

2025

Discover our catalogue of trainings



Topics

1. THE ACADEMY by Loyens & Loeff
2. Governance
3. AML & CFT
4. Luxembourg Alternative Investment Funds
 - Fund structuring
 - Fund operations
 - Acquisition finance and fund finance
 - Acquisition and structuring of investment & Exit strategy and disposal of portfolio
5. Tax
6. Data protection and employment law
7. Dispute Resolution

THE ACADEMY by Loyens & Loeff

Legal & Tax training centre

1. Your training challenges

- Is your company subject to training obligations imposed by laws or regulations?
- Did you get a new role or position which requires to become more familiar with some topics, laws or regulations?
- Do you need to update your employees on a new law or regulation?
- Do you need to train your new joiners on specific topics, laws or regulations?

Whatever your challenge, **THE ACADEMY** is uniquely positioned to answer your training needs with our trainers at the forefront of legal, tax and regulatory developments.

2. Your professional training centre in Luxembourg

THE ACADEMY is Loyens & Loeff's legal, regulatory and tax training centre. It was set up in response to the increasing needs of our clients to stay fully abreast of the ever changing legal, tax and regulatory developments.

THE ACADEMY offers:

- Open training sessions as announced in our training agenda, organised on a regular basis in our premises or remotely
- Tailor-made training sessions, organised at a time and location that are most convenient for you, whether it be at your premises or ours

Our multidisciplinary training sessions are delivered by experienced lawyers and tax advisers who are partners, counsels or senior associates at Loyens & Loeff. Each training session relies on concrete examples, using cases or scenarios drawn from our trainers' deep experience to enable participants to transition from the theory to the practice.

3. Our training sessions are different

- **Pragmatic:** Our trainers use concrete examples, cases and scenarios drawn from their experience and explore them in an interactive manner
- **Multidisciplinary:** Your daily issues are multifaceted, and so are our training sessions
- **Impactful:** Approximately one month after each session, we provide a follow-up call to clarify any points related to the training
- **Flexible:** You are our clients so we adjust to your needs. Topics, audience, duration, languages, on-site or remote: these are all parameters to discuss and agree with you for tailor-made training sessions
- **Certifying:** Training certificates are issued after each training session
- **Relaxed:** Just because we are discussing serious topics does not mean that we have to be serious at all times. Our experts are approachable and each training session in our premises includes a break with a snack or a breakfast allowing for networking

THE ACADEMY by Loyens & Loeff

Legal & Tax training centre

Practical information

Languages:

- English
- French
- Other languages upon request

Locations:

- In our premises
- In your premises
- Remotely

Format:

- Onsite
- Online



Audience

Functions:

- Legal
- Tax
- Regulatory
- Compliance & Risk Management
- Portfolio Management
- Front/Middle/Back office
- Marketing & Distributions of investment funds
- Finance
- Accounting



Experts

- Experienced Luxembourg law and tax experts at Loyens & Loeff offering integrated services to clients
- Deep expertise gained through years of assistance and advice provided to domestic and international clients
- Recognised for their tailor-made and pragmatic approach
- At the forefront of the recent developments and strongly involved within key Luxembourg professionals' associations: ALFI, LPEA, ABBL, LuxCMA and IFA

2. Governance

Understanding the Duties and Remuneration of Directors

OBJECTIVES

Provide participants with a thorough understanding of directors' legal, tax and social security obligations as well as situations that may lead to liability and existing protection mechanisms.

[More info](#)

AUDIENCE

This training is directed at anyone interested in gaining an understanding as to the main legal, tax and social security obligations as a business executive, the risks directors run as well as the best ways to anticipate and mitigate them.

AGENDA

- Duties of Directors
- Civil liability of Directors
- Criminal liability of Directors
- Tax liability of Directors
- Remuneration, taxation of Directors' fees and social security status of Directors

SPEAKERS

Experts in **Corporate, Tax and Litigation & Risk Management** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Pierre-Antoine Klethi, Partner, Kheira Mebrek, Counsel, and Alina Stoica and Anissa Sophie Kabbage, Senior Associates.



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

3. AML & CFT

Overview of the Luxembourg AML / CFT framework, practical guidance, and hot topics

OBJECTIVES

The training aims to provide a solid understanding of Luxembourg's AML & CFT framework, sector-specific issues, current topics, and practical compliance guidance.

