GP Global Ltd
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## Institute of Continuous Professional Training and Education

# Continuous Professional Training (CPT) Courses for persons registered in the certification register

## E – Course: 19, 20, 21 and 22 November 2024

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# Continuous Professional Training for persons registered in the public register

## The Need

Articles 17(1), 17(2) and 17(3) of the "Directive regarding the certifications of persons and the certification registers of 2019 to 2021" state that:

17(1) Registered persons shall be obliged to renew their registration in the certification register within two months from the end of each calendar.

17(2)(a) Registered persons in the certification register shall be deemed to have renewed their registration when they submit to the Commission a statement of continued professional training on topics that fall within the relevant legislative framework which applies to them and which relates directly to the duties which they will undertake as part of their certification, of a duration of **ten (10) hours for persons registered in the public register for the basic examination, fifteen (15) hours for persons registered in the public register for the advanced examination and ten (10) hours for persons registered in the AML compliance officers register, for each calendar year.**

17(3)(a) Persons that are registered **both** in the public register for the **basic examination** and the **AML compliance officers register,** must submit to the Commission a statement of continued professional training on topics that fall within the relevant legislative framework which applies to them and which relates directly to the duties which they will undertake as part of their certification, of a duration of five (5) hours for persons registered in the public register for the basic examination, plus ten (10) hours for persons registered in the public register for AML compliance officers – being **a total of fifteen (15) hours for both renewals**.

17(3)(b) Persons that are registered **both** in the public register for the **advanced examination** and the **AML compliance officers register,** must submit to the Commission a statement of continued professional training on topics that fall within the relevant legislative framework which applies to them and which relates directly to the duties which they will undertake as part of their certification, of a duration of ten (10) hours for persons registered in the public register for the advanced examination plus ten (10) hours for persons registered in the public register for AML compliance officers – being **a total of twenty (20) hours for both renewals**.

The purpose of the above provision is to ensure that, the registered persons in the certification register («certified persons») are informed of the legal framework, they are obliged to comply with, when they provide/carry out investment services/activities.

## The Aim

To satisfy CySEC's provision, for Continuing Professional Training, enabling CIF's, ASP's and Investment Fund's employees to maintain their certification.

To expand the knowledge and competence of CIF's, ASP's, Investment Fund's, Trust Service Corporate Provider's, Bank's, Law Firm's, Accounting Firm's and Insurance Companies' employees.

To answer and solve questions participants might have in the taught syllabus. In this respect:

All instructors have several years of experience, working for different companies in different positions learned how to deal with day to day issues and are able to help you move from legislation to practice, answer questions that arise as part of everyday practice and advise you how to tackle issues as part of your daily practice.

## Course Details

## Continuing Professional Training (CPT) courses

**Cost: Euro 120* + VAT per 5 CPDs per participant**

*** For clients** of GP GLOBAL LTD: Euro 90 + VAT per 5 CPDs per participant**

| Title | Dates | Time | Duration | Language | Venue |
|---|---|---|---|---|---|
| KYC, CDD, SoF & SoW, Customer Acceptance Policy – Client Onboarding | 19 November 2024 | 10:00 – 15:30 | 5 CPDs | English | E-Course |
| A Deep Dive in UCITS and AIF functions | 20 November 2024 | 10:00 – 15:30 | 5 CPDs | English | E-Course |
| A GDPR guide for staff awareness and relevant reporting requirements | 21 November 2024 | 10:00 – 15:30 | 5 CPDs | English | E-Course |
| Understanding the role and responsibilities of the Regulatory Compliance Function | 22 November 2024 | 10:00 – 15:30 | 5 CPDs | English | E-Course |

** Clients to whom the following services are offered: Internal Audit, Compliance Outsourcing, Risk Management Outsourcing, Consulting services on a retainer basis.

