



The Institute of Internal Auditors, Singapore

The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972
Email: secretariat@iia.org.sg

25 June 2010

Dear Members

2 Day Seminar on

Identifying and Mitigating Risks in Trade Finance

30 – 31 August 2010 by Mrs Olivia Chan

What you will gain from this Talk:

YOUR OPPORTUNITY TO...

Identify and address the risks, problems and legal issues in trade financing.

Description

A specially designed two day workshop exclusively for bankers, traders, trade financiers, auditors, middlemen, credit and marketing officers and managers who wish to sharpen their skills in identifying and mitigating risks for their organisation in area of trading financing.

About the Speaker

OLIVIA CHAN, Fellow of the Chartered Institute of Bankers and a MBA graduate in Finance from University of Leeds, is a seasoned documentary credit specialist of over 30 years. She joined Natwest Group in 1977 and was with this Group for about 20 years and her last position was Manager of Trade Finance Unit. She is a Certified Documentary Credit Specialist, a qualification jointly issued by the Chartered Institute of Bankers (UK) and the International Financial Services Association (USA) and endorsed by the International Chamber of Commerce based in Paris, France.

Olivia also served as a Treasury Manager with a Singapore based top research and development organisation from 1997 to 2002. She is an Associate Consultant of SCCIOB.

She is a well-recognised trainer not only in Singapore but also in China and Indonesia, specialising in Documentary Credit, Trade Finance and International Trade Services. She has extensively lectured and conducted workshops and seminars for more than 16 years for Singapore organisations such as the Institute of Banking and Finance (Singapore), Export Institute of Singapore, National University of Singapore Continuing Education Department, Singapore Shipping Association.

Who Should Attend

This two-day course will benefit:

- All levels of internal and external auditors who work in banks and organisations/ institutions dealing in trade instruments
- New internal and external auditors who need to gain sufficient knowledge to conduct their audit effectively
- Officers from import and export, forwarders and trading companies.

Details of the administrative arrangements are as follows:

Date : 30 – 31 August 2010

Time : 9.00 am – 5.00 pm
(Lunch and refreshments provided)

Registration : 8.45 am

Venue : **IIAS Secretariat Office**
138 Robinson Road #18-08
The Corporate Office
Singapore 068906

CPE credit : 14 hours

Fee : S\$700 (IIA / ISACA Member)
S\$910 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 18 August 2010

Please return the reply slip together with your cheque made payable to “**The Institute of Internal Auditors Singapore**”. **No invoice will be issued.**

Yours sincerely
Lena Kuok
for Education Committee

REPLY SLIP

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2 Day Seminar on
Identifying and Mitigating Risks in Trade Finance
30 – 31 August 2010 by Mrs Olivia Chan

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

| Name of Attendee | Designation | IIA / ISACA Membership No. (where applicable) |
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Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. IIAS reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number _____ for S\$ _____ being payment for _____
IIA / ISACA member(s) @ S\$700 and _____ non-member(s) @ 910.

Participants will be awarded 14 CPE hours upon completion of the course.

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<<