



## Course Fee

**PORAM members** RM1,200/USD320 per person  
**non-PORAM members** RM1,500/USD400 per person

**Fees are inclusive of 6% GST.**

Fee includes meals, refreshment, lecture notes and other course materials, if any.



This course is HRDF claimable.

**Registration closes on 30th November 2017.** Payment is required with registration to guarantee your seat. No refund will be entertained although participants can be substituted at any time.

## Certificate Of Attendance

The attendance register will be displayed at the registration desk. The Certificate of Attendance will be handed at the end of the course.

## Information

For further information, please contact:  
**The Palm Oil Refiners Association of Malaysia**  
 801C / 802A, Block B  
 Kelana Business Centre  
 97, Jalan SS7/2  
 47301 Kelana Jaya, Selangor Darul Ehsan  
 Tel: 03-7492 0006  
 Fax: 03-7492 0128  
 E-mail: [Susila@poram.org.my](mailto:Susila@poram.org.my)  
[saiful@poram.org.my](mailto:saiful@poram.org.my)  
 Enquiry: En. Saiful

## Disclaimer

The organizer reserves the right to make changes to the venue, date and speaker including the cancellation of the course if warranted by circumstances beyond its control.

## Course Brief

This course is designed to help participants to choose efficiently the right procedural rules for import/export of palm oil products.

Participants will learn both Seller's and Buyer's responsibilities in the shipping of palm oil products.

It will also help participants learn how to avoid misunderstanding by clarifying the new Rules on palm oil import and export as well as Incoterms 2010.

This course is also designed to equip participants with the necessary knowledge on Letter of Credit (LC) operations and Trade Documentation.

With the better understanding of the above, participants will be guided on the availability of trade financing products and how to apply it to their business portfolio as and when it is necessary.

It is envisaged that at the end of the course participants will have an in depth knowledge in managing the challenges of Palm Oil Trade.



For further enquiries, kindly contact:  
**The Palm Oil Refiners Association of Malaysia**  
 801C/802A, Block B, Executive Suites  
 Kelana Business Centre  
 97 Jalan SS7/2, 47301 Kelana Jaya  
 Selangor Darul Ehsan, Malaysia  
 Tel: +603-7492 0006 (4 Lines) Fax: +603-7492 0128  
 Email: [poram@poram.org.my](mailto:poram@poram.org.my)  
 Website: [www.poram.org.my](http://www.poram.org.my)



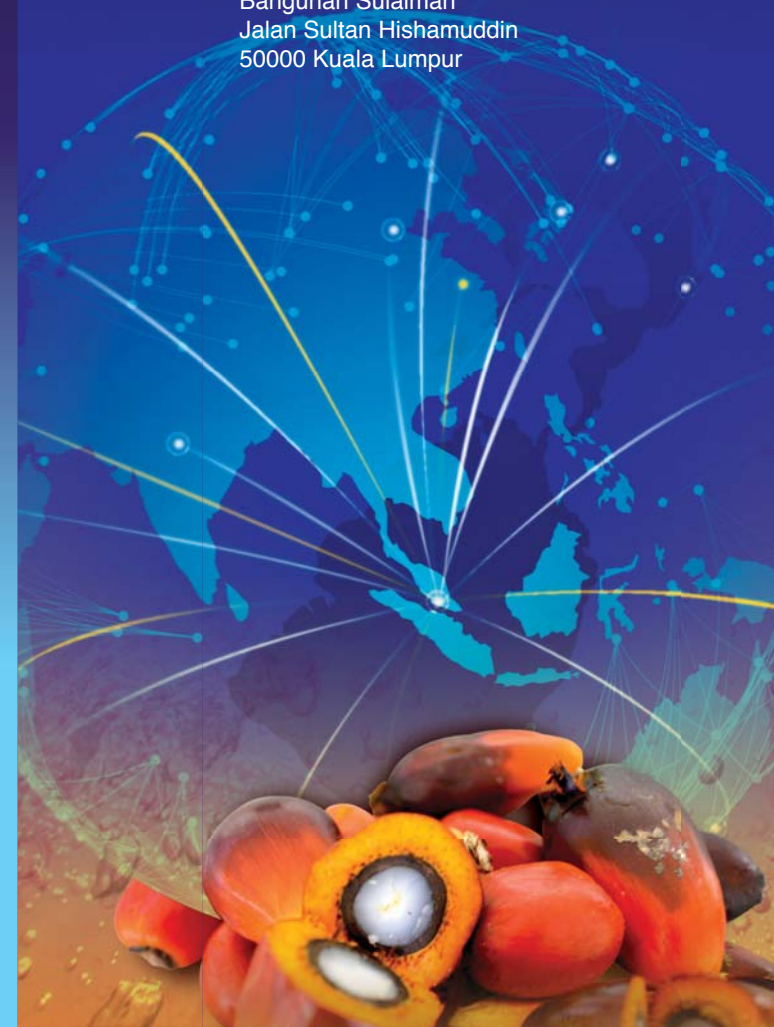
Organized by  
**The Palm Oil Refiners Association of Malaysia**  
 in collaboration with FMM Institute

