



Administration and Office Efficiency

## Anti-Fraud in Official Documentation

## Course Introduction

---

Fraud touches every size company, in every industry from Main Street to Wall Street. An internal control environment that prevents all fraud has yet to be invented and, until such a system is devised, prevention and early detection remain the best ways of minimizing the cost of fraud. Many inaccurate or fraudulent trademark applications are filed, among the thousands of applications made each year. Such filings may infringe upon or block the registration of legitimate trademarks, resulting in businesses being damaged because they cannot effectively market their products and services.

### **The knowledge surrounding types of fraud**

This training course is designed to provide participants with the knowledge surrounding types of fraud, cost effective preventative controls, methods of detection, and what to do when you suspect fraud. This will also help them recognize trademark fraud, identify its elements and defenses, and learn how evidence of fraud can be used in registration and cancelation proceedings to void registration of fraudulent applications and registrations.

## Target Audience

---

- Office managers.
- Executive secretaries.
- Administrators and assistants.

## Learning Objectives

---

- Differentiate between the myth and facts surrounding fraud.
- Recognize the warning signs of asset misappropriation.
- Identify procedures to detect fraud.

- Learn how to reduce fraud risk and create fraud prevention strategies.

## Course Outline

---

### • 01 Day One

#### **Background of Fraud**

- Fraud Triangle
- Types of Fraud
- Characteristics of a Fraudster

#### **Detecting/Preventing Asset Misappropriation**

- Objectives of Asset Misappropriation
- Vulnerable Accounts
- Signs of Asset Misappropriation

#### **Detecting/Preventing Financial Fraud**

- Objectives of Financial Fraud
- Vulnerable Accounts

### • 02 Day Two

#### **Detecting/Preventing Corruption**

- Objectives of Corruption
- Vulnerable Accounts
- Signs of Corruption

#### **Best Practices When You Suspect Fraud**

- Ignore at Your Own Peril
- Consult With Independent Parties to Help Assess
- Engage Experts/Counsel
- Understand Your Insurance Coverage
- Learn From the Experience

#### **How to Reduce Fraud Risk**

- Fraud Prevention Strategies

- Corporate Governance
- Fraud Risk Assessment
- Whistle-blowing

### • 03 Day Three

#### Elements of Trademark Fraud

- Material Representation
- Falsity
- Intent to Deceive (Known or Should Have Known)
- Occurs in Registration Proceeding
- Bose and Nationwide Mortgage Cases

#### Defenses to Trademark Fraud

- Mistake
- Cure
- Technical Defect

#### Situations in Which Fraud May Be Alleged

- Mark Not Currently in Use
- Specimen Not Currently in Use
- Mark Not Used on All Goods and Services Listed
- Inaccurate Dates
- Other

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 14, 2025	April 16, 2025	3 days	3250.00 \$	UAE - Dubai
July 28, 2025	July 30, 2025	3 days	3950.00 \$	Switzerland - Zurich
Oct. 20, 2025	Oct. 22, 2025	3 days	3250.00 \$	UAE - Dubai

