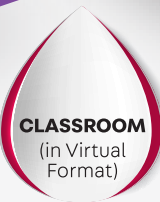


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The Institute of
Internal Auditors
Malaysia



2023/KL40 RED FLAGS IN OIL PALM PLANTATION OPERATIONS

OVERVIEW

Internal auditors could improve their audit impact by paying attention to obvious red flags that could point out mismanagement, malpractices or even fraud. Internal auditors must have sufficient knowledge of fraud to identify the risk factors and red flags indicating fraud may have been committed. Red flags include overrides of control by management, irregular or poorly explained management activities, changing business conditions or nonroutine and irregular transactions or entries.

It is often the case that an auditor may not come across any red flags. However, the absence of red flags does not necessarily mean there is no irregularity or fraudulent activity. An area that turns up multiple red flags requires extra attention. The real value of internal audit work is to detect irregularities and fraud in the areas audited.

This hands on and intensive 2 days course identifies red flags in both estate and milling operations. Identifying and detecting the red flags can potentially raise audit observations that matter.

DELIVERY METHODS

For optimum learning and ROI, we will be using estates and milling operations to work in groups and benefit from insights, tacit knowledge, experiences, practical ways to address the red flags and more. Pre course work will include surveys and solicited questions from registered participants.

OPERATIONS COVERED

Estates

Capex, Nursery establishment, Field & Agronomic practices, Harvesting & collection, Checkroll & Payroll, Estate stores, Accounts payables, Estate budget & accounts.

Mills

Weighbridge, Receiving and grading of FFB, Sales & despatch of CPO/ PK/ products, Procurement & engineering stores, Plant & equipment maintenance, Lab & stocks, Accounts payables, Mill budgets & accounts.



COURSE OBJECTIVE

- Understanding common red flags and connect them to mismanagement and fraud.
- Identifying and detecting common red flags in Estate and milling processes.
- Tracing hidden red flags for fraudulent activities.
- Address the red flags in remote audit environment.
- Assessment of red flags for impact/ consequences.
- Learn techniques to uncover inefficiencies & irregularities in Oil Palm Operations.
- Report red flag driven audit issues that are relevant and matter most.

WORKSHOP OUTLINE

What are red flags?

- Red flag definition, concepts, principles, and approaches
- Examples of correct/ incorrect red flags

Why red flags?

- Purpose of internal audit
- Benefits of addressing red flags
- IPPF standards and Implementation guidelines
- Auditors' competencies & role in fraud detection and prevention

How to do identify and address red flags?

- Red flags checklist -adopting/ adapting red flags catalogue
- Auditor mindsets & questioning skills.
- Red flags toolkits & interview skills
- Red flags in Planning & audit program
- Red flags in Fieldwork - testing
- Red flags- evidence & validation
- Documentation and working papers for red flags
- Root causes of red flags
- Red flags catalogue and knowledge resources

So What?

- Implication & applications of effective red flag identification & detection
- Continuous Improvement in your red flag journey
- Some best practices for red flags management.

ABOUT THE TRAINER

GURBAKHISH SINGH

ARL® COACH, FCMA, CIA

Gurbakhish is distinguished by his passion for Internal Auditing and Action Reflection Learning. A Management Accountant and Certified Internal auditor with background in multiple industries, company sizes and subject matter. He has proven track record of success with both large and small Internal Audit teams focused on driving innovation, transforming operations, improving customer experience and return on investment. Proven ability to build and lead teams during periods of change and drive organizational efficiencies through unique action reflection learning (ARL®) and Quality Education System (QES) methodologies.

ADMINISTRATIVE DETAILS

| | |
|-------------------------|---|
| TARGET AUDIENCE | LEVEL I-IV |
| MEMBER'S FEE | RM2,600.00 <i>All Fees will be subject to 6% SST</i> |
| NON-MEMBER'S FEE | RM3,000.00 <i>All Fees will be subject to 6% SST</i> |
| EARLY BIRD FEE | 10% discount for registration received one (1) month prior to respective workshop dates |
| DATE | 14 & 15 August 2023 |
| TIME | 9:00 am – 5:00 pm <i>(Registration on Day 1 at 8:30am)</i> |
| DELIVERY MODE | Virtual Class |
| PROGRAMME CODE | 2023/KL40 |
| TRAINER | GURBAKHISH SINGH ARL® COACH, FCMA, CIA) |
| CPD POINTS | 16 |

Disclaimer

This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.

