



The Institute of Internal Auditors, Singapore

The Secretariat
10 Anson Road
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25 June 2009

Dear Members

2 Day Seminar on

Timely Internal Control To Mitigate Fraud

1 to 2 September 2009 by Mr Teh Kai Chong, CIA

What you will gain from this seminar:

YOUR OPPORTUNITY TO...

- Understand the principles, tools and practices of Internal Control
- A refreshing course for Internal Auditor practitioners
- Provide a valuable insight for owner/director/management personnel
- Analyse the Internal Control, highlight proneness to fraud areas
- Lessons learnt and changes to be made to prevent future occurrences of fraud

Course Background

A specially designed two days workshop exclusively on critical skills needed to understand internal control to minimize frauds.

With the global economic downturn, monies are critical to the individuals as well as to the companies, to survive under such environment. Statistics have shown that fraudulent activities usually increase in a global economic downturn. It would be timely for those interested in internal control, company owners and management/executives to understand the risk and internal control and to be on guard of such fraudulent activities.

This workshop introduces to the participants the importance of internal control and the critical skills needed even more so in this global economic downturn. The major concern is to provide an understanding of key controls of various departments to the participants and highlight weak control where opportunity being created to abuse or to fraud if not tighten it promptly. Real life fraud cases will be used to supplement this workshop. It would be better to be more vigilant now than be sorry later on.

Course Outline

Understanding Internal Control

- Analysis of internal control
- Tools of internal control
- Principles of internal control

Highlight areas prone to fraud and suggest solutions to enhance weak internal control

- Revenue
- Cashiering
- Payroll and Personnel
- Purchasing and stock control
- Credit Control, Accounts receivables
- Payments & Accounts Payable
- Loss Prevention & Others

Summary – Design a robust program

Q & A

About the Speaker

TEH KAI CHONG is the Principal Consultant with the Internal Audit Masters LLP providing training and consulting in internal auditing. He had more than 20 years working experience in various industries including property, hotel, market research, etc. During his past 13 years of internal auditing, he has been exposed to various countries including China, Korea, Hong Kong, Taiwan, the Philippines, Thailand, Malaysia, Australia and Indonesia. With his international auditing experience, he would be able to share with the participants his study cases in uncovering/investigating frauds. He had a BSc, a Master's degree from American Graduate School of International Management (Thunderbird). He is also a qualified Certified Internal Auditor awarded by The Institute of Internal Auditors, Inc (USA).

Who Should Attend

The course is designed with interests in mind for participants who are interested in internal control and Internal Auditor practitioners to be used as a guide to concentrate in key fraud areas of various departments.

This course will also provide an invaluable insight for Company Owners, Audit Committees, Directors, CEOs, COOs, CFOs, CAEs, and people in various key management positions.

Details of the administrative arrangements are as follows:

Date : 1 to 2 September 2009

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

Registration : 8.30 am

Venue : **Grand Park City Hall** (former Grand Plaza Park City Hall)
Canning Room, Level 2
10 Coleman Street
Singapore 179809

CPE credit : 14 hours

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

Closing Date : 21 August 2009

**Complimentary carpark coupon will be given on a first-come-first served basis.*

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

To: The Institute of Internal Auditors, Singapore
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2 Day Seminar on
Timely Internal Control To Mitigate Fraud
1 to 2 September 2009 by Mr Teh Kai Chong, CIA

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

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

Name of Attendee	Designation	IIA / ISACA Membership No. (where applicable)

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) @ 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 <<<<<