Inbound and Outbound Cargo movement by Air, Sea and Land is a fundamental concept that has evolved to enable the users and service providers to increase efficiency, effectiveness and responsiveness in this new era of knowledge economy.

CONTENTS

♦ Overview of Import and Export
  The Import and Export Process Flow
  Introduction to Carriage of Goods by Air and Sea

♦ Documentation
  - The Importance of Reading Airway Bills and Bill of Ladings
  - Shipping Documents (Supplier Invoice, Packing List, Shipper’s Instruction)
  - Direct and Consolidation

♦ Various Modes of Transportation (Land, Sea and Air)
  - Types of Freight Rates, Selection
  - Cargo Classification
  - Marking, Labelling and Handling
  - Cargo Acceptance
  - Transportation of Dangerous Goods

♦ International Trade Term
  - INCOTERMS
  - Choice and Freight Terms

♦ International Trade Facilities
  - Letter of Credit
  - Bank Guarantee
  - Bonded Facilities
  - Standard Trading Condition

♦ Shipper’s Liabilities
  - Roles and Responsibilities of Related Parties
  - Forwarding Agent Responsibility

♦ Customs Procedures Including Drawback
**OBJECTIVES**

At the end of the programme, participants will be able to:

- Demonstrate an understanding of the theoretical and practical principles of Import and Export in order for them to make effective decisions in carrying out the obligations of importers and exporters
- Use contemporary skills to minimise shipping hazards anticipated
- Use the knowledge or tools available as checklist to

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**WHO SHOULD ATTEND**

Those who are involved in import/export/shipping operation; freight forwarding; purchasing and supply chain activities: transporting; bill processing; trade documentation; manufacturing; sales administration; marine insurance; finance and administration.

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**FACILITATOR**

Dr Sharon Tong has been involved in the freight forwarding industry for more than 26 years. She volunteered to share with the industry in 1997 by participating in the National Occupational Skill Standard (NOSS) programme, initiated by the National Vocational Training Council, Ministry of Human Resources. She was appointed by MLVK as a Pegawai Penilai-Accreditasi Pengetahuan Terdahulu (PP-APT) in 2000. She is a member or the board of trustees with Women Institute of Management (WIM), a non-profit organisation focus in helping disadvantaged women. She holds a Bachelor of Business, RMIT University, Australia, a Masters of Business Administration from Newport University (USA) and a Doctor of Business Administration in Training and Human Resource Development (THRD) from the same university. She currently conducts training programmes on INCOTERMS and teaches in the Certificate in Shipping and the module on Carriage of Goods in the Diploma in Logistics Management programme of the FMM. She is able to combine her working experience together with the academic achievements and deliver value-added programmes.

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**ADMINISTRATIVE DETAILS**

**Dates**: September 18 - 19, 2013  
**Time**: 9.00 am – 5.00 pm  
**Venue**: Hotel Armada, Petaling Jaya  
Lot 6, Lorong Utara C  
Section 52, 46200 Petaling Jaya  
Selangor Darul Ehsan

**Fees**:
- FMM Members – RM1,200 per participant  
- Non Members – RM1,500 per participant  

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

Enjoy 5% discount for registration of two (2) and 10% discount for registration of three (3) or more participants from the same organisation and of the same billing source.

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For further enquiries, please contact:  
Pn Fatahiyah / Ms Josephine / Ms Anitha  
**FMM Institute**  
Tel: 03-62867200  
Fax: 03-62776712  
Visit us at www.fmm.edu.my

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For the full programme, please refer to the event page on the website:

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The FMM Institute reserves the right to change the course leader, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.
Dear Sir/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: ____________________________________________________________________________________

Address: ______________________________________________________________________________________

Tel No.: ___________________________ Fax No.: ___________________________ Date: __________________

FMM Membership No.: __________________ My Corporate Identity No.: ___________________________