MB/41/25
DECEMBER 23, 2025

FMM MALACCA BRANCH SEMINAR ON

LETTERS OF CREDIT (LC)

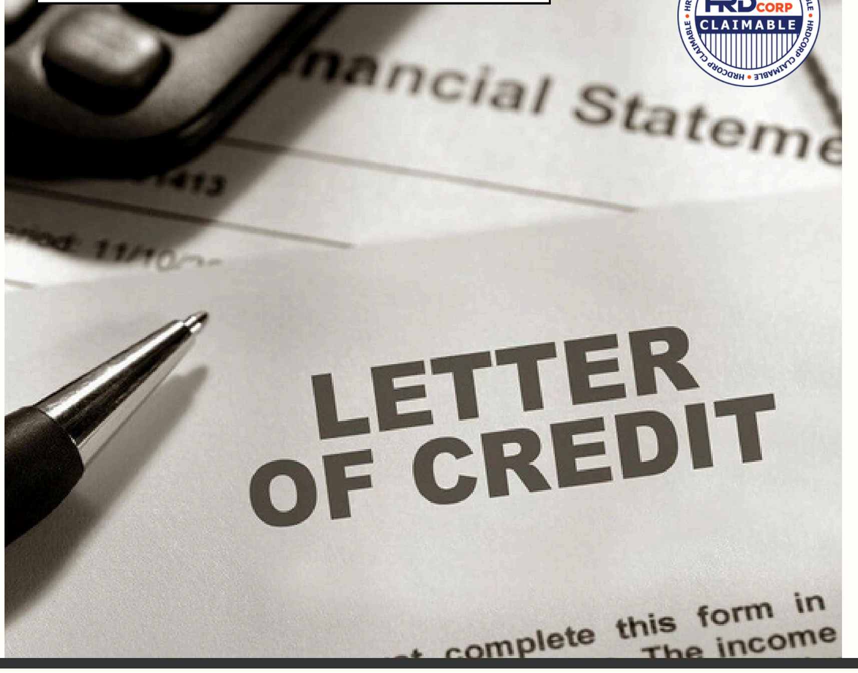
7 APRIL 2026 (TUESDAY)

8:30 AM - 5:00 PM

FMM MALACCA BRANCH

SBL-KHAS Approval No: 10001441141

HRDCORP CLAIMABLE



OBJECTIVES

- To identify the various types of LCs offered by banks.
- To know the flow of LC for importers and exporters.
- To identify discrepancies in LC and export/shipping documents.
- To know the alternatives to the discrepant documents.

WHO SHOULD ATTEND ??

- Financial Controllers
- Account Executives
- Finance Executives
- Personnel involved in importing, manufacturing, exporting, shipping, freight forwarding, and trading concerns.

PROGRAMME OUTLINE

0830 *Registration*

0900 - Module 1:
- **Definition of Letter of Credit (LC)**
- **LC by SWIFT**
- **Availability of LC:**
  - By Sight Payment
  - By Deferred Payment
  - By Acceptance
  - By Negotiation
- **Parties Involved in LC Transaction:**
  - How These Parties Are Interrelated in a Single Transaction.
  - Functions of Various Banks Involved in The LC Transaction.

1000 *Morning Teabreak*

1015 - Module 2:
- **Normal Irrevocable Letter of Credit (LC)**
  - Explain What is LC Using a Sample of LC.
  - How To Read and Understand The LC Received or LC To Be Issued.
  - Explain The Journey of LC Through Banks, From The Time Application is Made By The Importer Until Shipment of Goods By Exporter and Get Paid.
- **Unconfirmed LC**
  - Why is LC Not Confirmed?
  - What is The Effect On The Trade?
- **Confirmed LC**
  - Why is LC Confirmed? Who Confirm?
  - What is The Effect On The Trade?

1130 - Module 2 (continued):
- **Transferable LC**
  - What is Transferable LC?
  - What Type of Trade Transaction Uses The Transferable LC?
  - Diagram and Examples On Trade Transaction Using Transferable LC.
  - Why There is Only One LC in Transferable LC Transaction?
  - Participants Are Instructed To Complete The Diagram Using Examples, To Ensure They Understand The Concept.

(Continued)
- **Back-to-Back LC**
  - What is Back-to-Back LC?
  - What Type of Trade Transaction Uses The Back-to-Back LC?
  - Diagram and Examples on Trade Transaction Using Back-to-Back LC.
  - Why There Are Two LCs in Back-to-Back LC Transaction?
  - Switch Bill of Lading in a Back-to-Back LC.
  - Participants Are Instructed To Complete The Diagram, To Ensure They Understand The Concept.

1300 *Lunch*

1400 - Module 3:
- **Shipping Guarantee**
  - Indemnity By Bank in The Absence of Bill of Lading.

- Module 4:
- **Discrepancies:**
  - List of Discrepancies
  - Examples of Discrepancies in LC and Documents
  - Preventing Discrepancies

1530 *Afternoon Teabreak*

1545 - Decision to honour or dishonour presentation of documents/ negotiable credit.
- Exporters' alternatives/ measures to be taken on discrepancies.

- Module 5:
- **Sanction Clause in LC**
  - Presence of Sanction Clause in LC and Its Legal Effect.

1700 End of Programme

PARTICIPATION FEE :

MEMBERS: RM 756.00 (per pax)

NON-MEMBERS: RM 864.00 (per pax)

(Fee includes 8% SST, Course Materials and Certificate of Attendance)

SPEAKER PROFILE

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 inhouse training programmes at the bank.

FOR SBL-KHAS SCHEME

Attendance of 100% is a MUST. In any case, Employers will be billed in full. SBL-KHAS Grant Approval MUST be forwarded to FMM Malacca Branch at least **3 DAYS BEFORE** the seminar.

REGISTRATION AND REFUND POLICY

Attendance is by prior registration only. Completed Registration forms must be returned to FMM Malacca Branch by **31 MARCH 2026.**

CANCELLATION

Must be in writing with reasons. For cancellation 7 working days - no charges. 3 - 6 working days - 50% payment . Less than 3 working days - Full payment and for 'No Show' - Participants will be biilled accordingly. **Replacements** are accepted at no additional cost.

FMM Malacca Branch reserves the right to **change the facilitators, topics, cancel or reshedule the programme** and all efforts will be taken to inform participants of any changes.

PAYMENT

Can be made via e-Payment (EFT) or Cheque in favour of '**FEDERATION OF MALAYSIAN MANUFACTURING**' (Formerly known as Federation of Malaysian Manufacturers) & crossed 'Account Payee Only' should be forwarded to FMM Malacca Branch.

For REGISTRATION or ANY ENQUIRIES, please contact:
Siti Aina Najiha (email:siti_aina@fmm.org.my) / Justina Kow (email: justina@fmm.org.my)

SBL-KHAS Approval No: 10001441141

REGISTRATION FORM

FMM MALACCA SEMINAR ON "LETTERS ON CREDIT (LC)"

APRIL 7, 2026 (TUESDAY) | **8.30AM - 5.00PM** | **FMM MALACCA BRANCH**

Attn: FMM Malacca Branch

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

No	Name	Designation	NRIC Number	Email	H/P No.
1.					
2.					
3.					

(Please attach a separate list if space is insufficient)

PLEASE TICK :

☐ I require **Vegetarian Meals.**

☐ We will **be claiming under the SBL-Khas Scheme** (**MyCOID: 007907X_MELAKA**) but **Full Payment** would be made to **Federation of Malaysian Manufacturing** in the event that there are no disbursement from HRD CORP under any circumstances.

☐ We **WILL NOT BE CLAIMING under the SBL-KHAS Scheme. We Will be PAYING the Full Course Fees as Invoiced.**

SUBMITTED BY:

Name : ______________________ Designation : ______________________

Company : ______________________ FMM Membership No. : ______________________

Address : ______________________

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Email : ______________________ Tel: ______________________ Fax: ______________________