# Import / Export Procedures and Trade Documentation Course

**12th & 13th December 2017**  
 Tuesday & Wednesday

**Kuala Lumpur Regional Centre  
 for Arbitration (KLRC)**

Bangunan Sulaiman  
 Jalan Sultan Hishamuddin  
 50000 Kuala Lumpur





- 0850 Welcoming Remarks by PORAM
- 0900 **Incoterms 2010:** • Overview • The Revision Process  
• Useful Definitions • Role in Sale / Purchase Contracts  
• Terms of Sale / Terms of Payment
- 0940 Q&A
- 0950 **Buyer & Seller 1:** • Obligations & Responsibility on Routing Cargo • Insurance • Transfer of Risks  
• Delivery • Division of Costs
- 1030 Q&A
- 1040 *Morning Break / Refreshment*
- 1050 **Customs Formalities:** • Containerization & Point-to-Point Deliveries
- 1130 Q&A
- 1140 **How to Avoid Costly Disputes & Misunderstanding**
- 1215 Q&A
- 1225 *Lunch*
- 1400 **Shipping:** • Removal of the Terms DDU, DES, DEQ & DAF • Addition to the Terms Delivered at Place (DAP)  
• Addition to the Terms Delivered at Terminal (DAT)  
• Differentiation Between the Omni Modal & Those Intended Only For Marine Use • Selection of Appropriate Rules Relative to the Mode of Transit
- 1440 Q&A
- 1450 **How to Use Incoterms 2010:** • Proper Use of Incoterms 2010 • Incoterms & Freight Responsibility  
• Passage of Title • Incoterms-by-Incoterm Analysis - Rules for Any Mode of Transport
- 1530 Q&A
- 1540 **Insurance & Security:** • Marine Insurance • Using Electronic Procedures & Security
- 1615 Q&A
- 1625 *Tea Break / Refreshment*
- 1635 **Rules for Sea & Inland Waterway Transport:**  
• FAS / FOB / CFR / CIF
- 1710 Q&A
- 1725 **Buyer & Seller 2:** • Allocation of Responsibilities for the Sale of Goods • Inclusion of Incoterms 2010 within Domestic Trade • Suitable Rule in Relation to Mode of Transport • Users of Incoterms 2010 Must Act Quick to Incorporate Changes into Business Practices • Legal Certainty in Sales Transaction between & within Countries as well as within Customs - Free Blocks.
- 1805 Q&A
- 1815 Wrap Up
- End of Day 1**

- 0900 **Introduction to Trade:** • Parties Involved in Trade  
• Methods of Payment • Terms of Payment - Sight and Usance • Terms of Delivery Namely Incoterms 2010  
• Main Trade Documents Involved.
- 0940 Q&A
- 0950 **Features of Letter of Credit (LC):** • Roles of Applicants and Beneficiaries • Features of Common LCs • Value of LCs to Buyers and Sellers • How to Decipher SWIFT LCs  
• Basic ICC Rules • Requirements for Opening an LC
- 1030 Q&A
- 1040 *Morning Break / Refreshment*
- 1050 **Imports under LCs - Services & Financing. Shipping Guarantees (SGs):** • Purpose and Features of SGs • Procedures in Handling Lost Bill of Lading
- 1130 Q&A
- 1140 **Bankers' Acceptance (BA) - Purchases** • Features of BAs • Financing 'Cycle' of BAs
- 1215 Q&A
- 1225 *Lunch*
- 1400 **Trust Receipts (TR):** • Features of TRs • Financing 'Cycle' of TRs
- 1440 Q&A
- 1450 **Foreign Currency Trust Receipts (FCTR):** • Features of FCTRs • Financing 'Cycle' of FCTRs
- 1530 Q&A
- 1540 **Exports under LCs - Services & Financing Inward Letters of Credit for Exports:** • Actions To Be Taken by Sellers Prior & Upon Receiving LCs from Buyers • Why Is It Necessary to Have Inward LCs Confirmed?
- 1615 Q&A
- 1625 *Tea Break / Refreshment*
- 1635 **LC Negotiations - Bill Negotiation under LCs:**  
• Documents Must Be Compliant, But... • Letters of Indemnity / Reserve are Acceptable, on a Case by Case Basis • Handling Discrepant Trade Documents for 'Negotiation' • Common Discrepancies in Export Documents • Measures to Adopt in Negotiating Discrepant Export Documents
- 1710 Q&A
- 1725 **Export Financing Facilities:** • Features of Banker's Acceptance (Sales) / Bills for Collection / Bills Purchasing / Bills Discounting / Bills Negotiating / Bill Forfeiting  
• Do's and Don'ts in Trade.
- 1805 Q&A
- 1815 Wrap Up
- End of Day 2**

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Tuesday & Wednesday

**Kuala Lumpur Regional Centre for Arbitration (KLRC)**

Bangunan Sulaiman  
Jalan Sultan Hishamuddin  
50000 Kuala Lumpur

Please register the following person (s) for the above Course:

1. Name Mr/Ms	<input type="text"/>
Designation	<input type="text"/>
E-mail	<input type="text"/>
2. Name Mr/Ms	<input type="text"/>
Designation	<input type="text"/>
E-mail	<input type="text"/>
Organization	<input type="text"/>
Mailing Address	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Contact Person	<input type="text"/>

### Mode of Payment (Please tick)

Cheque or Bank Draft, made payable to "The Palm Oil Refiners Association of Malaysia". Please indicate participant(s) name(s) and ref: EPTD 2017 at the back of cheque / bank draft.

Cheque / bank draft no   
Amount

Bank transfer, copy of bank-in slip must be faxed / mailed over as proof of bank remittance:

**CIMB Bank Bhd**  
**Account No: 8000212109**  
**Main Branch: No 11, Jalan Raja Laut**  
**50350 Kuala Lumpur, Malaysia.**

**Closing date of registration is 30 November 2017.**

Signature

Company Stamp