

MIA WEBINAR SERIES

# Anti-Money Laundering & Counter Financing of Terrorism (AML/CFT) Masterclass

**ANTI-MONEY  
LAUNDERING!**

- Workshop 1** 18 April 2023 (Tuesday), 9.00am – 1.00pm  
AML/CFT: An Overview for Accountants and Company Secretaries (Intermediate Level)
- Workshop 2** 25 May 2023 (Thursday), 9.00am – 5.00pm  
Guidance on Compliance with AML/CFT for Accountants and Company Secretaries (Advanced Level)
- Workshop 3** 1 June 2023 (Thursday), 9.00am – 1.00pm  
Risk Based Approach to Compliance with AML/CFT for Accountants and Company Secretaries (Advanced Level)

Bank Negara Malaysia (BNM) is the competent authority under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA). The Reporting Institutions that are Designated Non-Financial Businesses and Professions and Non-Bank Financial Institutions (“DNFBPS” and “NBDIs”) in Malaysia, including accountants and company secretaries, are required to comply with the requirements under AMLA and the AML/CFT policy documents issued by BNM.

This masterclass provide an overview of the AML/CFT regime in Malaysia, AML/CFT Compliance programme, guidance on Customer Due Diligence and Beneficial Ownership, Suspicious Transaction Report, ML/TF Typologies; and Application of Risk Based Approach for Accountants and Company Secretaries.

# Anti-Money Laundering & Counter Financing of Terrorism (AML/CFT) Masterclass



## PROGRAMME OUTLINE

### WHO SHOULD ATTEND

- Chartered Accountants
- Company Secretaries
- Compliance Officers

### METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

### SPEAKER/TRAINER

#### DR YEE HUN LEEK

*BSc (Econ) Hons (London), MSc in Accounting, PhD (Curtin), CA(M), FCCA (U.K), CTP, CP (Consulting) AIMUK, PHF*

Dr Yee is a certified trainer of AML/CFT for Designated Non-Financial Businesses and Professions (Asian Banking School and Bank Negara Malaysia).

He is the Founder and Managing Partner of chartered accountants firm, YHL & Associates, and the Founder and Executive Director of YHL Consulting Group Sdn. Bhd., a tax and business consultancy company. He is the Technical Consultant of a leading cloud accounting software provider with clients in Asia. He is an approved auditor and tax agent licensed by the Ministry of Finance, with over 25 years of experience in audit, tax, accounting and consultancy services. Currently, he is an Adjunct Professor of a private University College and an Adjunct Associate Professor of a private University in Malaysia.

Dr Yee holds a BSc in Economics, majoring in Management Studies from University of London; an MSc in Accounting & Finance from University of Gloucestershire, UK; and a PhD in Accounting & Finance from Curtin University, Australia. He is a fellow member of ACCA (UK), a Chartered Accountant of MIA, member of ASEAN Chartered Professional Accountants, and associate member of CTIM. He is also a Certified Practitioner in Consulting of the Association of International Management, UK, and a Certified Consultant of the Asian Management Association (Singapore).

### WORKSHOP 1

#### AML/CFT: An Overview for Accountants and Company Secretaries (Intermediate Level)

#### OBJECTIVES

This programme seeks to help you:

- Gain an overview and awareness of the AML/CFT for DNFBS
- Understand the importance of and learn how to conduct Customer Due Diligence
- Understand requirements of the Suspicious Transaction Report for accountants and company secretaries

