



# SHIPPING THE RIGHT WAY – PROCEDURES, DOCUMENTATION AND PRACTICES



📅 **October 5 & 6, 2022 (Wednesday & Thursday)**  
🕒 **8.45 am – 5.00 pm** 🖥️ **Remote Online Learning via Zoom**

This course is designed to give participants an overview and an in-depth understanding and knowledge of the functions of the various shipping documents and the import/export procedures.

Various types of documentations are involved in export & import activities. It is therefore important to understand the role of each document and its requirements in international trade. Exporter/Importer are also required to comply the documentary requirement of exporter/importer and his country. Incoterms are authoritative rules for determining how costs and risks are allocated to the parties and can significantly reduce misunderstandings among traders, thereby minimize trade disputes and litigation.

This course will provide a complete and comprehensive insight into import & export procedures inclusive with the knowledge of the latest INCOTERM 2020. The course will suit both beginners and those who have more than a basic understanding of import regulations.

## .... OBJECTIVES....

- Understand the types of shipping documents and the needs of right documents
- Understand the interpretation of shipping terms and explore various types of Incoterms 2020
- Understand and update information on the Import & Export Procedures
- Develop knowledge on documentation, License, Custom Duties and Facilities
- Understand the Custom Act 1967, CJ2 , CJ5, LMW & Free Trade Zone

## .... LEARNING OUTCOMES ....

Upon completion of the course, participants should be able to:

- Understand the International Trade from a practical point and gain knowledge on International Trade Terms.
- Understand the various documents used in International Trade and Shipping
- Understand the various steps involved in Import and Export Procedures and Documents Flow.
- Understand the responsibilities of the Seller & Buyer under Incoterms
- Understand the latest development in Malaysian Customs Procedures, Regulation and Legal Provisions.

## .... TRAINER....

**MR SHRI SHANMUGANATHAN A/L P. PANCHNATHAN**, who is a HRDF accredited corporate trainer, commenced his career in Corporate organization to non-Government organization and has since developed over 20 training programmes for the local needs. He has trained a number of prominent companies such as Boustead Heavy Industry, Sarawak Energy, Lafarge, FELCRA, Petronas and much more. He has an undergraduate degree from the Chartered Institute of Logistics Transport, U.K (CILT-UK), and a Masters Degree from International University and is currently pursuing his DBA. Prior to becoming a full-time trainer in 2004, he served as various positions in corporate companies, government subsidies link and International nonprofit organization. He started his carrier from a buyer with the corporate industry when thru the ladder of progress where his last position was a consultant with a trading house.

**MR SHRI SHAN** has over 20 years of Procurement and Purchasing, Logistics, Warehouse and Inventory, and Supply Chain Management experience, involving domestic and international activities, for a broad range of manufacturing and service businesses. He has extensive experience in training in the area of Purchasing and Supply Management, Logistics Operations, Warehouse Operations, the management of procurement functions, Supply Chain Management, global sourcing of materials and components, reducing cost of purchased materials and services, and negotiation of complex transactions and contracts. He has given presentations on numerous Supply Chain Management topics and other related topics to the International Federation Purchasing and Supply Management (IFPSM), major universities, and numerous in-house seminars for industrial & services clients in the Malaysia. He was selected to present seminars at the 'AFRO-ASIAN' Entrepreneurs' Program International Conferences and Asian World Summit's Supply Chain & Logistics Excellence and Shan was selected as IFPSM's Senior Consultant.

## .... COURSE CONTENTS....

### INTRODUCTION TO SHIPPING INDUSTRY

- Introduction to Stakeholders
  - The international shipping industry is responsible for the carriage of around 90% of world trade. Without shipping, intercontinental trade, the bulk transport of raw materials, and the import/export of affordable food and manufactured goods would simply not be possible.

### FREIGHT FORWARDING TERMINOLOGY

- The Freight Forwarding roles and responsibilities
  - It is aimed at a person wishing to enter the Freight Forwarding Industry in an administration role, a new recruit starting in the industry, a receptionist or assistant in the Forwarding industry or someone who wishes to complement or certify their existing knowledge base. Sea Freight Clearing & Forwarding

### BILL OF LADING

- Types of Bill of Lading Forms
  - The bill of lading acts as a legal safety net for the consignor, consignee and carrier within their limitation and scope. However, in the contract of affreightment, the carrier is protected more and immunized to most aspects of the shipping contractual undertakings

### INTERNATIONAL REGULATIONS

- International Freight Law
  - This international shipping class is the perfect overview of the transportation process—whether you're shipping by ocean or air. Learn the steps you need to follow to move your products affordably, securely and within budget. In our International Logistics training, you will learn to control your international shipments by directly coordinating your documents with transportation rules and procedures.