[More info](#)

AUDIENCE

This training is directed at anyone interested in gaining a general and comprehensive understanding of AML / CFT obligations and in being up to speed with the latest trends and developments.

SPEAKERS

Experts in **Investment Management, Litigation & Risk Management** and **Banking & Finance** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by our Partners Christophe Boyer, Henri Dupong and Adrien Pierre.

AGENDA

- Luxembourg Legal and Regulatory AML / CTF Framework
- Overview of Professional Obligations
- Focus on RR, RC, and Board Responsibilities
- Guidance for Key Attention Points
- Hot topics in the Investment Funds industry
- Money Laundering Indicators
- Potential Sanctions



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

4. Luxembourg Alternative Investment Funds

Fund structuring

Luxembourg Limited Partnerships:

Everything you need to know

OBJECTIVES

The objective of this training is to educate and inform participants on the principles and best practices regarding the operations and governance structuring in Luxembourg limited partnerships.

[More info](#)

AUDIENCE

This training is directed at legal, compliance, and regulatory professionals, as well as fund managers, private equity professionals, and investment advisers involved in structuring or managing Luxembourg limited partnerships.

SPEAKERS

Experts from our **Corporate** and **Investment Funds** teams will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by our Partners, Frédéric Lemoine and Christophe Boyer.

AGENDA

- Legal framework and main features for Luxembourg limited partnerships
 - Limited Partnership (société en commandite simple - SCS)
 - Special Limited Partnership (société en commandite speciale - SCSp)
 - Partnership Limited by Shares (société en commandite par actions - SCA)
- Contexts in which partnerships are being used
- Initial Limited Partnership Agreement
- Filings
- Document management for common operations



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

Luxembourg PE fund products and Alternative Investment Funds

OBJECTIVES

The objective of this training is to provide participants with a solid understanding on key concepts in private equity, fund structure set-up, fund marketing and fund finance.

[More info](#)

AUDIENCE

This training is directed at professionals involved in legal, regulatory, compliance, and operations in the fund industry, as well as those in the investment management sector interested in private equity and alternative investment funds.

SPEAKERS

Experts in **Investment Management** will share their experience and answer your questions during the session.

This training has been developed and will be delivered by our Partners Marjorie André, Christophe Boyer, Frank van Kuijk and Maude Royer.

AGENDA

- Private Equity key concepts
- Key characteristics of each Luxembourg fund regime
- Typical example of Luxembourg unregulated private equity fund set-up
- Key actors for the AIF (AIFM, Depositary, Portfolio manager, Investment advisor, central administrator, general partner)
- AIF Concept
- Capital Raising in Europe for PE funds
- Democratisation of AIFs
- Fund Finance



LANGUAGES

English
French version available upon request, training materials in English



DURATION

3 hours



PARTICIPATION CERTIFICATE

4. Luxembourg Alternative Investment Funds

Fund operations

Data protection for Investment Funds:

Do's and Don'ts

OBJECTIVES

This training provides an overview of the legal and regulatory framework for personal data processing in investment funds, with practical tips for ensuring data security and confidentiality.

[More info](#)

AUDIENCE

This training is directed at in house counsel, Legal officers, Risk Managers, Compliance Officers, DPOs, CISOs, IT Managers, Chief IT Officers, COOs, Managing Directors, CEOs, or anyone interested in understanding the data protection framework in the context of investment funds.

SPEAKERS

Experts in **Investment Management** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Adrien Anese and Agata Szymoniak, Senior Associates.

AGENDA

- Introduction: why data protection is relevant in the funds industry?
- Data protection legal framework
- Key notions and principles in data protection
- Overview of main actors involved in data processing in an investment fund
- Transfers of personal data inside and outside the EEA
- How to manage data protection obligations in an investment funds context?



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

Share Capital Variations:

Increases, Decreases and Premiums

OBJECTIVES

Provide participants with a good understanding of the different types of variations of the share capital for both corporate entities and funds and their legal and practical implications.

[More info](#)

AUDIENCE

This training is dedicated to governance professionals as well as professionals operating on the investment funds market who are interested in further developing their knowledge of share capital operations.

SPEAKERS

Experts in **Corporate** and **Investment Funds** will share their experience and answer your questions during the training session.

This training session has been developed and will be delivered by our Partners, Mathilde Lattard and Marjorie André and Anne Labroca, Senior Associate.

AGENDA

- Considerations on share capital and share capital structure
- The share capital at incorporation
- Share capital increase
 - Rationale
 - Methods and process of share capital increase
- Share capital decrease
 - Rationale
 - Methods and process of share capital reduction
- Alternatives to share capital increase/ decrease: share premium/115 account



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

The Luxembourg SARL:

from beginning to end

OBJECTIVES

Provide clear insights into the main features and management of private limited liability companies in Luxembourg and considerations in establishment and wind up of such entities.

[More info](#)

AUDIENCE

This training is directed at anyone interested in being acquainted with the main corporate secretarial actions to be undertaken in a Luxembourg private limited liability company, as well as with the applicable laws and best practices.

SPEAKERS

Experts in **Corporate** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Siobhan McCarthy, Partner and Alina Stoica, Senior Associate.

AGENDA

- Legal framework for a Luxembourg private limited liability company
- Main characteristics of a Luxembourg private limited liability company
- Incorporation documentation and process
- Domiciliation
- Management of shareholders register
- Board composition
- Share structure – classes of shares
- Board meetings (organisation, convening notices, presentation and minutes)
- Preparation of written resolutions
- UBO/RBE monitoring
- How a Luxembourg private limited liability company ceases to exist (liquidation / dissolution / migration / merger)



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

4. Luxembourg Alternative Investment Funds

Acquisition finance and fund finance

Fund Finance:

Luxembourg essential insights

OBJECTIVES

The objective of this training is to provide participants with a solid understanding of the main fund finance products from a Luxembourg law perspective.

[More info](#)

AUDIENCE

This training is directed at anyone interested in obtaining an overview of the structure, due diligence, security package, and other legal and regulatory matters with respect to fund financings in Luxembourg from a Luxembourg law perspective.

SPEAKERS

Experts in **Fund Finance** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by our Partner, Maude Royer, and Sarah Ambulante, Senior Associate.

AGENDA

- What is fund finance?
- Subscription line financing (purpose, main characteristics, structure, due diligence, security package)
- NAV financing (purpose, main characteristics, structure, due diligence, security package)
- GP / Co-investment / Management line Financing
- Sponsor credit support



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

Luxembourg securitisation

vehicles: the essentials

OBJECTIVES

Give participants a solid understanding of securitisation essentials in Luxembourg and Europe, including structures, vehicles, regulatory and tax frameworks.

[More info](#)

AUDIENCE

This training is directed at anyone interested in obtaining insights on securitisation as a complex structured financing process, in particular credit fund managers, service providers and lenders.

SPEAKERS

Experts in **Securitisation** and **Tax** will share their experience and answer your questions during the session.

This training has been developed and will be delivered by our Senior Associate Tom Hamen and Counsel Natalja Taillefer.

AGENDA

- What is securitisation?
- EU Securitisation Regulation and Luxembourg Securitisation Law
- Main characteristics of securitisation
- Typical securitisation structures
- Securitisable assets and their management
- Financing of the acquisition of the securitised risks
- Regulatory aspects of securitisation
- Reporting obligations
- AIFMD- SSPE exemption
- Main tax aspects of securitisation transactions



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

4. Luxembourg Alternative Investment Funds

**Acquisition and structuring of investment
& Exit strategy and disposal of portfolio**

Corporate and Fund aspects of an asset acquisition and their regulatory framework

OBJECTIVES

Provide participants with a solid understanding of corporate closing and key regulatory aspects in the pre- and post-acquisition phases of an alternative investment fund.

[More info](#)

AUDIENCE

This training is directed at professionals in charge of business, legal, regulatory and operational aspects inherent to investment funds.

SPEAKERS

Experts in **Corporate** and **Investment Management** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Christophe Boyer, Partner, Irina Stolarova, Counsel, and Jordan Kaselow, Senior Associate.

