

Procurement Fraud Master Class

Conducting effective prevention, detection & investigation for procurement

18th & 19th December 2008
Shanghai, China

PROGRAM OVERVIEW

Fraud is everywhere, and it's growing because of little emphasis on deterrence. Your organisation may be at risk due to fraudulent activity of internal staff; through collusion between internal staff and/or external service providers; and/or industry collusion. Acquire the knowledge, skills and techniques you need to prevent, detect and deter this devastating procurement fraud.

KEY BENEFITS OF ATTENDING

- Understand how and why conflicts arise and how to spot the warning signs of a conflict of interest
- Understand the impact or damage when fraud occurs in your organization.
- Provide the best practices for detecting and investigating contract and procurement fraud
- Explore new schemes and indicators of fraud and then practice your skills by solving these complex fraud cases
- Leverage on networking and sharing of views & ideas
- Unique session of case studies with role play
- Special and speed interactive network: Fraud "Burning Questions" with your workshop facilitator- **Tommy Seah**

WHO SHOULD ATTEND

- Purchasing / Procurement Managers
- Legal & Compliance Managers
- Risk Management & Regulatory Managers
- Contract Managers
- Buyer / Sourcing Managers
- Materials Managers
- Chief Financial Officers
- Chief Investigators
- Internal Auditors & Audit Managers
- Financial Directors
- Financial Controllers
- In-house General / Legal Counsels
- Independent Auditors

Endorsers:



Enjoy an early bird
Discount
when you register by
21 Nov 2008

SPEAKERS

Tommy Seah

- Certified Fraud Examiner (CFE)
- World Class Financial Management Expert
- Double Firsts in Financial Management and Accountancy (U.K.)
- Chartered Banker, International Accountant, FCPA (USA), CSOXP
- Member of Advisory Board to SOX Institute (N.Y.)

Stanley Chia

- Certified Fraud Examiner (CFE) with the Association of Certified Fraud Examiners (ACFE) – www.acfe.com
- Certified Member (CAMS) with Association of Certified Anti-Money Laundering Specialists (ACAMS) – www.acams.org
- Certified System Investigator (CSI) with the CSI World Headquarters – www.csi-worldhq.org
- Member of Australasian Compliance Institute (ACI) – ww.compliance.org.au
- Member of GRC Group New York – www.grcg.com
- Member of International Compliance Association – www.int-comp.org



AGENDA

Day 1 - 18th December, 2008

08:30 **Registration**

09:00 **Session 1: INTRODUCTION OF PROCURMENT FRAUD**

- Fraud - The basics
- Facts about fraud
- The fraud triangle
- Factors contributing to fraud
- Conflict of interest, bribes, gifts and illegal gratuities
- Characteristics of people committing fraud

Session 2: COMMON PROCUREMENT FRAUDS

- Fraud in bidding process
- Unjustified sole source
- Split purchase
- Change order abuse
- Cost mischarging and defective pricing
- False invoices and phantom vendors

10:30 **Refreshment & Networking Break**

11:00 **Session 3: UNDERSTANDING AND SHAPING YOUR ENVIRONMENT**

- Understanding your policies, codes and practices
- The role of corporate buyer
- A sharing session on a real life fraud in advertising and promotional expenses

12:00 **Networking Lunch**

13:30 **Session 4: AUDITORS RESPONSIBILITIES**

- Collusion between employees and third parties represents a growing number of all corporate frauds
- In what order would you perform the suggested investigative tasks?
- The difference between auditing and investigation
- The need to document and procurement system
- Looking beyond financial records
- A real life case scenario analysis - What would each of you recommend to be done to investigate the rumors of the COO receiving kickbacks from vendors and or pilferage from procured suppliers?

15:30 **Refreshment & Networking Break**

16:00 **Session 5: SOME CULTURAL CONSIDERATIONS**

- Understanding the global environment
- Pressures toward transparency-declaration
- Technical tyranny in purchasing
- What can we do about gifts and entertainment practices?

Session 6: DETECTING PURCHASING FRAUD

- Purchasing fraud exposures
- Symptoms and "red flags" of purchasing fraud
- Understand your environment
- Local customs and trade practices - Is that a valid "reason"?

