

an executive coaching session on:

Procurement Fraud: Prevention, Detection & Investigation

28th & 29th April 2009

InterContinental Hotel, Manila, Philippines

SOLD OUT
In Malaysia &
Singapore.
Now 3rd Run in
Philippines



"This kind of fraud is not uncommon, but it's often difficult to spot, a lot of times, organizations don't even know they have been victimized" -
Jim Tiller, Chief Security Officer of INS (USA)

Of all the forms of white-collar crime relevant to corporate chief information officers, so-called procurement, or contract, fraud is probably the least visible and most costly. That's largely because it's frequently a hidden byproduct of seemingly legitimate transactions, often involving millions of dollars, between a business and supposedly legitimate information-technology vendors. What's more, the organizations victimized by this kind of fraud often don't report it and choose to settle privately with the alleged culprits involved.

Typically, procurement fraud involves an employee working with an outside vendor to defraud his employer through bogus or inflated invoices, services and products that are not delivered, work that is never done or contract manipulation. Often, in exchange for letting the vendor shortchange his own company or organization, the employee gets kickbacks. Often, too, fraudsters establish shell or shadow vendors—dummy companies with puppet or fictional CEOs—and use these to bilk the home team.

"This kind of fraud is not uncommon, but it's often difficult to spot," says Jim Tiller, chief security officer of INS, a Mountain View, Calif.-based information-technology consulting and software solutions provider. **"A lot of times, organizations don't even know they have been victimized."**

Recognising the challenges that organisations in Asia are facing in combating Procurement Fraud, ProEdge Global is pleased to present this **2-day Workshop on Procurement Fraud: Prevention, Detections & Investigation**. This will serve as an excellent opportunity to learn how best to protect your organization and step up on controls to prevent procurement fraud.

SPECIAL

Don't Miss Out This Fantastic Offer !
Book & Pay Before 21st March 2009

- **Save up to USD150**
- **1 Year CSI Associate Membership** on the recommendation by Chairperson Tommy Seah.
- **A chance to be on the "HOT SEAT" for the first 10 registrations**

YOUR COACH :

Tommy Seah

CFE, FAIA, Forensic CPA, CSI

- Certified Fraud Examiner (CFE)
- Regent Emeritus, ACFE (Texas, USA)
- Chairperson, CSI World Headquarters
- World Class Financial Management Expert
- Double Firsts in Financial Management and Accountancy (U.K.)
- Chartered Banker, International Accountant, Auditor, Investigator
- Member of Advisory Board to SOX Institute (N.Y.)

Official
Hotel



Training
Partner



Why is this program so special ?

- **Strictly limited numbers** means that you will receive maximum personal tuition and coaching throughout the entire program
- Learning will be facilitated through discussion and **"real life"** case studies.
- This course is lead by one of the **leading fraud investigator** who has taught professionals from most of the leading organisations around the world
- **New and exciting developments** in the fraud detection and prevention techniques will be shared to increase your effectiveness within all aspects in dealing with procurement fraud in your organisation.
- This **comprehensive course** offers you the unique opportunity to leverage on networking, sharing of views and ideas, and learn how other organisations are dealing with problems of financial fraud.
- Acquire the skills and defense strategies from **Tommy Seah, Asia's Number 1 'Fraud Buster'**

The institutions that Tommy has trained include:

Monetary Authority of Singapore, **Oversea Chinese Banking Corporation**, Perwira Affin Bank, **United Overseas Bank Ltd**, Hong Leong Finance, **Malaysian International Merchant Bankers Bhd**, P.T. Indonesia Finance & Investment Co, **Southern Bank Bhd**, United Malayan Banking Corp Bhd, **Tenaga Nasional Bhd**, Westpac Banking Corp, **Government Investment Corporation of Singapore**, PriceWaterhouseCoopers, HSBC, Philip Morris, **Inland Revenue Board**, CIMB.

Some Comments from Past Delegates:

- "The subject matter was well presented and at a suitable pace." - Manager, **BNP Paribas**
- *"The way the program was conducted - Lively - Able to keep one's attention."* - Head of Internal Audit, **Credit Lyonnais**
- *"Interesting, informative and lively presentation"* - Investigation Officer, **Inland Revenue Board (IRB)**

Who Should Attend This Program

The course is a unique opportunity for those who wish to learn improved methods associated with procurement fraud detection and prevention. It also showcases an interactive approach towards the needs and issues pertaining to Procurement Fraud.

This course will provide an invaluable insight for :

- Purchasing/Procurement Managers
- Legal & Compliance Managers
- Risk Management & Regulatory Managers
- Internal Auditors & Audit Managers
- Contract Managers
- Buyer/Sourcing Managers
- Material Managers
- Chief Financial Officers
- Chief Investigators
- Chief Internal Auditors
- Heads of Internal Audit/Corporate Audit
- Audit Managers/Officers
- Finance Directors
- In-house General/Legal Counsels
- Independent Auditors

Program Outline: Day 1

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 external service providers or the external service provider; and/or industry collusion. Acquire the knowledge, skills and techniques you need to prevent, detect and deter this devastating procurement fraud.