8.30 am –9.00 am	Participants login to join the webinar
9.00 am –11.00 am	<b>Session 1</b> <ul style="list-style-type: none"><li>• Understanding Money Laundering (ML), Terrorism Financing (TF), and Proliferation Financing (PF)<ul style="list-style-type: none"><li>&gt; What is ML, TF, and PF?</li><li>&gt; The impact of ML/TF/PF to the country and its economy</li></ul></li><li>• AML/CFT Regime in Malaysia<ul style="list-style-type: none"><li>&gt; Legal and regulatory framework</li><li>&gt; Reporting Institutions (RIs) as preventive measures</li><li>&gt; Accountants and Company Secretaries as RIs under AMLA 2001</li><li>&gt; Combative measures and Law Enforcement Agencies</li></ul></li></ul>
11.00 am –1.00 pm	<b>Session 2</b> <ul style="list-style-type: none"><li>• Customer Due Diligence (CDD)<ul style="list-style-type: none"><li>&gt; What is CDD (Know Your Customer)?</li><li>&gt; When do you need to conduct CDD</li><li>&gt; What is Beneficial Owner (BO)</li></ul></li><li>• Suspicious Transaction Report (STR)<ul style="list-style-type: none"><li>&gt; STR for Accountants and Company Secretaries</li></ul></li><li>• Q&amp;A Session</li></ul>
1.00 pm	End of Webinar

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

# Anti-Money Laundering & Counter Financing of Terrorism (AML/CFT) Masterclass



## PROGRAMME OUTLINE

### WORKSHOP 2

#### Guidance on Compliance with AML/CFT for Accountants and Company Secretaries (Advanced Level)

##### OBJECTIVES

This programme seeks to help you:

- Review the AML/CFT regime in Malaysia
- Understand and comply with the AML/CFT compliance programme
- Get guidance on Customer Due Diligence and Beneficial Ownership
- Understand what is Suspicious Transaction Report
- Understand the institutional framework and law enforcement orders
- Understand the ML/TF typologies for accountants and company secretaries

8.30 am –9.00 am	Participants login to join the webinar	1.00 pm –2.00 pm	BREAK
9.00 am –11.00 am	<p>Session 1</p> <ul style="list-style-type: none"> <li>• Overview of AML/CFT Regime in Malaysia                             <ul style="list-style-type: none"> <li>&gt; Understanding money laundering (ML), terrorism financing (TF), and proliferation financing (PF)</li> <li>&gt; International standards, frameworks, and guidelines in preventing ML/TF/PF</li> <li>&gt; AML/CFT regime in Malaysia and requirements</li> <li>&gt; Accountants and Company Secretaries as Reporting Institutions (RIs) under AMLA 2001</li> <li>&gt; AMLA reporting obligations of Accountants and Company Secretaries</li> </ul> </li> <li>• AML/CFT Compliance Programme                             <ul style="list-style-type: none"> <li>&gt; Application of differentiated approach for small-sized RIs</li> <li>&gt; Policies, procedures, and controls</li> <li>&gt; Roles and responsibilities of Board members/partners and senior management</li> <li>&gt; Compliance management arrangement at the Head Office</li> <li>&gt; Employee screening procedures</li> <li>&gt; Employee training and awareness programmes</li> <li>&gt; Independent audit functions</li> <li>&gt; Foreign branches and subsidiaries</li> </ul> </li> </ul>	2.00 pm –4.00 pm	<p>Session 3</p> <ul style="list-style-type: none"> <li>• Guidance on Beneficial Ownership (BO)                             <ul style="list-style-type: none"> <li>&gt; Understanding beneficial ownership in different type of entities</li> <li>&gt; Steps to identify the BOs</li> <li>&gt; Methods to identify BO</li> <li>&gt; Verification of BO</li> <li>&gt; Record keeping of BO</li> <li>&gt; Examples of identification of BOs</li> </ul> </li> <li>• Suspicious Transaction Report (STR)                             <ul style="list-style-type: none"> <li>&gt; STR for Accountants and Company Secretaries</li> <li>&gt; Do's and don'ts during STR submission</li> <li>&gt; STR issues</li> <li>&gt; Low vs good quality STR</li> <li>&gt; STR analysis process</li> <li>&gt; Tipping off offences under AMLA 2001</li> <li>&gt; Protection of person reporting</li> <li>&gt; Importance of STR submissions for RIs</li> </ul> </li> </ul>
11.00 am –1.00 pm	<p>Session 2</p> <ul style="list-style-type: none"> <li>• Customer Due Diligence (CDD)                             <ul style="list-style-type: none"> <li>&gt; Guidance on verification of individual customers for CDD                                     <ul style="list-style-type: none"> <li>- Objective of effective CDD</li> <li>- Customer identification and verification</li> <li>- Framework for the application of risk-based approach</li> <li>- Reliable and independent sources of documents, information, data</li> <li>- Illustrations of application of risk-based approach</li> </ul> </li> <li>&gt; Enhanced Customer Due Diligence (ECDD)                                     <ul style="list-style-type: none"> <li>&gt; Existing client: materiality and risk</li> <li>&gt; Non-face-to-face business relationship</li> <li>&gt; Reliance on third party for CDD</li> <li>&gt; Failure to satisfactorily complete CDD</li> <li>&gt; Screening processes: customer, transaction, and employee</li> </ul> </li> <li>&gt; On-going due diligence</li> </ul> </li> </ul>	4.00 pm –5.00 pm	<p>Session 4</p> <ul style="list-style-type: none"> <li>• Institutional Framework and Law Enforcement Orders                             <ul style="list-style-type: none"> <li>&gt; Law Enforcement Agencies (LEA)</li> <li>&gt; Types of orders commonly received from LEAs</li> </ul> </li> <li>• ML/TF Typologies                             <ul style="list-style-type: none"> <li>&gt; ML/TF Typologies for Accountants and Company Secretaries</li> <li>&gt; Example of emerging ML/TF trends</li> <li>&gt; Examples of red flags/triggers for suspicion for Accountants and Company Secretaries</li> </ul> </li> </ul>
		5.00 pm	End of Webinar

