

# DERIVATIVES DOCUMENTATION LIMITED



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*“We needed to put several ISDAs in place with our banks but had no in-house expertise. We called in DDL who guided us through the process, increased our understanding, helped us avoid pitfalls and negotiate tight Agreements with our banks”*

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18 of the top 20 banks as well as many corporates and fund managers have taken at least one of DDL's services over the past 19 years

## SERVICES

Derivatives Documentation Limited (“DDL”) offers the following core services in the fields of OTC derivatives and securities legal documentation:

- Negotiation
- Training
- Consultancy
- Recruitment

Founded in 1996 to fill a gap in the market for temporary ISDA Master Agreement negotiators, DDL has extended its services in line with market demand. We are also happy to discuss any related requirements you may have and if we cannot provide the service ourselves we normally know someone who can.

## NEGOTIATION

DDL provides its own staff and experienced negotiators on a temporary contract basis to negotiate OTC derivatives and securities documentation on behalf of clients.

We can provide negotiators (both lawyers and non-lawyers) who are committed to you during the project.

Work can be done at your offices or on an outsourced basis. In all cases we strictly follow your policies and procedures.

We can work on your day-to-day negotiations to cover maternity leave, staff illness, holidays or staff shortages for a fixed period.

Alternatively, we can work on specific projects such as novation exercises or clearing backlogs and we provide our services until the agreed completion date of the project.

We undertake negotiation contracts from several days to several months as required.

## TRAINING

### Public Training - [www.derivsdocu.com/training/public-training/](http://www.derivsdocu.com/training/public-training/)

Since early 2011 DDL has run public courses in London on the 2002 ISDA® Master Agreement, the ISDA® Credit Support Annex under English Law, the GMSLA 2010 and the GMRA 2011. These courses run approximately every 3 months and provide foundation knowledge of these documents together with practical negotiation exercises and case studies.

All our upcoming courses are listed in the public training section of our website where you can also download brochures and booking forms. For example our 3 day 2002 ISDA Master Agreement and English Law CSA: Theory and Practice course costs £1750 for 2 days of ISDA training; or £875 for the 1 day CSA element; or delegates can attend all three days for £2,500. Value Added Tax (VAT) at 20% may be applicable.

### In-House Training - [www.derivsdocu.com/training/inhouse-training/](http://www.derivsdocu.com/training/inhouse-training/)

DDL offers in-house training on a variety of different topics relating to OTC derivatives and securities documentation. Courses are tailor-made to meet your specific requirements and can be conducted at your own offices which might be much more convenient and cost effective for you and your staff.

These courses range from one day training on a specific subject e.g. the ISDA Master Agreement (either version) to 2 week structured training programmes covering a variety of agreed topics.

### Online Training - [www.derivsdocu.com/training/online-training/](http://www.derivsdocu.com/training/online-training/)

DDL currently offers 7 long courses and 1 short course on a variety of ISDA and securities documentation. Users have 4 months to complete a long course including a challenging negotiation exercise and 2 months to complete the short course. The costs are GBP 500 + VAT (if applicable) and GBP 250 + VAT (if applicable) respectively.

**Discounts are available if multiple bookings are made and paid for at the same time.** We have worked with some clients to develop training schedules so that multiple courses can be ordered and then allocated throughout an agreed time frame (typically 1 year). **Please complete the request form on our website if you would like to try a demo to see the style and sample content of this training option.**

*Feedback from our in-house and public training:*

*“From knowing relatively little, I feel I have gained a certain understanding and more confidence.”*

*“World class.”*

*“I have been on two (classroom based) courses run by DDL and found them excellent.”*

*“Excellent course and presentation. Very detailed and fantastic handouts.”*

**Testimonials relating to our online training courses:**

*“I have thoroughly enjoyed the (online) course and feel I have gained a great deal in terms of my core ISDA knowledge base.”*

*“I would like to take this opportunity to say that this was definitely an interesting and interactive approach to learning more about the document!”*

## CONSULTANCY

Over the years DDL has performed many consultancy contracts for clients on both an outsourced and in-house basis. These include:-

- Composition of negotiation policy manuals
- Auditing of Master Agreement contents
- Transfer and implementation of novation exercises
- Review, analysis and creation of templates for master agreements and confirmations
- Planning and setting up of derivatives documentation units

We are able to manage the projects from start to finish or alternatively work as part of a group under your own firm's management team.

## RECRUITMENT

DDL is a preferred or contingency supplier to a number of different financial institutions for derivatives and securities documentation roles.

We have several consultants who can be called on to fill temporary roles as well as a variety of candidates with diverse experience for permanent positions.

DDL specialises in these areas and fully understands the products. This gives us a distinct advantage when selecting candidates for specific posts. One of DDL's senior staff always meets and 'vets' potential candidates before accepting them on to our books and putting them forward for roles. Some of them have been associated with us for several years now.

## BOOKS

Paul Harding, Chairman of DDL has written and co-written a number of books on OTC derivatives and securities documentation. Most notable is "Mastering the ISDA Master Agreement: A Practical Guide for Negotiations". The third edition of this book is now available. For details on how to order this book and others please visit our website [www.derivsdocu.com/books/](http://www.derivsdocu.com/books/)

