

UNDERSTANDING LCs, B/LS AND INCOTERMS IN IMPORT/EXPORT TRADE DOCUMENTATIONS

14 & 15 June 2010

Crystal Crown Hotel, Petaling Jaya

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EXECUTIVE TRAINING

Introduction

The export and import of goods to or from foreign sources entails more varied and greater risks than those encountered in domestic trade. In the case of an export / import order, such risks can arise at anytime – from the obtaining of raw materials / finished products, to the manufacturing and storing of the finished products and finally to the delivery and payment within the agreed time.

In the United States of America about 70% of documents tendered, drawn under Letters of Credit, to the financial institutions are rejected while in the United Kingdom a sum of approximately GBP: 5.0 billion is lost annually through rejection of documents.

Thus, in view of the foregoing scenario, this 2-day programme is designed to enable you to better secure your interest as an exporter or an importer.

Learning Outcomes

1. Demonstrate understanding of the uniform practice and rules laid down by the International Chambers of Commerce in respect of Documentary Credits, Documentary Collections and the Incoterms
2. Interpret key issues in international trade transactions correctly to avoid the risks posed by improper documentation and thus enhancing their chances of receiving payment promptly
3. Use correct handling procedures and mechanics in import / export documentation in order to minimize discrepancies and save their company inconvenience, time and money through unwarranted litigation
4. Learn and avoid costly mistakes of others on documentation.
5. Rectify inaccurate concepts picked up from the market place and Bankers
6. Decide on the most appropriate contract of sales suitable for their operations thus enhancing company effectiveness and efficiency
7. Expedite transactions with the correct shipping documents
8. Determine the most appropriate payment method for each transaction to ensure speedy payment or delivery

Course Content

1. Overview of import / export trade
2. Marine transport documents
3. Incoterms
4. Documentary credit
5. Documentary collection

Program Agenda

8.30 am to 9.00 am – Registration of Attendance	1.00 pm to 2.00 pm – Lunch break
9.00 am to 10.30 am – Program	2.00 pm to 3.15 pm – Program
10.30 am to 11.00 am – Morning tea break	3.15 pm to 3.45 pm – Afternoon teak break
11.00 am to 1.00 pm – Program	3.45 pm to 5.00 pm - Program

Who should attend?

- Entrepreneurs / Business owners
- Business managers & executives
- Accountants / Accounts Executives
- Sales administration / export sales personnel
- Shipping personnel
- Everyone who has a need to understand import/export documentations

Facilitator's Profile

M. Jeyabalan served as an officer in the Trade Finance Department, in a leading commercial bank for almost 20 years, during which period he acquired an in-depth and extensive knowledge of import/export documentation. In addition to advising many companies on the preparation of documents relating to trade finance he was also involved in training employees of the bank in the management of Letters of Credit and other such documentation. He has on several occasions been called to the High Courts in Malaysia to give evidence on matters relating to disputes on Letters of Credit transactions.

In 1993 he left the services of the bank and was actively involved in advising various trading houses in Hong Kong on trade documentation.

He is currently a freelance and advises several companies on management of Letters of Credit transactions, trade finance and other related matters, in addition to providing training.

Date, Venue & Time

14 & 15 June 2010 (Monday & Tuesday)
9.00 am to 5.00 pm

Crystal Crown Hotel, Jalan Utara, 46200 Petaling Jaya, Selangor

Course Fee

RM1050 per person, Course fee includes 2 tea breaks (morning and afternoon), a lunch, course material and certificate of attendance.

Early Bird Discount

Register and pay up at least 2 weeks before the event and enjoy an early bird fee of RM950.00. Group of 3 or more participants from the same company will enjoy a 10% discount on the applicable fee.

Group Discount

Group of 3 or more participants from the same company will enjoy a **10% discount** on the fee.

HRDF - SBL CLAIMABLE

Application is subject to HRDC approval. You may submit the application with this brochure, together with the program agenda and speakers' profile, which we will provide to you upon request once you have registered

Registration

Mike or Steven @ 03-2078 3309

Fax: 03-40427309

Email: exec.train@gmail.com



Executive Training (001821415-V)

Lot 136, 1st Floor, Wisma MPL, Jalan Raja Chulan,
50200 Kuala Lumpur, Malaysia

Understanding LCs, B/Ls and Incoterms in Import/Export Trade Documentations
14 & 15 June 2010 @ Crystal Crown Hotel, Petaling Jaya



REGISTRATION FORM

Billing Details

Organization: _____

Address: _____

Tel: _____

Fax: _____

Email: _____

Contact Person: _____

Designation: _____

Participant(s)

Name (as per NRIC) & Designation	Email & Mobile

Method of Payment

Amount: RM _____ Cheque No. _____

() By Courier / by post

() By banking transaction

Note: Admittance will only be permitted upon receipt of full payment / letter of undertaking / local order (for government department)

() HRDF – SBL claimable

Registration: Mike or Steven @ 03-2078 3309 Fax: 4042 7309

Fee is payable to EXECUTIVE TRAINING.

Bank Account no. CIMB Islamic 1430-0000092-104

Administrative Details

Admittance will only be permitted upon receipt of full payment or letter of undertaking.

Closing Date - 1 week before commencement of seminar, or when maximum capacity of seminar class is reached, whichever is earlier.

Confirmation - You will receive an invoice indicating course fee, seminar date and hotel information. Check it for accuracy.

Cancellation & Refund – Executive Training must receive a cancellation verbally or in writing 7 working days before the event. Registrants will be refunded in full. IF a cancellation notice is received less than 7 working days before the event, a RM100 administrative fee will be charged. Substitutions or transfers to another venue with one weeks notice are complimentary. In the event of cancellation by Executive Training, all fees will be refunded in full, or the participant may reschedule to the next available seminar. Should a cancellation become necessary, Executive Training will attempt to contact all registrants verbally or in writing. Confirmed registrant who failed to attend and did not cancel his registration in writing is liable for the entire fee.

Disclaimer:

Executive Training reserves the right to change the speaker, date and to cancel the programme should circumstances beyond the company control arise. Executive Training also reserves the right to make alternative arrangements without prior notice should it be necessary to do so.