

~ REGISTRATION FORM ~

LETTERS OF CREDIT (LC)

FEBRUARY 4, 2013 (MON) ~ FMM INSTITUTE EASTERN BRANCH ~

PSMB Scheme (Please tick (✓) at the appropriate box below.)

SBL Non-contributor Others, please specify: _____

Dear Sir / Madam,

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

(To be completed in BLOCK LETTER.)

1. Name : _____
I / C No. : _____
Designation : _____
2. Name : _____
I / C No. : _____
Designation : _____

(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 : _____
Company : _____
Address : _____

Tel No. : _____ Company's Stamp: _____
Fax No. : _____
E-mail : _____
PSMB Employer Code No.: _____
FMM Membership No.: _____

ADMINISTRATION DETAILS

Registration:

- Registration is on a first-come-first-served basis.
- Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.
- Upon sending the completed registration form, you are deemed to have read and accepted the terms and conditions.

Payment:

- All fees for public programmes include course materials, lunch, refreshments and Certificate of Attendance.
- Training fees or cheques made in favour of the "FMM Institute" should be forwarded a week before the commencement of each programme.

Cancellation:

- Must be writing with reasons.
- 10 days before the programme – No payment charged.
- 5 – 9 days before the programme – 50% payment charged.
- < 5 days before the programme – Full payment charged.
- Participants who didn't turn up will be charged full payment.
- Replacement can be accepted at no additional cost.

Disclaimer:

- The FMM Institute reserves the right to change the facilitator, date and to cancel or reschedule the programme should unavoidable circumstances arise.
- All efforts will be taken to inform companies or participants of the changes.

For further enquiries, please contact us:

Ms Wani
FMM Institute Eastern Branch
Tel: 09-5156857 / 6858 Fax: 09-5156855
E-mail: fmmeastern@fmm.org.my



FMM INSTITUTE EASTERN BRANCH (475427-W)

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FMM INSTITUTE (475427-W)
Centre for Professional Development

**LETTERS OF
CREDIT (LC)**
**FEBRUARY 4, 2013
(MON)**

**SBL Scheme
100% Reimbursement**





LETTERS OF CREDIT (LC)

INTRODUCTION

Every business entity needs financing either from internal or external sources. Even though a company is self-financing today, in the near future it may need to expand its manufacturing or sales activities due to market expansion, diversification of products, competition, globalisation, in order to meet the fast changing demand, fast changing technology and R & D. In order to achieve these objectives a company obviously needs additional resources and financing from the bank, so as to be able to withstand and sail through the cyclical nature of the economy, and also to excel in today's competitive business environment.

There are financial institutions and finance companies which are willing to finance for such purposes, provided business owners know what type and how much banking facilities are needed. The knowledge on banking facilities and the required quantum, risk and fraud occurrence in domestic as well as international trade, and the measures taken to prevent such occurrence, form an integral part of a successful business entity.

CONTENTS

Definition of Letter of Credit (LC)

LC Application Checklist

Beneficiary's Checklist

Types of LC

- Normal Irrevocable LC
- Unconfirmed LC
- Confirmed LC
- Red Clause LC
- Revolving LC
- Transferable LC
- Back-to-back LC
- Standby LC
- Assignment of Proceeds

Parties Involved in LC Transaction

Export Documents

LC Procedures

Examples of LC (Real LC if Possible)

Highlights on UCP600

INCOTERMS

International Standard Bank Practice (ISBP) for Examination of Documents Under LC

Advantages of LC

OBJECTIVES

After completion of this programme, participants will be able to:

- Understand the various types of LC.
- Understand the need for banking facilities to meet the short-term and the long-term financial requirement of a business.
- Know the operating procedures of various banking facilities for importers and exporters.
- Understand and mitigate the risk and fraud in international trade.
- Know the technique (facts and figures) of preparing loan proposal to the bank.
- Understand the computation of the quantum of net working capital requirement of a company in order to meet the short-term and long-term financial needs so as to justify to the bank.

FACILITATOR

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. She has regularly conducted and facilitated various training programmes at Federation of Malaysian Manufacturers (FMM), Johor Bahru and several training and consultant firms.

WHO SHOULD ATTEND

Financial controllers, account executives, finance executives and personnel involved in importing, manufacturing, exporting, shipping, freight forwarding, and trading concerns.

This Course Can Be Conducted As
An In-house/In-plant Course

For further enquiries, please contact us:

Ms Wani

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B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur.

Tel: 09-5156857 / 6858 Fax: 09-5156855 E-mail: fmmeastern@fmm.org.my

ADMINISTRATIVE DETAILS

Date : February 4, 2013 (Monday)

Time : 8.45 am – 5.00 pm

Venue : FMM Institute Eastern Branch, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, Kuantan, Pahang Darul Makmur.

Fees : RM 400 (FMM Members) / RM 500 (others) per participant

PSMB Scheme : SBL

Medium of Instruction : English

Closing Date : January 28, 2013

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