

# Import & Export Documentation

## By Olivia Chan



Decide with Confidence

### INTRODUCTION

When it comes to import and export, documentation is the KEY. Understand the effectiveness of such procedures to deal successfully with banks, freight forwarders, customs brokers and foreign customers. And find out how to use the necessary documents to obtain the greatest cost benefit for your company and timely execution of your order.

### LEARNING OBJECTIVES

On completing this program, participants will:

- Gain confidence in dealing with difficult export/import situations
- Reduce export/import transaction costs by targeting and eliminating common problem
- Wealth of explanations and helpful suggestions is virtually guaranteed to save your company time and money in the competitive international trade

### WHO SHOULD ATTEND

Manufacturer importing raw materials or exporting products, distributors and agents, trading companies, bankers and attorneys, freight forwarders, customs brokers, transportation executives and employees, and many others working in this important segment of the business world. Virtually every piece of information you need is right in this workshop

### COURSE OUTLINE

- Import and Export Procedure
- Trade terms
  - Applicable trade terms in different modes of Transportation
- Cost factors of Import-Export Goods
- Commercial documents: international trade
  - Proforma Invoice or Sales confirmation
  - Commercial Invoice
  - Consular Invoice
  - Packing List
  - Certificate of Origin
  - Health Certificate
  - Pre-shipment Inspection Certificates
  - Quality Certificate
  - Weight Certificate
  - Shipping Advice
  - Dangerous Cargo Declaration
  - Other export documents
  - ATA Carnet Form
- Shipping commercial documents
  - Overview of Bill of Lading
  - Ocean Bill of Lading
  - Combined Transport or Port to Port Bill of Lading
  - Container Bill of Lading
  - Through Bill of lading
  - Clean Bill of lading
  - Sea Waybill
  - Short form Bill of lading
  - Shipping Note
  - Certificate of Shipment
  - Letter of indemnity
- Chartering:
  - Terms used in Charter Shipping
  - Owners and Charterer's Bills of Lading
- Air freight: Commercial
  - Benefits of air freight
  - Difference between Air Waybill and House Air Waybill
  - What is a master Air Waybill?
  - Shipper's Letter of Instruction Landing
- Insurance: Marine and Cargo
  - Insurance Policy and Cover Note
  - Insurance Policy versus Insurance Certificate
  - Institute Cargo Clauses (A) (B) (C)
  - Amount of insurance coverage
  - Export Credit Risk Insurance
- Methods and tools in importing and exporting
  - Payment in advance
  - Open A/C
  - Documents for collection
  - How to prepare documents under an export L/C
- Difference between Portnet and Tradenet

### ABOUT THE TRAINER – MS OLIVIA CHAN

OLIVIA CHAN, Fellow of the Chartered Institute of Bankers and a MBA graduate in Finance from University of Leeds, is a seasoned documentary credit specialist of over 30 years. She joined Natwest Group in 1977 and was with this Group for about 20 years and her last position was Manager of its Trade Finance Unit. She is a Certified Documentary Credit Specialist, a qualification jointly issued by the Chartered Institute of Bankers (UK) and the International Financial Services Association (USA) and endorsed by the International Chamber of Commerce based in Paris, France. Olivia also served as a Treasury Manager with a Singapore based top research and development organisation from 1997 to 2002.

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**Date:** 4<sup>th</sup> & 5<sup>th</sup> February 2010, 9am – 5pm  
**Venue:** Amara Hotel Singapore

**Fee:** [ ] S\$640 for D&B Subscriber [ ] S\$720 for Non-subscriber  
(Includes materials, refreshments and lunch)

- Approved for SDF Funding (eligibility criteria apply) - Applicable only for Cheque/GIRO payments
- Up to S\$4 per training hour SDF funding for SMEs (eligibility criteria apply)
- Up to S\$2 per training hour SDF funding (eligibility criteria apply)

**EARLY BIRD – Fax in your registration before 4<sup>th</sup> January 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

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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 14 working days before commencement is entitled to full refund of seminar charges. No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. 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 payment towards the event and such registrants shall have no claims against the company
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