ICA CERTIFICATE IN KNOW YOUR CUSTOMER (KYC) AND CUSTOMER DUE DILIGENCE (CDD)

6-7 NOVEMBER 2023

OVERVIEW

This programme is ideal for entrants into the field of KYC and other professionals whose work involves following the CDD process. The course provides a foundation knowledge of core know your customer (KYC) and customer due diligence (CDD) concepts, an introduction to CDD frameworks and an overview of the key components of working in the KYC environment.

This course is awarded in association with the Alliance Manchester Business School, The University of Manchester.

OBJECTIVES

Participants will learn about the nature, importance and context of CDD obligations; the regulatory framework and international developments around CDD; the CDD process and outcomes; and taking a practical, risk-based approach to CDD.

This will give you a greater understanding of KYC/CDD and the practical application of the subject matter aids learning. Successful completion of this certificate evidences a basic competency in the area.

WHO IS THIS PROGRAMME FOR?

This course is suited for:

New entrants in CDD roles or those who wish to learn more about CDD;

Client managers, project managers, operational staff, middle office and sales assistant; and

Consultants, audit professionals and anyone whose role involves managing risk in the CDD process.

PRE-REQUISITE

To get the most from the course, a good standard of English is required

PROGRAMME OUTLINE

- CDD - why bother?
- The risk-based approach to CDD
- Key CDD concepts
- Core KYC frameworks
- What it's like working in KYC

PROGRAMME DELIVERY

Date	Time
6-7 November 2023	9:00 am - 12:00 pm

***Time/date is subject to change.
Please refer to www.bilif.com.bn for the latest updates***

METHODOLOGY

This programme involves a mix of self-study and interactive learning sessions with 'live' instructor-led virtual classrooms (VILT) where you will be studying with like-minded individuals. The course materials are hosted on the ICA Learning Management System and are full of rich media content. The LMS also has options for engaging with your fellow students as well as additional support by the tutor.

- Access to online materials for 3 months
- 2 x 3hr Virtual Instructor-Led Training (VILT) workshops
- Online exam (multiple choice)
- One free exam resit

PROGRAMME LEADER

SERENA WOO

Serena Woo has over 16 years of experience as a global trainer in the banking industry, specialising in Fraud, Anti-Money Laundering, Financial Crime, Legal, Operational Risk, Credit Risk Management and Training. She has conducted trainings for banking professionals globally, spanning over 20 countries, as a certification path for their respective role in the bank. At ICA, Serena is responsible for delivering training courses for Anti Money Laundering, Compliance and Financial Crime Prevention in the APAC Region.

Expertise & Focus:

- Anti-Money Laundering. Financial Crime, Sanctions and Fraud; and
- Training.

Industry Experience:

- Banking; and
- Training and Education.

Academic and Professional Memberships:

- Advance Diploma in Mass Communication; and
- Advance Certificate in Facilitation Standard.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF), formerly known as Centre For Islamic Banking, Finance and Management (CIBFM), was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 555 programmes and 64 events for more than 13,700 participants, including a new suite of Virtual Instructor-Led Training (VILT) programmes and online events.* BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute(CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain. BILIF has also established a recent partnership with Bahrain Institute of Banking and Finance (BIBF) late 2021 and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. In 2021, BILIF was awarded the GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for Contribution to Organisation at the Asia HRD Awards 2021 which was held virtually from Cyberjaya, Malaysia and the award for Best Emerging Islamic Finance Training and Education Brunei 2021 at the International Finance Award (IFA) 2021.

66
Events

555
Programmes and Examinations

13,000+
Participants

*Figures as of December 2021

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6-7 November 2023

To apply for the programme, please email your completed form to askseed@bilif.com.bn by 6 October 2023

CATEGORIES	STAKEHOLDER	NON STAKEHOLDER
NORMAL FEE	☐ **$1,700.00**	☐ **$1,700.00**

*Stakeholders are participants from MOFE, BDCB and all domestic banks in Brunei Darussalam

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:		IC Number:	
Position:		Department:	
E-mail:		Phone:	

Full Name:		IC Number:	
Position:		Department:	
E-mail:		Phone:	

Full Name:		IC Number:	
Position:		Department:	
E-mail:		Phone:	

APPROVING OFFICER

Name:		Email:	
Position:		Department:	

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

Discover our upcoming programmes and events

BILIF.com.bn

Contact our Sales and Marketing Department for any enquiries

askSEED@bilif.com.bn

Alternatively, you can also whatsApp us at +673 8171140 to learn more about our offerings