



# FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur  
Tel: 03-62867200 Fax: 03-6277 6712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

## FMM – MNSC CERTIFICATE IN SHIPPING

SBL Scheme

**FMM-MNSC Certificate in Shipping** is jointly developed by *Malaysian National Shippers Council and FMM Institute*, with an aim to enhance the professionalism in shipping as well as maintaining the standard of operation of the industry.

The course is to promote efficient handling and movement of International trade via shipping. Participants of this course will acquire comprehensive knowledge of the shipping functions, from documentation to laws and practices in banking and insurance.



### COURSE OBJECTIVES

This programme will:-

- Gain comprehensive knowledge on shipping and its operational practices for the Manufacturing and Shipping sectors to facilitate efficient shipment activities
- Provide an understanding of current laws and practices pertaining to transport in trade
- Update on documentation and operating procedures involved in shipment, payments and insurance of goods

### COURSE STRUCTURE

|                   |                     |
|-------------------|---------------------|
| Duration          | : 12 days           |
| Number of Modules | : 9                 |
| Lecture Days      | : Saturday & Sunday |

### WHO SHOULD ATTEND

Personnel from Manufacturing sector (Purchasing and Shipping Departments), Logistics, Warehousing, Cargo Handling, Freight Forwarding, Import, Export and Insurance

### AWARD OF CERTIFICATION

Participants are required to meet the 80% course attendance requirement to qualify to sit for FMM Institute's internal examination. Participants who have attended at least 80% of the programme will be awarded a Certificate of Attendance and those who pass the internal examination of this programme will be awarded the FMM-MNSC Certificate in Shipping.

### ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level
- Minimum 1 year working experience

### ADMINISTRATIVE DETAILS

Date : **August 1 – November 17, 2018**  
 Time : 9.00 am – 5.00 pm  
 Venue: **FMM Institute**  
 2<sup>nd</sup> Floor, Wisma FMM  
 No.3, Persiaran Dagang, PJU 9  
 Bandar Sri Damansara  
 52200 Kuala Lumpur

Fees: Member **RM3,604 (inclusive of GST)**  
 Non-Member **RM4,452 (inclusive of GST)**  
*(Fees do not include meals)*

*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 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to 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.*



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## FMM - MNSC CERTIFICATE IN SHIPPING

### COURSE CONTENTS

#### Module 1: Introduction and Overview

This session forms the foundation to all the aspects surrounding the topic of shipping. This session will help to expose participants to the most recent development in trade and economy and the roles of the shipping council in the country.

#### Module 2: Carriage of Goods By Sea

This module will provide knowledge on the shipping industry in general, types of shipping service, conference and general freight charges and most importantly, laws and rules relating to carriage of goods by sea.

#### Module 3: Carriage of Goods By Air

This module will explore the various aspects of carriage of goods by air, in particular the documentation, air cargo acceptance and valuation charges.

#### Module 4: Carriage of Goods By Land (Multimodalism)

This module will touch on the above issues and also the aspects of multimodalism in today's trade environment. The topics that will be covered are elements of transport of goods by road, licences, control and regulations, conventional trucker, multimodalism, organisation and responsibilities.

#### Module 5: Duties and Responsibilities of Freight Forwarders

This programme will help participants to understand the importance of freight forwarders, their roles and responsibilities so that certain criteria can be set to help in the selection of a freight forwarder.

#### Module 6: Packing and Marking

This programme will enable participants to acquire a greater understanding of the importance of packing, the special requirements and guidelines and the various types of packing for different modes of transportation.

#### Module 7: Banking for Shippers

This session will give participants the ability to assess the different methods of payment and incoterms, and the basic products offered by banks to finance importers and exporters.

#### Module 8: Laws and Practices Relating to Trade and Customs

This module will provide participants with all the necessary information on Customs legislation and procedures in order to ensure that all goods are imported/exported without violating any laws. Topics covered include the Guidelines on Customs (Prohibition of Import/Export) Orders 1988, Customs Documentation, Complete Warehousemen, Licensed Manufacturing Warehouse etc.

#### Module 9: Shippers' Cargo Insurance

This session will be beneficial to all Shippers as it covers all the elements of cargo insurance from the general principles to rights in claims. This session will enable participants to have a better understanding of the important elements of cargo insurance.



