

Letters of Credit

INTERNATIONAL TRADE FINANCE



Decide with Confidence

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

About the Trainer – Mr. Victor Tan

Mr Victor Tan is a qualified Life Associate Member of The Chartered Institute of Bankers, London and has 15 years of banking experience covering the areas of International Trade Finance, Remittances, Guarantees, Import and Export 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 Deputy Head, Trade Finance, on leaving the Banking industry in 1992.

Since 1992 until now he has been an Independent Training Consultant and conducts regular Company In-house training for Corporate clients and Public Seminars, as well as he undertakes regular training assignments regionally, in Jakarta, Kuala Lumpur, Manila and Bangkok. He also holds a Master of Business Administration degree from University of Strathclyde, UK.

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.

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Date: 16 – 17 January 2012, 9am – 5pm
Venue: TBA
Fee: [] S\$960 (before GST) for D&B Subscriber [] S\$1080 (before GST) for Non-subscriber

(Includes materials, refreshments and lunch)

EARLY BIRD – Fax in your registration before 16 Dec 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**
[] * VISA [] Mastercard [] Amex
Card no: _____ **Expiry date:** _____
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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.