



The Institute of  
**Internal Auditors**  
Malaysia

**In-House session can be arranged!  
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**2024**

# ESG CERTIFICATE: INTERNAL AUDITING FOR SUSTAINABLE ORGANIZATIONS (DEVELOPED BY GLOBAL IIA)

IIAM  
**GLOBAL  
SERIES**



**2 DAYS WORKSHOP +  
ONLINE EXAMINATION**

## OVERVIEW

Organizations are increasingly under pressure to understand and manage ESG risks, particularly as investors and regulators focus on organizations producing accurate and reliable reporting on sustainability efforts. That pressure is being reflected increasingly in executive performance as more organizations tie incentive compensation metrics to ESG goals. Additional risk areas associated with ESG are varied and can include reliance on third-party data, potential reputational damage from faulty reporting, and the real possibility that an organization's explicit commitments to meet specific sustainability goals could grow into a material weakness. As ESG reporting becomes increasingly common world-wide, it should be treated with the same care as financial reporting. Organizations need to recognize that ESG reporting must be built on a strategically crafted system of internal controls and accurately reflect how an organization's ESG efforts relate to each other, the organization's finances, and value creation. This certificate program provides hands-on practical application of critical ESG metric identification and reporting.

Participants who complete the course are eligible to sit for the certificate exam which is administered on The IIA's LMS platform.

## WHO WILL BENEFIT FROM THIS PROGRAM?

This certificate program is designed to enhance your current understanding of ESG concepts, including ESG reporting. This program is ideal for internal audit, risk management, and compliance leaders who currently possess a basic understanding of ESG topics and wish to enhance their knowledge and practical application of leading practices on how to assess their organization's existing ESG governance and compliance program. Participants who successfully complete this program are eligible to plus themselves by obtaining The IIA ESG Certificate- a wonderful addition to both your resume and LinkedIn profile.



## OBJECTIVES

- Establish a common understanding of ESG.
- Review the current global regulations governing ESG, including ESG reporting.
- Explore the future of ESG regulations, world-wide.
- Identify the components of a typical ESG Governance Framework and factors critical for establishing ESG governance.
- Examine key considerations for building an ESG audit strategy.
- Discuss practices for establishing sustainability leadership within the organization, including critical ESG roles.
- Practice ESG reporting and metrics, including necessary data requirements.
- Understand the impact of third-party actions on the organization's ESG reporting requirements.
- Explore how internal audit can add organizational value as ESG regulations expand.

## OUTLINE

### Fundamentals of ESG

- An overview of ESG.
- Global ESG regulatory bodies and regulatory influence.
- Industries and activities impacted by ESG.
- ESG importance to the internal audit community.

### ESG Governance and Framework

- The importance of ESG governance.
- Critical factors for establishing ESG governance.
- Components of an ESG Governance Framework.

### ESG Strategy

- Critical components of an organization's ESG strategy.
- Tactics for developing the ESG strategy.
- ESG strategic risk assessment.

### ESG Center of Excellence

- Common characteristics of an ESG Center of Excellence.
- Primary ESG roles.

### Critical Success Factors for ESG Reporting

- Common ESG reporting categories.
- Essential ESG reporting metrics.
- Data elements used in ESG Reporting.

### ESG Governance and Third-Party Risk Management

- ESG governance and third-party risk assessments.
- Identifying third-party actions that impact ESG reporting.

### Establishing an Audit Program for ESG

- Scoping and ESG governance and compliance program audit.
- Gathering evidence.
- Performing the pre-audit risk assessment.
- Conducting the fieldwork.
- Reporting considerations.



## ABOUT THE TRAINER

### ASSOC. PROF. DR. EDDY YAP TAT HIUNG

ASSOC. PROF DR. EDDY YAP brings over 25 years of experience in corporate, operations, and advisory, having trained as a Chartered Accountant and Certified Internal Auditor with a PhD in Finance.