**Additional information**

For additional information please contact us at:
Tel.: +357 25755911
Email: gpinfo@cytanet.com.cy

**PRESENTERS**

All instructors have several years of experience, working for different companies in different positions learned how to deal with day to day issues and are able to help you move from legislation to practice, answer questions that arise as part of everyday practice and advise you how to tackle issues as part of your daily practice

## George Papanicolaou

### Experience

George Papanicolaou has more than 20-years experience in the Financial industry. He worked for several years in managerial positions as area Manager, Head of Brokerage, Compliance Officer, Anti Money Laundering Officer, General Manager and Executive Director in Cypriot Investment Firms as well as Managing Director of GP GLOBAL LTD offering consulting services and training courses to Investment Firms, focuses in Internal Audit, compliance & AML issues. He offered numerous courses/seminars both in Cyprus and abroad in Investment Firms Law as well as in Compliance & Anti Money Laundering. George Papanicolaou is also a Chairman of a Nomination Committee in a company listed in the Oslo Stock Exchange.

### Education

George Papanicolaou holds a BSc in Electronic Engineering from the University of Texas at Austin (USA), an MBA with specialization in Finance from Leicester University (UK) and a Postgraduate Certificate in the Mechanics of Risk Management from Middlesex University (UK).

He also holds an ICA International Diploma in Anti Money Laundering from the International Compliance Association and the University of Manchester, as well as an Advance and Money Laundering certificate from the Cyprus Securities and Exchange Commission for the provision of investment services/activities.

George Papanicolaou is member of the AML and Compliance Committee of the Institute of Certified Public Accountants of Cyprus (ICPAC), a Fellow of the International Compliance Association (FICA), Mentor of ICA new students, member of the Cyprus Institute of Internal Auditors and the first Network chair for Cyprus of the International Compliance association.

## Andreas Nicolaides

### Experience

Andreas Nicolaides has more than 8-years experience in the financial Industry. He is the Operations Manager of G.P. GLOBAL LTD offering consulting services and training courses to Investment Firms, Administrative Service Providers and Funds focuses in Internal Audit, compliance & AML issues. He is a member of the Internal Audit team of G.P. GLOBAL LTD and is involved in numerous Internal Audits of Cyprus Investment Firms, Administrative Service Providers and Funds where he is engaged, among others, in the audit for compliance with the GDPR regulatory framework. He has completed a number of trainings on GDPR regulatory framework and assisted a number of Cyprus Investment Firms, Administrative Service Providers and Funds to comply with their GDPR legal obligations.

### Education

Andreas Nicolaides holds a BA in Business Management from the Northumbria University (Newcastle – UK). Andreas also holds an Advance and Money Laundering certificate from the Cyprus Securities and Exchange Commission for the provision of investment services/activities.

## Nektarios Michael

With more than 10 years of experience, Nektarios is an expert in the financial services industry, having worked in key roles at investment funds, CIFs and other service providers. His exposure to the industry allowed him to gain knowledge in a variety of vital investment functions.

Complementing his practical knowledge of the industry, Nektarios also holds a number of professional and academic qualifications, including CySEC's Advance Certification. He is currently employed by an Investment Fund.

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# Seminar Content

**Continuing Professional Training course**

**Venue: E-course**
**Date: 19 November 2024**
**Time: 10:00 – 15:30**
**(5 CPD)**

## KYC, CDD, SoF & SoW, Customer Acceptance Policy – Client Onboarding

### Know Your Client (KYC) and Customer Due Diligence (CDD)

- What is Money Laundering
- What is KYC and why KYC checks are important
- Which risks are mitigated by KYC
- What are the consequences of non-compliance with AML and KYC regulations?
- Client identification documents for different type of clients
- Client Identification & Verification
- What is Customer Due Diligence (CDD)?
- Customer Due Diligence requirements
- Client due diligence checklist
- Why is Customer Due Diligence important?
- When Should CDD be Conducted?
- Practical Steps for Risk Assessment and Profiling
- Simplified Due Diligence (SDD), Standard Due Diligence (SDD) and Enhanced Due Diligence (EDD)

### Source of Funds (SoF) and Source of Wealth (SoW)

- What is Source of Funds (SoF)?
- What is Source of Wealth (SoW)?
- Difference between source of funds (SoF) and source of wealth (SoW)
- Categories of SoW
- Establishing Source of Funds
- When SoW should be established?
- What SoF information is useful for decision-making?
- What SoW information is useful for decision-making?
- Steps to establish source of wealth
- The importance of documenting SoF & SoW
- Source of Wealth Red Flags
- Source of funds Red Flags

