

SBL Claimable



Dun & Bradstreet (D&B) Malaysia Sdn Bhd

Decide with Confidence

D&B Public Training Program

MINIMISE FINANCIAL RISK THROUGH UNDERSTANDING INCOTERMS, LETTERS OF CREDIT (UCP600)



Date : 28th April 2010, 9:00am – 5:00pm
Venue : JW Marriott Hotel, Kuala Lumpur
Fee : RM790 per person

Who Should Attend

- Marketing Department
- Purchasing Department
- Logistics Department
- Finance & Account Department
- Risk Management Department

Understanding the international framework, trade terms and a secured payment method is important for all personnel involved in the import and export activities.

The complexities of import/export procedures, shipping terms and payment method by Letter of Credit often lead to trade risks and documentary fraud. Protect your trade terms and minimize financial risk by understanding the payment terms and documentary risks when using letter of credit.

These modules highlight:

- The international trade framework and the various risks in international trade.
- Standard trade practices in choosing the terms of sale for competitive pricing.
- Secured payment methods through Documentary Collections and Letters of Credit.
- How the international trade rules, UCP600, affect the Letter of Credit operations.
- The functions and importance of trade documents.
- Common documentary trade frauds; and
- How to integrate risk management in documentary processing in the organization.



Business
EDUCATION SERVICES

Dun & Bradstreet, a Global network and world leading provider of commercial credit. Apart from Business Education Services (BES) which provides Training and Seminar specializing in Credit Management Program, D&B offers an integrated set of business information which includes Credit Risk Management Services, Business Marketing Services, Receivables Management Services and Market Intelligent Services. Reduce your credit risks with the global information in D&B reports to make more informed decisions on your potential business transactions.

Course contents:

1. **Introduction to International Trade**
 - Perimeters of International Trade
 - Risks in International Trade Transaction Flow
 - Drivers of International Trade
 - Problems and barriers to international trade
 - Methods of settlement in international trade
 - International Trade Rules & Regulations governing Terms of Sale
2. **Common International Commercial Terms**
 - Introduction to Incoterms
 - Elements of a Sale Contract and Contract of Carriage
 - Terms of Sale - Overview of the 13 INCOTERMS
 - Defining risks and responsibilities of buyer and seller
 - Identifying costs factors in the selected INCOTERM
 - Selecting the appropriate INCOTERM
3. **Common Methods of Payment in International Trade**
 - The involvement of banks as payment agents
 - Methods of payment:
 - Outright full payment
 - Partial deposit or cash advance
 - Open account
 - Documentary Collections
 - Documentary Credit (Letter of Credit)
4. **Types of Letter of Credit (LC) and their uses for trade financing**
 - a. Revocable LC
 - b. Irrevocable LC
 - c. Transferable LC
 - d. Back-to-back LC
 - e. Revolving LC
 - f. Red Clause
 - g. Standby LC
5. **Common Trade Documents**
 - Understanding the importance of trade documents
 - Functions of trade documents
 - Bill of Lading
 - Bill of Exchange
 - Commercial Invoices
 - Insurance policies
 - How to protect your sale and secure payment with these trade documents
6. **UCP 600 - International Trade Rules Governing LC Operations**
 - UCP 600: New Framework on Rules for Documentary Credits
 - Changes that impact Importers/Exporters
 - Documentary Credits Standard for examination of document discrepant documents, waiver and notices, and other items
 - Transport Articles and Insurance Articles
 - Transferable Credits and Other Issues

TRAINER'S PROFILE



MS NANCY ONG

MBA (Strathclyde, U.K.), TESOL (Australia), AIBM.

Nancy Ong has more than twenty years experience in banking and training. She has held management positions in both foreign and local banks in Malaysia. During her working career, she has been involved in various aspects of the financial services. She has worked closely with her customers in advising them of their business and financial needs and her ability to relate her experience with the business environment is her greatest asset in her current training programs.

Since 2004, she has been developing and training staff of corporate organizations and manufacturing companies in the fields of trade financing and business communication. She brings her expert knowledge and experience in these areas to her clients to bridge the gap in the industry understanding of such financial products and the financial risk in using them. Through her programs, she aims to show companies how to minimize financial risk as well as how to increase organizational effectiveness in using the right communication to say it right the first time.

Her training philosophy is founded on a deep conviction of the worth of an individual and the potential for the individual to improve himself or herself. Through enhancing the knowledge and skill, an individual would be able to transform and improve performance in the workplace for the betterment of the organization.

Nancy's style of delivery is lively and inspiring. Using a creative and innovative approach, she instills a sense of urgency and desire for the individual to make the change and transform for better results.

A certified trainer by Pembangunan Sumber Manusia Berhad (PSMB)., she holds an MBA from the University of Strathclyde, United Kingdom. She is also a qualified teacher of English to Speakers of Other Languages (TESOL), awarded by Teach International, Australia.

REGISTRATION FORM

Kindly complete this form and fax it to (03) 7966 6801
or email it to seminar@dnb.com.my



Course Title **Minimize Financial Risk Through Understanding Incoterms & Letters of Credit (UCP600)**

Course Date **28th April 2010** Duration: 1 day

Venue **JW Marriott, Kuala Lumpur**

Company Details

Company Name _____

Office Address _____

Contact Person _____

Telephone (O) _____ (HP) _____

Email _____

Invoicing Details

Full Name _____

Designation _____

Billing Address _____
(if different from above)

Trainee Information

①

Name _____

Telephone (O) _____ (HP) _____

Email _____

Designation _____

②

Name _____

Telephone (O) _____ (HP) _____

Email _____

Designation _____

Course Fee

The investment includes lunch, refreshments and training material. Certificate of Attendance will be presented upon completion of course

Group Discounts : A group discounts of 5% for 2 or more participants registered at the same time from the same organization

Early Bird Discounts : 5% discounts entitlement for registration before 26th April 2010

Fee (per pax)	Discounted Fee	No. of Pax (s)	Total Fees (RM)
RM790			

Payment details

Invoice will be sent out upon confirmation of course. Payment required before commencement of course.

Payment Method (please select one):

- Cheque – please make payable to: Dun & Bradstreet (D&B) Malaysia Sdn Bhd

Bank: _____ Cheque No: _____

- Unit Deduction

Subscriber No: _____ No. of Units: _____

Registration Terms & Conditions

Registration forms must be completed and submitted before the commencement of the course

Substitution of participant(s) is allowed provided D&B is notified in writing with the name and designation of the new participant prior to the commencement of the programme.

Cancellation of registration by participant is subject to the followings :

Seven (7) working days and above prior to commencement, 10% of course fee will be charged as administration fee.

Less than seven (7) working days prior to the commencement, 50% of course fee will be charged.

Within (1) day or no notification is received by the commencement date, the full course fee will be charged.

Non-Attendance

If participant fails to attend a programme, a full course fee will be charged

Change of programme date, training facilitator or venue

D&B reserves the right to make alternative arrangements to the above without prior notice to participants. However, every effort will be made to inform the participant of the changes.

Additional Expenses

D&B shall not be responsible for any additional expenses incurred by any participant(s) in the course of attending the programme.

I, the undersigned, have read and understood the Registration Policy and accept the terms contained therein.

Name of Authorized person : _____

Designation : _____ Signature : _____

Company Stamp :