



# Understanding Procurement Fraud -Investigation & Resolution

17<sup>th</sup> & 18<sup>th</sup> June 2009 | Parkroyal Hotel | Kuala Lumpur | Malaysia

## Some quotes from past participants

- "The content of the presentation is useful in real world"
- "New knowledge with regards to Procurement Fraud"
- "Practical approach with simple & understandable illustrations"
- "Presentation is lively, interesting and humourous"
- "The trainer were so energetic, resourceful & knowledgeable"

## Special privileges for the first ten (10) paid and registered participants

- a) Special rate of RM2,500 per pax
- b) Further discount off 10% of normal fee for your next event

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## Understanding Procurement Fraud - Investigation & Resolution

# Message from the Workshop Leader

Dear Delegates,

Purchasing fraud is on the rise. Companies today do not just face risks from internal fraud but also from external criminals who are technologically savvy. The important role on combating fraud plays in minimising financial losses is fast gaining ground. CFE-In-Practice experts is providing you with practical advice on how to "look for red flags" and symptoms of fraud. Discover why some numbers do not add up. Mitigate this fraud risk management by learning the latest strategies that can be adapted to your company. This event will also cover investigation and prevention, most importantly how to structure your business processes to minimise the risks whilst maintaining operational efficiency.

Recognising the challenges that organisations are facing in combating Purchasing Fraud, CSI In Practice is pleased to present this 2-days Workshop on Understanding Procurement Fraud - Investigation & Resolution. This will serve as an excellent opportunity to learn how best to conduct an internal investigation to protect your organization and step up on controls to deter fraud.

## Profile of the Workshop Leader

**Mr. Tommy Seah, CFE, FAIA, Forensic CPA, Chartered Banker, Accountant, Auditor, Investigator, Fraud Examiner, Regent Emeritus, ACFE (Texas, USA) World Headquarters, Chairperson, CSI World Headquarters**

Tommy is the Independent Third Party Central Bank Compliance Reviewer for a \$25 billion asset management company. He is a Risk Management Specialist and a member of the Global Association of Risk Professionals (GARP). He is a **Certified Fraud Examiner** and a member of **The Association of Certified Fraud Examiners Board of Regents** based in Texas, USA. CFE is a post graduate professional qualification recognised by the USA Central Intelligence Agency in it's recruitment of auditors for combating fraud.

Tommy Seah is the author of seven banking books including the **F.I.G. Program**. The F.I.G. is the authoritative and definitive text on Financial Instruments designed to be used in the world wide banking industry. This publication has received excellent review and first class recommendation from some of the most authoritative professional certification bodies and top-rated banks in the world. The other six authoritative texts are *The Audit Foreign Exchange in Banks*, *The Control of Money Market Activities in Banks*, *Understanding and Auditing Operational Risk Management*, *Financial Management for Banks*, *MCA for Banks and SWAPS in Investment Banking*. His latest publication is *BASEL II Trading Book Issues in Risk Management*.

For the past twenty eight years, Tommy has trained numerous bank auditors and consulted by numerous lawyers in the region. Financial Instruments, Foreign Exchange, Money Market Options, Derivatives and Swaps are his special interests. He devotes a substantial portion of his time in research work and is presently available on retainer to selected established banks for loss prevention consultancy. Today, he is still very much a **hands-on accountant, auditor, investigator and SOX 404 Compliance examiner**.



### WHO SHOULD ATTEND :

- **Purchasing Managers, Procurement Managers, Buyer, Merchandiser, Legal & Compliance Managers, Risk Management & Regulatory Managers, Internal Auditors & Audit Managers, Financial Controllers & Accountants, Internal Control Officers, HR & Training Managers, IT & Contract Managers**

## Workshop Outline : Day One (17th June, 2009)

Time	Topic
9.00am	<p><b>Introduction to Purchasing Fraud</b></p> <ul style="list-style-type: none"> <li>• What is Procurement fraud?</li> <li>• Internal Controls limitation</li> <li>• Fraud-related dangers to be avoided</li> </ul> <p><b>Understanding and Shaping Your Environment</b></p> <ul style="list-style-type: none"> <li>• Understanding your policies, codes and practices</li> <li>• The Trinity of Controls</li> <li>• The Paradigm Shift</li> <li>• The need for Fraud Risk Management</li> </ul>
10.30am	(AM Coffee/Tea Break)
10.45am	<p><b>Anatomy of a Kickback Case</b></p> <ul style="list-style-type: none"> <li>• Collusion between employees and third parties represents a growing number of all corporate frauds.</li> </ul> <p><b>The Fraud Compass :</b></p> <ul style="list-style-type: none"> <li>• In what order would you perform the suggested investigative tasks?</li> <li>• What would each of you recommend to be done to investigate the rumours of the COO receiving kickbacks from vendors?</li> </ul>
12.30pm	(Lunch & Networking Session)
2.00pm	<p><b>Recap Morning Session</b></p> <p><b>Anatomy of a Kickback Case - Contd...</b></p> <ul style="list-style-type: none"> <li>• Where do I find the help in investigating Procurement Fraud?</li> <li>• What can be done to put more puzzle pieces on the board?</li> <li>• What are the appropriate financial records to examine?</li> </ul>
3.30pm	(PM Tea Break)
3.45pm	<p><b>Creative Accounting and Purchasing Fraud</b></p> <ul style="list-style-type: none"> <li>• The Systemic Approach to fraud detection</li> <li>• Purchasing fraud exposures</li> <li>• Symptoms and "red flags" of purchasing fraud</li> </ul> <p><b>General Discussion &amp; Question Session</b></p>
5.00pm	Day 1 Ends