## **FMM-MNSC Certificate in Shipping**

### **Panel of Trainers**

**Mr. Devindran Raju** is a Freelance Corporate Trainer specializing in the area of Supply Chain Management. He obtained his Bachelor of Business Administration Degree (Hons.) from Universiti Utara Malaysia (UUM). He is currently pursuing his MSc. (Management) with Universiti Utara Malaysia. R. Devin is a Certified Trainer by PSMB (HRDF). R. Devin is highly motivated and knowledgeable Trainer with 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 spanning numerous clients and various industries such as FMCG, Electric, Electronics, Automotive, Manufacturing, Forwarding and 3rd Party Logistics. R. Devin has researched and designed training programs in the areas of Logistics, Procurement, Shipping, Warehousing, Project Management, Regulatory-Custom Act, Freight Forwarding and IPC Operations. Apart from this, he also excels in Management and Productivity Improvements Trainings such as 5S (Housekeeping), Kaizen, Customer Service, Trading Business Operations and Soft Skills. R. Devin is a much sought after trainer due to his frank, candid, interesting and humorous way of presenting his talk. He has the ability to relate to all levels of people, straight forward approach in conducting his seminars and presentations. He has the passion to captivate participants' engagement and aspires to be the trainer of first choice. Besides English, he is also fluent in Bahasa Malaysia which enables him to conduct trainings in Bahasa Malaysia if required.

**Puan Sharifah Mariam** holds a Bachelor of Arts (Economics) degree from University of Malaya. She has more than 20 years of experience in the banking line specialising in International Trade Finance, Loan Processing, Credit and Financial Analysis and General Banking Operations. She has undergone extensive practical training in Credit and Financial Analysis (CCP – Certified Credit Professional) and International Trade Financing at Institute Bank-Bank Malaysia (IBBM), Banque Nationale De Paris, Singapore and various in-house training programmes at the bank. Being a former Bank Manager, a regular trainer and proficient in the English Language, Puan Sharifah has good communication skills which gives her added advantage in conducting and presenting the training programmes.

**Paramesvaran A/L Muniandy** has almost 20 years of experience in the field of Operations Management in a multi-national Japanese manufacturing company. He holds a Master of Energy & Environment Management, a Masters of Business Administration, a Bachelor of Business Engineering, a Post Diploma in Marketing and a Professional Diploma in Total Quality Management. Currently, he is pursuing his PhD in Business Administration (Bulacan State University). Besides that, he is a Certified Professional Trainer (ARTDO International), an IRCA Certified Environmental Management System Auditor (SGS) and 5S Quality Environment (QE) Trainer. He specialises in the field of Operations Management, Total Quality Management System, 5S Organisation, Human Resource Management and Supply Chain Management. He also trains ISO Certification programmes on Quality (QMS ISO 9001) and Environmental Management (ISO 14001). His trainings are mostly tailor-made according to the clients' needs; realigning and reengineering the Organisation Systems and Procedures (SOP/KPI) to meet the organisational objectives effectively and efficiently. He had conducted a wide range of trainings programmes and also provided consultation services to the manufacturing and services sectors. The successful system and process improvement initiatives (5S, Kaizen, Poka Yoke, etc.) had boosted their organisations' productivity and performance at the global arena.



**REGISTRATION FORM**

**FMM-MNSC CERTIFICATE IN SHIPPING**

**Saturday & Sunday, Date : August 1 – November 17, 2018      Venue: FMM Institute, Kuala Lumpur**

(To be completed in BLOCK LETTERS)

**A. PERSONAL PARTICULARS**

Full Name (Mr/Ms) : \_\_\_\_\_ NRIC No. : \_\_\_\_\_  
 Designation: \_\_\_\_\_ Name of Company : \_\_\_\_\_  
 Permanent Address : \_\_\_\_\_  
 Correspondence Address : \_\_\_\_\_  
 (if different from permanent address)  
 Tel No. (H) : \_\_\_\_\_ (O) : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
 E-mail Address : \_\_\_\_\_ H/P No: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_ Sex : \_\_\_\_\_ Age : \_\_\_\_\_ Nationality : \_\_\_\_\_ Race : \_\_\_\_\_

**B. EDUCATIONAL BACKGROUND**

| Name of School / Institution            | Years Attended |       | Highest Qualification Obtained |
|---|----------------|-------|--------------------------------|
|   | From           | To    |                                |
| Secondary : _____                       | _____          | _____ | _____                          |
| College / University : _____            | _____          | _____ | _____                          |
| Any Special Professional Course : _____ | _____          | _____ | _____                          |

**C. SPONSORSHIP**

Company Sponsored       Self Sponsored      Please Tick (√)

**D. SUBMITTED BY** (To be filled if sponsored by company)

SBL      Please Tick (√)

Name : \_\_\_\_\_ Designation : \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_  
 FMM Membership No: \_\_\_\_\_ My Corporate Identity No : \_\_\_\_\_ GST Registration No: \_\_\_\_\_

**E. DECLARATION**

**I hereby declare that the information provided is correct and complete.**

**Payment Advice:**

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of "FMM Institute".

**Please fax or mail the registration form to :**

Nora Liza / Norsyamira      Tel : 03-62867200      Fax : 03- 62776712  
 Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur.  
 E-mail: [nora@fmm.org.my](mailto:nora@fmm.org.my) or [norsyamira@fmm.org.my](mailto:norsyamira@fmm.org.my)      Website : [www.fmm.edu.my](http://www.fmm.edu.my)