



## INDUSTRY TRANSFORMATION INITIATIVE (ITI)

### ITI In-House Programmes for 2010

#### Guidelines for Stockbroking Companies & Investment Banks

Updated as at December 2009

**1.0 Maximum Participants**

One hundred (100)

**2.0 Minimum Participants**

Eighty (80)

**3.0 Fee Structure** (For programmes to be conducted in 2010)

Location	Fee per participant (RM)
Local (Selangor and Klang Valley)	RM80 per participant with a minimum of 80 participants. If the number falls below 80 participants, the minimum fee of RM6,400 per programme will apply).
Outstation (including Sabah and Sarawak)	RM120 per participant with a minimum of 80 participants. If the number falls below 80 participants, the minimum fee of RM9,600 per programme will apply).

**4.0 How to submit the ITI In-House request?**

4.1 Fill in the ITI In-House Request Form (Appendix I)

4.2 Who should you submit your request form to?

Professional Education & Services  
SIDC

No. 3 Persiaran Bukit Kiara, Bukit Kiara  
50490 Kuala Lumpur

General line: +603 6204 8665/8625

Tel : +603 6204 8664 (Zaine)/ 8796 (Helmi)/ 8196 (Kavita)

Fax : +603 6201 5811/6201 8008 E-mail : sidc@sidc.com.my

4.3 Our response time

We will endeavour to process your request within one (1) month from the date of the request received. We will update you via e-mail or fax.

Acceptance is on a first-come-first-served basis, subjected to programme and speakers' availability.

## 5.0 Registration & Confirmation of ITI In-House date

- 5.1 Upon our confirmation, you are required to submit the completed **ITI Group Registration Form** (Appendix II) within two weeks to confirm the in-house booking. Failing which the booking will be released.
- 5.2 Full payment or Letter of Undertaking (LOU) (Appendix III) printed on your company's letterhead must accompany the **ITI Group Registration Form (Appendix II)**.
- 5.3 You must provide the complete participant's list with the following details: name, designation, new I/C number, licence number as well as the licence expiry date using the excel template (Appendix IIa) together with the **ITI Group Registration Form (Appendix II) no later than one (1) month before the programme date.**
- 5.4 The final approval to conduct the programme will depend on the suitability and availability of the speaker and facilitator.

## 6.0 Requirements for Organising ITI In-House Course

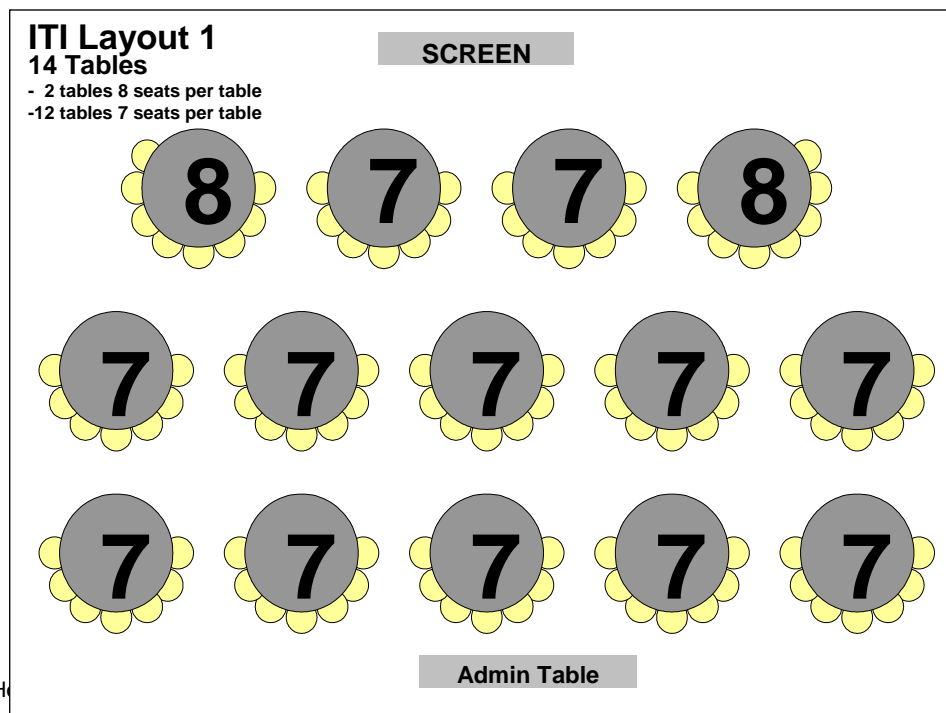
### 6.1 Venue/Training room

Training room should comprise of one (1) **main hall** with round table or U-shape style seating arrangement in a conducive environment. We will ascertain if the training venue is conducive or otherwise. Main hall will have to include the following:

