

Registration Form

Certificate in Luxembourg Company Secretarial & Governance Practice - 2024/2025

Please complete this form in electronic format (one form per participant) and return it to certifications@ila.lu, together with your recent CV.

Personal Information

First name		Last name	
Company		Position	
Office phone		Email address	
Mobile phone (*)		Private email address	
Postal address (**)			

(*) will only be used in case of last-minute information

(**) used for admin purpose

Registration*

I hereby register for one of the following sessions (see details about the dates on page 4):

- Cohort 14 Cohort 15

Membership

- I am an individual ILA member
- I am an affiliated ILA member under the corporate membership of my company
(Please mention the company name) _____
- I am not an ILA member* but I am applying as an [individual member](#)

*Registration is only possible for members.

Invoicing

The invoice should be sent to:

Company name <i>(if applicable)</i>	
To the attention of	
Address	
Email address	

- I am a self-funded participant (*Self-funded candidates to a Category 2 ILA course may request extended payment conditions by contacting certifications@ila.lu*)

Your current position

- Currently working as a company secretary/corporate officer
- Currently board support personnel
- Manager who interacts with board
- Other, please specify: _____
- Law professional
- Aspiring company secretary
- Member of a board

Please describe your professional experience:

Together with your recent CV, please send us a recent picture of yourself (in .jpg format) via email at certifications@ila.lu

- I already provided my picture to ILA for membership or other training purposes and I agree to have this picture used in my biography

Practical information

Date and time

COHORT 14		
Module 1	Fundamentals of the Luxembourg Law for Company Secretaries (16h)	8 & 9 July 2024
Module 2	Boards & Board meetings organisation for Company Secretaries (8h)	10 July 2024
Module 3	Shareholders & Shareholders' Meetings organisation for Company Secretaries (8h)	11 July 2024
Module 4	Managing & Communicating Company Data (4h)	12 July 2024
Module 5	Accounting & Tax for Company Secretaries (8h)	13 January 2025
Module 6	Luxembourg Corporate Governance & Company Administration in practice (16h)	14 & 15 January 2025
Module 7	Contract law fundamentals for Company Secretaries (8h)	16 January 2025
Module 8	Company Secretaries Leading through integrity (4h)	17 January 2025

COHORT 15		
Module 1	Fundamentals of the Luxembourg Law for Company Secretaries (16h)	24 & 25 September 2024
Module 2	Boards & Board meetings organisation for Company Secretaries (8h)	17 October 2024
Module 3	Shareholders & Shareholders' Meetings organisation for Company Secretaries (8h)	19 November 2024
Module 4	Managing & Communicating Company Data (4h)	10 December 2024
Module 5	Accounting & Tax for Company Secretaries (8h)	4 February 2025
Module 6	Luxembourg Corporate Governance & Company Administration in practice (16h)	11 & 12 March 2025
Module 7	Contract law fundamentals for Company Secretaries (8h)	24 April 2025
Module 8	Company Secretaries Leading through integrity (4h)	15 May 2025

Venue

Chambre de Commerce
7 Rue Alcide de Gasperi
L-1615 Kirchberg Luxembourg

Parking spots are available at the venue at your own expense.

Language

The course is conducted in English.

Fees & Conditions

- The 8 modules will be invoiced: **4,320.00 EUR (+VAT 3%)**
- These fees cover training materials, refreshments, lunches (on full day course only) and exam admission.
- Fees must be paid at the latest **10 business days prior** to the start of the first course.
- Cancellation fees: please refer to the [ILA General Terms and Conditions](#) for Category 2 ILA courses.
- ILA is authorised as a provider of continuing vocational training by the Ministry of Education (ministerial approval dated 11 October 2011). Fees are eligible for State co-financing.

Attendance & Certificate

The Certificate will be awarded upon successful completion of the full programme and exam completion (2 attempts, 75% required to pass).

Consent

- I hereby agree to the [ILA General Terms and Conditions](#) and accept to be invoiced for this training programme.
- I hereby agree to share my name and company information with the other participants and speakers, only in the context of this training programme.
- I hereby authorise ILA to use the pictures that may be taken during the session for communication purposes, and to publish them on its website and/or any promotional material. Please refer to the [ILA Privacy notice](#) for more information.
- I am fully aware that all ILA courses are conducted under the Chatham House Rule. Therefore, I hereby agree to respect the confidential nature of all and any discussion which will take place during the sessions.
- By sending back the form, I acknowledge that I have read the [ILA Privacy notice](#) and [ILA General Terms and Conditions](#), that I accept them, and that I agree to be invoiced for this training.

Please note that we need you to return this form in its original **editable format**, the below signature box can be filled in by simply typing your full name.

Signature: