

Incoterms are a set of international rules published by ICC. It defines responsibilities between buyer and seller for delivery of goods under sales contract. Since 1 Jan 2011, the new Incoterms 2010 was put into effect and has become application across all areas of commerce.

CONTENTS

DAY 1

UNDERSTANDING INTERNATIONAL TRADE

- *Why international trade?*
- *Understanding consumer pipeline to reduce import costs and increase export revenue*
- *Understanding international trade culture*

IMPORT/EXPORT PROCESS FLOW

- *Parties involved in the international trade pipeline*
- *Managing the process flow*
- *Interpretation of Import & Export under Customs ACT 1967*

MODE OF INTERNATIONAL TRANSPORTATION

- *Types of international transportation mode*
- *Risks in international trade logistics*

IMPORT AND EXPORT DOCUMENTATION

- *Import and export via OCEAN*
 - *Documentations – invoice, bill of lading, insurance, Form A, Form D and others*
- *Import and export via AIR*
 - *Documentations*

DAY 2

UNDERSTANDING THE INCOTERMS 2010

- *Risk and costs of Incoterms 2010*
- *The C-terms, D-terms, E-terms and F-terms*

PRINCIPLES OF MARINE INSURANCE

- *Introduction to marine insurance practise*
- *Referred risks and declined risks*
- *How to proceed with insurance claim?*

PAYMENT TERMS

- *The importance of payment selection*
- *Understanding Letter of Credit (L/C) – Transferable L/C, Back to back L/C, Revolving L/C,*
- *Red Clause L/C*
- *D/P & D/A*
- *Bills of Exchange – Capacity & authority of parties, negotiation of bills & duties of holder*
- *Collection – roles of remitting, collection & presenting banks*
- *Examination of documents and case studies*

Objectives

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

- understand the import and export procedures and documentation from a practical point;
- determine which of the trade terms will offer the greatest cost savings - INCOTERMS 2010;
- gain knowledge on various steps of import and export procedures and documents flow;
- gain understanding on proper claims procedures and obtaining through understanding on insurance claims documents;
- know the latest development in Malaysian Customs Procedures, Regulation And Legal Provisions - Import Duty & Sales Tax;
- learn the various incentives accorded by Government - CJ5, LMW & Free Zones; and
- learn more about World Trade Organisation Customs Valuation System.

Trainer

Ms Patricia Eng, Certified Professional Marketing (Asia Pacific) conferred by AMF and Supply Chain Specialist and Practitioner with more than 15 years of experience in manufacturing & 10 years experience in training. She has conducted more than 1,000 training seminars and workshops to executives and managers in various industries such as contract manufacturers, disc drives, steel, office automation, car assembly parts, transportation/haulage, software, hotels & resorts, chemical, plastic, electronic & electrical manufacturing in Malaysia, Singapore and China. Her trainings are being conducted in Bahasa Malaysia, English or Mandarin. Patricia involved in a wide spectrum of Total Supply Chain Management. Her vast experience in this area can be evidenced in her excellence skills demonstrated in sourcing, purchasing and negotiation, purchasing law & contract management warehousing and logistics. Apart from this, she is also excelling in Customer's Relationship building, Order Management, Sales Forecast Management, Production & Material Management, and Customs Management

especially in Customs Act, LMW, Sales Tax and Import & Export Management.

She also a facilitator with professional purchasing institutes in subject of Warehouse and also Customs Management portfolios. She has been conducting public & in-house training for the past 10 years supply chain subjects related to Sales & Marketing, Purchasing, Shipping, and Customs & Warehousing, Material Management, Soft Skills, Project Management, Leadership, General Management, Problem Solving, Productivity & Cost Improvement to various industries.

Who Should Attend

Import/Export Operation, Forwarding & Transportation, Finance & Administration, Shipping Agents, Operation & Logistics, Manufacturing, Sales & Marketing, Purchasing & Supply, Freight Forwarding, Transportation, Trade Documentation.

Administrative Details

Date : December 19 - 20, 2011 (Mon – Tue)

Time : 8.30 am – 4.30 pm

Venue: FMM Institute

Level 5 (South), Wisma STA,
No. 26, Jalan Datuk Abang Abdul
Rahim, 93450 Kuching, Sarawak

Fees : FMM members RM780 per participant
Others RM980 per participant
(Fees include course materials, lunch and refreshments)

Completed registration form with cheque made in favour of **FMM Institute** should be forwarded to FMM Institute before **December 12, 2011**.

Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 - 6 days and full refund for cancellation 7 days prior to the programme. However, replacement will be accepted at no additional cost. FMM Institute reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any changes.

For further enquiries, please contact :
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Training Grant of 100% from PSMB can be applied through SBL Scheme PRIOR to commencement of the programme.