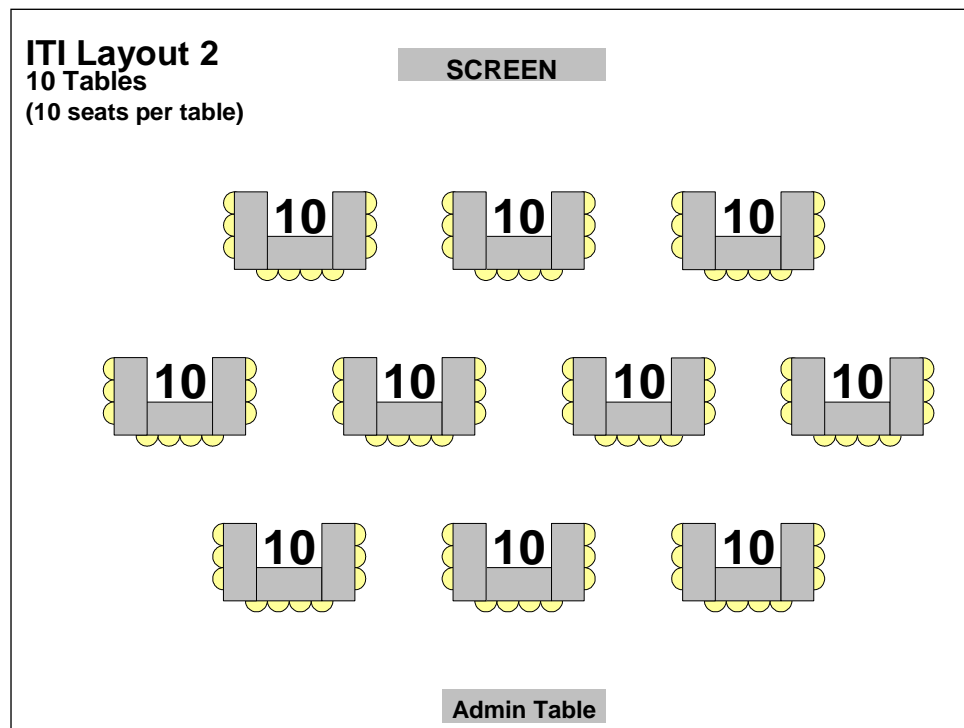
- Projector
- Screen or a clean & clear wall space
- Two flipcharts and marker pens.

The diagram below illustrates two options for one hundred (100) participants according to preference: Layout 1 - Round Table Setting or layout 2 - U- Shaped Setting.

### ITI Layout 1 - Round Table Setting



## ITI Layout 2 - U-Shape Setting



### **6.2 Cost of photocopying course materials**

- 6.2.1 We will furnish the master copy of the course materials (softcopy or hardcopy) within three (3) working days prior to the programme date.
- 6.2.2 You will bear the expenses for photocopying the course materials for the participants.
- 6.2.3 Course materials must be printed two slides per page.

### **6.3 Cost of catering and venue**

- 6.3.1 You are required to source for the appropriate training venue and arrange for two (2) tea-breaks (morning and afternoon) and lunch for the participants, speakers, facilitators and the secretariat staff.
- 6.3.2 The catering must be provided on-site at the training venue.
- 6.3.3 You will bear the expenses for catering and venue.

### **6.4 Admin staff**

You are also required to send at least **one** (1) admin staff on the day to assist us on the day of the programme.

## **7.0 Our commitment**

- 7.1 We will provide one (1) complete master presentation slides including case studies, brokers report and reference materials either in softcopy or hardcopy.
- 7.2 We will source for speaker/ Subject Matter Expert (SME), the facilitator and one administrator
- 7.3 We will administer the submission of CPE reporting requirement.
- 7.4 We will cover the expenses of SME, facilitator and our administrator.

## **8.0 Final payment**

- 8.1 We will issue an invoice to you within 7 working days after the programme. The invoice will be based on the actual number of participants attending the programme or the minimum fee as illustrated in 3.0-Fee Structure.
- 8.2 The final payment must be paid to us within 30 days from the date of invoice.

**The content of this guideline is correct at the time of publish (Dec 2009) and may be subjected to change without prior notice.**

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