



## Bankers Institute of the Philippines, Inc. (BAIPHIL)

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Bankers Institute of the Philippines, Inc. (BAIPHIL) cordially invites you to the Seminar on:

# How to Spot Fake Documents and Signature Verification

## Speaker:

**Mr. Norberto N. Nabong**

Former Asst. AML Compliance Officer – Security Bank Corporation

## Course Outline:

### MORNING SESSION: HOW TO SPOT FAKE IDs AND BUSINESS DOCUMENTS

1. Introduction
2. Definition of Terms
3. Your Tools & Your Tasks; Limitations in Document Verification
4. WB/APG Phil. Detailed Assessment Report on Fictitious Documents
5. Acceptable IDs & Customer Due Diligence Procedures under BSP Circular Nos. 706 & 950
6. Security Features of IDs & How to Spot Fake IDs and Documents
7. Video Presentation: Identity Theft
8. Sample of Valid IDs and its Security Features
9. Group Learning activity: Sample Fraud Cases

### AFTERNOON SESSION: SIGNATURE VERIFICATION & FORGERY DETECTION

1. Introduction
2. Handwriting/Signature Verification & its Limitation
3. Classes, Elements and Indicators of Forgery
4. Methodologies of Forgeries and Other Falsifications
5. Video Presentation: Swindling
6. Counter Measures and Preventive Mechanisms
7. E-Signature vs. Digital Signature vs. Manual Signature
8. Group Learning Activity: Signature Verification
9. The Fraud Triangle and Profiles of a Fraudster

## Schedule:

**June 8, 2019 (Saturday); 8:30 A.M. to 5:00 P.M.**

## Venue:

**Dusit Thani Manila, Ayala Center, Makati City.**

## Registration:

Please complete the Registration Form below and send it to [training@baiphil.org](mailto:training@baiphil.org) or fax to (02)853-0889. Registration form received will serve as notice for reservation only.

### Registration Form:

Full Name : \_\_\_\_\_  
First Name
M.I
Surname

Nick Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Cellphone no.: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Sponsoring Bank/ Institution: \_\_\_\_\_

#### For Department/Group Head

**Purpose for Nomination** (please check appropriate box)

- Highly Related to nominee's job
- Has not attended any seminar for the past \_\_\_\_ years
- Has not attended seminar at all.
- Others, please specify

\_\_\_\_\_  
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**REMARKS** (on nominees specific & immediate training needs, potentials, etc.)

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Signature of Nominee:

\_\_\_\_\_  
 Signature Over Printed Name

Recommended by:

\_\_\_\_\_  
 Signature Over Printed Name

## Registration Dues:

**Php4,500.00 / participant for Member Banks**

**Php5,000.00 / participant for Non-Member Banks**

(Inclusive of AM Snack, Lunch, PM Snack, Certificate of Attendance and materials)

## Payment Options:

- Deposit thru our Bank Account:

Account Name: Bankers Institute of the Philippines, Inc.

Name of Bank : Bank of Commerce – Dela Costa/Alfaro Rd.. Br.

Acct. No. : 101-00-004876-4

Please fax or email the deposit slip and indicate the name of your bank, participants and seminar to be attended

- Bring Check Payment on the day of Seminar. (Check payable to Bankers Institute of the Philippines, Inc. or BAIIPHIL)
- Deliver check payment to BAIIPHIL Office at Unit 2103, 21<sup>st</sup> Floor, The Peak Tower, #107 L.P. Leviste Street, Salcedo Village, Makati City.

Payment should be made on or before the seminar date payable to Bankers Institute of the Philippines, Inc. (BAIPHIL). NO PAYMENT IN CASH DURING THE SEMINAR DAY.

For inquiries, please call the BAIIPHIL Secretariat at (02) 853-4457 or 519-2433.

Registration form may be reproduced, and fax at no. (02) 853-0889 or e-mail at: [training@baiphil.org](mailto:training@baiphil.org)

## Cancellation Guidelines:

**Deadline of Submission of Registration** is May 29, 2019 (Wednesday)

BAIPHIL reserves the right to cancel programs due to low turn-out of registration, illness of resource speaker, inclement weather or unforeseen events. As such, participants to the program or their HR representatives will be advised either through e-mail or by phone, at least five working days prior to the learning event otherwise same shall be billed accordingly.

BAIPHIL is responsible only for the full refund of the registration fee but not for the transportation expense of the participants who have booked their travel in advance.

Should a participant decide to cancel his/her registration, he/she may opt for a refund or transfer his/her participation in the program to another colleague by sending in writing his cancellation or transfer notice to BAIIPHIL. A 100% refund or transfer will be made if the advice is received within five working days before the seminar run.