



The Institute of
Internal Auditors
Malaysia



2023/KL35 ESSENTIALS OF INTEGRATED <IR> AND SUSTAINABILITY REPORTING (IR) FOR INTERNAL AUDITORS

OVERVIEW

Internal Auditors have important roles to play in ensuring a good integrated reporting <IR> journey of companies and organizations. In 2013, The IIA released a publication titled "Integrated Reporting, the emerging role of Internal Auditors. Subsequently, In 2015, the European Institute of Internal Auditors released a publication "Enhancing Integrated Reporting - Internal Audit value propositions".

Apart from producing integrated report, companies also published sustainability information either by including in the integrating report or in a separate sustainability report. The recent amendment to Bursa Malaysia Listing requirement advocated for an assurance to be provided by internal or external provider.

Undoubtedly Internal auditors play an important role by providing internal assurance on the integrated and sustainability report. This course aims to provide the essential knowledge for internal auditors to play their roles.

LEARNING OUTCOMES

- Overview on latest development of integrated and sustainability reporting within the corporate reporting landscape
- Discuss the role of Internal Auditors in companies' / organization's value creation and reporting journey.
- Describe the <IR> Framework comprises of fundamental principles, content elements and guiding principles
- Describe the sustainability reporting requirement.



PROGRAMME OUTLINE

8.30am Registration & Welcome Refreshments

3.30pm Afternoon Tea

- 9.00am **Part I: The vision for better corporate reporting**
- The corporate reporting landscape and evolution
 - Overview of the Value Reporting Foundation (VRF) and Integrated Reporting <IR>
 - The drivers, objectives and structure of the International <IR> framework
 - <IR>, integrated thinking and Integrated Report and the relationship between them
 - <IR> within the wider statutory, regulatory, and voluntary reporting landscape
 - <IR> within sustainability and ESG reporting.
 - Benefits and challenges of <IR> and SR
 - Sustainability reporting requirements
 - Overview of environmental, social and governance within sustainability framework
 - Governance, strategies, risk management and metrics
 - Bursa Malaysia Listing Requirement on sustainability statement

- 4.00pm
- Barriers to successful implementation of <IR>
 - Overcoming the barriers
 - Conditions for a successful implementation of <IR>
 - Balancing the disclosure of information
 - Planning the annual preparation process
 - Credibility, trust, and assurance

End of Programme

10.30am Morning Break

Part II: The role of Internal Auditors in the Value Creation Journey

- Value creation
- The capitals
- The value creation process
- Integrated Thinking Principles
- Integrity and Assurance
 - The role of those charged with governance
 - Types of Assurance
 - Assurance providers

12.30 pm Lunch

1.30pm **Part III: Preparing the integrated report – communicating value creation**

- The Guiding Principles
- The Content Elements
- Presenting an Integrated Report
- Case studies: Identifying the fundamental concepts, guiding principles and content elements in a sample Integrated Report
- Implementing an information management system for <IR>
 - Effective change management – 8 steps to transforming your organisation
 - Case studies: Identifying the key reasons for change and how management can set up the tone from the top to implement such change



ABOUT THE TRAINER

DR NURMAZILAH DATO' MAHZAN

Dr Nurmazilah Dato' Mahzan was recently appointed as the independent non-executive director of BIMB Securities. She was formerly the Chief Executive Officer of the Malaysian Institute of Accountants (MIA). In MIA she led and implemented the transformation of management system, technology adoption, governance enhancement and branding. Spearhead strategic, operational and financial plan to ensure effectiveness and efficiency. She has engaged with stakeholders of different sectors locally and globally including ministries, government agencies, companies, media, universities, business leaders and individuals. She also delivered keynote addresses and speeches locally and globally.

Dr. Nurmazilah played active roles at International Federation of Accountants, International Integrated Reporting Framework Board and ASEAN Federation of Accountants. In addition she led the implementation of a few projects including Digital Technology Blueprint, Integrated Reporting, Future Relevance of Accounting Profession (FRAP) and Environmental, Social and Governance (ESG) awareness programs. She also oversee auditing and accounting regulatory function including financial statement review, audit quality and professional ethics. Her recent work revolves around Integrated Reporting, ESG and the future of Corporate Reporting. She participated in ESG topics discussion at global and local level which exposed her to various ESG policies. Frameworks and Practices.

Prior to leading the MIA, she was Director of the University Malaya Graduate School of Business. Her corporate experience covers various industries including property development and construction, banking, unit trusts, trading, and manufacturing. Dr Nurmazilah was a MIA Council member, a member of the Malaysian Accounting Standards Board, member of Board of Governors for the Institute of Internal Auditors, Council member of the Malaysian Institute of Certified Public Accountants, and Honorary Treasurer with Persatuan Ekonomi Malaysia. She also served in various committees of MIA and MICPA and is Chairman of the MIA <IR> Implementation Steering Committee since 2016. Dr Nurmazilah is a member of MIA, MICPA, an ASEAN CPA and a CGMA fellow. She is a Certified Internal Auditor and holds the Certified Risk Management and Assurance qualification. She holds a PhD in accounting from the University of Birmingham, United Kingdom, and has conducted various research projects in the areas of auditing, financial reporting, and corporate governance throughout her academic career.

ADMINISTRATIVE DETAILS

TARGET AUDIENCE	LEVEL I-II
MEMBER'S FEE	RM1,550.00 <i>All Fees will be subject to 6% SST</i>
NON-MEMBER'S FEE	RM2,050.00 <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	31 July 2023
TIME	9:00 am – 5:00 pm <i>(Registration on Day 1 at 8:30am)</i>
DELIVERY MODE	Physical Class
LOCATION	KUALA LUMPUR
PROGRAMME CODE	2023/KL35
TRAINER	Dr Nurmazilah Mahzan
CPD POINTS	8

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.



COURSE DETAILS

Course Title Essentials of Integrated<IR> and Sustainability Reporting (IR) for Internal Auditors

Course Code 2023/KL35 Course Date(s) 31 July 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

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