

# Import and Export Documentation and Procedures



Decide with Confidence

When it comes to import and export, documentation is the KEY. Understand the effectiveness of such procedures to deal successfully with banks, freight forwarders, customs brokers and foreign customers. And find out how to use the necessary documents to obtain the greatest cost benefit for your company and timely execution of your order.

**On completion of the 2 days course, participants will be able to:**

- ✓ Gain confidence in dealing with difficult export/import situations
- ✓ Reduce export/import transaction costs by targeting and eliminating common problems
- ✓ Wealth of explanations and helpful suggestions is virtually guaranteed to save your company time and money in the competitive international trade

## Who Should Attend

Manufacturer importing raw materials or exporting products, distributors and agents, trading companies, bankers and attorneys, freight forwarders, customs brokers, transportation executives and employees, and many others working in this important segment of the business world. Virtually every piece of information you need is right in this workshop

## Course Contents

- Import and Export Procedure
  - Shipping Note
  - Certificate of Shipment
  - Letter of Indemnity
- Trade terms
  - Applicable trade terms in different modes of Transportation
- Cost factors of Import-Export Goods
- Commercial documents: international trade
  - Proforma Invoice or Sales confirmation
  - Commercial Invoice
  - Consular Invoice
  - Packing List
  - Certificate of Origin
  - Health Certificate
  - Pre-shipment Inspection Certificates
  - Quality Certificate
  - Weight Certificate
  - Shipping Advice
  - Dangerous Cargo Declaration
  - Other export documents
  - ATA Carnet Form
- Shipping commercial documents
  - Overview of Bill of Lading
  - Ocean Bill of Lading
  - Combined Transport or Port to Port Bill of Lading
  - Container Bill of Lading
  - Through Bill of lading
  - Clean Bill of lading
  - Sea Waybill
  - Short form Bill of lading
- Chartering:
  - Terms used in Charter Shipping
  - Owners' and Charterers' Bills of Lading
- Air freight: commercial
  - Benefits of Air Freight
  - Difference between Air Waybill and House Air Waybill
  - What is a master Air Waybill?
  - Shipper's Letter of Instruction
- Insurance: marine and cargo
  - Insurance Policy and Cover Note
  - Insurance Policy versus Insurance Certificate
  - Institute Cargo Clauses (A) (B) (C)
  - Amount of insurance coverage
  - Export Credit Risk Insurance
- Methods and Tools in Importing and Exporting
  - Payment in Advance
  - Open A/C
  - Documents for collection
  - How to prepare documents under an Export L/C
- Difference between Portnet and Tradenet

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## About The Trainer – Mrs. Olivia Chan

OLIVIA CHAN, Fellow of the Chartered Institute of Bankers and a MBA graduate in Finance from University of Leeds, is a seasoned documentary credit specialist of over 30 years. She joined Natwest Group in 1977 and was with this Group for about 20 years and her last position was Manager of its Trade Finance Unit. She is a Certified Documentary Credit Specialist, a qualification jointly issued by the Chartered Institute of Bankers (UK) and the International Financial Services Association (USA) and endorsed by the International Chamber of Commerce based in Paris, France. Olivia also served as a Treasury Manager with a Singapore based top research and development organisation from 1997 to 2002.

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**Date:** 2 – 3 February 2012, 9am – 5pm  
**Venue:** TBA

**Fee:** [ ] S\$880 (before GST) for D&B Subscriber [ ] S\$990 (before GST) for Non-subscriber  
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 2 Jan 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: \_\_\_\_\_)  
[ ] \* Cheque. *Please made payable to: Dun & Bradstreet (Singapore) Pte Ltd*  
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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 7 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
4. 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 cheque/credit payment towards the event and such registrants shall have no claims against the company.
5. D&B reserves the right to change venue due to unforeseen circumstances.