CYFA
CYPRUS FIDUCIARY ASSOCIATION

The Cyprus Fiduciary Association proudly presents:

Seminar 4

"A Guide to Revision and Review of AML Manual & A Day in the Life of a Compliance Officer"

Wednesday, May 15th, 2024| 09:00 - 12:20 | Online - Zoom

Featured Speakers

Dorina Mastora
Deputy Compliance Officer

#CYFAseminars2024

The Seminar will be conducted in the English Language

Participants will receive a Certificate of Attendance for up to 3CPD Unit Hours.

Sponsors

Bank of Cyprus complytek ELTC RENAISSANCE INSURANCE BROKERS MDS GROUP A.C. FLASHOPT

Seminar Aims and Objectives

CYFA is proudly presenting **Dorina Mastora** for an independent live online (3-hour) seminar titled:
"A Guide to Revision and Review of AML Manual & A Day in the Life of a Compliance Officer"

Aims, Objectives & Course Overview

The course addresses essential policies and procedures outlined in a compliance manual, the developmental steps, strategies for its ongoing maintenance, differentiating between procedures and policies conducting gap analyses, overseeing implementation, evaluating control effectiveness, and delving into a day in the life of a compliance officer. It provides insights on becoming an effective compliance officer, managing tasks efficiently, and mastering prioritization and organization skills.

The course aims to:

Part1

1. Offer a step-by-step guide to crafting an effective AML Manual tailored to organizational needs and regulatory requirements.
2. Teach participants how to measure the effectiveness of compliance policies and procedures to ensure ongoing compliance and risk mitigation.
3. Illustrate concepts through relevant case studies, allowing participants to apply theoretical knowledge to real-world scenarios.
4. Guide participants through the process of drafting an AML Manual, outlining the main topics and components essential for comprehensive coverage and regulatory compliance.
5. Inspire participants on fostering a strong compliance culture within organizations, emphasizing the importance of adherence to AML regulations and policies.

Part 2

1. Introduce participants to the role of a Compliance Officer, outlining key responsibilities and functions within the context of Anti-Money Laundering (AML) compliance.
2. Provide insights into the typical daily tasks of Compliance Officers, addressing common challenges faced in executing their duties effectively.
3. Present decision-making scenarios relevant to the role of Compliance Officers, allowing participants to analyse and apply regulatory frameworks to real-world situations.
4. Emphasize the importance of effective communication and collaboration skills for Compliance Officers to engage with stakeholders and ensure organizational compliance.

5. Equip participants with strategies for time management and prioritization, essential skills for balancing multiple responsibilities and meeting compliance deadlines.
6. Introduce participants to the Compliance Officer's toolbox, including tools, resources, and technologies utilized to streamline compliance processes and enhance efficiency.
7. Highlight professional development opportunities available for Compliance Officers to enhance their skills and stay updated with evolving regulatory requirements.
8. Conclude with a Q&A session and a short multiple-choice assessment administered by the trainer, allowing participants to reinforce their understanding of the session's key concepts.

Learning Objectives

Participants will:

1. Develop an effective AML Manual aligned with regulatory requirements.
2. Measure compliance policies' effectiveness for risk mitigation.
3. Apply theoretical knowledge through case studies.
4. Draft an AML Manual covering essential topics for compliance.
5. Foster a strong compliance culture in their organizations.
6. Understand Compliance Officers' roles and responsibilities.
7. Address common challenges faced by Compliance Officers.
8. Enhance decision-making skills in real-world scenarios.
9. Improve communication and collaboration for organizational compliance.
10. Manage time effectively and prioritize tasks.
11. Utilize tools and technologies for streamlined compliance processes.
12. Explore professional development opportunities.
13. Reinforce understanding through a Q&A session and assessment.

This course is designed for compliance officers, and other professionals involved in legal and financial fields.

