



2 SUMMER “AML REFRESHER” TRAINING WORKSHOPS

ONE for the **BOARD** and **ONE** for **ALL!**



MORNING SESSION

For all employees!

Registration at 9:15, Start: 9:30 - 12:30

- ✓ AML Policies and Procedures - What is the difference and why are they important?
- ✓ Probability of an offence crystallising – using leading case studies.
- ✓ Risk of not reporting - using real case studies.
- ✓ Understanding what ML & TF is - dispelling the myths!
- ✓ Government and other Sanction risk (e.g. UN, EU, OFAC, Others, etc.)
- ✓ Understanding the difference between KYC, ID&V and CDD.
- ✓ Profiling customers - what does it mean?
- ✓ Building and using trigger events.
- ✓ Other relevant matters.

AFTERNOON SESSION

For the board including:- NED’S, Senior Management, the MLRO & Compliance and Risk Personnel. Registration at 13:15, Start 13:30 - 16:30

- ✓ Regulatory and AML Risk - UK vis-à-vis Jersey.
- ✓ Compliance risk vis-à-vis Regulatory risk.
- ✓ Corporate Governance - Company law vis-à-vis Regulatory expectations.
- ✓ The AML Business Risk Assessment and strategy.
- ✓ AML Business Risk Assessment vis-à-vis the Relationship [Client] Risk Assessment.
- ✓ The role of the Money Laundering Reporting Officer (“MLRO”) / Nominated Officer / Compliance Officer.
- ✓ Expectations of AML Policy and Procedure Management.
- ✓ Essentials of SARs - Your Reporting in the Dock.
- ✓ Conflict of Interest Risk.
- ✓ Sanction Risk.

TWO AML REFRESHER TRAINING WORKSHOPS.

GUERNSEY

Date: **8th July 2015**

Venue: **Old Government House**



JERSEY

Date: **9th July 2015**

Venue: **The Grand Hotel**

MORNING:

- Registration – **9:15**
- Start – **9:30**
- Finish – **12:30**

AFTERNOON:

- Registration – **13:15**
- Start – **13:30**
- Finish – **16:30**

CPD: 3 Hours per workshop

Single Booking Early Bird Prices up to 10th June

- Early bird = £55.00 (online booking)
- Early bird = £65.00* (manual flyer booking)

Prices after 10th June

- All single person online bookings will be discounted to £100.00
- All single person manual flyer bookings will be £110.00*

Single Booking Multiple bookings

- All multi bookings (more than x1) will receive a 10% discount throughout the booking period based on manual booking price listed above

Where an early bird payment and or discount is elected, please be aware of the immediate payment terms AND where discounts are offered they are offered on a stand-alone basis and are not cumulative AND all multiple-bookings are calculated at the hard copy booking rate.

IN-HOUSE TRAINING - Hold this course at your convenience

This programme and the issues it addresses can be delivered at a time, location and place to fit your business schedule. In-house training can be tailored to focus on your specific needs and challenges facing your staff. We will develop and provide all course materials and a trainer to make your investment a success. For details for this particular workshop, please contact: Mathew Beale. Call: +44 (0) 1534 626841 or Email: mathewbeale@comsuregroup.com



ALL THE ABOVE WILL BE SUPPORTED BY:

- ✓ Relevant case studies from Jersey/Guernsey and other jurisdictions to show the impact of failure in the areas being discussed.
- ✓ Videos
- ✓ Interactive delegate participation

ALL DELEGATES WILL RECEIVE:

- ✓ A 19 page glossy summary personal AML reference booklet,
- ✓ A Training Competence Disclosure Form,
- ✓ Delegate CPD Certificate
- ✓ Detailed presentation slides

FINALLY, ADD AN ON-LINE COMPETENCE TEST

Why not assess your understanding and retention of the workshop subject matter? For an extra £15.00* delegates can elect to take a short on-line competence test based on the workshop topic.

To enrol for your test please contact:
elearning@comsuregroup.com.

After enrolment you will be issued an invoice and after the workshop event (usually 2-3 days afterwards) an online email notification will advise you the test is open along with your access passwords. This email will enable you to take a multi-choice test based on the training content / material from the day and if you pass you will be issued a **PASS CERTIFICATE** and a **CPD CERTIFICATE** for 0.5hrs. For more information please contact: elearning@comsuregroup.com



WHY NOT TAKE A SAMPLE TEST?

Go online at www.comsuregroup.com/take-a-test/

***Please note this cost is separate from the training cost and any associated discounts and will be invoiced separately.**



ABOUT YOUR SPEAKER

Mathew Beale, Director of Comsure Group



Mathew Beale, FCSI AIFP, is a Fellow of the Chartered Institute for Securities & Investment and founder of Comsure. Between 1995 and 2002, he worked for the body that is now known as the Jersey Financial Services Commission, where he was responsible for the day-to-day conduct of business of regulated entities and where he reached the position of Senior Compliance Manager.

Since 2002, he has worked within private practice in all aspects of regulatory compliance with both private and public bodies in many locations. Mathew is also a senior lecturer on the International Compliance Association's (ICA) Introductory Certificate in Compliance, the International (and UK) Diploma in Compliance and the UK Diploma in Anti-Money Laundering. He is also an acknowledged co-author of the materials used by the ICA in their UK and International Diplomas in Compliance. Since 2005, he has worked within Comsure in all aspects of regulatory compliance; taking him as far as Mauritius on specialised assignments and the Seychelles where he has assisted the regulator in delivering specialised training.

BOOKING & INVOICE CONFIRMATION



Senior Management
Advisory



Compliance



Training



Sanctions & PEP
Screening



Due Diligence



Technology

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

COURSE INFORMATION:

Course name:

Course date:

COMPANY INFORMATION:

Company name:

Person booking this course / key contact: (if not the delegate)

Key contacts telephone number:

Key contacts email address:

Key contact's email:

DELGATES INFORMATION:

Delegates name:

Delegates job title:

Delegates email address:

Delegates name:

Delegates job title:

Delegates email address:

Delegates name:

Delegates job title:

Delegates email address:

Delegates name:

Delegates job title:

Delegates email address:

Delegates name:

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

10% DISCOUNT OFFERED FOR 3 OR MORE PERSONS. PLEASE CONTACT COMSURE AT TRAINING@COMSURE-GROUP.COM. 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/test 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.

COURSE INFORMATION:

Course name:

Course date:

This Form Represents an **Invoice** and **Confirmation** of Payment Method

Invoice Reference:

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

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

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 transferring the full amount (include any charges) to:
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