



Centre for
Management
Technology®
into our 25th year

A 2-day intensive course on

Credit Management & Debt Recovery Excellence

*~ A Practical Course Designed To Help You
Understand Credit Management And The
Debt Recovery Process*

29-30 October 2008 • JW Marriott Hotel, Kuala Lumpur

COURSE HIGHLIGHTS

- Credit Policy & Management
- Debtor Analysis
- Chasing The Debt
- Understanding Legal And Practical Evasion Methods
- Pre-Commencement Checklists
- Deciphering Legal Debt Recovery Procedures
- Legal And Commercial Debt Collection Strategy
- Execution Proceedings

METHODOLOGY:

- *Lectures*
- *Group Discussion*
- *Role Play on :*
 - *Credit Applications*
 - *Credit Management*
 - *Debt Recovery*

INTRODUCTION

Getting your debtors to pay their bills can be a difficult and time-consuming activity. But it's something all businesses have to confront from time to time. This course is designed to help you understand the credit management process and tackle the issues related to late payment by laying out the options available to you. Effective Credit Management also requires one to understand and appreciate the legal due process involved in Debt Recovery. This in turns requires management to have a working knowledge and appreciation of common practical and legal delay and evasion tactics. Some of the legal and practical evasion methods will be covered in this course.

Day 1

Wednesday, 29 October 2008

9:00 CREDIT POLICY & MANAGEMENT

- Understanding Credit Management
- Essential Elements in Credit Policy

DEBTOR ANALYSIS

- Customer Characterization
- Documentation
- Common Delay Tactics

ROLE PLAY : CREDIT APPLICATIONS

~ "Packaging"

10:30 Morning Coffee

10:45 CHASING THE DEBT

- Getting the Basics Right
- Litigate or Negotiate?
 - Advantages of Restructuring vs. Litigation
- Outsourcing Debt Recovery
- The Importance of Choosing Your Lawyers
- Legal Billing

1:00 Lunch & Zohor

2:00 ROLE PLAY : CREDIT APPLICATIONS

~ "Better Terms" – Negotiations

UNDERSTANDING LEGAL AND PRACTICAL EVASION METHODS

- Legal and Practical Evasion Tactics

ROLE PLAY : CREDIT MANAGEMENT

~ "The Appointment" – Negotiations

3:30 Afternoon Tea

3:45 PRE-COMMENCEMENT CHECKLISTS

- Time-barred Debts
- Capacity to Sue
- Client Status Analysis
 - Sole Propreitorship, Partnerships, Company, Estate of Deceased Persons, Bankrupts etc.
- Feasibility and Timing of Law Suits

5:00 End of Day 1

Day 2

Thursday, 30 October 2008

9:00 **DECIPHERING LEGAL DEBT RECOVERY PROCEDURES**

- Court Procedures
- Jurisdictional Considerations
- Originating Processes in Debt Recovery

ROLE PLAY : DEBT RECOVERY
~ “Repackaging” : Negotiations

10:30 Morning Coffee

10:45 **LEGAL AND COMMERCIAL DEBT COLLECTION STRATEGY**

- Consent Judgements
- Summary Judgements

1:00 Lunch & Zohor

2:00 **EXECUTION PROCEEDINGS**

- Attachment Proceedings
- Garnishee Proceedings
- Bankruptcy / Winding Up
- Judgement Debtor Summons

ROLE PLAY : DEBT RECOVERY
~ “Making It Happen” –
Negotiations

3:30 Afternoon Tea

3:45 **QUESTION & ANSWER SESSION**

5:00 End of Course

AFTER ATTENDING THIS COURSE, YOU WILL RETURN TO YOUR JOB...

- *Learning how to **establish effective credit and collection policies.***
- *Discovering all the **debtor’s delaying tactics.***
- *Knowing how to use **appropriate strategies in chasing debt.***
- *Familiarising yourself with the **skills of negotiation.***
- *Understanding the **legal procedures involved in debt recovery.***
- *Having the knowledge of **legal and commercial debt collection strategies.***

WHO SHOULD ATTEND

This course would be of great benefit to:

- *CEO’s*
- *Directors*
- *Managers*
- *Accountants*
- *Finance and Administrative Managers & Executives*
- *Financial Controller*
- *Credit Controllers*
- *Company Secretaries*
- *Bankers*
- *Financial Planners*
- *Business Entrepreneurs*

Program topics, speakers and schedules published herein are confirmed as at printing time. Please refer to the event’s timetable page at www.cmtevents.com for the most up-to-date information.

REGISTRATION

Credit Management & Debt Recovery Excellence

Name _____
 Position _____
 Email _____
 Name _____
 Position _____
 Email _____
 Tel _____ Fax _____

Company _____
 Address _____
 City/Postcode _____ Country _____
 Approving Manager's Name _____
 Position _____
 E-mail _____

Fees: The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
Regular Fee	RM1,695	RM1,495 (MIN SAVINGS OF RM600)

* Terms and conditions apply.

Cancellations, Refunds & Transfers: A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

Cheques : Crossed & payable to
"Centre for Management Technology Sdn Bhd"

Photocopy Registration Form to Preserve Brochure Copy. October 2008

TELEGRAPHIC TRANSFER

Account Name: **Centre for Management Technology Sdn Bhd**
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 Bank: Public Bank Berhad
 Branch: Grd Floor, Menara Public Bank Jalan Ampang
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TT must include additional RM10 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.

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Update your details at www.cmtevents.com

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TO REGISTER

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 Tel: (603) 2162 7322
 Post to: Lot 7.03, 7th Floor, North Block, The Ampwalk,
 218 Jalan Ampang, 50450 Kuala Lumpur

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to you career.

COURSE TIMING

Registration: 8.30 am, Course Begins: 9.00 am,
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,
 Tea Break: 3:30 pm, Course Ends: 5.00 pm

Register online ~ www.cmtevents.com

LEARN FROM THE BEST

Mr. Kitson Foong (LL.B(Hons.) ; MCJ) has been in active legal practice for over 18 years and has provided legal representation and strategic corporate advice to both private and corporate clients in most fields of the law.

Mr. Foong, has vast experience in area of takeovers and mergers involving local and international companies. He has also actively advised financial institutions on the applicability of Federal and State laws and regulations in areas relating to contracts, fraud and land/conveyancing regulations.

Mr. Foong's continuing desire to share knowledge and experience sees him being regularly asked to lecture, train and conduct workshops in the field of advocacy, trial and professional practices. His knowledge and experience has won him much praises from participants who attended his courses.