Participants are encouraged to attend Workshop 1 before attending this workshop.

### WORKSHOP 3

#### Risk Based Approach to Compliance with AML/CFT for Accountants and Company Secretaries (Advanced Level)

##### OBJECTIVES

This programme seeks to help you:

- Gain an overview and revisit the AML/CFT regime in Malaysia
- Get guidance on the application of risk based approach
- Apply the Institutional Risk Assessment and Customer Risk Profiling templates

8.30 am –9.00 am	Participants login to join the webinar
9.00 am –11.00 am	<p>Session 1</p> <ul style="list-style-type: none"> <li>• Overview of AML/CFT Regime in Malaysia                             <ul style="list-style-type: none"> <li>&gt; Understanding money laundering (ML), terrorism financing (TF), and proliferation financing (PF)</li> <li>&gt; International standards, frameworks, and guidelines in preventing ML/TF/PF</li> <li>&gt; AML/CFT regime in Malaysia and requirements</li> <li>&gt; Accountants and Company Secretaries as Reporting Institutions (RIs) under AMLA 2001</li> <li>&gt; AMLA reporting obligations of Accountants and Company Secretaries</li> </ul> </li> <li>• Guidance on Application of Risk Based Approach (RBA)                             <ul style="list-style-type: none"> <li>&gt; What is RBA?</li> <li>&gt; Institutional Risk Assessment (IRA)                                     <ul style="list-style-type: none"> <li>- Perform risk assessment</li> <li>- Formulate and implement institutional risk management</li> <li>- Mitigation control measures</li> </ul> </li> </ul> </li> </ul>
11.00 am –1.00 pm	<p>Session 2</p> <ul style="list-style-type: none"> <li>• Guidance on Application of Risk Based Approach (RBA)                             <ul style="list-style-type: none"> <li>&gt; Customer Risk Profiling (CRP)                                     <ul style="list-style-type: none"> <li>- Determine the risk parameters for customer profiling</li> <li>- Conduct risk profiling on customers</li> <li>- Apply customer risk management and mitigation control measures</li> </ul> </li> <li>&gt; Continuous application of RBA</li> <li>&gt; Documentation of the RBA process</li> <li>&gt; Practical session on IRA and CRP templates</li> </ul> </li> </ul>
1.00 pm	End of Webinar

Participants are encouraged to attend Workshops 1 and 2 before attending this workshop.

