

Sarbanes-Oxley

Professional Practitioners' Programme

SOX Certification Training 3-Days Sarbanes-Oxley Section 404 Masterclass

SOX Section 404 Documentation

SOX Section 404 Testing Controls

404 Project Lifecycle Management

17 - 19 Nov 2008

Who Should Attend

Executives and other professionals in:

- > Finance and Accounting
- > Business Process/Operations
- > Internal/External Audit
- > Information Technology/Security

who are required to have thorough understanding of how to implement Section 404 of the SOX Act with regards to documentation, controls testing and project management.



SOX Institute & GRC Institute

Founded just months after the SOX Act came into being, the Institutes have become the de facto standard providers of SOX and GRC training and certification programs around the globe. With a presence on three continents and members from five continents, the Group is one of the largest SOX and GRC communities. As members of the GRC Group of companies (visit: www.grcg.com), the Institutes and their affiliates are known in the industry for providing research, education and advice in:

- Sarbanes-Oxley (SOX) and related regulations
- Governance, Risk Mgt. and Compliance (GRC)
- IS/IT Governance, Risk, Compliance (IS/IT-GRC)

SOX Institute is recognized for its contributions to Sarbanes-Oxley related research and education at the exclusive and highly respected Master Key level at the Institute of Internal Auditors (IIA) Research Foundation, the Financial Executives International (FEI) Research Foundation and the International Association for Continuing Education and Training (IACET). It is also registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education of the National Registry of CPE Sponsors.

SOX Institute's Sarbanes-Oxley Certification Training program is one of the most comprehensive SOX training programs in the world, and is the only approved prerequisite for CSOX professional certification.

Why Train With Us?

- This is the most comprehensive SOX/GRC training and certification
- Continuously updated, improved and revised to keep current
- Benefit from our world-class real-world training methodology
- Real-world certified instructors and industry professionals
- Active, hands-on exercises to gain practical skills that you can use
- Rigorous course design based on actual projects to meet your needs
- Superior training environment and instructor-student ratio
- Outstanding value for your investment of time and money
- Opportunity to network with like-minded professionals

What Are The benefits?

- Gain practical SOX, GRC and IT-GRC skills you can use on the job
- Access to a wide range of subject-matter experts and instructors
- Increase your effectiveness on the job in days, instead of months
- Network with your colleagues and peers in various industries
- World-class course materials based on industry-standard best practices
- Actionable learning, case studies, classroom discussions and Q&A
- Complete "turnkey" comprehensive SOX and GRC training program
- Knowledgeable employees make a compliant & ethical organization
- New! Career opportunities in SOX/GRC and how to leverage them

Organised By:



FP Consultants

Course Provider:



Supported By:



For more info, visit:

www.fp-consultants.com

Day 1: SOX Section 404 Documentation

Objective: Gain practical hands-on experience with SOX Section 404 documentation of internal controls based on COSO and IT templates provided on CD.

Agenda: Using hands-on case-studies and classroom exercises, the day is spent learning best practices for COSO/IT internal control documentation including:

- Adequacy of Existing Documentation
- Entity-Level Policies and Procedures
- Activity-Level Control Procedures
- IT/Infrastructure Control Policies
- Automated Compliance Tools
- Working with Independent Auditors

Day 2: SOX Section 404 Testing Controls

Objective: This builds upon the documentation that is completed on Day One, and is again hands-on and practical covering both Entity- and Activity-Level:

- Overview of Audit/Testing Techniques
- Auditing Control Effectiveness
- Assessing Control Design Adequacy
- Activity-Level Operating Effectiveness
- Documenting Test Procedures and Results

Day 3: 404 Project Lifecycle Management

Objective: Understand the “big-picture” of SOX 404 compliance wrapping up Days 1 and 2, and including:

- Project Scoping for Entity and Activity
- Identifying Significant Accounts
- Project Lifecycle Management
- Structuring the Project Team
- Documenting Planning Decisions
- Sustaining Cost-Effective Compliance

Why get Certified?

For the employee/consultant:

- Demonstrate knowledge and expertise to employer/ client,
- Test your own knowledge and build your own confidence
- Career progression, including promotions and raises

For the employers/customers:

- Ability to assess employees'/consultants' skill levels
- Have greater confidence in your SOX/GRC hiring decisions
- Identify those who are committed to the profession

How to Get Certified?

SOX Institute offers two levels of (individual) SOX certifications which recognize your knowledge of and/or experience with SOX:

- **SOXBase-level (Certified in Sarbanes-Oxley or CSOX®)**
- **SOXPro-level (Certified SOX Professional, or CSOXP®)**

Requirements for SOXBase™:

- A minimum of 16 hours' SOX Institute's training above, and
- Current membership of SOX Institute (the GRC Group), and
- **Either:** One 'SOX 404' multiple-choice open-textbook exam proctored by a class facilitator if attending the class training.
Or: Two multiple-choice open-textbook exams proctored by a supervisor at work if taking self-study (online or textbook).

