

Letters of Credit In Exporting (New)



Decide with Confidence

A one-day practical course specially designed to provide participants with the knowledge and skills to:

- **UNDERSTAND THE TERMS AND CONDITIONS IN AN L/C**
- **UNDERSTANDING THE USES, MECHANICS AND RISKS OF AN LC**

Objectives:

To impart skills and knowledge to participants in following areas

- Explain in outline what Documentary Credits are
- Give guidance on how to use a Documentary Credit
- Show in simple chart form how a Documentary Credit is created and used
- Know the various terms involved when using Documentary Credits

Course Contents

1. What is a Documentary Credit?
2. How are Documentary Credits used?
3. Why use Documentary Credits?
4. Overview of different types of L/C and
5. Suggested terms for inclusion in an Export Documentary Credit
6. Explanation of Documentary Credits Check-list to be used for a Sales Contract and Purchase Orders
7. Risk and Significance of Discrepancies under an L/C

About The Trainer – Mrs. 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: 24 February 2012, 9am – 5pm

Venue: TBA

Fee: [] S\$880 (before GST) for D&B Subscriber [] S\$990 (before GST) for Non-subscriber
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 24 Jan 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

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 7 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
4. 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 cheque/credit payment towards the event and such registrants shall have no claims against the company.
5. D&B reserves the right to change venue due to unforeseen circumstances.