



TO ALL MEMBERS OF THE PLATFORM

Date: 4 February 2019
Subject: Information Exam 2019

Dear members,

The exam for Certified Formalities Officer will be held on Tuesday afternoon 21 May 2019 from 14.00 – 17.00 hours. The venue of the exam will be announced soon.

If you would like to participate in this year's exam, you can register yourself at the Secretariat of the Platform via secretariaat@formalitiesofficers.nl

Please send us the following details:

- full name (i.e. the name you would like to have listed on the certificate)
- your contact details (email address, telephone number and the address where you would like to receive the certificate in case you are unable to attend the graduation ceremony)
- Member / Non-member

After we have received this information, you will receive a confirmation that you are registered for the exam.

Also, you will need to ensure that the fee for the exam is paid on time, in any case before 14 May 2019. The fee is € 100 for members and € 200 for non-members.

The fee can be transferred to the ABN-AMRO account of the Platform Formalities Officers (IBAN: NL18ABNA0573236771, SWIFT / BIC: ABNANL2A) stating your name and EXAM 2019.

You will not receive an invoice!

You can register for the exam until Tuesday 7 May 2019. All registered candidates will receive an email with additional information regarding the exam, shortly after 7 May 2019.

Finally, please be aware that the Board of the Platform and the Examination Committee will strictly follow the rules regarding registration and payment. If you are not registered and/or if we have not received your payment on the day of the exam, we can refuse you to participate in the exam. So please make sure that you check your registration and payment yourselves and take your confirmation of registration and payment with you to the exam.

We wish all candidates good luck!

Best regards,

Board Platform Formalities Officers