He has over 47 years of value adding experience across a broad range of industries. Served 29 years in internal audit, 6 years in Finance & Admin and 12 years in Operations. Plus, leading IIA Inc's QAR and SAIV projects for several clients.

He served in various leadership roles in the areas of Business Risk Management, Corporate Governance, Fraud mitigation, Internal Audit, Finance & Accounting, Administration, Sales Operations, Learning & Development, Total Quality Management. In most appointments, besides his professional responsibilities, he contributed by developing and conducting several in house subject matter-based training programs at the request of his employers.

He worked with local companies (Perwira Habib Bank and Island & Peninsular Group) multinationals (Dunlop Estates Group and Inchcape Group) and IT global giant Hewlett Packard Australia. Firm believer that the best way to build a strong Internal Audit function is to build the Auditors and Audit deliverables simultaneously in order to value add and improve businesses they work for.

Are you claiming under HRDC SBL Khas? Yes No

COURSE DETAILS

Course Title Red Flags in Oil Palm Plantation Operations

Course Code 2023/KL40 Course Date(s) 14 & 15 August 2023

DELEGATE 1

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender Male Female Race _____

Mobile No. _____ Email Address _____

Member Non-Member Membership No. (only applicable for members) _____

Dietary Preferences Vegetarian Non-Vegetarian

DELEGATE 2

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender Male Female Race _____

Mobile No. _____ Email Address _____

Member Non-Member Membership No. (only applicable for members) _____

Dietary Preferences Vegetarian Non-Vegetarian

If you are sending more than 2 delegates, kindly send the delegates details in an Excel File format.

CORPORATE DETAILS (only applicable for corporations)

Corporate Member Corporate Membership No: _____

Corporate Non-Member

CONTACT DETAILS

Organisation Name _____

Mailing Address _____

Contact Person _____ Designation _____

Telephone _____

Fax _____ Email Address _____

BILLING DETAILS

please tick if billing details are the same as contact details.

Contact Person _____ Designation _____

Billing Address _____

Telephone _____ Fax _____

Email Address _____

For non-member, would you like to be contacted to know more about IIA Membership programme? Yes No

ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
Tel: +603 2181 8008 ext 210/211/212/213 Fax: +603 2181 1717 Email: training@iam.com.my Website: www.iam.com.my

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PAYMENT DETAILS

| Payment Details | Member Rate (per person) for KL-code related courses | Non-Member (per person) | 6% SST | Total with SST |
|------------------|--|-------------------------|--------|----------------|
| Fee (per pax) RM | | | | |
| No. of pax | | | | |
| Subtotal | | | | |

All registrations **MUST** be accompanied with full payment. Upon receipt of your registration, you are deemed to have read and understood the registration procedures and accepted the terms and conditions contained therein. (Please tick (✓) the chosen method)

Enclosed is a cheque/bank draft no. _____ for the sum of RM _____ payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

LOCAL PAYMENTS BY CHEQUE / INTERBANK GIRO

All payments should be crossed and made payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Bank Details: United Overseas Bank (M) Bhd. USJ Taipan Branch, No.7, Jalan USJ 10-1, USJ Taipan Triangle, 47620 UEP Subang Jaya, Selangor
Account No.: 165-301-514-9 Bank Swift Code: UOVBMKYL

OVERSEAS PAYMENTS BY WIRE TRANSFER (USD only)

Beneficiary: **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Address: 1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Beneficiary's Bank: STANDARD CHARTERED BANK MALAYSIA BERHAD

Beneficiary's Bank Address: Level 18, Menara Standard Chartered, No.30 Jalan Sultan Ismail, 50250 Kuala Lumpur

Account No.: 312-170-024-235 Bank Swift Code: SCBLM-YK-XXXX

All wire transfer payments should include USD\$30.00 (overseas) and RM25.00 (local) for wire transfer processing fee. For GIRO, please include RM1.00 as bank charges. (Please fax the bank-in slip to +603 2181 1717 or email to training@iam.com.my)

CREDIT CARD

I hereby authorise **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA** to charge to my credit card. to the value of

RM _____ Card Type: VISA MASTER

Card Number:

Expiry Date: _____ Cardholder's Name _____

I understand that any amount drawn from my credit card will first be cleared with the credit card authorisation facility.

