

## Application / Re-application form for Chair and Co-Chairs of ALFI's Technical Committees

I would like to apply for **Chair /Co-Chair** of the following ALFI (sub-)committee(s):

<b>Name of the (sub-) committee(s)</b>	
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My motivation (in maximum 250 words)

\_\_\_\_\_  
Signature of the candidate

Date: \_\_\_\_\_

### **DECLARATION**

I confirm that I meet the eligibility criteria, commit to actively contributing to the committee's work, and agree to comply with ALFI's Internal Rules of Procedure.

I confirm that my application is supported by my employer.

Contact details for ALFI's data base:

<b>Name of the employer (ALFI member)</b>	
<b>Name of the applicant</b>	
<b>Job title of the applicant</b>	
<b>Business address</b>	
<b>Business phone number</b>	
<b>Business e-mail address</b>	
<b>Business mobile phone number</b>	
<b>Assistant's business e-mail address (if applicable)</b>	
<b>Assistant's business phone number (if applicable)</b>	

Where applicable:

I am the assistant of the applicant and agree that my business e-mail address and business phone number are recorded in ALFI's data base.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of the candidate

***The duly completed form should be sent to the ALFI Head Office in electronic form (e-mail to [committees@alfi.lu](mailto:committees@alfi.lu)).***

## ALFI TECHNICAL COMMITTEES GUIDELINES

In general, and save for a decision to the contrary by ALFI's Board of Directors, only representatives of full ALFI members may participate in the work of ALFI's Technical Committees. As a rule, interested member companies can be represented by 1 (one) employee. Temporary replacements by a colleague in case of unavailability for a short time period are possible and to be handled by the member of the (sub-)committee.

Applicants must:

- Send to the ALFI Head Office in electronic form a written application, specifying the (sub-)committee(s) that they wish to join;
- Demonstrate appropriate experience in the investment funds area and indicate specific competences linked to the (sub-)committee(s) for which they apply;
- Undertake to comply with the Technical Committees Guidelines;
- Commit to actively contribute to ALFI's work and to share their know-how with other members;
- Undertake to inform ALFI in case of a change of employer;
- Undertake to resign in the event of departure from the funds industry or long-term unavailability.

Candidates should preferably be based in Luxembourg or be able to visit regularly Luxembourg in order to ensure regular attendance at meetings. Considering the international dimension of the fund industry, exceptions may be granted by the ALFI Head Office. Representatives from abroad that become a member of a (sub-)committee must in that role represent the interests of the Luxembourg fund industry.

Attendance at physical meetings of a (sub-)committee is recorded, and ALFI's Head Office regularly reviews these records. If a member cannot attend a meeting or phone call/video conference of a (sub-)committee, he or she is asked to inform ALFI's Head Office of his or her absence and a possible replacement by a colleague. Members of a (sub-)committee can be excluded in case of persistent absence or inactivity. A member's persistent absence will be proven if they did not attend the last 3 (three) meetings held by a (sub-)committee.

The members of a (sub-)committee agree that their name, e-mail address and other business contact details may be disclosed to the chair and members of the respective (sub-)committee, as well as to ALFI's governing bodies. Members of a (sub-)committee must treat documents or discussions as confidential if applicable and notified accordingly.

Signed for acceptance on (date) \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate

Name of the candidate: \_\_\_\_\_