### Customer Acceptance Policy – Client onboarding

- Key elements of the Customer acceptance Policy (CAP)
- Importance of a Customer Acceptance Policy
- Criteria for accepting new customers
- Client Onboarding Process
- Identify the risk factors
- Assessing ML/TF risk
- Weighting risk factors
- Categorising business relationships and occasional transactions
- Customer Risk Assessment Scorecard
- Risk Appetite – Clients that are not accepted
- Best Practices for Effective Customer Acceptance Policy

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|---|---|---|---|
| **Duration of Training** | **5,00** | | |

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# Seminar Content

| Continuing Professional Training course | |
|---|---|
| **Venue: E-course**<br>**Date: 20 November 2024**<br>**Time: 10:00 – 15:30**<br>**(5 CPD)** | |

## A Deep Dive in UCITS and AIF functions

**Introduction**

- What is a UCITS fund, allowable investments and types
- What is an AIF, main categories and legal forms
- Types of investors in funds

**Governance**

- The Fund Administrator
- The Depositary
- Custodians
- Investment Manager

**The PRIIP Regulation**

- What the PRIIP regulation covers
- Regulatory Obligations: The Key Information Document (KID)
- KID Examples

**Product Governance Case Studies for investment funds**

- ESMA Guidance
- Structured Products
- UCITS funds as products
- Writing Options

**Risk Management**

- Liquidity Risk Management
- Stress Testing in Funds
- ESMA Guidelines for Liquidity Stress Testing
- Practical applications of risk management in a simplified portfolio

**Portfolio Management Strategies**

- Hedge Funds and Treasuries: the basis trade
- Fixed Income Arbitrage Strategy
- Statistical Arbitrage

| Duration of Training | 5,00 | | |
|---|---|---|---|

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# Seminar Content

**Continuing Professional Training course**

**Venue: E-course**
**Date: 21 November 2024**
**Time: 10:00 – 15:30**
**(5 CPD)**

## A GDPR guide for staff awareness and relevant reporting requirements

**Introduction**

**The key elements of GDPR in brief**

- Key Terms.
- GDPR short overview.
- The Legal Essentials.
- GDPR Article 25 – Data Protection by Design and by Default.
- Consent.
- The principle of transparency.
- The Personal Data process.
- Controller and Processor.
- The Data Protection Officer (DPO).
- Administrative fines for breaching GDPR.

**The 4 phases process of GDPR - Start acting!**

- The company's (Controller) responsibilities.
- The 4 phases process.
- Phase 1: Identify.
- Phase 2: Assess.
- Phase 3: Implement.
- Phase 4: Apply.
- Examples of good practices when following the 4 phases process.

**GDPR Audit Report – Understand when a Company can apply restrictions**

- How to perform a GDPR Audit Report to ensure compliance with the GDPR.
- What a GDPR Audit Report may include.
- GDPR Audit assessment – Good practices for GDPR compliance.
- When a Company can apply restrictions - The criteria.
- Requirements that need to be met in order restriction measures to be lawful.
- What specific provisions shall the restrictions contain.

**Reports, notifications, assessment and transfer of personal data under GDPR**

- Data Protection Officer (DPO) reporting to the highest management level.
- Understand what the Data Protection Impact Assessment (DPIA) is and what shall at least include.
- Learn the activities that are subject to DPIA in accordance with the Office of the Commissioner for Personal Data Protection.
- Be prepared for a personal data breach incident - How to treat data breaches.
- How to respond to a personal data breach incident.
- Be prepared to inform the Supervisory Authority and data subjects of a personal data breach incident.
- Understand when a processing operation can be qualified as a transfer of personal data to a third country or international organisation.
- The three instruments for a lawful transfer of personal data to a third country or international organisation.
- The steps that a personal data exporter needs to take in order to identify if supplementary measures should be implemented in order to be able to legally transfer data outside the EU/EEA.

