



PRESENTS

# RISK MANAGEMENT IN DOCUMENT HANDLING

In financial sector, processing of important documents is a key issues. As prevention is always better than cure , better processing of of such documents is always essential to prevent fraud in initial stage. Study shows that in most of cases, lack of efficiency in handling document invites major fraud issues in financial sectors. Also to implement Know Your Customer (KYC)rule strictly, proper documentation is major tool. This program deals with several issues to get solution with more case study those happened in Nepalese banking.

Session 1 9:30am to 11:00am	<ul style="list-style-type: none"> <li>Handling of signature card and different types of forms like Ac closed, POA, Nominees etc and risk mitigation. (case study)</li> </ul>
Tea Break (15 minutes)	
Session 2 11:15am to 12:45pm	<ul style="list-style-type: none"> <li>Handling of cheque and risk mittigation.(case study)</li> <li>Handling of cards and risk mitigation.(case study)</li> </ul>
Lunch Break (45 minutes)	
Session 3 1:30pm to 3:00pm	<ul style="list-style-type: none"> <li>Handling of loan document and risk mitigation.(case study)</li> <li>Handling of remittance document and risk mitigation. (case study)</li> <li>Handling of Fingerprint in Ac opening form, signature card, cheque, lona document etc.(case study)</li> </ul>
Tea Break (15 minutes)	
Session 2 3:15pm to 4:45pm	<ul style="list-style-type: none"> <li>Possible documents requiring Fingerprint besides bank uses.(case study)</li> <li>Possible verification of Fingerprint so that good print might be taken and also to settle normal issues.(practical)</li> <li>Few possible hints regarding online fraud with concept of Forensic science.(case study)</li> <li>Some win and loss model.</li> </ul>

### Trainer's Profile

Mr. Mukul pradhan  
Senior Scientist  
National Forensic Science Laboratory  
Ministry of science and Technology, government of Nepal.

**Head of Department:** Questioned document and Criminalistic.

**Working expertise:** Signature, Fingerprint, Currency Verification, passport, other Ids, document, tool marks, tire marks, fraud psychology etc.

**Working experience:** Working as a forensic expert for last eighteen years.

**Expert opinion:** more than three thousand cases.

**Conducting training:** for judges, law makers, lawyers, police, CDOs, bankers etc. for last twelve years.

**Training field:** Signature, fingerprint, Id and other document verification, currency verification, Overall fraud in bank with prevention policy.

Target Group : For all staffs of Operation department, Cash departments & CSD.  
Date, Time & Venue: 17th March 2018 (9:30am to 4:45pm), NBI Hall, Kathmandu

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