

# 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.

# Letters of Credit INTERNATIONAL TRADE FINANCE



Decide with Confidence

**Date:** 22 & 23 October 2009, 9am – 5pm  
**Venue:** Training Choice, Fortune Centre  
**Fee:** [ ] S\$620 for D&B Subscriber [ ] S\$700 for Non-subscriber  
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 21 September 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:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ *(\*GST applies for cheque & credit card payment)*

## Cancellation Policies

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