

The Administration Office  
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Richmond, TW9 1QE

Please return to:



ABFA

**Tel:** 020 8332 9955

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**Website:** [www.abfa.org.uk](http://www.abfa.org.uk)

"Speakers made topics fun and enjoyable and I now feel that I know more about the industry."

"Overall an excellent and informative course."



## DETAILS

**Duration:** 2 days

**Date & location:** The course will be held at PFK (UK) LLP  
Farringdon Place, 20 Farringdon Road, London  
EC1M 3AP  
Tel: 020 7065 0000  
Accommodation will be held at a local hotel to be confirmed.  
Dinner will be held in a local restaurant on the night of the 24th. Full details and directions will be sent to delegates on receipt of bookings and are also available on the website.  
Registration on day one will be at 9.00am for a 9.30am start and will close at 5.00pm. Day Two will close at 4.30pm.

**Cost:** £475 Members, £715 Non-Members  
(This includes accommodation on the night of the 24th, course materials, refreshments and dinner).

**Maximum numbers:** 24 people

**Follow-up courses:** Fraud and Loss Prevention  
Recovery of Distressed Situations  
Legal Aspects of Receivables Financing and Asset Based Lending

**How to book:** Please book online at [www.abfa.org.uk/publicdb/select\\_event.asp](http://www.abfa.org.uk/publicdb/select_event.asp) or complete the enclosed booking form and return along with your payment (made payable to ABFA).



ABFA

# Introduction to Factoring & Invoice Discounting Course

24<sup>th</sup> - 25<sup>th</sup> March, 2010  
**LONDON**



## DETAILS

### GUEST SPEAKER

#### Chris Cade, HSBC Invoice Finance

Chris is Deputy Head of Corporate for HSBC in Worthing, and has 12 years experience in this industry as well as 8 years previously within the commercial bank. His roles have included Corporate Relationship Manager, as well as managing a team of Relationship Managers. Chris has a degree in Accountancy & Finance and obtained a Distinction in the ABFA Certificate course.

#### Sue Duckett, Bibby

Sue started in the factoring industry in 1995 with Kellock in Reading. She joined Bibby Financial Services in 2001 as Senior Client Manager. In 2004 she was promoted to Operations Manager in Bristol. In 2005 she returned to Slough to set up a new additional team within the office. Sue then relocated to Hastings as Head of Operations and is now the Operations Director for Sussex. Following the recent acquisition of Arbutnot Commercial Finance, the Hastings office is now one of the largest offices with Bibby Financial Services.

#### Brian Hamblin

Brian is a Partner in PKF and manages the Corporate Recovery & Insolvency department. He is a fellow of the Institute of Chartered Accountants and been an Insolvency Practitioner for the last 25 years. He has been advising distressed businesses for many years and has advised funders, including asset based lenders, in pre-lending and in on-going situations. Brian has managed a number of turnarounds as well as taking insolvency appointments in many industries. In his assignments he has uncovered a number of frauds within the sector.

#### Brian Burke

Brian is a Senior Manager in PKF's Corporate Recovery and Insolvency Team and heads up PKF's Funding Solutions. He advises businesses on their debt and funding structures and actively works with different providers of finance. He facilitates new finance packages for businesses that are growing as well as working with turnaround and distressed situations. Brian is a member of both the Institute of Credit Management and the Institute of Leadership & Management and has many years experience in industry. He was a Regional Manager at GE Commercial Finance immediately prior to joining PKF.

#### Robert Forshaw

Robert Forshaw is an Associate in the Structured and Receivables Finance team at DLA Piper UK LLP and is based in the London office. Robert has approximately 5 years' experience in a wide range of structured finance disciplines, including receivables financing and asset based lending, predominantly advising the UK clearing banks and other financial institutions. Robert's work includes financings for large UK corporates as well as structured cross-border transactions. Robert has also undertaken two post-qualification client secondments.

#### Who should attend?

This course is suitable for new and recent entrants into the industry, and is appropriate for staff employed at all levels in any discipline, with less than 12 months industry experience.

#### What will students learn?

The course will help delegates to broaden their understanding and awareness of industry activities and issues. The course will cover the invoice financing process and focus on the general operating procedures.

#### Course content:

##### Topics to be covered include:

- How the industry works:
  - Framework and brief history of the industry
  - Definitions of Factoring and Invoice Discounting
  - Jargon and terms used in the industry
- What we know about the market:
  - Who do we market to?
  - What is our market?
  - Who are our competitors?
- Legal documentation:
  - What is a Factoring agreement?
  - Definitions within and the basic structure of an agreement
  - Ancillary security
- How to look after your clients:
  - The Account Managers' role
  - Relationship Management
  - Effective communication
- Why Audit:
  - Preparing for the site visit
  - The importance of risk
  - Why communication is important?
- Other Asset Based Lending:
  - Inventory lending
  - Advances against plant, machinery and property
  - Issues to be aware of with Asset Based Lending
- How not to lose money:
  - What is Fraud?
  - How do you spot it?
  - Fraud prevention

P.T.O.

# BOOKING FORM

## Introduction to Factoring & Invoice Discounting Course

London, 24th - 25th March, 2010



Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

#### Delegate

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

#### Delegate

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

#### Delegate

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

#### Delegate

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

A pre-assessment questionnaire and joining instructions will be sent directly to delegates. These documents are also available on the website. Course material will be given out during the Workshop.

#### Bookings and Payment

VAT at the current rate is applicable for ABFA courses

Fee \_\_\_\_\_ Per Person \_\_\_\_\_

Total VAT at the current rate \_\_\_\_\_

Grand total payment enclosed \_\_\_\_\_

Please make your payment payable to: **ABFA**

#### Cancellation policy for Day Courses

- Any changes or cancellations to bookings must be made in writing (email is acceptable).
- All cancellations must be received at the ABFA 45 days before the start of the Course to qualify for a full refund.
- Written cancellations 30 days before the start of the Course will be subject to a 50% refund.
- No refund is possible for any cancellations made after 30 days from the start of the Course.
- We are happy to welcome a substitute attendee at any time.

#### Consent Clause

I hereby give my explicit consent (and have obtained the explicit consent from the people I have named on this form) to the ABFA, and any data processors they may use processing the personal data provided on this form, for the purposes set out at the beginning of the form.