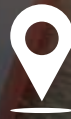


INCOTERMS 2020 and Shipping Import & Export Documentation Procedures

*Master the terms of the latest updates of
INCOTERMS 2020 and stay intact*

27 & 28 June 2024
9.00am - 5.00pm | GMT+8



Concorde Hotel
Kuala Lumpur, Malaysia

WHY YOU SHOULD ATTEND

The Incoterms (International Commercial Terms) are universally recognized rules that guide buyers and sellers to fulfil a contract for the shipment of goods. The International Chamber of Commerce (ICC) introduced the new Incoterms® 2020 which was launched on 10th September 2019 and became effective worldwide as of 1st January 2020. It is believed to enable more favourable trade terms for effective trade finance.

This 2 days workshop will allow participants to be exposed to the latest updates that Incoterms® 2020 has in hand and how these updates will affect organizations like the obvious changes made to the term FCA (Free Carrier), DAT (Delivered at Terminal), DPU (Delivered at Place), DDP (Delivered Duty Paid) among others.

Organised by:



WEventz Pte Ltd (Singapore)
WEventz Malaysia Sdn Bhd (Malaysia)

AUDIENCES

This training is specifically designed for those who are involved in: -

- Import / Export / Shipping Operation
- Freight Forwarding
- Purchasing & Supply Chain Activities
- Transporting
- Bill Processing
- Trade Documentation
- Manufacturing
- Sales Administration
- Marine Insurance
- Finance & Administration
- Bankers
- Customs Brokers



HRD Corp Claimable Programme

THE OVERVIEW

The Incoterms® 2020 provides comprehensive working knowledge of ICC's globally recognised commercial trade terms, which offer specific guidance for those participating in the import and export of global trade. The global economy has given business broader access than ever before to markets all over the world. Goods are sold in more countries, in larger quantities, and in greater variety. But as the volume and complexity of global sales increase, so do possibilities for misunderstandings and costly disputes when sale contracts are not adequately drafted.

The Incoterms® 2020 rules take account of the increased attention to security in the movement of goods, the need for flexibility in insurance coverage depending on the nature of goods and transport, and the call by banks for an on-board bill of lading in certain financed sales under FCA rule. Incoterms® 2020 also offers a simpler and clearer presentation of all rules, featuring an expanded introduction and explanatory notes. Incoterms® 2020 is also the first version of ICC's Incoterms® rules to include a 'horizontal' presentation, grouping all like articles together and allowing users to clearly see differences in treatment of particular issues across the 11 Incoterms® rules. Incoterms rules define the responsibilities of buyers and sellers for the delivery of goods under sale contracts. They are the authoritative rules for determining how costs and risks are allocated to the parties. Incoterms rules are regularly incorporated into sale contracts worldwide and have become part of the daily language of trade.

MAJOR BENEFITS

By end of this course, delegates will be able to: -

- **KNOW** how Incoterms® 2020 changes affect participants and which area of the organization
- **DETERMINE** if the organization setup is robust for good incoterms practices
- **UNDERSTAND** the risks of current Incoterms practices
- **KNOW** the areas of concern from peers on the current Incoterms practices
- **MASTER** the recommended practices for handling Incoterms
- **MITIGATE** risks for the organization's Incoterms management
- **MANAGE** change from current to recommended Incoterms practices

IN-HOUSE TRAINING

In-house training, specifically designed for your organisation, can be a cost-effective way to train a group of staff. All WEventz course listed are available to be run in person or virtually, whatever suits you, either as they stand or modified to suit your needs. If you have other areas that you would want covered in a training session, please contact us to discuss your needs and we will try to help.

COURSE OUTLINE

DAY ONE

SESSION 1: WHAT ARE INCOTERMS AND ITS IMPORTANCE IN INTERNATIONAL TRADE

- How to use the INCOTERM 2020 Rules
- Factors to consider in choosing the appropriate INCOTERM Rule
- What the INCOTERMS Rules DO
- What the INCOTERMS Rules DO NOT DO

SESSION 2: HOW BEST TO INCORPORATE THE INCOTERMS RULES

SESSION 3: DELIVER, RISK AND COST IN THE INCOTERMS RULE 2020

- Delivery Points
- The Extremes and in-between the four traditional INCOTERMS Rules groups

SESSION 4: INCOTERMS RULES AND THE CARRIER

SESSION 5: RULES FOR THE CONTRACT OF SALE AND THEIR RELATIONSHIP TO OTHER COUNTRIES

SESSION 6: THE ELEVEN INCOTERMS 2020 RULES

- Rules for any Mode or Modes of Transport
- Rules for SEA and INLAND WATERWAYS Transport

SESSION 7: DIFFERENCES BETWEEN INCOTERMS 2010 AND 2020

- Bills of Lading with an on-board notation and the FCA INCOTERMS' Rule
- Cost, where they are listed
- Different level of Insurance cover in CIF and CIP
- Arranging for Carriage with Seller's or Buyer's own means of transport in FCA, DAP, DPU and DDP
- Inclusion of Security-related requirements within carriage obligations and costs

