



# PRESENTS HANDLING OF DOCUMENTS WITH PROPER VERIFICATION



## **Program Background:**

Efficient handling of essential documents is paramount in the financial sector to preemptively address fraud risks. Studies reveal that inadequate document processing often serves as a breeding ground for fraudulent activities in the early stages. This program, centered in Nepalese banks, engages with real case studies and forensic evidence from financial institutions to devise practical solutions that enhance document processing efficiency, ultimately acting as a frontline defense against potential fraud.

Furthermore, the program underscores the pivotal role of meticulous documentation in enforcing Know Your Customer (KYC) regulations. Strict adherence to KYC rules relies on accurate and thorough documentation, making it a cornerstone in the fight against financial misconduct. By addressing these challenges head-on, the initiative aims to fortify the resilience of the financial sector in Nepal and mitigate the risks associated with fraud.

### Program Details:

**Date: & Time: 13th & 14th Dec, 2023 (7:00am- 10:00am)**

**Duration: 4 sessions/ 6hrs (1 session=1.5hrs)**

**Venue: NBI Hall, Kathmandu**

**Target Audience :CSD, operation, Remittance, cash and credit staffs**

**Level: Low /Mid/Senior/High**

**Deadline: 2 days before the program date**

# Program Contents

<i>Time</i>	<i>Details</i>
<b>Session I</b>	<ul style="list-style-type: none"><li>• Behavior analysis of fraudster for account opening and other transactions.</li></ul>
<b>Session II</b>	<ul style="list-style-type: none"><li>• Proper handling of citizenship and different issues.</li><li>• Proper handling of citizenship and different issues. (continue...)</li><li>• Security features of different IDs and certificates like driving license, Land owner certificates etc.</li><li>• Proper handling of different types of forms and other documents.</li><li>• Altered/erased document and legal provision.</li><li>• Valid ID, Xerox ID and proper handling.</li></ul>
<b>Session III</b>	<ul style="list-style-type: none"><li>• Study of operation/CSD/remittance and credit related fraud cases receiving in forensic lab</li><li>• Rule of taking Fingerprint in different types of form like card, Loan paper etc. and fingerprint verification process.</li></ul>
<b>Session IV</b>	<ul style="list-style-type: none"><li>• Major ideas about signature verification process and handling in documents.</li><li>• Dealing with phone calls/SMS/email etc. and their legal values.</li><li>• Execution of documents and verification</li></ul>

**Program delivery (Method):** Group discussion/Interaction, Role play, Case study, video and Quiz

## **Program Takeaways:**

- Enable to observe varieties of Nepalese banking fraud cases by themselves in proper way and get more confident.
- Enable to solve different issues dealing with Nepalese citizenship.
- Enable to implement Know Your Customer (KYC) rule strictly.
- Proper executions of documents.
- Few major ideas about signature and fingerprint verification and collection.

# Trainers' Profile



**Mr. Mukul Pradhan,**

Senior Scientific Officer

National Forensic Science Laboratory Ministry of Science and Technology, Government of Nepal

- **Head:** National Forensic Science Laboratory Bardibas.
- **Working experience:** Working as a forensic expert for last twenty five years.
- **Working expertise:** Signature, Fingerprint, Currency Verification, passport, other Ids, document, tool marks, tire marks, fraud psychology etc.
- **Expert opinion:** More than three thousand cases.
- **Conducted training for:** judges, lawyers, police, bankers etc. for last eighteen years.
- **Training area:** Signature, fingerprint, Id and other document verification, currency verification, fraud with prevention policy.