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**PROGRAMOS SOFTWARE LIMITED**

**TRAINING OUTLINE**

**INFORMATION COMMUNICATION AND TECHNOLOGY  
EDUCATION**

**ON:**

**REGISTRAR OPERATIONS MANPOWER DEVELOPMENT  
FOR STOCKBROKING FRIMS**

**Course Highlights**

- Issue Script Receipt/Amendment/Delete
- Jobbing Orders: Buy/Sell Management
- Jobbing Book review
- Instruction Change
- Dispatch CDF
- Irregular Update
- Inter-house Transfer Forms
- Retrieve Certificate Updates
- Valuation of Customer portfolios
- Portfolio Position Reporting
- Portfolio Stock Movement Reporting
- Valuation of Script Receipt Items

- Blocked Stock Management
- Price Download
- Daily Trade Download/A2TTP/Inter Active
- Transfer Form Preparation
- Bonus Setup (Investment) Update
- Client Account Maintenance

