



bilif



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

25 - 26 SEPTEMBER 2024



DEADLINE TO REGISTER

27 August 2024

OVERVIEW

This programme is perfectly suited for individuals entering the realm of Know Your Customer (KYC) and professionals whose responsibilities encompass the Customer Due Diligence (CDD) process. The course offers a solid grounding in fundamental KYC and CDD principles, a comprehensive introduction to CDD frameworks, and a thorough overview of the essential elements involved in operating within 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.
- 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.

METHODOLOGY

This programme involves a mix of self-study and interactive learning sessions with Virtual instructor-led training (VILT) where you will be studying with like-minded individuals. The course materials are hosted on the ICA Learning Management System (LMS) 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 sessions of 3-hour Virtual Instructor-Led Training (VILT) workshops
- Online exam (multiple choice)
- One free exam resit

PROGRAMME OUTLINE

MODULES	
Module 1	CDD - why bother?
Module 2	The risk-based approach to CDD
Module 3	Key CDD concepts
Module 4	Core KYC frameworks
Module 5	What it's like working in KYC

PROGRAMME DELIVERY

DATE	TIME
25 - 26 September 2024	9:00 am - 12:00 pm

***Subject to change

Please refer to www.bilif.com.bn for the latest updates***

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.

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To apply for the programme, please email your completed form to askSEED@bilif.com.bn by 27 August 2024.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 1,700.00	<input type="checkbox"/> \$ 1,700.00

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

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

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.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) 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 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

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, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore

Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the 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 AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.

83

Events

809

Programmes
and Examinations

16,900+

Participants



Discover our upcoming programmes and events

[BILIF.com.bn](https://bilif.com.bn)

Contact our Sales and Marketing Department
for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also WhatsApp us at
+673 8271140 to learn more about our offerings*