SESSION 8: VARIANTS OF INCOTERMS RULES, ARE THEY SAVE TO USE

DAY TWO

SESSION 9: RULES OF ANY MODE OR MODE OF TRANSPORT (7 TERMS)

- EXW – Ex Work
- FCA – Free Carrier
- CPT – Carriage Paid To
- CIP – Carriage and Insurance Paid To
- DAP – Delivered at Place
- DPU – Delivered at Place Unloaded
- DDP – Delivered Duty Paid

SESSION 10: RULES FOR SEA AND INLAND WATERWAY TRANSPORT (4 TERMS)

- FAS – Free Alongside Ship
- FOB – Free On Board
- CFR – Cost and Freight
- CIF – Cost Insurance and Freight

SESSION 11: STEPS OF EXPORTING & IMPORTING (HOW AN LC IS CREATED)

- What are the steps and procedures in Exporting & Importing
- Parties involved in LC Operation, their Obligations and Responsibilities (Buyer, Seller, Issuing Bank and Beneficiary Bank)
- Letter of Credit at Sight
- Letter of Credit Usance (Deferred Payment)
- Documentary Collections – Sight Bills
- Documentary Collections – Usance Bills

METHODOLOGY

Real-life examples and exercises will be used during the workshop to stimulate learning and to make workshop interactive and exciting.

PRE-COURSE QUESTIONNAIRE

A questionnaire will be forwarded to you to establish your exact training needs and issues of concern to ensure that you gain maximum value from this course. Your completed questionnaire will be analysed by the course facilitator prior to the training and addressed during the training.

INCOTERMS 2020

and Shipping Import & Export
Documentation Procedures
27 & 28 June 2024

SESSION 12: DEFINITION IMPORT VALUE, DOCUMENTATION REQUIRED FOR IMPORT AND IMPORT ACTIVITIES FLOW IN PORT

- What is import value
- Purpose of import documents
- Types of documents required for Import
 - Customs declaration K1
 - Commercial invoice
 - Packing list
 - Bill of Lading
 - Essential point to note in Bill of Lading
 - Types of Bill of Lading
 - Marine insurance
 - Inspection certificate
 - Certificate of Origin
 - Certificate of exemption
 - Licenses
- Flow of Import Procedures
 - Submission of documents to Forwarding Agent,
 - Shipping Agent and Royal Customs Department

SESSION 13: DEFINITION OF EXPORT VALUE, DOCUMENTS REQUIRED FOR EXPORT AND EXPORT ACTIVITIES FLOW IN PORT

- What is export value
- What is CESS Fee
- Types of documents required for Export
 - Customs declaration
 - Commercial invoice
 - Packing list
 - Certificate of Origin
 - Permits & Licenses
 - Other relevant documents
 - KPWX form (What is KPWX form and why it is no longer in use)
 - Flow of Export Procedures
 - Collection of goods
 - Submission of documents to Forwarding agent and Customs Declaration

SESSION 14: DOS AND DON'TS WITH ROYAL MALAYSIAN CUSTOMS

- Direct release
- Points to remember
- Types of offences and punishments

SESSION 15: CLAIMS PROCEDURES

- Steps in claiming
- Documents required
 - Insurance Certificate
 - Invoice
 - Packing list
 - Bill of Lading
 - Forwarding agent's delivery order and remarks
 - Survey reports & photographs
 - Port Authority survey report
 - Container terminal un-stuffing report
 - Ship's log book and Sea protest note

SESSION 16: TIPS FOR IMPORTERS, EXPORTERS AND HOW TO AVOID SHIPPING ERRORS

PROGRAM SCHEDULE | GMT +8

●	8.45am	-	Registration
●	9.00am	-	Session Begins
●	10.30am	-	Break
●	10.45am	-	Session Resumes
●	12.15pm	-	Lunch Break
●	1.45pm	-	Session Resumes
●	3.15pm	-	Break
●	3.30pm	-	Session Resumes
●	5.00pm	-	Sessions Ends

THE TRAINER



DR. E. PATHEPEN PHF CIPM (USA), CIPN (USA), CISCN (USA), MCIPS (UK), MBA (Aus), DBA (UK)

Corporate Trainer & Consultant

INCOTERM, Supply Chain, Logistics Management,
Procurement and Warehouse Management

Dr. Pathepen who obtained his Doctor of Business Administration from Commonwealth Open University (UK) also holds Masters in Business Administration (MBA) from Victoria University of Technology, Melbourne (Australia). Dr. Pathepen graduated from Chartered Institute of Purchasing and Supply CIPS (UK) and holds Diploma in Purchasing and Materials Management from MIPMM (Malaysia), Certificate in Certified Purchasing Management from NAPM (USA) and also Certificate in Shipping and LCCI Accounting, Business Statistics and Costing.

He had worked in a Multinational Manufacturing company for 22 years before moving to Telecommunication, Oil & Gas and Leisure industry. In total, Dr Pathepen comes with 27 years of working experience. In the manufacturing industry, he had worked in various departments, Production & Materials Planning and Logistics, Finance, Costing, Marketing & Sales, Warehouse/Stores, Shipping, Purchasing and Materials Management. His last appointment was as Group Procurement Manager for an internationally recognised Malaysian corporation engaged in both manufacturing and retailing activities.

Dr. Pathepen is currently one of the selected trainer for Federation of Malaysian Manufacturers (FMM).

Dr. Pathepen also lectures in Doctor of Business Administration (DBA) and Masters of Business Administration (MBA) programmes.

Besides conducting trainings throughout Malaysia including Sabah and Sarawak. Dr. Pathepen has also traveled to Singapore, Maldives, Brunei, Indonesia and Thailand to conduct trainings.

With 27 years of working experience and 28 years of training & lecturing (5 years part-time & 23 years full-time), Dr Pathepen carries with him wealth of knowledge and experience in the field of Supply Chain & Logistics Management. Dr Pathepen is a highly sought-after trainer in the field of Supply Chain & Logistics Management.

Over the years, he has provided strategic counsel to some of the world's most recognizable organizations, including:

- | | | | |
|--------------------------------|---------------------------|-------------------------|---------------------------|
| • Karangkraf | • Bruker | • CL Technical Services | • Scientex |
| • Petronas Carigali | • Tiara Labuan | • Asteel | • 7-Eleven |
| • Perodua | • Care Glove | • KYB | • Westports |
| • JX Nippon Oil | • JJ-LAPP Cable | • Lam Soon | • Yeo's |
| • Telekom Malaysia | • ExecuJet Aviation Group | • MyClear | • Bank Negara Malaysia |
| • AirAsia | • Busted Heavy Industries | • Nitto | • Continental |
| • Sharp Roxy | • Kawan | • Osram | • DHL |
| • Asian Football Confederation | • e-Mart | • Panasonic | • Guocera |
| • DRB-Hicom | • Bruker | • Pharmaniaga | • Institut Jantung Negara |
| • Foresight Choice Malaysia | • Honda | • Proton | • Johnson & Johnson |

EVENT REGISTRATION FORM WE 2106

HRDC Training Programme No. 10001357481

COMPANY INFORMATION (For Billing Purpose)

Organisation:

Billing Address:

Postcode: Tel: ()

ENQUIRY | SUBMISSION

Completion of registration form and directly to the person in charge below: -

Name: Wianto K

Whatsapp: (+65) 8900 7686

Email: wianto.k@weventz.sg

REGISTRATION FEE

1 Delegate	2 or More Delegates (Group Pricing)
<input type="checkbox"/> SGD 2,595	<input type="checkbox"/> SGD 2,295 per delegate
<input type="checkbox"/> MYR 8,795	<input type="checkbox"/> MYR 7,795 per delegate

- The above amount payable is net withholding taxes or any other taxes. If any, will be borne by the customer
- Fee is inclusive of course documentation, luncheons, refreshments and 15% service charge

DELEGATES' DETAILS

Name: Name:

Job Title: Job Title:

Email: Email:

Name: Name:

Job Title: Job Title:

Email: Email:

AUTHORISATION

Signatory must be authorised to sign on behalf of contracting organisation. E.g: HR / Training Personal, Approving Superior

Name: Signature:

Job Title:

HOTEL ACCOMMODATION

Concorde Hotel Kuala Lumpur, Malaysia
2, Jln Sultan Ismail, Kuala Lumpur, 50250 Kuala Lumpur, Malaysia

Accommodation are to be settled by delegates directly with the hotel. Please note that rooms are available on a first-come-first-served basis. Hotel reservations and travel arrangements are the responsibilities of the registrant.

Payment Policy: Payment is due in full at the time of registration. PLEASE NOTE: Payment must be received prior to the commencement of the training unless agreed otherwise. WEventz Pte Ltd (hereinafter called "WEventz" reserves the right to refuse admission if payment is not received on time. If payment is not received by the mutually agreed payment date, 10% penalty will be charged to the bill.

Cancellations & Substitutions: Substitute delegate(s) will be accepted at any time prior to the event at no additional charge. WEventz will not provide refunds for cancellations. All bookings carry a 50% liability immediately after a fully completed registration form has been received by the WEventz. Please note that a written notice of the cancellation must be received via email 3 weeks prior to the event date in order to obtain the balance of the event fee as a credit to be applied against another Weventz program. Cancellation of any event with less than 3 weeks' notice prior to the event date carry a 100% liability; however the delegate will still be entitled to a complete set of course documentation. Weventz will not be able to mitigate its losses for less than 50% of the contract value in case of dispute with the client or cancellation of this contract by any one party.

Program Change Policy: Please note that speakers and topics were confirmed at the time of publishing. WEventz reserves the right to alter or modify the advertised speakers and/or topics if necessary, without penalty and in such situations no refunds, or part refunds. **Indemnity:** Should for any reason outside the control of WEventz training, speakers change, or the event be cancelled, WEventz shall endeavour to reschedule, but the client hereby indemnifies and hold WEventz harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client.