INTRODUCTION TO PROCUREMENT 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

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

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

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 the 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 supplies?

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"

■ Why You Should Attend This Program ■

- You will continue to be on the cutting edge of the most sophisticated and updated material on Procurement Fraud offered anywhere.
- You will receive the training from **Asia's No. 1 Fraud Buster** and are considered to be one of the best fraud investigators in the world
- All material will be backed up with case studies from actual fraud investigations conducted by **Certified Fraud Examiners and Certified System Investigators**

Program Outline: Day 2

SOME CULTURAL CONSIDERATIONS

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

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

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

ETHICS AND THE PREVENTION OF PURCHASING FRAUD

- The tone at the TOP
- Soft Controls by informing Vendor on Deterrence
- Working with management to deter purchasing fraud
- Discussions on suggestions for the future
- Contract preparation and awarding methods
- Some steps in prevention

BACKGROUND EXAMINATION ACCOUNTING ANALYSES

- A discourse on the need for surveillance of employees in Procurement department
- Vendor On-site Audit-Know Your Vendor

CONDUCTING INTERVIEWS WITHIN THE FRAUD AUDIT

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

■ Case Studies with Role Play

Guided by the workshop leader, if time permit 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.**

Course level: Intermediate

On booking, you will receive a pre-course questionnaire, which will help the course leader pinpoint your precise concerns and learning needs, so that he can tailor the content to your particular area of interest. If you require any further information about the course program, please call our us on **(+603) 2116 5671** or email to **kenneth@proedgglobal.com**

Program Information

Here is a new coaching session that will be of extreme benefit to anyone engaged in investigative work in the areas of Procurement Fraud. **ACFE Regent Emeritus and CSI World Headquarters Chairperson, Tommy Seah** is known internationally for his fraud investigation skills and this excellent workshop you will be handed a lifetime of unique techniques he has developed.

Utilizing **Tommy Seah's** approaches, techniques and strategies to prevent, detect & investigate procurement fraud, you'll develop your fraud investigation skills with amazing and successful results and develop the legal principles you need to follow.

■ Special : Fraud 'Burning Questions' Session

In this interactive **'Burning Questions'** session, we put the theories to the test. With the help of **Tommy Seah** and your though questions, let's find out if the Powerpoint presentation matches reality.

Share your biggest problem that relates to the topic of **Procurement Fraud and Fraud Investigation** and **Tommy** will offer you his expert advice on how to deal with the situation. Learn from the leading **Fraud Buster in Asia**.

"Employees need to be educated and have faith in the integrity of the procurement system and know that anyone who is cheating the system will be held accountable"

■ Important Note

"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 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.

Please inform the organizer in advance if you are not agreeable or do not completely understand the above term and we will review your enrolment accordingly."

Course Timetable

0830	Registration and Morning Coffee
0900	Morning Session Commences
1030	Refreshments & Networking Break
1045	Session Commences
1230	Networking Lunch
1330	Afternoon Session Commences
1515	Refreshments & Networking Break
1530	Session Commences
1700	Course ends

Your Fraud Investigation Coach



CFE-In-Practice

Integrity. Intelligence. Independence.

Tommy Seah, CFE, FAIA, Forensic CPA, CSI
Chartered Banker, Accountant,
Auditor, Investigator, Fraud Examiner
Member of the Board of Regents, 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 its recruitment of auditors for combating fraud.

His services in providing technical training and consultancy in AML and Basel II systems implementation is much sought after by numerous banks in the region, including *Germany, Singapore, Malaysia, China, Indonesia, Brunei, Thailand, Philippines and Taiwan*. Tommy's previous 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. His brief covers all areas of the bank's audit of operations and IT systems. Prior to this, he was Head of Operations of a foreign bank.

In addition to being a Fellow Member of two internationally recognised and leading UK Accountancy body, Tommy holds professional graduate diplomas from two Banking Institutes including the prestigious Chartered Institute of Bankers (UK).

Besides being a qualified fellow member of two U.K. professional accounting bodies, he is also a member of the **Information Systems Audit and Control Association (ISACA)** and **Institute of Internal Auditors (USA)**. In this region, Tommy Seah is the only Singaporean who holds the membership grade of **Senior Associate of Malaysian Institute of Bankers**.

Your Fraud Investigation Coach

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 commendation 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.

“ Every aspect of the seminar is particularly valuable. Knowledge and experiences shared by trainer are enriching and relevant to my job. The seminar is very well-structured and delivered. **Special thanks to Tommy Seah** for his kind generosity in sharing his wealth of experiences. ”

- Manager
OCBC Bank

Course Description

Course materials

You will receive comprehensive course notes and materials for future reference.

Course Methodology

This course is designed to be highly participative. The course will be a mixture of lectures, practical group work and case studies.

