

Have you ensured all your employees are aware of their responsibilities...?

A key requirement of the ML/TF Regulations and associated rules and guidance concerning training apply to ALL relevant employees (including directors and senior managers) whose duties relate to actual financial services business.

As a maximum all relevant employees must be told of developments and risk factors by having:

- Induction training for all new relevant employees prior to them becoming actively involved in day-to-day operations.
- Training at least once every two years OR less depending on the firms AML business risk assessment, an employee's status (front/middle or back office) and / or changes to the environment (Including; external Laws, Regulations and you own internal polices and procedures).

This COMSURE workshop is designed for all relevant employees both CUSTOMER FACING AND NON-CUSTOMER FACING. In addition the workshop is ideal for your Board of Directors (including Non-Executives), Risk Manager, Marketing Manager, Operations Manager & HR Manager.



DURING THE WORKSHOP THE FOLLOWING MATTERS WILL BE ADDRESSED:

- The AML environment - laws and orders and GFSC rules
- AML Policies and procedures - what is the difference and why they are important
- Probability of an offence crystallising - using leading case studies
- Risk of not reporting - using real case studies
- Understanding what ML & TF is - demystifying the myths!!
- Government and other Sanction risk (e.g. HMT, EU, OFAC etc)
- Understanding the difference between KYC - ID&V - CDD
- Profiling customers - what does it mean, what you need to do
- Building and using trigger events
- Summary and key messages

PLEASE NOTE: The content can be amended and designed for the audience whether it's the board, senior managers or all employee refresher. All preparation is included in the fixed price.

Workshop facilitator is Mathew Beale FCSI, AIFP – Comsure has been helping its clients since 2005 and Mathew has considerable practical experience in regulatory matters following his 7 years at the Jersey Financial Services Commission. He was also a course lecturer for the International Compliance Association's (ICA) in the UK up to 2008. And between 2002 until May 2005, he was a senior lecturer on the ICA international programs; these include the Introductory Certificate in Compliance, Diploma in Compliance and Diploma in Anti-Money Laundering. He also co-authored some of the materials used by the ICA in their UK and International Diplomas in Compliance.

COMSURE has designed a cost effective employee friendly training package for firms who wish to ensure they meet and understand the new requirements from an early stage of implementation. Whether you are a small business or a large employer COMSURE can efficiently roll out a full employee training package in a timely manner. The training package costs from **£750.00** (discounts available for multiple bookings) and includes:

1. **Use of multi-media case study videos**
2. **the ability to tailor the workshops for your own circumstances**
3. **x 3 hour workshop**
4. **presentation material**
5. **a summary handbook highlighting staff responsibilities**
6. **inclusion of simple and understandable case studies**
7. **follow up employee on-line question and answer quiz (on passing the test a certificate is issued) can be included at £20.00 per head**

For further information please email
training@comsuregroup.com
or Tel: +44 (0) 1534 626841 /
Mobile: +44 (0) 7797 747490

BOOKING FORM

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Due Diligence



Technology

Please return this form by email to training@comsuregroup.com or by post to the address below.

Course/seminar title:
Course/seminar date:
Delegate's name:
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Delegate's email address:
Company name:
Person booking this course/key contact: (if not the delegate)
Key contact's telephone:
Key contact's email:

**DISCOUNTS APPLY - FOR MORE DETAILS PLEASE SEE WORKSHOP OUTLINE OR EMAIL
TRAINING@COMSUREGROUP.COM**

BOOKING DETAILS (AND TERMS AND CONDITIONS)

Booking form and payment instruction - Please ensure the details provided in the booking form are clear and concise and ensure you reference your payment with your name & course title.

Confirmation: You will receive confirmation from Comsure within 4 working days of registering.

Payment with discounts - Payment associated to a discount offer (e.g. early bird) is due within 4 business days of the booking being received (whether electronically or by any other means) by Comsure. **LATE PAYMENTS & DISCOUNTS** - Where payment is not paid within 4 business days all discounts will be void and full payment will be applicable and must be paid in accordance to the usual payment terms below.

Payment - Outside of above discount terms payment is due within 10 business days OR before the day of the event whichever is the soonest of the booking being received (whether electronically or by any other means) by Comsure. **LATE PAYMENTS** - for all late payments Comsure retains the right to charge a minimum administration fee of £40. This minimum is dependent on the size of the delayed payment (debt) and the time to recover it. In addition interest will be charged on the unpaid amount at 8% plus the Bank of England base rate.

Cancellation: A full refund, less 20% per person administrative charge, will be made for cancellations made by letter and received 10 business days before the event. Thereafter, we regret that no refunds can be made. This also applies to delegates who are unable to attend on the day. However, complete substitutions for any of the workshops are welcome.

Other Information: The organisers reserve the right to change the venue, speakers or programme. We also reserve the right to cancel the programme, in which case all fees will be refunded.

This Form Represents an Invoice and Confirmation of Payment Method

Payment: (All payments must be made in accordance with the above terms and conditions)

PLEASE NOTE: CREDIT CARD bookings can be made on-line

PAYMENT AMOUNT:

BOOKING DATE

PLEASE TICK IF PAYING BY CHEQUE.

Please make cheques payable to **COMSURE**

and send to:

Accounts Manager

Comsure

1 Bond Street,

St Helier, JE2 3NP

PLEASE TICK IF YOU ARE MAKING ELECTRONIC PAYMENT.

Electronic payment can be made directly to Comsure by

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Comsure Compliance Ltd

NATWEST, Jersey Branch

Sort: 60-12-03 A/C: 26400669

Please quote reference **'YOUR CO NAME + DATE OF COURSE'**

DATA PROTECTION

For details on Comsure's data protection policies please refer to www.comsuregroup.com. If in the meantime you do not wish to receive any further communications from Comsure, please tick here

Comsure Compliance Limited 1 Bond Street, St Helier, Jersey JE2 3NP

Call. +44 (0)1534 626841 Email. info@comsuregroup.com www.comsuregroup.com