17:30 **OVERVIEW, SUMMARY & CLOSING OF DAY ONE**

Day 2 - 19th December, 2008

08:30 **Registration**

09:00 **Session 1: TOOLS TO DETECT FRAUD: INTRODUCTION TO BENFORD'S LAW AND DATA ANALYSIS**

- Technical & non-technical tools
- The difference between data analysis and digital analysis
- Data mining
- Forensic accounting

Session 2: INVESTIGATING - RESPONDING TO SUSPECTED WRONGDOING

- Introduction to investigations
- What a complete investigation should include?
- The fraud investigation methodology
- Obtaining evidence and proving wrongdoing in purchasing
- An investigative nightmare

10:30 **Refreshment & Networking Break**

11:00 **Session 3: ETHICS AND THE PREVENTION OF PURCHASING FRAUD**

- The tone of the TOP
- Soft controls by informing vendor on deterrence
- Working with management to deter purchasing fraud
- Discussions on suggestions for the future
- Contract preparations and awarding methods
- Some steps in prevention

12:00 **Networking Lunch**

13:30 **Session 4: BACKGROUND EXAMINATION ACCOUNTING ANALYSES**

- A discourse on the need for surveillance of employees in procurement department
- Vendor on-site audit- know your vendor

Session 5: CONDUCTING INTERVIEWS WITHIN THE FRAUD AUDIT

- Using kinetics to spot deception: interpreting body language
- Interviewing dos and don'ts
- Who should conduct the interview?

15:30 **Refreshment & Networking Break**

16:00 **CASE STUDIES WITH ROLE PLAY**

Guided by the workshop leader, this session enable participants to test out the method to conduct an **Investigative Interview & Interrogation** on the 'suspect'. **Case study on a 'real-life' Procurement Fraud Case presented and participants are guided through the entire investigation process.**

17:00 **FRAUD "BURNING QUESTIONS" SESSION**

In this interactive "Burning Questions" session, we put the theories to the test. Share your biggest problems relate to the topic of Procurement Fraud and Fraud Investigation and Mr. Tommy Seah will offer you his expert advice on how to deal with the situation. Learn from the leading Fraud Buster in China, and Asia at large.

18:00 **OVERVIEW, SUMMARY & CLOSING OF THE COURSE**

SPEAKERS' DETAILS



Tommy Seah

Certified Fraud Examiner (CFE)
World Class Financial Management Expert
Double Firsts in Financial Management and Accountancy (U.K.)
Chartered Banker, International Accountant, FCPA (USA), CSOXP
Member of Advisory Board to SOX Institute (N.Y.)

Tommy Seah is the only Singaporean that has made a name for himself in America's largest and world renowned Anti-Fraud Association. In 2006, he was elected by his peers in more than 100 countries to be the Vice Chairman of The Association of Certified Fraud Examiners Board of Regents based in Texas, USA. CFE is a post graduate professional qualification recognized by the FBI and USA Central Intelligence Agency in its recruitment of auditors for combating fraud. He is also the Chairperson of CSI World Headquarters. CSI is the only Digital Forensic Certification body that operates in Asia. A number of auditors in the United Nations and government services proudly carry the CSI designation with distinction. Today, Tommy is the Number 1 fraud buster in Asia. His services in providing anti fraud and technical product training is much sought after by numerous multinational companies, banks and governments in the region, including Germany, Singapore, Malaysia, China, Indonesia, Philippines and Taiwan. Tommy's previous work experience includes systems based auditing in an American International Bank, where he was the Senior Regional Auditor responsible for the Bank's audit in the Asia Pacific region. He has also held the top executive position of Chief of Internal Audit in a prime offshore bank where his audit duties cover the Singapore and Hong Kong operations of the bank. He covers all areas of the bank's audit of operations and IT systems. He also has practical working experience in the Operations Department of a foreign bank. Of late, Tommy has very successfully trained Anti-Narcotics Police Officers from most of the ASEAN countries. In 2008, he was awarded the privilege to train the highly skilled and intellectually superior officers from the Competition Commission of Singapore. Tommy Seah is also a prolific writer. He is the author of seven banking books including the F.I.G. Program. The FIG is the authoritative and definitive text on Financial Instruments designed to be used in the world wide banking industry for product training. This publication has received excellent review and first class commendation from some of the most authoritative professional certification body and top rated banks in the world. The other six authoritative texts used in his training are The Foreign Exchange Audit, The Control of Money Market Activities in Banks, Financial Management, MCA for Banks, SWAPS in Investment Banking and Anti-Money Laundering 101. His latest publication attempt is on Profiling and Interviewing Techniques. He has set for himself the goal to be the first Asian to write the first book in "Technology Fraud for the Banking Industry".