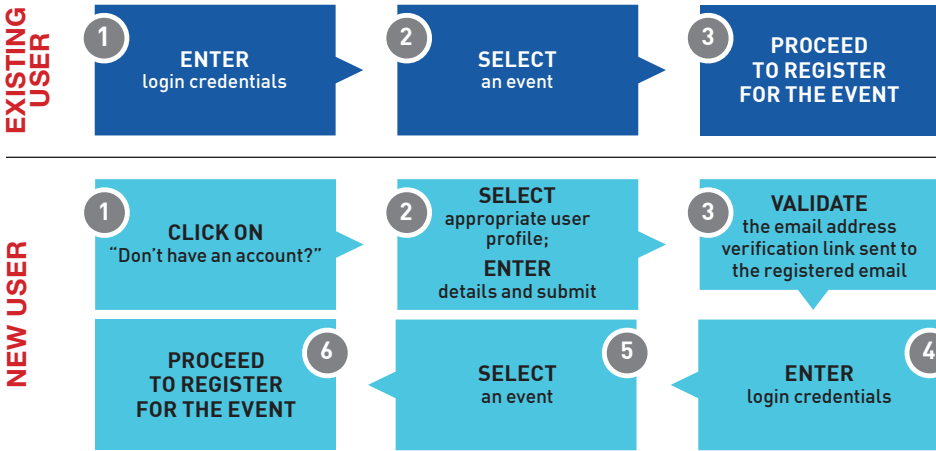
# Anti-Money Laundering & Counter Financing of Terrorism (AML/CFT) Masterclass

With immediate effect, enrolment for all CPE programmes will be

**STRICTLY VIA ONLINE REGISTRATION ONLY**

## REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: [pd.mia.org.my](http://pd.mia.org.my)
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)  
**MIA Help Desk @ 603-2722 9000**

## TERMS & CONDITIONS FOR WEBINARS

### WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
  - **Individual Registration:** Full payment shall be made at the point of online registration.
  - **Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

### WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

### PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT).**
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

### HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

### Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

### CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.

- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

### PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

### METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the webinar.
- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
  - Remain logged in at least 80% of the time allocated for the webinar,
  - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

### COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

### DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

### EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

### DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

## WEBINAR FEES

Workshop	Member/Member Firm	Non-member
1 OR 3	RM 300	RM 400
2 ONLY	RM 450	RM 600
1 & 3	RM 540	RM 720
1 & 2 OR 2 & 3	RM 675	RM 900
ALL 3	RM 890	RM 1,190

*Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.*

## WEBINAR DETAILS & REGISTRATION

### Workshop 1

**18 April 2023 (Tuesday), 9.00am – 1.00pm**  
 AML/CFT: An Overview for Accountants and Company Secretaries (Intermediate Level)

Contact : Maken  
 Tel : 03 2722 9260  
 Fax : 03 2722 9009  
 Email : [sp@mia.org.my](mailto:sp@mia.org.my)  
 Address : Malaysian Institute of Accountants  
 Dewan Akauntan  
 Unit 33-01, Level 33,  
 Tower A, The Vertical  
 Avenue 3, Bangsar South City  
 No. 8, Jalan Kerinchi  
 59200 Kuala Lumpur

### Workshop 2

**25 May 2023 (Thursday), 9.00am – 5.00pm**  
 Guidance on Compliance with AML/CFT for Accountants and Company Secretaries (Advanced Level)

Contact : Naqeeb  
 Tel : 03 2722 9293  
 Fax : 03 2722 9009  
 Email : [sp@mia.org.my](mailto:sp@mia.org.my)  
 Address : Malaysian Institute of Accountants  
 Dewan Akauntan  
 Unit 33-01, Level 33,  
 Tower A, The Vertical  
 Avenue 3, Bangsar South City  
 No. 8, Jalan Kerinchi  
 59200 Kuala Lumpur

### Workshop 3

**1 June 2023 (Thursday), 9.00am – 1.00pm**  
 Risk Based Approach to Compliance with AML/CFT for Accountants and Company Secretaries (Advanced Level)

Contact : Suhailah  
 Tel : 03 2722 9195  
 Fax : 03 2722 9009  
 Email : [sp@mia.org.my](mailto:sp@mia.org.my)  
 Address : Malaysian Institute of Accountants  
 Dewan Akauntan  
 Unit 33-01, Level 33,  
 Tower A, The Vertical  
 Avenue 3, Bangsar South City  
 No. 8, Jalan Kerinchi  
 59200 Kuala Lumpur