

**Letters of Credit (LC) Operations and Trade Financing**

May 23-24, 2018 | 9.00am - 5.00pm | Concorde Hotel Shah Alam

**FACILITATOR**

**Mr. Noel Vong** has more than 40 years of experience with a global banking giant. He was Manager of Trade and Finance for many years working in all aspects of the import and export transactions, financing of international trade, and implemented the technology that drives trade operations. In the last decade, he dedicated himself to training bankers in the ASEAN region in the finer aspects of documentary credits, uniform Customs and practices, and dispute resolution in international trade. He is currently a freelance trainer and on the panel of The Asian Banking School, a number of Banks, and the Malaysian Exporters Association. He has written procedure manuals for both Conventional and Islamic Trade Finance, and is a PSMB Approved Trainer.

**WHO SHOULD ATTEND**

This course is designed for SMEs and other parties to whom working knowledge of LC operations, related ICC Rules and International Trade Financing products are crucial.

**IN-HOUSE TRAINING AVAILABLE**

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**

- Be equipped with comprehensive knowledge of LC operations
- Gain work knowledge on relevant ICC Rules (UCP600, ISBP and Incoterms)
- Understand the availability of Trade Financing products and apply when necessary

**CONTENTS**

- Introduction to Trade
- Non LC Transactions
- Introduction to LCs
- Import Services
- Import Financing Facilities
- Export Services
- Export Financing Facilities
- Bank Guarantees (BGs)
- Do's and Don'ts in Trade Financing

**ADMINISTRATIVE DETAILS**Dates : **May 23 - 24, 2018**

Time : 9.00 am – 5.00 pm

Venue : **Concorde Hotel Shah Alam**8 Jalan Tengku Ampuan Zabedah C9/C  
40100 Shah Alam, Selangor Darul EhsanFees : 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.**

For further enquiries, please contact:

Siti Nazihah / Azrini  
**FMM Institute**

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

# REGISTRATION FORM

## Letters of Credit (LC) Operations and Trade Financing

May 23 - 24, 2018 (Wednesday-Thursday)

Concorde Hotel Shah Alam

### The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme:  SBL  Non Contributor

Require vegetarian meal:  Yes  No

For Muslims only:

- Ramadan Buffet after programme at Concorde Hotel Shah Alam  
 Not joining the Ramadan Buffet (entitled for RM106.00 discount from the programme fee)

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.: \_\_\_\_\_