Signature (As per credit card) _____ Date _____

TERMS & CONDITIONS

FEE

- Fee is payable to "THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA". Please state your name, payment advice number, phone number and Workshop Code number at the back of the cheque/bank-in slip. Admittance will only be permitted upon receipt of full payment
- The fee covers a copy of course material*, lunches, refreshment, and Certificate of Attendance.
- Full payment is to be made before the date of the course. Fee is subject to 6% SST.
- Walk-in delegates will only be allowed if full payment is made, subject to the availability of the seat.
- This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.

HUMAN RESOURCE DEVELOPMENT CORPORATION (HRDC) SBL KHAS CLAIM(S) [APPLICABLE TO HRDC SBL KHAS CLAIMABLE COURSE(S) ONLY]

- Claimants are fully responsible:
 - To provide IIA Malaysia with the HRDC grant approval notification (letter or email) minimum 7 working days before the commencement of the course(s).
 - To provide IIA Malaysia with Letter of Undertaking (LOU) for full settlement of the course fees if grant approval notification is received from HRDC prior to the commencement of the course(s).
 - To adhere to all terms and conditions set by HRDC (i.e., full attendance of the courses).
 - For timely completion and submission of all required HRDC documents as per their requirement.
 - To follow up and respond to any queries from HRDC and attain the approval of grant claim(s) within 60 days from the completion of the course(s). If no grant claim approval is attained within 60 days, claimants are responsible to arrange for an immediate full settlement of the course fee(s). Should a late approval is attained post the full settlement, IIA Malaysia will arrange for the reimbursement accordingly based on the approved grant claim.

CANCELLATION

- Upon registering, participant(s) are considered successfully enrolled in the course. Should participant(s) decide to cancel/transfer their registration, a cancellation/ transfer policy shall be applied as follows.
 - Written cancellations should be received by 14 working days before the workshop date to get the refund.
 - Written cancellations should be received by 7 working days before the workshop date to get a partial refund after deduction of 50% administrative charge. Unpaid registrations will also be liable for 50% administrative charge.
 - Written cancellations/no-show on the day of the workshop.
 - No refund will be entertained.
 - Unpaid registrations will also be liable to full payment of the registrations fee. Partial cancellation is not allowed.
 - You can substitute an alternate delegate(s) if you wish to avoid cancellation charges. Any differences in fees will be charged accordingly.

RESERVATION

- The Institute reserves the right to make changes to the venue, date, topic, speaker including cancellation if warranted by circumstances beyond its control.
- The Institute reserves the right to utilize any recordings or photographs taken during the delivery of the course(s) for marketing and advertising purposes.
- The Institute is not responsible for the action, advise or representations of the trainer / speaker.
- Registration will be on first-come, first-serve basis.
- Certificates of Attendance will be issued an "E-certificate" via email. For this purpose, it is COMPULSORY to fill in the email address clearly. Certificate will only be given to participant who attended the session in full.
- Upon signing this form, you have deemed to have read and understand the registration term and condition and therefore have accepted the terms contained herein.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). The Institute of Internal Auditors Malaysia (IIA Malaysia) hereby inform you that your personal data will be processed, retained and used by IIA Malaysia in relation to this Workshop. Your personal data may also be retained and used by IIA Malaysia to market and promote other training programmes conducted by IIA Malaysia.

DISCLAIMER

The Institute of Internal Auditors Malaysia (IIA Malaysia) reserves the right to change the speaker(s), date(s) or to cancel workshop(s) should circumstances beyond its control arise. IIA Malaysia also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. IIA Malaysia is not responsible for any incidental cost of participants (i.e. return flights, accommodation and etc) due to changes or cancellation of course(s). Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

* Subject to approval of the proprietor.

ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
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