## Practical Know How On Combating Corporate Fraud

### Workshop Outline : Day Two (18th June, 2009)

Time	Topic
9.00am	<b>Recap on Day 1</b>  <b>Corruption and Cultural Considerations</b> <ul style="list-style-type: none"><li>• Gifts and entertainment practices</li><li>• Understanding the global environment</li><li>• Pressures toward transparency</li><li>• Special situations in select industries</li><li>• Areas Meriting Additional Consideration</li><li>• Bidding</li><li>• Blanket purchases</li><li>• Minority and disadvantaged business programs</li><li>• Trade customs or practices</li></ul>
10.30am	<b>(AM Coffee/Tea Break)</b>
10.45am	<b>Suggestions for assessing and improving your environment</b> <ul style="list-style-type: none"><li>• Ethics and Integrity</li><li>• Can ethics be taught ?</li><li>• Ethical Decision Making Model</li><li>• The Triangle of Temptations</li></ul>
12.30pm	<b>(Lunch &amp; Networking Session)</b>
2.00pm	<b>Recap Morning Session</b>  <b>Investigating - Responding to Suspected Wrongdoing</b> <ul style="list-style-type: none"><li>• Introduction to Investigations</li><li>• What a complete investigation should include</li><li>• Proving wrongdoing in purchasing</li><li>• An investigative checklist</li></ul>
3.30pm	<b>(PM Tea Break)</b>
3.45pm	<b>Contracting &amp; the Prevention of Purchasing Fraud</b> <ul style="list-style-type: none"><li>• Contracting tasks and controls</li><li>• A step-by-step approach to prevention</li><li>• Working with management to deter purchasing fraud</li><li>• Suggestions for the future</li></ul> <b>A Discussion on Procurement Fraud Cases</b>  <b>Case Studies, Q &amp; A Session</b>
5.00pm	<b>Day 2 Ends</b>

## REGISTRATION FORM

Understanding Procurement Fraud  
- Investigation & Resolution  
17-18 June 2009

Parkroyal Hotel, Kuala Lumpur, Malaysia

- Yes! Please register the following delegate(s) for this Workshop  
*(Please photocopy for more delegates)*
- I am unable to attend but please put me on your mailing list
- I am interested in your Upcoming Events

Name:(Dr/Mr/Mrs/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name:(Dr/Mr/Mrs/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name:(Dr/Mr/Mrs/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Approving Manager: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Company Chop : \_\_\_\_\_

### WORKSHOP VENUE AND ACCOMMODATION INFORMATION

Parkroyal Hotel, Kuala Lumpur, Malaysia

Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia

Tel: (603) 2147 0088 Fax: (603) 2147 0099

Website: [www.parkroyalhotels.com](http://www.parkroyalhotels.com)

Attn: Room Reservation Department

For reservations, please make your bookings directly with the hotel. To enjoy the special room rates, please quote CSI IN PRACTICE Workshop on "Understanding Procurement Fraud - Investigation & Resolution"

Hotel bills are to be settled by delegates directly with the hotel. Hotel reservations and travel plans are the responsibilities of the delegates. Please note that rooms are available on a first-come-first-served basis.

### INCORRECT MAILING INFORMATION

It is possible that you may receive multiple mailings of this event or incorrect company details on the labels, for which we apologise. If this happens, please let us know so that we can update our database immediately. If you do not wish to be on our mailing list, please let us know and we will remove it from our listing.

### Disclaimer

Due to the interactive nature of the learning session, the sequence and contents of the program maybe vary according to the needs of the participants. The speaker reserves the inalienable right and the privilege to conduct the program in the manner which he thinks to be in the best interest of the majority of the participants. Please ensure that you understand this completely so as to prevent any form of unrealistic expectation and or disappointment in a public enrolment program that was not tailored to your specific need.

## 5 EASY WAYS TO REGISTER



Telephone: **(603) 9056 2370**



Fax: complete and send this registration form to: **(603) 9056 2380**



Mail: this completed form together with payment to:  
**CSI IN PRACTICE**  
**20-2, Jalan 1/76D, Desa Pandan,**  
**55100 Kuala Lumpur, Malaysia**



Email: **alvin@csi-in-practice.com**



WEB: **http://www.csi-in-practice.com**

Your investment for attending this Workshop is:

	<b>Regular Fee</b> (Payment after 31 Jun 2009)	<b>Early Bird Fee</b> (If Payment & Registration are received by 31 June 2009)
Workshop	RM3,388	RM2,888

*The fee inclusive of lunch, refreshments and workshop documentation.*

**Note:** For payment by Local Order, early bird fee will only apply if the local order is executed and **payment fully released to us on or before the early bird deadline.**

### PAYMENT METHODS

- Please cross cheque or bank draft made payable to **CSI In Practice** and mail your payment together with this registration to **20-2, Jalan 1/76D, Desa Pandan, 55100 Kuala Lumpur, Malaysia**  
Enclosed is our cheque/draft for RM \_\_\_\_\_

- Alternatively please bank-in via Telegraphic Transfer to :  
**Public Bank Account No: 3-1407335-12**

**Important Notice:** Payment is required with registration and must be received prior to the workshop to guarantee your place. Walk-in delegates with payment will only be admitted on the basis of space availability at the workshop and with immediate full payment.

### CANCELLATIONS AND TRANSFERS

If you are unable to attend, a substitute delegate is welcomed at no extra charge. Please provide the name and the title of the substitute delegate at least 2 working days prior to the Workshop. A refund less RM300 administration charge will be made for cancellation received in writing on or before **3rd June 2009**. Regrettably, no refund can be made for cancellation received after this date. A complete set of documentation will however be sent to you.

CSI IN PRACTICE reserves the right to make any amendments and/or changes to the programme, venue, speaker replacements and/or topics if warranted by circumstances beyond its control.

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