

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



بورصة عمان
سوق الأوراق المالية
Amman Stock Exchange

Ref: _____

Date: _____

الرقم: ١٣٧/٢.١/٩/٨

التاريخ: ٢٠٠٣/٢/١٦

الموافق: ١٥ / ذو الحجة / ١٤٢٣

تعميم

رقم (١٣)

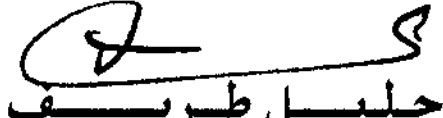
السادة/ أعضاء بورصة عمان المحترمين

تحية طيبة وبعد،

أرفق لإطلاعكم الكتاب الوارد من سوق البحرين للأوراق المالية، المتضمن الدعوة للمشاركة في البرنامج التدريبي Investment Representative Program، للفترة من ٢٠٠٣/٥/٤ ولغاية ٢٠٠٣/٥/٢٢ في مملكة البحرين.

أرجو من الوسطاء الراغبين بالمشاركة بالبرنامج التدريبي المشار إليه أعلاه مخاطبة سوق البحرين للأوراق المالية، علماً بأن المشاركة ستكون على نفقة شركة الوساطة.

وتفضلوا بقبول فائق الاحترام،،،

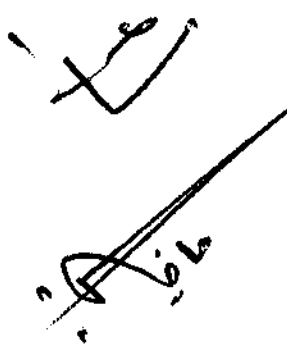

جليل طريف

المدير التنفيذي

* مرفق: البرنامج التدريبي.

ص ب ٢١٢٤٦٦ عمان ١١١٢١ الأردن • تلفون ٥٦٦٤١٠٩ (٩٦٢ ٦) • فاكس ٥٦٦٤٠٧١ (٩٦٢ ٦)

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تقرير من إدارة البورصة
2003/8/م
30 يناير 2003



سوق البحرين للأوراق المالية
Bahrain Stock Exchange

مكتب مدير السوق
Director's Office

حضرة السيد الفاضل جليل طريف المحترم
مدير عام بورصة عمان
بورصة عمان

تحية طيبة وبعد،

يسرني أن أرفق لسعادتكم نسخة من البرنامج التدريبي Investment Representative Program ، وهو البرنامج المطبق لتأهيل الوسطاء في بورصة نيويورك و عدد من الأسواق المالية الأخرى، والذي اقره مجلس إدارة سوق البحرين للأوراق المالية كبرنامج مؤهل للوسطاء المرخصين للعمل بالسوق .

ويتم تدريس هذا البرنامج حالياً باللغة الإنجليزية في معهد البحرين للدراسات المصرفية والمالية الذي يقوم بتصميم البرامج والدورات التدريبية الرامية إلى تطوير العاملين في القطاع المالي والمصرفي بما يتناسب مع المعايير الدولية المطبقة في الدول المتقدمة. وقد بدأ المعهد بتخريج الدفعة الأولى من خريجي هذا البرنامج في شهر إبريل 1999 حيث بلغ عددهم حتى الآن أكثر من 120 شخص، بينهم عدد من الوسطاء العاملين في السوق، وفي الأسواق المالية والمؤسسات المصرفية الخليجية والعربية.

وإننا نتطلع إلى إمكانية استفادة العاملين لديكم من هذا البرنامج الذي يؤهلهم للعمل وفقاً للمعايير الدولية المطبقة في البورصات العالمية.

شاكرين لكم حسن تعاونكم،،
وتفضلوا بقبول فائق التحية والاحترام،،

الحكم
علي سلمان ثامر
القائم بأعمال مدير
سوق البحرين للأوراق المالية

بورصة عمان
الدائرة الإدارية
السيد/
١٦ شباط ٢٠٠٣
الرقم التسلسلي
رقم الملف
الجهة المختصة

٢/١ مدير التنفيذ

ص . ب ٣٢٠٣ المنامة ، البحرين
هاتف: ٢٦١٢٦٠ (+٩٧٣) فاكس: ٢٧٦١٨١ (+٩٧٣)
البريد الإلكتروني : director@bahrainstock.com
P.O. Box: 3203 Manama Bahrain
Tel: (+973) 261260 Fax: (+973) 276181
E-mail: director@bahrainstock.com



Where Learning Never Stops

in association with

Bahrain Monetary Agency and

البنك المركزي للبحرين
Bahrain Stock Exchange

Presents

Investment Representative Program

(Series 7 Guidelines)

May 4-22, 2003
at BIBF, Kingdom of Bahrain

Program Outline

Section One (May 4-8, 2003)

SECURITIES MARKETS, CUSTOMER ACCOUNTS & PRODUCT KNOWLEDGE

- Primary Markets
- Secondary Markets, NYSE and NASD
- Margin; Opening and Maintaining Customer Accounts
- Equity Securities
- Fundamentals of Debt Securities; Corporate Bonds
- US Govt. & Money Market Securities
- Investment Companies

Section Two (May 11, 2003)

THE BAHRAIN CAPITAL MARKET

- History and Development
- Function and Bye-Laws
- Regulation
- Operations

Examination 1: May 12, 2003

Section Three (May 14-19), 2003

OPTIONS, INVESTMENT OBJECTIVES & PLANS, TECHNICAL & FUNDAMENTAL ANALYSIS

- Annuities and Retirement Plans
- Fundamentals of Options
- Non-Equity Options
- Option Strategies
- Direct Participation Program Plans
- Investment Objectives
- Fundamental & Technical Analysis
- Economics and the Federal Reserve

Revision: May 20-21, 2003

Examination 2: May 22, 2003



Important Notice:

All courses are subject to demand. The Institute reserves the right to cancel or postpone courses at short notice at no loss or liability wherein its absolute discretion it deems necessary.

