



**MALTA STOCK EXCHANGE
INSTITUTE**

**TOWARDS A
BRIGHTER
FUTURE**

Fund Accounting and Administration

Course No 216

The aim of this course is to give a brief overview of the different types of Collective Investment Schemes and to provide more information with regards to the tasks and responsibilities of the Fund Administrator. It will also give more insight on the different roles within the Fund Administration business. An explanation on how to calculate an NAV and on how to price different types of Instruments will be provided. After this course you will be able to understand the basic principles of Fund Accounting and Administration.

Supported by:

alterDomus*

Sample Topics Covered:

Introduction to the Malta Funds Regime

Fund Administration – Tasks and Responsibilities

Roles within Fund Accounting

NAV Calculation

Pricing

Private Equity and Real Estate Funds

Applicant Name

Applicant ID Card

Applicant Mobile Number

Applicant Email Address

Invoice is to be issued in the name of:

the Applicant or Organisation

If Invoice is to be issued in the Entity's name, please input the details below marked with (*)

Organisation Name(*)

Organisation Email Address
(where invoice will be sent) (*)

Organisation Purchase Order No.
(if applicable)

Address of Organisation on which the invoice is to be issued (*)

Registration fee: **€95 per participant**

Discount (tick only if applicable)

- Full time student (50% discount)
 Senior citizen (50% discount)
 Group booking of 4 or more applicants
from the same Organisation (10% discount)

I would prefer to attend the course online classroom

Classroom courses will only be held if we have at least 4 persons in the classroom.

The data completed above is being compiled to enable the MSE Institute to communicate with you about the course when necessary.

Terms and conditions: Applicants who are registered for the course are not entitled to a refund if they are unable to attend, but may assign their booking to a 3rd party subject to confirmation by the MSE Institute.

Malta Stock Exchange Institute Ltd.

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General Information

Time: 09.00 - 12.00hrs

Venue: Malta Stock Exchange
Subject to COVID-19 related restrictions
Online

Level: Introductory

Schedule

Duration: 3 hours

Dates: 2 March

Target Audience

Financial services sector practitioners, fund administrators and managers, and persons interested in learning more about the regulatory structures and processes connected with the setting up of a fund in Malta.

Lecturer

Ms Lorraine Meachen



Lorraine Meachen is a Funds Senior Manager at Alter Domus Malta. She joined Alter Domus in October 2018. Currently Lorraine is a Senior Manager within the Funds Department responsible for the managing of a number of Collective Investment Schemes and is also responsible for the operations of the funds team and acting as Team Leader. Before joining Alter Domus, Ms Meachen worked with Amicorp Fund Services (Malta) Ltd as a Senior Fund Accountant ensuring the delivery of various NAVs and regulatory reporting to several clients and to the authority.

Lorraine started her career at TMF Fund Services (Malta) Ltd where she spent 7 years in the Funds Department and was involved in the preparation of NAVs and Central Bank Returns amongst other tasks. Lorraine's academic qualifications include a Degree with Honours in Banking and Finance issued by the University of Malta.

Cheques to be made payable to: Malta Stock Exchange Institute Ltd.

Payments by bank transfer

Bank: Bank of Valletta plc
IBAN Code: MT04VALL22013000000040025119059
IBAN BIC: VALLMTMT

Kindly insert your NAME, SURNAME, ID CARD NUMBER and COURSE NUMBER in the transaction narrative.

This application is to be accompanied by payment or proof of payment by bank transfer.