Requirements for SOXPro™:

- An active, valid and current SOXBase-level certification, and
- An average of at least 1,200 hours of SOX/related experience in the prior 3 years as verifiable by 2 professional references.

Maintaining Certifications:

- Annual membership of SOX Institute (the GRC Group) and
- Experience requirements specified above for SOXPro-level.

Offered in Singapore on

17-19 Nov 2008

9am - 5pm

21 Verifiable CPD Hrs for 3 Days

CSOX Online Exam

■ *US\$295

* US\$195 per exam re-take

** Open-Book exams are offered online anytime / anywhere

COURSE LEADER : Sanjay Anand, CCD, CFE, CSOX, Chairperson, SOX Institute



Sanjay Anand, MSc, MSC, MBA, MSF is a globally recognised expert on Corporate Governance and Regulatory Compliance with almost 20 years of deep experience in Business Process Management, Project Risk Management, Business and Technology Audits, and Enterprise Technologies. He has been personally involved in scores of business and technology audits and over a hundred workshops and training sessions in the past decade. His clients include over a hundred companies, many of them Fortune 100 and Global 2000, from over a dozen different industries, including healthcare, technology, manufacturing, distribution and utilities. Sanjay is also the author of numerous articles for such magazines as Data Quest and Information Week, and of books like "The Sarbanes-Oxley Guide for Finance and Information Technology Professionals" (John Wiley) and "Implementing J.D. Edwards: Beginner's Guide" (McGraw-Hill). He is also a Founding Member of the NASBA (National Association of State Boards of Accountancy) Centre for Public Trust and a thought leader on The Advisory Council (TAC). Sanjay is also a member of the CEO Roundtable of SOX Compliance Journal.

Yes! Please register me for

Sarbanes-Oxley Professional Certifications	Country	Date	Time	Fees (Early Bird **)		Fees (Normal)		Early Bird Deadline
				Member *	Public	Member *	Public	
<input type="checkbox"/> Day 1	Singapore	17 Nov 08	9am to 5pm	US\$995 (M)	US\$1095 (P)	US\$1095	US\$1195	09 Oct 08
<input type="checkbox"/> Day 2 & 3	Singapore	17, 18 Nov 08	9am to 5pm	US\$1595 (M)	US\$1795 (P)	US\$1795	US\$1895	09 Oct 08
<input type="checkbox"/> Day 1, 2 & 3	Singapore	17, 18, 19 Nov 08	9am to 5pm	US\$2295 (M)	US\$2495 (P)	US\$2495	US\$2595	09 Oct 08

3-Days Sarbanes-Oxley Section 404 Masterclass includes student workbooks, textbook,
 • One study-guide (~100 questions) [for the SOX 404 exam] and
 • One printed set of SOX 404 templates [plus a copy on CD]

CSOX EXAM

SOXBase-Level On-line Exam

*US\$295 (first attempt only)

* US\$195 per exam re-take
 ** Open-Book exams are offered online anytime / anywhere

* Member Rates are for ACCA & FPCI (FP Consultants Int'l) members only.
**** To enjoy the Early Bird Fees, registration form with payment has to be in before the Early Bird Deadline.**
 *** Take note after sending in your registration form, an acknowledgement email will be sent to you within 1-2 working days.
 **** Become a SOX Institute and GRC Institute (US) member (US\$145) and save US\$100 today, visit www.soxinstitute.org for more information

Company / Personal Details						
	Name of Attendee (to be shown on certificate)	Designation	Contact No	Email Address	Membership Number	Amount (\$)
1						
2						
3						
Total Amount (\$):						

Booking Contact:

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 Tel (O): (HP) (H) Facsimile: Email:

Method of Payment

Invoice Required
 Invoice to:
 Send to (address):

Mode of Payment

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 371 Beach Road, #02-08B Keypoint,
 Singapore 199597

Direct Payment (All Bank Transfer charges, if any, to be borne by customer)
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 Bank Name: UOB Bank, 200 Jalan Sultan,
 #01-06 Textile Centre, Singapore 199018
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Credit Card: Visa / Master / Diners (Credit Card Payment to include 3.75% charges inclusive of GST)
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**Limited to 25 seats ONLY!
 Book your seats NOW!**

Terms & Conditions

I have read and understood the terms and conditions below:
 Name:

Signature: Date:

- The organiser reserves the right to cancel or make any adjustments to the event.
- Enrolment is on a first-come-first-served basis.
- If you are unable to attend, a replacement is welcome.
- Strictly no cancellation & refund is allowed after confirmation, however a substitute delegate is welcome at no extra cost.
- Acknowledgement of enrolment will be sent via e-mail to each enrollee on receipt of each enrolment.
- Payments are required with registration and must be received prior to the training programme to guarantee your place.
- Walk-in participants will only be admitted on the basis of space availability at the training programme and with immediate full payment.**

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