

**Fadzlee Abdul Rahman**

---

**From:** Executive Training [exec.train@gmail.com]  
**Sent:** Thursday, 28 January, 2010 2:55 PM  
**To:** fadzlee@jsic.com.my  
**Subject:** Understand Import / Export Trade Documentation

28th January 2010

[Forward to a Friend](#)

## Executive Training

### Understanding L/Cs, BLs and Incoterms in Import / Export Trade Documentation

**3rd & 4th March 2010**  
**Melia Hotel, Kuala Lumpur**  
**Fee: RM 1,050.00**

#### 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

- 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
- 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
- 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
- Learn and avoid costly mistakes of others on documentation.
- Rectify inaccurate concepts picked up from the market place and Bankers
- Decide on the most appropriate contract of sales suitable for their operations thus enhancing company effectiveness and efficiency
- Expedite transactions with the correct shipping documents
- Determine the most appropriate payment method for each transaction to ensure speedy payment or delivery

#### Course Contents

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

## Who should attend?

1. Entrepreneurs / Business owners
2. Business managers & executives
3. Accountants / Accounts Executives
4. Sales administration / export sales personnel
5. Shipping personnel
6. Everyone who has a need to understand import/export documentations

## Facilitator

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.

## HRDF – SBL CLAIMABLE

## Venue, Date and Time

9.00 am – 5.00 pm

<b>3 and 4 March 2010 Wednesday &amp; Thursday</b>
<b>Melia Hotel, Jalan Imbi, 50240 Kuala Lumpur</b>

## Course Fee: RM 1,050.00

## Early Bird and Group Discount

Register and pay up at least 3 weeks before the event and enjoy a discounted fee of RM 850.00. Group of 3 or more participants from the same company will enjoy a 10% discount on the applicable fee.

## Registration

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

Email: [exec.train@gmail.com](mailto:exec.train@gmail.com)

## Executive Training

Lot 136, 1<sup>st</sup> Floor, Wisma MPL, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia