



# INTRODUCTION TO INTERNATIONAL TRADE FINANCE

*Monday – Wednesday*

*2 – 4 August 2010*

*Kuala Lumpur*

21 CPE  
credit hours  
for CRP  
holders

Registered with the *ifs* School of Finance as a course for the  
Certified Documentary Credit Specialist Re-certification programme

**INSTITUT BANK-BANK MALAYSIA**

# OBJECTIVES

Upon completion of the programme, participants will be able to:

- use the appropriate Incoterms in collections and documentary credit transactions;
- understand the operating procedures pertaining to collections and the relevant rules;
- identify the various types and uses of documentary credits;
- understand the importance of documentary requirements and the terms and conditions in documentary credits;
- explain the implications of the major provisions of UCP 600;
- apply the operating procedures for trust receipts, bills purchase or negotiation, letters of guarantee and shipping indemnity; and
- know the different types of guarantees used in international trade finance.

# KEY TOPICS

- **Fundamentals of Incoterms 2000**
- **Documentary Collections**
  - Parties in a documentary collection and the procedures
  - Collection instructions – typical instructions and their importance
  - Implications of the Uniform Rules for Collections (URC 522)
- **Definition of Documentary Credits**
- **Purpose of Documentary Credits**
- **Parties to Documentary Credits**
  - Applicant
  - Beneficiary
  - Issuing bank
  - Advising bank
  - Confirmation bank
  - Negotiating bank
  - Reimbursing bank
  - Paying bank
- **Application for Documentary Credits – Critical Terms and Conditions**
- **Checking of Documents Presented under a Credit**
  - Transport documents
  - Commercial documents
  - Insurance documents
- **Negotiation of Documents in Documentary Credits**
- **Implications of Major Provisions of Uniform Customs and Practice for Documentary Credits (UCP 600)**
- **Bills Purchase or Negotiation**
- **Trust Receipts – Uses and Procedures**
- **Letters of Guarantee**
- **Shipping Indemnity – Uses and Risks to Applicant and Issuing Bank**

lectures, group discussions and case studies.

New trade finance personnel

**Mr Victor Tan** has 15 years of banking experience covering the areas of international trade finance, remittances, guarantees and import and export departments. He has worked with various international banks since 1977 including Standard Chartered Bank, Amsterdam-Rotterdam Bank, Bangkok Bank, Royal Trust Merchant Bank and lastly Barclays Bank, where he was the Deputy Head, Trade Finance.

He is now a training consultant associated with Impact Consultancy & Training Pte Ltd and conducts regular in-house training programmes for corporate clients as well as public seminars. He undertakes regular training assignments regionally in Jakarta, Manila and Bangkok. He is also an external trainer for the Trade Development Board, Institute of Certified Public Accountants of Singapore, KPMG and PricewaterhouseCoopers.

Victor holds a Master of Business Administration degree from University of Strathclyde, UK. He is also an Associate Member of the Chartered Institute of Bankers (UK) and a member of the Management Development Institute of Singapore, as well as the Institute of Administrative Management (UK).

**Date** Monday – Wednesday, 2 – 4 August 2010

**Time** 9.00 a.m. – 5.00 p.m.

**Venue** Institut Bank-Bank Malaysia  
Wisma IBI, 5 Jalan Semantan  
Damansara Heights  
50490 Kuala Lumpur

**Attire** Office wear

**Fee** STF Member : RM1,000  
IBBM Member : RM1,600  
Non-Member : RM2,100  
The above fee includes programme materials, meals and refreshments.  
Payment of fees must be made BEFORE commencement of the programme.

**Closing date** Monday, 19 July 2010

**Enquiries** Kindly contact Nizam/Wani at 03-2095 8922 (ext 144/174).

**Nominations** Participation is limited to 20 persons on a first-come, first-served basis. IBBM reserves the right to decline any nominations, without the obligation of providing any reason. Confirmation of participation is by way of official notification from the Institute.

**Kindly address nomination form(s) to** The Executive (Learning Solution 3)  
Institut Bank-Bank Malaysia  
Wisma IBI, 5 Jalan Semantan  
Damansara Heights  
50490 Kuala Lumpur

Fax : 03-2095 7822

Email : [lead@ibbm.org.my](mailto:lead@ibbm.org.my)

**Commitment to the programme** The intensive nature of IBBM programmes requires the participants' full undivided attention and attendance at all sessions. Participants should be free of their professional obligations for the duration of the programme.

**Notice of withdrawal:**

Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. The Institute accepts replacement(s), which must be made in writing, prior to the programme's commencement date. However, no substitution of participant(s) will be allowed for the duration of the programme. The Institute reserves the right to make changes to the schedules, venue or cancel the event altogether.

**REGISTRATION FORM****INTRODUCTION TO INTERNATIONAL TRADE FINANCE****2 – 4 August 2010**

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**Name & Signature of Nominating Officer (Please stamp)**

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**Name & Address of Nominating Organisation (Please stamp)**

**FEE**

Please make bank draft/cheque payable to **INSTITUT BANK-BANK MALAYSIA**. Payment of fees must be made **BEFORE** commencement of the programme.

Bank Draft/Cheque No
RM

Please register the following participant(s) for the above programme.

PARTICIPANT 1												
Name												
New NRIC No. (Mandatory)												
Individual Membership No. (if any)												
Designation and Department												
Email												
Telephone												
Fax												

PARTICIPANT 2												
Name												
New NRIC No. (Mandatory)												
Individual Membership No. (if any)												
Designation and Department												
Email												
Telephone												
Fax												

CONTACT PERSON	
Name	
Name of Organisation	
Address of Organisation	
Email	
Telephone	
Fax	

Please photocopy for additional participants.

**Please complete and return this form to the Institute before 19 July 2010**