



FIJI INSTITUTE OF ACCOUNTANTS SEMINAR

Business Etiquette

In today's fast paced environment the importance of business etiquette cannot be over emphasised. Business etiquette is the general set of written or unwritten rules of conduct that facilitate interaction between people in a professional setting. It is more than using the proper way to hold your dinner fork or how to greet a dignitary. Be conscious of business etiquette to set yourself apart professionally.

Understanding Confidentiality and Privacy

Accountants have long recognised a responsibility to clients not to disclose confidential information received during a professional service engagement without a client's specific consent. Confidentiality concerns the protection of both business and personal data from discovery by unauthorised entities or individuals. Privacy, a subset of confidentiality, concerns only the protection of personal data. While Accountants have always had a duty to maintain client confidentiality the global regulatory landscape on privacy protection has imposed, directly or indirectly, additional requirements on the practising Accountants.

This seminar will be of benefit to accountants and the general community who wish to be updated on the subject matters.

PRESENTERS	Joanne Stewart Head of Retail Fiji, & Pacific Oversight ANZ	Janice Nand Director Solved (Fiji) Pte Limited
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VENUE	Tower 11, Reserve Bank of Fiji, Pratt Street
DATE	Tuesday 19 February 2019
TIME	2-5PM

FEES	\$50 VIP (applicable for FIA current financial members only)
TIN NO: 60-01513-0-4	\$75 VIP (non-members)

****Participants should refer to the details below for electronic banking****

CPE	2 ½ Structured Hours
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CONTACT	Fiji Institute of Accountants Phone: 3305 807 Mobile: 9999 949 Email: fiaccounts@connect.com.fj
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ELECTRONIC BANKING	FIA's account ANZ 1322223 (BSB 010 890)
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Please include your name(s) as part of your narration & email your confirmed bank transaction for our verification and records. If you do not send your advice to us we will not be able to register you and your colleagues.

Registration will be confirmed only by payment on a first come, first served basis and will close at 3PM on Friday 15 February 2019. There will be no registrations at the venue. Limited seats are available for our first seminar for 2019.