As the Founder and Managing Consultant of CONDUCTIVITI Business Advisory Sdn Bhd, he specialises in leveraging his comprehensive skill set to diagnose organisational health, formulate strategic solutions, and drive operational and financial improvements. His consultancy work brings him in direct connection with the public sector, financial institutions, telecommunications, healthcare, hospitality, education, transportation, manufacturing, retail, and trading industries, among others.

He was the Technical Writer of the Finance Ministry-endorsed "Guidance for an Effective Internal Audit Function 2.0" and Taskforce Member on the "FAQ on Internal Review of Sustainability Statement", both published by IIAM. He is ESG-certified by IIA Global on Internal Auditing for Sustainable Organizations and is also a Quality Assessment Advisory Committee Member of IIA Global, conducts quality assessment reviews, and trains candidates for the Certified Internal Auditor qualification.

He is concurrently an Associate Professor and Visiting Lecturer at several universities and an ELITE Fellow at Universiti Malaya.

## ADMINISTRATIVE DETAILS

<b>TARGET AUDIENCE</b>	LEVEL I-IV
<b>MEMBER'S FEE</b>	RM3,888.00 <i>Fee is inclusive of 8% SST</i>
<b>NON-MEMBER'S FEE</b>	RM4,320.00 <i>Fee is inclusive of 8% SST</i>
<b>DATE</b>	25 & 26 November 2024
<b>TIME</b>	9:00 am – 5:00 pm <i>(Registration on Day1 at 8:30am)</i>
<b>DELIVERY MODE</b>	Physical Class
<b>LOCATION</b>	KUALA LUMPUR
<b>PROGRAMME CODE</b>	2024/CE03
<b>TRAINER</b>	<b>Assoc. Prof. Dr. Eddy Yap Tat Hiung</b>
<b>CPD POINTS</b>	16

### ESG CERTIFICATE EXAMINATION - ADDITIONAL INFORMATION

- Attendees who are not members of IIA are kindly requested to register on the IIA Global website to create their personal Global Account Number (GAN).
- Upon successful completion of the course, all participants are required to access their on-demand account at least once before scheduling the examination. It is mandatory for all participants to sign in or log in to their on-demand account at the commencement of the certificate offering to facilitate the subsequent addition of the examination.
- Attendees have the flexibility to complete the exam online at their own pace within 90 days after completing the course. Attendees will earn a digital badge upon achieving a score of 75% or higher. Each attendee is permitted to attempt the exam up to three times to obtain a passing grade. Failure to achieve the passing grade within these attempts will incur a penalty fee of USD 125 to proceed with the fourth attempt.
- Exam format:
  - 50 multiple-choice questions
  - No time limit
  - Pass rate: 75% or higher
  - Open book format
  - Language: English only

### SPECIAL REMARKS:

- Content for public programme is localized to Malaysian market.
- In-House sessions can be arranged. Please contact training@iiam.com.my

### 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.

Are you claiming under HRDC SBL Khas?

Yes  No

## COURSE DETAILS

Course Title 2024 ESG Certificate: Internal Auditing for Sustainable Organizations

Course Code 2024/CE03 Course Date(s) 25 & 26 November 2024

## 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@iiam.com.my Website: www.iiam.com.my

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## PAYMENT DETAILS

Payment Details	Member Rate (per person) for KL-code related courses	Non-Member (per person)	8% 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@iiam.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 \_\_\_\_\_

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## 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 inclusive of 8% 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.
  - The HRDC Grant Approval Amount falls within the purview of HRDC. IIA Malaysia is obligated to adhere to the HRDC procedure and permissible cost matrix. In the event that the approved amount is less than the total training cost, the participant or attending corporate entity is required to cover the remaining balance.

### 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.
  - a) Written cancellations should be received by 14 working days before the workshop date to get the refund.
  - b) 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.
  - c) 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.
  - d) 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), terms and conditions 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 submitting the registration form, you are deemed to have read and accepted the terms and conditions.

\* Subject to approval of the proprietor.

By submitting this registration, you consent to the sharing of your details with IIA Global for the purpose of the examination registration process.

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