IIAM PUBLIC SERIES

The Institute of Internal Auditors Malaysia

8 IIA MALAYSIA CPD POINTS

HRDC CLAIMABLE UNDER THE SBL KHAS SCHEME

2023/KL02
BUILDING A ROBUST REPORTING MECHANISM THROUGH ISO 37002 WHISTLEBLOWING MANAGEMENT SYSTEMS (WMS)

OVERVIEW

ISO 37002:2021 outlines the guidelines for establishing and implementing an effective Whistleblowing Management System (WMS), based on the principles of trust, impartiality and protection. This one-day fundamentals training program provides participants with an understanding of ISO 37002 including the purpose, key clauses and definitions outlined within the standard. Through engaging modules, participants will be able to grasp how to determine the scope of a WMS and how to address reports of wrongdoing.

OBJECTIVES

Upon completion of this program, participants will be able to understand:

- the benefits of implementing ISO 37002:2021 WMS;
- the key clauses and definitions outlined in ISO 37002;
- how implementing ISO 37002 can protect and encourage whistle-blowers.

OUTLINE

Module 1

- Whistleblowing: Key Legislation and International Best Practices
- Overview of ISO 37002:2021
- Key terminology
- The Plan, Do, Check, Act (PDCA) cycle

Module 2

- Determining the scope of the whistleblowing management system
- Roles and responsibilities
- Risks and opportunities
- How reports of wrongdoing are received and assessed

Module 3

- Addressing issues in investigations
- Protecting the subject
- Key policies and procedures

Module 4

- Performance evaluation including key performance indicators
- Continual improvement
- Nonconformity and corrective action

The Institute of Internal Auditors Malaysia

ABOUT THE TRAINER

RAYMON RAM
Msc (Econ. Crime Mgt.), CFE, CAMS

Raymon is an advocate against economic crime, having published numerous articles and case analyses on the subject matter. He is a Certified Fraud Examiner (CFE), Certified Anti-Money Laundering Specialist (CAMS) and ISO 37001 ABMS Lead Auditor with a Master's Degree in Economic Crime Management, Bachelor's Degree in Psychology (HONS) and Certificate In Corporate Governance by the Basel Institute of Governance, Switzerland.

He has led teams to complete corporate fraud investigations / asset recovery exercises and facilitated various anti-fraud courses for the local law enforcement agencies and private sector entities. He had also assisted the National Audit Department, Malaysia to restructure the Audit Investigation Guidelines for state and national level auditors and recently worked with the Inspection and Consultation Division, of the Malaysian Anti-Corruption Commission (MACC) to develop their internal checklist for investigations related to Section 17A.

As a Certified Trainer under the Human Resource Development Fund (HRDF), Raymon is also an appointed trainer for the Securities Industry Development Corporation (SIDC) and frequently facilitates programs related to fraud, bribery and corruption, market misconduct and anti-money laundering/ counter financing of terrorism (AML/CFT) for participating organizations under the Capital Market.

Being formerly attached to a firm which deals with Corporate Recovery and Project Rehabilitation, he is the F*ounder / Managing Principal* at **Graymatter Forensic Advisory Sdn. Bhd.,** a solution-based training and advisory specializing in Financial Forensics, Fraud Risk Management and AML/CFT Compliance. He also holds the position of *Secretary General* at **Transparency International Malaysia (TI-M),** *Assist. Secretary General* at the **Malaysian Association of Certified Fraud Examiners (MACFE)** and serves on the DTIC Governance Working Group, **Malaysian Institute of Accountants (MIA).**

ADMINISTRATIVE DETAILS

TARGET AUDIENCE	LEVEL I-II
MEMBER'S FEE	RM1,550.00 *All Fees will be subject to 6% SST*
NON-MEMBER'S FEE	RM2,050.00 *All Fees will be subject to 6% SST*
EARLY BIRD FEE	10% discount for registration received one (1) month prior to respective workshop dates
DATE	17 August 2023
TIME	9:00 am – 5:00 pm *(Registration on Day 1 at 8:30am)*
DELIVERY MODE	Physical Class
LOCATION	KUALA LUMPUR
PROGRAMME CODE	2023/KL02
TRAINER	**Raymon Ram** Msc (Econ. Crime Mgt.), CFE, CAMS
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.

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Are you claiming under HRDC SBL Khas? ☐ Yes ☐ No

COURSE DETAILS

Course Title 2023/KL02 Building A Robust Reporting Mechanism Through ISO 37002 Whistleblowing Management Systems (WMS)

Course Code 2023/KL02 Course Date(s) 17 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) _____

Dietery 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) _____

Dietery 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

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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: UOVBMYKL

☐ **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 _____

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.
  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) 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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