

**COURSE OUTLINE**

1. Overview of Methods of Payment and Trade Facilities in international Trade.
2. Trade Documents commonly used in International Trade - Bills of Exchange, Bills of Lading, Invoices, packing List, Insurance, Cert of origin etc.
3. Trade terms commonly used in International Trade - FOB, CFR, CIF, FCA, CIP, CPT, EXW, FAS, DDP, DDU, DAF, DES, DEQ.
4. Step by Step detailed flowcharts and Samples on how various types of Letter of Credit works
5. Cost Saving Areas in LC transactions which your bankers will never tell you.
6. Why payments are often delayed in LC transactions and how to overcome this.
7. Date of Issue, Shipment, Presentation; Date and Place of Expiry.
8. Role and Liability of Banks and Rights of Recourse
9. Practical pointers when applying for a Letter of Credit (Importer)
10. How to prepare and check documents to avoid discrepancies.
11. Discussion on Discrepancies - Why; How To Resolve.
12. Practical pointers for Exporters when presenting documents under a Letter of Credit.
13. Common LC Discrepancies checklist
14. Detailed checklists for Exporters and Importers
15. Concept of Confirmed LC and "Silent Confirmation LC"
16. Advantage & Risks of using "LC - TT/SWIFT Reimbursement Allowed" to both exporter & Importers
17. Application of UCP 600 in Letter of Credit.
18. Back to Back LC and Transferable LC.
19. Practical exercises/case studies

**FOR WHOM**

Staff involved in Customer Service, Order processing. Finance and Accounting staff in charge of A/Cs Receivables, Shipping & Logistics staff, Credit Analysts and Credit control staff. Sales & Marketing Staff involved in Sales Contract negotiations, freight forwarders and shipping company staff, any Company intending to export regionally and globally.

**ABOUT THE TRAINER – MR VICTOR TAN, MBA (Strathclyde), ACIB, MInstAM**

Victor has been in the Banking Industry for the last 15 years covering the operational areas of International Trade Finance including Remittances, Imports, Exports and Guarantee departments He has worked with various International Banks since 1977, starting with Standard Chartered Bank, Amsterdam-Rotterdam Bank, Bangkok Bank, Royal Trust Merchant Bank and lastly Barclays Bank, where he was the Deputy Head, Trade Finance, on leaving the banking industry in 1992

He is now an Independent Training Consultant and conducts Company In-house training for corporate clients as well as Public Seminars both locally and overseas regularly

He is a Life Associate Member of The Chartered Institute of Bankers, London and he holds a Master of Business Administration Degree from University of Strathclyde (UK)

# Letters of Credit INTERNATIONAL TRADE FINANCE by Victor Tan



Decide with Confidence

**Date:** 11<sup>th</sup> & 12<sup>th</sup> January 2010, 9am – 5pm  
**Venue:** Amara Hotel Singapore

**Fee:** [ ] S\$640 for D&B Subscriber [ ] S\$720 for Non-subscriber  
(Includes materials, refreshments and lunch)

- Approved for SDF Funding (eligibility criteria apply) - Applicable only for Cheque/GIRO payments
- Up to S\$4 per training hour SDF funding for SMEs (eligibility criteria apply)
- Up to S\$2 per training hour SDF funding (eligibility criteria apply)

**EARLY BIRD – Fax in your registration before 11<sup>th</sup> December to receive a 10% off regular fee  
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee**

**Fax the completed registration form to 6778 3853**

## Participant(s) Information

**Name 1:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 2:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 3:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Company's Information

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **(Postal Code)** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Liaison Officer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Payment Information

[ ] D&B subscription units (Account no: \_\_\_\_\_)  
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## Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges. No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made payment towards the event and such registrants shall have no claims against the company
4. D&B reserves the right to change venue due to unforeseen circumstances.