Cancellation And Refund Of Fees:

Fees will only be refunded if a written notice of cancellation is received by the Institute not less than two weeks prior to the commencement of the advertised program. Except that any course fees already paid or invoiced may not be refunded and the invoice will be due and payable. Substitute delegates are permitted.

Visa Procedures:

GCC nationals and residents do not need a visa for Bahrain. Other nationalities should have entry visa, which BIBF can arrange. If you need an entry visa, please send a copy of your passport at least 15 days prior to the program starting date.

Miscellaneous:

Hotel accommodation, visa and transportation costs are the participant's own responsibility. Should accommodation be required, please fax the Registrar for assistance.

Investment Representative Program

(Series 7 Guidelines)

Course Background

The Investment Representative designation, certified by the Bahrain Monetary Agency and BIBF, mirrors the National Association of Securities Dealer's (NASD) Series 7 certification required of individuals selling and trading investment products in the United States. The Bahrain Monetary Agency requires that all professionals involved in investment activities be certified as an Investment Representative.

The Investment Representative Program provides comprehensive treatment of a broad range of products, including equity securities, debt securities, options and mutual funds. The program also provides comprehensive treatment of investment banking, securities laws and



regulations, trading procedures, margin accounts, customer accounts and direct participation programs.

Candidates seeking the designation of an *Investment Representative* must pass a two-part examination in order to achieve the Investment Representative certification.

Target Audience

- Stock Brokers and Dealers
- Investment Products Marketing and Sales Professionals
- Treasury and Back Office Professionals
- Compliance and Control Professionals
- Supervisory and Investment Staff
- Investment Bankers
- Portfolio Managers



The Bahrain Monetary Agency requires that all professionals and support staff engaged in investment related activities identified under Bahrain Stock Exchange Board Resolution 2/99, be certified and registered as an "Investment Representative" with the Bahrain Monetary Agency.

Training Methodology

A Study Manual from Securities Training Corporation (STC), Wall Street, New York will be provided prior to the program. It consists of 22 chapters with learning objectives and review quizzes for each chapter. Chapter 22 is followed by a glossary of terms that will be useful throughout the study period and classroom activities. Classroom activity will focus on lecture, discussion, case study, exercises, quizzes and examinations.

STC's training programs are designed to assist students regardless of an individual's prior experience or educational level. However, a good command of the **English Language** is very important as there would be considerable reading and clear comprehension of instructions for quizzes and examinations is but expected. Each phase of the program has been carefully designed to present concepts in a simple manner and logical sequence.



Program Facilitator

Dr. Mohammed S. Belgami currently teaches at the BIBF Treasury and Investment related courses. He was Assistant Professor of Finance at Indian Institute of Plantation Management, India. He holds a PhD in Finance.

Dr. Mohammed has conducted courses on Equity Investment, Portfolio Modeling, Risk Management, Value at Risk and Derivatives Markets in Bahrain, Saudi Arabia, Kuwait and UAE. Dr. Mohammed published several research papers on Capital markets, Portfolio Management and Risk Management.

Course Fees

Levy: BD 400 (Lunch, Materials & Coffee during breaks)

Levy Non Bahraini: BD 700 (Standard BIBF Fee, Lunch, Materials & Coffee during breaks)

Non-Levy: BD 800 (Standard BIBF Fee, Lunch, Materials & Coffee during breaks)

Duration: May 4-22, 2003

Course Timings: 8.00 a.m - 4.00 p.m

Venue: BIBF, Kingdom of Bahrain

Investment Representative Program (Series 7 Guidelines)

REGISTRATION FORM

Duration: May 4-22, 2003 **Course Timings:** 8.00 a.m - 4.00 p.m **Venue:** BIBF, Kingdom of Bahrain

Course Fees:

Levy: BD 400 (Lunch, Materials & Coffee during breaks) **Levy Non Bahraini:** BD 700 (Standard BIBF Fee, Lunch, Materials & Coffee during breaks)

Non-Levy: BD 800 (Standard BIBF Fee, Lunch, Materials & Coffee during breaks)

Company Sponsored ☐

Self Sponsored ☐

Name of the participant(s):

1. (Mr/Mrs/Ms): _____
First name Middle name Last name

Position Department Nationality Tel E-mail

2. (Mr/Mrs/Ms): _____
First name Middle name Last name

Position Department Nationality Tel E-mail

3. (Mr/Mrs/Ms): _____
First name Middle name Last name

Position Department Nationality Tel E-mail

Contact Person

(Mr/Mrs/Ms): _____
First name Middle name Last name

Position: _____ Department: _____

Organisation: _____ Nationality: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

Signature & Stamp: _____ Date: _____

Method of Payment

1. Please find enclosed a cheque for _____ made payable to BIBF

2. Please debit my credit card: Visa Mastercard Card no.: _____ Expiry date: _____

Cardholder's name: _____ Signature: _____

Please forward this form together with course fee to:

The Registrar

The Bahrain Institute of Banking & Finance - BIBF

PO Box 20525, Manama, Kingdom of Bahrain

Tel: +973 728008 / 824420 / 824444 Fax: +973 729928 / 9106420 / 9106444

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