

Confidentiality Certification

AMAF Website: [Certification Confidentialité](#) | [AMAF](#)

Since the publication of Ministerial Order 2018-367 on April 30, 2018, members of banking and financial institutions in Monaco are required to undergo training organized by the AMAF (Monaco Association for Financial Activities) and the IUM (International University of Monaco) under the auspices of the competent regulator, the CCAF (Commission for the Control of Financial Activities).

The objectives of the first training are to:

- enhance the quality and image of the financial sector.
- emphasize the importance of confidentiality compliance.
- Detail the three main obligations and present best practices.

The objectives of the second training are to:

- Review the three main concepts: professional secrecy, the confidentiality regime and the duty of discretion.
- Share information about the latest Developments and Regulations.

Registration Procedure *(open to employees of financial institutions accredited by AMAF only)*

1. Registrations and ticket purchases are done through the Digitevent platform.
2. One person per institution is designated for managing the registrations of collaborators and is responsible for ensuring compliance with training deadlines (V1: for first-time training, V2 must be completed mandatorily 3 years after V1).
3. Access to the platform can only be done through email campaigns, using the unique ID code assigned to you, always indicated in each campaign.
4. Before being able to register collaborators, ensure to purchase training tickets, available in both French and English in the "ticketing" section.
5. Once payment by credit card or bank transfer is accepted, it will be possible to add new candidates in the "registrations" section, where you can also monitor the registration history.
6. Any **ticket cancellations** must be made **a maximum of 48 hours before the training**. After this period, the ticket will be forfeited UNLESS absent due to force majeure or illness (*professional impediments do not fall under force majeure*).
7. Alternatively, the candidate can be replaced by another collaborator up until the last minute.



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8. Each candidate receives a summons the day before the training. In case of session cancellation, he/she will be informed in advance.
9. Each candidate is responsible for keeping their signed confidentiality agreement (yellow copy) from the first training cycle. In case of loss, no copy can be issued. Please contact AMAF at the address amaf@amaf.mc to receive a certificate or confirmation of its attainment.
10. For any doubts regarding deadlines and registrations of new collaborators, or for any other specific needs, contact us at the address: certification@monaco.edu

Dates

Projected schedule of confidentiality courses: September 2024 – November 2024

Attention: The sessions are guaranteed to be held with a minimum of 15 participants. In case of course cancellation, the registration is automatically transferred to the next session (according to the chosen language and type of training).

French Language (FR) Trainings

English Language (EN) Trainings

V2 (update cycle) – TUESDAY	V1 (first cycle) – WEDNESDAY
Tuesday 3 September (3:15 pm – 5:15 pm) EN	
	Wednesday 4 September (10:45 am -12:45 pm) EN
Tuesday 17 September (3:15 pm – 5:15 pm)	
	Wednesday 18 September (10:45 am – 12:45 pm)
Tuesday 1 October (3:15 pm – 5:15 pm)	
Tuesday 15 October (3:15 pm – 5:15 pm)	
	Wednesday 16 October (10:45 am -12:45 pm)
Tuesday 5 November (3:15 pm – 5:15 pm)	

Sessions until November 5th are now open for registrations. New training dates for the November to December 2024 period will be communicated at the end of September 2024. In the event of high demand for registrations and an insufficient number of sessions, new training slots may be added.