



## ECSM CERTIFICATION WORKSHOP COURSE OUTLINE

COURSE TITLE: SITREL CB: PRIMARY MARKET PLATFORM

COURSE CODE: ECSCM1013

### COURSE DESCRIPTION

This course provides practical instructions on the use of ECSE's primary market issuance software and highlights the magnitude of the tasks and events of the issuance process. Also, it provides an overview of the software capabilities and the ranking of orders.

### COURSE LEVEL

Participants are expected to hold a bachelor's degree in business, to have basic computer skills and working knowledge of computer applications, to evaluate financial performance and be able to gather and analyse statistical information.

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

At the end of this course participants should be able to –

- Sign on to Sitrel CB trading Software
- Distinguish the types of Auction Methodology e.g. **Competitive** – (*Uniform & Discriminatory*) and **Non-competitive**
- Distinguish Sealed from Open bidding
- Recall and apply the price criteria for securities
- Interpret Screen layout and apply screen filter
- View and explain the securities in the list (tree)
- Interpret the Security definition and parameters
- Maintain Investors in Sitrel CB e.g. create new investors, update existing investors and delete former investors
- Operate during Broadcast & bidding period i.e. insert bids, modify bids and the steps to be followed to delete bids
- View Bid Summary and Bid Detail windows
- View and print auction reports e.g. Bid Detail Report, Allotment Detail Report and Client

## Confirmation statements

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### CONTENT OUTLINE AND COMPETENCIES – What You Will Cover

#### **Topics:**

#### **Overview of Primary Issuance Process**

- ◆ Issuance and Allocation Methodology
- ◆ Sealed vs Open Bidding
- ◆ Price criteria for Securities

#### **Introduction to SITREL CB**

- ◆ Sign on to SITREL CB
- ◆ Screen Layout and Filters
- ◆ View Securities in Tree
- ◆ Security Definition and Security Parameters

#### **Maintaining Investors in SITREL CB**

- ◆ Creating New Investors
- ◆ Modifying or Deleting Investors
- ◆ View list of Investors

#### **Broadcast and Bidding Period**

- ◆ Fixed Price Subscription
- ◆ Uniform Price Open Auction
- ◆ Discriminatory Price Open Auction
  - View Issue Definition and Issue Parameters
  - Insert bids and discuss modification and deletion of bids
  - View Bid Summary and Bid Detail windows

#### **Allotment and Closed Period**

- ◆ Fixed Price Subscription
- ◆ Uniform Price Open Auction
- ◆ Discriminatory Price Open Auction
- ◆ View and print Bid Detail Report, Allotment Detail Report and Client Confirmation statements