*It takes a little willingness to learn from the right authority on the subject and proficiency can come almost immediately. It is for this very reason that **ProEdge Global** together with **CFE-In-Practice** takes upon itself to launch this learning event for the benefit of the business community at large.*

Investment

- USD 980** for two day workshop
 - Early Bird Price - USD830 (USD150 off from normal price)** (Payment & registration received before 21st March 2009)
- * Free CSI Membership (*subject to approval) and the **'Hot Seat'** session will be offered to the first 10 registered participants.
- Premier Group Discounts** - For registration of groups of 3 or more booking at the sametime from the same company. * **Corporate Group Discounts: USD3400** for group of 5 pax. Please contact our **Program Manager, Kenneth** for more details on the **Premier Group Discount** scheme.

Indemnity: Should for any reason outside the control of **ProEdge**, the venue or speakers change, or the event be cancelled due to an act of terrorism, extreme weather conditions or industrial action, **ProEdge** shall endeavour to reschedule but the client hereby indemnifies and holds **ProEdge** harmless from and against any and all costs, damages and expenses, including attorneys fees, which are incurred by the client. The construction, validity and performance of this Agreement shall be governed in all respects by the laws of Malaysia to the exclusive jurisdiction of whose Courts the Parties hereby agree to submit.

Please Complete This Registration Form And Fax It Back To Us on +603 2116 5999

Name : _____

Position : _____

Email : _____

Name : _____

Position : _____

Email : _____

Name : _____

Position : _____

Email : _____

Organisation : _____

Address : _____

Postcode : _____

Tel : _____

Fax : _____

Authorisation

Name : _____

Designation : _____

Signature : _____ Date: ____/____/09

*** Booking cannot be processed without a signature.**

Invoice To (Name): _____

Email : _____

How To Register

Contact ProEdge Global on
Tel: +603 2116 5671 Fax: +603 2116 5999
Email: kenneth@proedgeglobal.com OR
brenda@proedgeglobal.com

Workshop Information

Date : 28th - 29th April 2009
Venue : InterContinental Hotel,
Manila, Philippines

Our Address

Suite 33-01, 33rd Floor,
Menara Keck Seng,
203, Jalan Bukit Bintang,
55100 Kuala Lumpur, Malaysia.

Payment Method

Payment is required within 5 working days upon receipt of invoice

Cheque: Made payable to **ProEdge Global Sdn. Bhd.**

Bank Transfer: ProEdge Global Sdn. Bhd.
RHB Bank, Taman Sungai Besi Branch
Kuala Lumpur, Malaysia
Account number: 21407100106079
Please quote our invoice No.

Confirmation: Once payment has been received a receipt will be issued. If you do not receive a letter with joining details please contact our Operations Coordinator.

This Course is Available for In-House

If you have a number of staff in your organisation who requires training, **ProEdge** also offers fully customised inhouse training solutions. There are 5 benefits of inhouse training:

- Complete confidentiality in discussing your organisation's sensitive issues
- You decide when and where the course takes place
- You can tailor the content and program to suit your particular needs
- No need to travel: inhouse training makes optimum use of your time
- No travel or accommodation costs to pay

To find out more, please contact Kenneth on (+603) 2116 5671 or email kenneth@proedgeglobal.com for more information.

Terms & Conditions

1.Fees are inclusive of programme materials and refreshments.

2.Payment Terms: Following completion and return of the registration form, full payment is required within 5 days from receipt of invoice. PLEASE NOTE: payment must be received prior to the conference date. A receipt will be issued on payment. Due to limited conference space, we advise early registration to avoid disappointment. A 50% cancellation fee will be charged under the terms outlined below. We reserve the right to refuse admission if payment is not received on time.

3.Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the event are allowed. Substitutions between 14 days and the date of the event will be allowed subject to an administration fee of equal to 10% of the total fee that is to be transferred. Otherwise all bookings carry a 50% cancellation liability immediately after a signed sales contract has been received by ProEdge (as defined above). Cancellations must be received in writing by mail or fax six (6) weeks before the conference is to be held in order to obtain a full credit for any future ProEdge conference. Thereafter, the full conference fee is payable and is nonrefundable. Non-payment or non-attendance does not constitute cancellation. By signing this contract, the client agrees that in case of dispute or cancellation of this contract that ProEdge will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason, ProEdge decides to cancel or postpone this conference, ProEdge is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The conference fee will not be refunded, but can be credited to a future conference. Event programme content is subject to change without notice.

4.Copyright etc: All intellectual property rights in all materials produced or distributed by ProEdge in connection with this event is expressly reserved and any unauthorised duplication, publication or distribution is prohibited.

5.Important note: While every reasonable effort will be made to adhere to the advertised package, ProEdge reserves the right to change event dates, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that ProEdge permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the Client shall receive a credit note for the amount that the Client has paid to such permanently cancelled event, valid for up to one year to be used at another ProEdge event. No refunds, part refunds or alternative offers shall be made.