



Import, Export Procedures, Documentation and INCOTERMS 2010

March 27 - 28, 2017 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Mr Devindran Raju is a corporate trainer specialising in the area of Supply Chain Management. He obtained his Bachelor of Business Administration (Hons) degree from Universiti Utara Malaysia and is currently pursuing his Master of Science (Management) with the same university. He is a PSMB-Certified Trainer. He has more than 18 years of experience in Supply Chain Management. He has held various managerial positions with several multi-national corporations and his previous position was Senior Logistics Manager with Alps Group. He has vast experience in industries such as FMCG, Electric, Electronics, Automotive, Manufacturing, Forwarding and Third Party Logistics. Devin has researched and designed training programmes in the areas of Logistics, Procurement, Shipping, Warehousing, Project Management, Regulatory-Custom Act, Freight Forwarding, IPC Operations, 5S (Housekeeping), Kaizen, Customer Service and Trading Business Operations. He has the ability to relate to all levels of people, with his straight-forward approach in conducting his training programmes.

WHO SHOULD ATTEND

Logistics, Warehouse, Sales, Operations, Planning Managers / Executives / Officers / Supervisors / Team Leaders and Clerical staff.

IN-HOUSE TRAINING AVAILABLE

ADMINISTRATIVE DETAILS

Dates : **March 27 – 28, 2017**

Time : 9.00 am – 5.00 pm

Venue : **Shah Alam Convention Centre**

No. 4 Jalan Perbadanan 14/9

40000 Shah Alam, Selangor Darul Ehsan

Fees : FMM Members – RM 1,378 per participant

(Inclusive of 6% GST)

Non Members – RM1,696 per participant

(Inclusive of 6% GST)

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

OBJECTIVES

- ◆ Understand and be updated with information on the Import & Export Procedures
- ◆ Gain knowledge on documentation, license, Customs duties and facilities
- ◆ Understand the responsibilities of the seller and buyer under Incoterms
- ◆ Develop ability to evaluate current Shipping Terms practiced by own organisation
- ◆ Negotiate on international contract based on risk and cost of shipping
- ◆ Use updated knowledge to produce better Shipping and Logistics performance

CONTENTS

Module 1: International Purchasing

1.1 Definition

1.2 Motives of International Purchasing

Module 2 : Import & Export Documentation & Procedures

2.1 Import License

2.2 Handling Hazardous Materials

Module 3 : Taxation System in Malaysia

3.1 Customs Duty, GST, Excise Duty & Levy

3.2 Bonded Warehouse

Module 4: Understanding Contract

4.1 Definition

4.2 Sales Contract

Module 5: Introduction to Incoterms

5.1 Introduction to Incoterms 2010

5.2 Purpose & Scope of Incoterms

Module 6: Incoterms by Groupings

6.1 Incoterms for Any Mode

6.2 Incoterms for Sea and Inland Waterway

Module 7: Details & Terms of Incoterms

7.1 Guidance Notes

7.2 Sale on Departure and Sale on Arrival

Module 8: Transportation Management

8.1 Components of Transportation System

8.2 Transportation Modes

Module 9: Decision Making

9.1 Classification

9.2 Security Issues – clearance obligations

Module 10: Important Task

10.1 How to use Incoterms 2010

For further enquiries, please contact:

Siti Nazihah / Azrini

FMM Institute

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Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

REGISTRATION FORM

Import, Export Procedures, Documentations and INCOTERMS 2010

March 27 - 28, 2017 (Monday - Tuesday) Shah Alam Convention Centre

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Required vegetarian meal: Yes No

Dear Madam,

Please register the following participant(s) for the above programme.

(To be completed in **BLOCK LETTERS**)

1. Name _____ Designation _____ E-mail _____

Nationality _____

IC No. _____

2. Name _____ Designation _____ E-mail _____

Nationality _____

IC No. _____

3. Name _____ Designation _____ E-mail _____

Nationality _____

IC No. _____

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____