### INCOTERMS 2020

- What are Incoterms® 2020 Rules?
  - The Incoterms rules are created and published by the International Chamber of Commerce (ICC) and are revised from time to time. The most recent revision is Incoterms 2020 which comes into force on 1st January 2020.

### FREIGHT RATES

- Factors that Influence Freight Costs
  - The shipping lines obtain their revenues by charging their users-shippers and receivers by freight/cargo rates. These have usually been set to cover the lines' operating costs while respecting the highly competitive market conditions.

### DOCUMENTATION

- Types of documents involved
  - Documentation is essential to get products shipped along the import export supply chain. There are many important sales and shipping documents that must be used. It may seem confusing at first, but importers and exporters

must understand who creates each document and how they are used.

### SHIPPING CONTAINERS & LEASING

- Types of Ocean Containers and factors
  - The demand for shipping containers has increased because of all the different ways they can be used. Depending on how the container will be utilized and how long the unit is needed, both renting and purchasing a container can provide unique advantages.

### PACKAGING

- Importance, function of packing
  - Determine the type of packaging that is necessary based on the type of specimen, the classification of the specimen, the size of the specimen, the temperature at which the specimen must be maintained during shipment, the specimen components, and the mode of transportation.

### MARKING, LABELING & PLACARDING

- Importance of Marking, Labeling & Placarding
  - This course ensures that all supervisors and employees understand the importance of marking, labeling and placarding when it comes to HazMat transportation. It's essential that workers know how to mark, label and placard correctly to avoid accidents and comply with DOT regulations.

### DANGEROUS GOODS

- Types of Dangerous Goods
  - Identify, classify, pack, mark, label and document dangerous goods in accordance with the Technical Instruction. Understand the legal obligations related to the transport of dangerous goods by air

### MARINE INSURANCE

- Features of Marine Insurance Policy
  - The objectives of this course are to equip participants with an understanding on marine insurance and to provide knowledge to those who will be involved in shipping or other maritime industry practices.

### CUSTOMS CLEARANCE

- Things you need to know in customs clearance
  - To provide the participants with a general outlook of how the Customs Department is organized into various divisions and their specific functions and procedures and expose the participants as to the relevant customs import & export procedures and their documentation and not the least the declaration of quality declaration form

### SHIPPING ISSUES

- Common Problems Shipping Industries
  - Demonstrate an understanding of the basic concept of logistics and supply chain management and the issues in role of shipping and ports

### .... WHO SHOULD ATTEND....

- Buyer, Procurement / Purchasing & Materials Executives and Supervisors, Purchasing Clerks, Production Planning Executives, Store Executives, Inventory Control Executives
- Logistics, Customer Service, Administration, Finance managers / Executives / officers / Supervisors / Team Leaders Shipping clerks, and Clerical staff
- Junior and managerial staff involved sales and marketing, freight forwarding, banking, shipping, export and import documentation

### .... COURSE DETAILS....

Date **October 5 & 6, 2022 (Wednesday & Thursday)**  
Time **8.45am - 5.00pm**  
Platform **Remote Online Learning via Zoom**  
Medium of Instruction **English**  
CPD: **14 hours**  
Fees  **Members RM689.00/pax**  **Non-Members RM848.00/pax**  
*(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)*

### .... TRAINING METHODOLOGY....

This program places heavy emphasis on experimental learning and delivered through: Lecture, Role Play, Practical Exercise, Cases Studies and Video Presentation.

- ❖ *Download and install ZOOM app on your laptop/desktop before the Webinar session*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Username and Password will be provided upon confirmation of Webinar session*

### .... ADMINISTRATIVE DETAILS....

#### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

#### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

#### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on **First-Come-First served** basis.

#### PAYMENT

- **Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **SBL Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

#### CANCELLATION

- Must be in **Writing with Reasons**
- **7 days** before the course – **No payment** charged
- **3 – 6 days** before the course - **50% payment** charged
- **< 3 days** before the course – **Full payment** charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at **no additional cost**

### ~ Registration Form ~

## SHIPPING THE RIGHT WAY – PROCEDURES, DOCUMENTATION AND PRACTICES

**Closing Date:**  
**September 28, 2022**

FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation
	NRIC	HP No
		Email
2.	Name	Designation
	NRIC	HP No
		Email
3.	Name	Designation
	NRIC	HP No
		Email

*(Please attach a separate list if space is insufficient)*

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	