters and carry out the instructions received from the ECSE.

### **COURSE LEVEL**

This course is designed for persons with good analytical and inter-personal skills. Participants taking this course should hold a degree in business disciplines such as Accounting, Finance and Business Communication.

### **LEARNING OUTCOMES - What You Will Know And Be Able To Do**

Participants should be able to:

- Analyse an investor request and determine the appropriate registry form(s) to be completed and submitted to the registry
- Interpret Corporate action instructions

### **CONTENT OUTLINE AND COMPETENCIES - What You Will Learn**

#### **Topics:**

- ◆ Forms to submit information to the Registry
- ◆ Corporate Actions
  - Request for Record Date Report
  - Dividend and Interest Payments for Nominee Customers