| **Duration of Training** | **5,00** | | |
|---|---|---|---|

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# Seminar Content

**Continuing Professional Training course**

**Venue: E-course**
**Date: 22 November 2024**
**Time: 10:00 – 15:30**
**(5 CPD)**

## Understanding the role and responsibilities of the Regulatory Compliance Function

**Responsibilities of the compliance function**

- Compliance risk assessment
  - Performance of compliance risk assessments as part of the risk-based approach
- Monitoring obligations of the compliance function
  - Use of the Compliance risk-assessment to determine the Compliance monitoring program – establish priorities
  - Tools and methodologies
  - Access to customer complaints and use these in the monitoring program
- Reporting obligations of the compliance function
  - Compliance Officer annual report
- Advisory and assistance obligations of the compliance function
  - Day-to-day assistance for staff and management – Training
  - Development of the relevant policies and procedures
  - Summary of the role and responsibilities of the Compliance function

**Organisational requirements of the compliance function**

- Effectiveness of the compliance function
  - Allocation of appropriate human and other resources
  - Access to all relevant database and records
- Skills, knowledge, expertise and authority of the compliance function
- Permanence of the compliance function
- Independence of the compliance function
- Proportionality with regard to the effectiveness of the compliance function
  - Proportionality criteria
- Combining the compliance function with other internal control functions
- Outsourcing of the compliance function

**Competent authority review of the compliance function**

- Review of the compliance function by the competent authorities
  - Is the compliance function adequately resourced and organised?
  - Have adequate reporting lines been established?
  - Have adequate reporting lines been established?
  - Assessment of the qualifications of the compliance officer
  - Common deficiencies and good practices identified by CySEC

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|---|---|---|---|
| **Duration of Training** | **5,00** | | |






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## Continuous Professional Training of the persons registered in the certification register Cyprus Investment Firms

## REGISTRATION FORM

**Buy the Courses online: https://icpte.com/live-online-seminars/**

| Course subject | Venue | Date / Time | |
|---|---|---|---|
| KYC, CDD, SoF & SoW, Customer Acceptance Policy – Client Onboarding (5 CPDs) **Check whether Eligible for reduced Fees** | E-Course | 19 November 2024 10:00 – 15:30 | ☐ |
| A Deep Dive in UCITS and AIF functions (5 CPDs) **Check whether Eligible for reduced Fees** | E-Course | 20 November 2024 10:00 – 15:30 | ☐ |
| A GDPR guide for staff awareness and relevant reporting requirements (5 CPDs) **Check whether Eligible for reduced Fees** | E-Course | 21 November 2024 10:00 – 15:30 | ☐ |
| Understanding the role and responsibilities of the Regulatory Compliance Function (5 CPDs) **Check whether Eligible for reduced Fees** | E-Course | 22 November 2024 10:00 – 15:30 | ☐ |

**Cost: Euro 120* + VAT per 5 CPDs per participant**

*** FOR CLIENTS** OF GP GLOBAL LTD: Euro 90 + VAT**

| **Eligible for reduced Fees?** | |
|---|---|
| Client of GP GLOBAL LTD | ☐ |

** Clients to whom the following services are offered: Internal Audit, Compliance Outsourcing, Risk Management Outsourcing, Consulting services on a retainer basis.

### COMPANY DETAILS

| | | | | |
|---|---|---|---|---|
| Company Name: | | | Fax: | |
| Contact Person: | | | Email: | |
| Telephone: | | | Website: | |
| Address: | | | | |

### PARTICIPANTS INFORMATION

| | Name | Surname | Email | Mobile No. |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Invoices are issued upon registration and they are due payable at least 15 days prior to the beginning of each course. We consider that by signing this form, you commit in settling the invoice for the seminar.

**Cancellation policy**: The course will run subject to a minimum number of participants and GP GLOBAL LTD shall not bear any responsibility and/or liability for any damages to the participants due to course(s) cancellation.

- 100% refund in case of cancellation of the course by GP GLOBAL LTD
- 50% refund for cancellations received in writing by 7 days prior to the beginning of each course

**Personal Data protection**: GP Global Ltd acts as a controller in accordance Regulation (EU) 2016/679. GP Global would like to receive your consent to process your personal data received for the purpose of sending you by email information regarding the seminars and events we organize from time to time and providing information which might be of interest of you.
**Please click the box to receive your consent for the above purpose:** ☐
We do not share or sell your information with anyone.
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You have the right to withdraw your Consent at any time by sending an email to gpinfo@cytanet.com.cy

**Please complete Registration Form and send to:**
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Date: _____ Signature _____