The following laws/regulations/guidelines will be outlined:

1. The Prevention and Suppression of Money Laundering and Terrorist Financing Law of 2007 as amended – (the AML Law)
2. Internal Guidelines and Directives issued by the CyBAR, ICPAC and CySEC
3. EU AML Directives

4. FATF Recommendations

Programme Agenda

08:45 – 09:00	Registration	Speaker
09:00 – 10:30	Section 1 – Establishing, Revising and Reviewing Compliance Manuals • The Significance of an Effective AML Training Manual • How to foster Compliance Culture in the organization • How often are compliance policy and procedure reviews conducted? • Who is responsible for approving such policies and procedures? • A step-by-step guide to an effective AML Manual • How to measure the effectiveness of compliance policies and procedures? • Case studies • Drafting an AML Manual and what are the main topics to be included	Dorina Mastora
10:30 – 10:40	Break	
10:40 – 12:10	Section 2 – A Day in the Life of a Compliance Officer • Introduction to Compliance Officer Role, Key Responsibilities • Typical Daily Tasks - Challenges Faced • Decision-Making Scenarios • Communication and Collaboration • Time Management and Prioritization • Compliance Officer's Toolbox • Professional Development Opportunities	Dorina Mastora
12.10 – 12.20	Q & A Session	

***THE MAXIMUM NUMBER OF PARTICIPANTS FOR EACH SESSION IS 50 PERSONS.REGISTRATIONS WILL BE HANDLED ON A FIRST COME FIRST SERVED BASIS.**

For registrations, please complete and sign the registration form and submit to the Cyprus Fiduciary Association e-mail address info@cyfa.org.cy**.**

Deadline for Seminar Registration: **Monday, 13th May 2024**
Click here to review the CYFA Payment & Refund policy.

Speakers' Bio

Dorina Mastora
Compliance Officer
Elias Neocleous & Co LLC

A seasoned professional with a decade of rich experience in the international banking sector. With a proven track record in leadership and compliance, Dorina Mastora brings a wealth of expertise and a commitment to excellence.

Leadership Journey:

Over the past ten years, Dorina has held pivotal roles in esteemed international banks, as a Branch Manager and progressing to more complex responsibilities. She is known for her effective communication, team collaboration, and strategic decision-making skills, making a lasting impact in every leadership role.

Compliance Excellence:

Currently serving as the Deputy Compliance Officer at Elias Neocleous Co&LLC in Cyprus, Dorina is at the forefront of ensuring that corporate processes align seamlessly with legal requirements. She has successfully completed extensive reviews, managed UBO registration projects, and fostered a culture of ethics and compliance within the organization.

Global Banking Insight:

Dorina's international banking experience spans roles in Societe Generale Albania, National Commercial Bank Albania, and Raiffeisen Bank Albania.She has mastered KYC screenings, ensured AML law compliance, and played a pivotal role in community engagement, contributing to the positive image and growth of the organizations she has been a part of.

University Governance:

Beyond the banking sector, Dorina has also made significant contributions to the academic realm as a Board Administrator of the University "Eqrem Cabej" Gjirokaster in Albania. This experience provided her with unique insights into strategic planning, budgeting, and program development.

Main Practice Areas:

Dorina possesses expertise across Human Resources, Coaching, Company Law, Corporate Transactions, AML Law, Administration, and Writing – a holistic skill set honed through diverse experiences. Author of several compliance articles in Mondaq , Cyprus Mail and Lexology ranked from Mondaq as very popular in Cyprus in the compliance category.

Educational Journey:

Dorina is an AML License Holder of Cyprus Securities & Exchange Commission. She holds a bachelor's degree in Account and Finance, a Master's in Finance, and a Bachelor's in English Literature.

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Wednesday 15th May 2024|Live Online - Zoom

Registration Form

1. **Name of Company** **Regulatory Authority** **CYFA Member** ☐ **Non-Member** ☐

…… ……..

Postal Address **Telephone no**

…… ……

2. **Please add below the details of the participants and the town they will attend the seminar:**

S/N	Name/ Surname	Email Address

3. **Fees**

CYFA Members	€70 + VAT
ICPAC, KEBE, CyBAR, STEP Cyprus Members	€105 + VAT
Non-Members/Others	€140 + VAT

Total Fees **€ …….**

4. **Type of payment** *(all payments should be made prior to the event)*

- Cheque ☐ *Name of bank and cheque no.*: _____
- Bank transfer ☐

Bank	Account No.	Swift Code	IBAN
Bank of Cyprus	357003026375	BCYPCY2N	CY52002001950000357003026375
Hellenic Bank	240-01-579787-01	HEBACY2N	CY 7300500240000240015797870 1

Note: Please add the name of your company in the description of the transfer payment

…… ……

Name **Signature**

CYPRUS FIDUCIARY ASSOCIATION

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