




Fraud and Loss Prevention Course

17th - 18th March 2010
MANCHESTER



"A thoroughly enjoyable & informative course – gave a clear understanding of the subject area."

"Excellent course which I fully enjoyed – thank you."

"I really enjoyed this course and will be taking a lot of knowledge back with me! I will definitely be recommending the course to colleagues. The presenters have all been very knowledgeable in their fields and shared the information in a clear manner."



Tel: 020 8332 9955
Fax: 020 8332 2585
Website: www.abfa.org.uk

Please return to:

The Administration Office
The ABFA
Boston House
The Little Green
Richmond, TW9 1QE

DETAILS

Who should attend? This two-day course is specifically designed for Client Managers, Account Managers, Audit Managers and other staff directly involved in dealing with clients with at least two years industry experience.

What will students learn? The early warning signs; Typical client management tools; Crisis management tools; Using internal and external resources; Supportive client management and crisis management; Recognising and dealing with deliberate frauds; Maximising recoveries at minimum cost and disruption.

Course Content: The course involves a mixture of presentations, case studies and panel discussions and covers:

- How to maximise recoveries
- Knowing and understanding clients and their risk profile
- Effective client management
- Learning and applying the rules of the game
- Confronting the situation
- Legal remedies and liaison with police, accountants and other external agencies

Location: The course and accommodation will be held at The Midland Hotel, Peter Street, Manchester, M60 2DS
Tel: 0161 236 3333
Full details and directions will be sent to delegates on registration. These documents can also be downloaded from the website at www.abfa.org.uk/publicdb/select_event.asp

Registration will be at 9.00am for a 9.30am start and will close at 5.00pm.

Day two will begin at 9.00am and finish at 4.30pm.

Duration: 2 days

GUEST SPEAKERS

Bernard Barrett, Bermans

Bernard is one of Britain's leading authorities on the law as it applies to the ABL industry. Bernard has led Bermans Factoring and Invoice Discounting team for over 30 years and has lectured extensively for the ABFA and its predecessors since they were set up.

Peter Sinnett, Bermans

Formerly a Barrister and now Solicitor Advocate at Bermans, Peter has a Masters from Cambridge University and lectures for the ABFA and other finance groups as well as writing articles on his areas of specialisation: Asset Based Lending and leasing; and Bermans' popular "Guide to Factoring and Discounting Law".

Cost: £475 ABFA Members
£715 ABFA Non Members
(This includes course material, accommodation on the night of the 17th, lunch, dinner and refreshments).

Maximum Number: 24

Dress Code: Smart casual

Follow-up courses: Recovery of Distressed Situations
Legal Aspects of Receivables Financing & Asset Based Lending

How to book: Please book on-line at www.abfa.org.uk/publicdb/select_event.asp or complete the enclosed booking form and return (along with your payment made payable to the ABFA.

The ABFA, Boston House,
The Little Green, Richmond,
Surrey TW9 1QE

BOOKING FORM

Fraud and Loss Prevention Course

The Midland Hotel, Peter Street, Manchester
17th - 18th March, 2010

Contact Name _____
Company _____
Address _____
Postcode _____

Telephone _____
E-mail _____

Delegate
Name _____ Job Title _____
Email _____

Delegate
Name _____ Job Title _____
Email _____

Delegate
Name _____ Job Title _____
Email _____

Delegate
Name _____ Job Title _____
Email _____

A pre-assessment questionnaire and joining instructions will be sent directly to delegates. These documents are also available on the website. Course material will be given out during the Workshop.

Bookings and Payment

VAT at the current rate is applicable for ABFA courses

	Per Person
Fee	£
Total VAT at the current rate	£
Grand total payment enclosed	£

Please make your payment payable to: **ABFA**

Cancellation policy for Day Courses

- Any changes or cancellations to bookings must be made in writing (email is acceptable).
- All cancellations must be received at the ABFA 45 days before the start of the Course to qualify for a full refund.
- Written cancellations 30 days before the start of the Course will be subject to a 50% refund.
- No refund is possible for any cancellations made after 30 days from the start of the Course.
- We are happy to welcome a substitute attendee at any time.

Consent Clause

I hereby give my explicit consent (and have obtained the explicit consent from the people I have named on this form) to the ABFA, and any data processors they may use processing the personal data provided on this form, for the purposes set out at the beginning of the form.