AGENDA

- Pre- and post deal acquisition considerations
- Restrictions at fund level (regulated and unregulated funds specifics) to acquire assets and AIFM license considerations
- Due Diligence on assets: general, and from an ESG and AML perspective
- Investment breaches
- Leverage restrictions
- Decision to acquire: corporate and regulatory perspectives
- Share purchase agreement: general overview of the main features
- Board decisions and implementation of the corporate closing
- Notification of acquisition – simplified and enhanced notifications
- AIFMD notification rules
- Divestment - asset stripping rules



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

5. Tax

The Luxembourg limited liability company (SARL): Essentials of Tax Compliance

OBJECTIVES

Provide clear insights into the relevant tax compliance aspects of private limited liability companies in Luxembourg, as well as the challenges the taxpayer may face.

[More info](#)

AUDIENCE

This training is directed at anyone interested in being acquainted with both the direct and indirect tax obligations of a Luxembourg private limited liability company, including professionals of multinationals, funds, banking and finance industries.

SPEAKERS

Experts in **Tax** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by our Tax Advisers Sabrina Million and Karin Finné.

AGENDA

- Legal tax framework for a Luxembourg private limited liability company
- Direct tax compliance
 - Tax position at company's incorporation and after
 - Corporate tax rates
 - Net wealth tax
 - Withholding taxes
 - Luxembourg's key accounting, tax compliance and reporting deadlines
 - Reporting obligations
 - Tax advances and tax assessments
- VAT compliance
 - Concepts of taxable person/economic activity
 - Taxable transactions
 - Exemptions
 - VAT liability
 - Right to recover input VAT incurred
 - VAT obligations in Luxembourg



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

6. Data protection and employment law

Labour Law:

The essentials

OBJECTIVES

The objective of this training is to provide participants with a strong understanding of how to manage employment contracts in an operational and effective way.

[More info](#)

AUDIENCE

This training is directed at HR professionals, managers, legal advisors, and compliance officers seeking a solid understanding of labour law. It is also relevant for business leaders and consultants involved in employee relations and workplace compliance.

SPEAKERS

Experts in **Litigation & Risk Management** and **Tax** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Farah Sophia Jeraj and Kheira Mebrek, Counsels.

AGENDA

- Legal framework relating to labour relations
- The employment contract - Attention points
 - Types of contract
 - Content
 - Benefits
 - Amendment
- Tax and social security aspects
 - Benefits in kind
 - Teleworking
 - Favourable tax regime



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

GDPR

General overview

OBJECTIVES

The objective of this training is to provide participants with an understanding of key notions on data protection, as well as the legal framework at local and European level.

[More info](#)

AUDIENCE

This training is directed at anyone interested in becoming aware of the key principles and concepts underpinning personal data protection and their practical impact at the organisation level.

SPEAKERS

Specialists in **Dispute Resolution** will share their experience and answer your questions during this training session.

This training has been developed and will be delivered by Emilia Fronczak, Counsel and Alice Ferré, Associate.

AGENDA

- Legal framework at national and European level
- GDPR - scope and applicability
- Principles relating to processing of personal data
- Compliance milestones
- Key notions
 - Personal data
 - Data subject
 - Data controller
 - Data processor
 - Processing
 - Legal basis
- Data transfers



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

How to become GDPR compliant

OBJECTIVES

Provide participants with a thorough understanding of the core tenets of GDPR and a pragmatic overview of the best practices related to GDPR compliance.

[More info](#)

AUDIENCE

This training is directed at anyone interested in having a general understanding of the steps required and actions to be undertaken in order to ensure compliance with GDPR.

SPEAKERS

Specialists in **Dispute Resolution** will share their experience and answer your questions during this training session.

This training has been developed and will be delivered by Emilia Fronczak, Counsel and Alice Ferré, Associate.

AGENDA

- Legal framework at national and European level
- Guidelines on the concepts of controller and processor
- Data flow analysis
- Register of processing activities
- Legal basis for data processing
- Focus on consent requirements
- Compliance documentation
- Managing data breaches
- International transfers



LANGUAGES

English
French version available upon request, training materials in English



DURATION

3 hours



PARTICIPATION CERTIFICATE

Data protection in HR matters:

Do's and Don'ts

OBJECTIVES

The training aims to clarify the legal framework for personal data processing in HR and offer practical tips to ensure employee data security and confidentiality.

[More info](#)

AUDIENCE

This training is directed at anyone dealing with HR matters and interested in effectively processing personal data in their day-to-day activities.

SPEAKERS

Specialists in **Dispute Resolution** will share their experience and answer your questions during this training session.