For the past twenty nine years, Tommy Seah has trained some of the top lawyers, bankers, accountants, investigators in the banks and financial institutions in the region. In particular, his expertise in SOX 404, AML and Basel II systems implementation and compliance is much sought after by financial institutions and banks in Germany, Brunei, China, Indonesia, Malaysia, Philippines, Singapore, Taiwan and Thailand.



Stanley Chia

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Member of GRC Group New York – www.grcg.com
Member of International Compliance Association – www.int-comp.org

Stanley Chia also holds a Master of Commerce, specializing in Business Law from The University of New South Wales. He obtained his Bachelor of Economics, majoring in Money & Banking and Accounting in 2001 from The University of Western Australia.

Stanley is both the Director & Principal Consultant of CFE Strategic Alliances, the training arm of CFE-In-Practice group of companies and also the Managing Director of CFE International Consulting Group Pte Ltd, a think-tank company that provides multi-consultancy solutions to companies world-wide. He specializes in investigative interviewing & profiling techniques and has handled numerous cases for both local and foreign financial institutions.

Stanley is also the current Honorary Director, Research & Publication of CSI World Headquarters, an international accreditation body for Digital Forensic. Stanley has worked for large financial institutions like AIA Insurance, Singapore Exchange and United Overseas Bank where he was involved in anti-money laundering, compliance, enforcement and fraud investigation work. To date, he has investigated more than 100 fraud and compliance-related cases and some of them involved over US\$1M.

He is well versed in financial products knowledge, fraud examination techniques and compliance methodologies. Stanley is often invited to speak at conferences and seminars in Singapore, Malaysia, Hong Kong and Shanghai where he taught fraud investigation, investigative interviewing techniques profiling techniques and internal control. He has also co-authored a series of pocket-sized guide books for auditors published by CSI World Headquarters. He is currently writing a book on Interviewing & profiling techniques – ISBN 978-981-08-0599-9.

Registration Form

YES, I would like to register:

Procurement Fraud Master Class

18th & 19th December, 2008, Shanghai, China

- Standard Price RMB\$ 6,800 / Person
- Early Bird Discount RMB\$ 6,200 / Person (Registration before 21th November, 2008)

* Discount offered to group bookings of three or more delegates

Please fill in the registration form and fax to 8621 5228 6133 to book your place.

Person 1

Family Name	Given Name	
Job Title	Profession	
Firm/Company		
Firm/Co. Address		
Email	Mobile/Pager	
Tel (Office)	Fax	Signature

Person 2

Family Name	Given Name	
Job Title	Profession	
Firm/Company		
Firm/Co. Address		
Email	Mobile/Pager	
Tel (Office)	Fax	Signature

Person 3

Family Name	Given Name	
Job Title	Profession	
Firm/Company		
Firm/Co. Address		
Email	Mobile/Pager	
Tel (Office)	Fax	Signature

Terms & Conditions:

- Bookings are confirmed when we send a written booking confirmation. Booking confirmations will normally be sent by fax. If you have not received a booking confirmation prior to the commencement of course, it's the delegate's responsibility to contact the provider to confirm their place.
- 100% of course fee is payable within 5 working days after receiving booking confirmation.
- If you wish to cancel a paid up booking we must receive written notification at least 7 working days before the date of the course and then we will issue a full refund less RMB 800 (USD100) administration fee. Cancellation of unpaid bookings will be accepted less than 7 working days but no later than 3 working days before the date of the course.
- Alternatively, if you cannot attend a booked course, we must receive written notification at last 24 hours before the commencing time of the course and then you may transfer your booking to a replacement delegate.
- We may reschedule, vary details of or cancel a course at any time without liability. If we cancel the course (except under clause 9) a credit voucher will be issued or course fees refunded.
- If a delegate has not paid for the course and fails to attend after receiving the booking confirmation, for whatever reason, the course fee will remain payable in full.
- If you arrive late for a course by more than 10 minutes or fail to attend a course, your course fee will not be waived, refunded, or a credit voucher issued.
- Any bank charges and/or additional expenses incurred as a result of bounced cheques shall be borne by the delegates.
- The course will be cancelled if a No.8 typhoon or black storm warning is raised within 2.5 hours before the start of course registration or is due to be raised during the course. In the event of cancellation due to poor weather, the course will be rescheduled or a credit voucher will be issued. No refunds will be given.

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