This training has been developed and will be delivered by Emilia Fronczak, Counsel and Alice Ferré, Associate.

AGENDA

- Legal framework at national and European level
- Key notions and principles
- Guidelines on the concepts of controller and processor
- Legal basis for data processing
- Appropriate documentation
- Processing candidate personal data
 - Focus on background checks
- Processing employee personal data
 - Focus on surveillance
 - Focus on consent
- Employees' rights



LANGUAGES

English
French version available upon request, training materials in English



DURATION

3 hours



PARTICIPATION CERTIFICATE

Managing employment contract termination procedures: the essentials

OBJECTIVES

Provide participants with a clear understanding of the steps and procedures employers must complete to formally terminate their relationship with employees.

[More info](#)

AUDIENCE

This training is designed for HR professionals, legal advisers, managers, and compliance officers responsible for handling employment contract terminations.

SPEAKERS

Experts in **Litigation & Risk Management** and **Tax** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Farah Sophia Jeraj and Kheira Mebrek, Counsels.

AGENDA

- Legal framework relating to the end of the working relationship
- Termination procedures - Attention points
 - Termination of the employment contract during the trial period
 - Dismissal with notice
 - Dismissal with immediate effect
 - Resignation of the employee
 - Termination by mutual consent of the parties
- Tax and social security aspects



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

7. Dispute Resolution

Arbitration in Luxembourg:

the essentials

OBJECTIVES

Provide participants with an overview of arbitration as an alternative dispute resolution mechanism for businesses, as well as the challenges parties face.

[More info](#)

AUDIENCE

This training is directed at anyone interested in familiarising themselves with the benefits, challenges, and best approaches for effectively settling disputes via arbitration. This includes arbitrators, legal directors, other legal professionals and corporate counsels from companies involved in commercial arbitration.

SPEAKERS

Experts in **Arbitration & Enforcement** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Henri Dupong, Partner, and Olivier Marquais, Counsel.

AGENDA

- Legal framework and reasons to choose arbitration
- Arbitration procedures - Attention points
 - Priorities when considering arbitration
 - Arbitration clauses
 - The arbitral process
 - The role of the arbitral institution
- Luxembourg as the seat of the arbitration
 - The role of the juge d'appui
 - The arbitral award
 - Means of recourse
 - Enforcement of the arbitral award



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE

Bankruptcy and Restructuring

OBJECTIVES

Provide participants with a comprehensive overview of the key points of law and practice in regard to bankruptcy and restructuring proceedings in Luxembourg.

[More info](#)

AUDIENCE

This training is directed at anyone interested in learning how to assess their debt structure and opt for the optimal financial structure for their business such as legal and financial advisors, accountants, corporate executives and managers, etc.

SPEAKERS

Experts in **Litigation** and **Restructuring** will share their experience and answer your questions during the training session.

This training has been developed and will be delivered by Madeleine Dos Santos Marques and Patrick Ries, Senior Associates.

AGENDA

- Legal framework and recent developments
- Forms of security
- Creditor and contributory ranking
- Unpaid debts and recovery
- State support
- Rescue and insolvency procedures
- Stakeholders' roles
- Liability
- Setting aside transactions
- Carrying on business during insolvency
- Additional finance
- Market trends and predictions



LANGUAGES

English
French version available upon request, training materials in English



DURATION

2 hours



PARTICIPATION CERTIFICATE



One Firm: Law & Tax, we are proud of the unique service we offer multinational enterprises, financial institutions, investors and High Net-Worth Individuals from our home markets of the Netherlands, Belgium, Luxembourg and Switzerland. With offices in key financial centres and a global partner network, we reach out and support you wherever you need.

As a leading law & tax firm in continental Europe, we have a particular focus on Private Equity & Funds, Real Estate, Life Sciences & Healthcare and Energy & Infrastructure. We integrate tax, civil law and notarial expertise to support you with smart and efficient solutions through advice, transactions and litigation.

As a trusted partner, the best advice is not just about expertise, but also about cultivating an in-depth understanding of your business and finding the best solution for you. This commitment is fundamental to our success.

Join us in going **Further. Better. Together.**

Amsterdam, Brussels, London, Luxembourg, New York, Paris, Rotterdam, Tokyo, Zurich