

Import & Export Practice & Documents

By Richard Yeo



Introduction

When it comes to import and export, documentation is key. The "**Import and Export Procedures & Documentation**" workshop is designed to help you understand the effectiveness of such procedures to deal successfully with banks, freight forwarders, custom brokers and foreign customers. Find out how to use the necessary documents to obtain the greatest cost benefit for your company and timely execution of your order.

On completion of this one-day workshop, participants will gain confidence in dealing with difficult export and import situations, be able to reduce export and import transaction costs by targeting and eliminating common problems, as well as gain a wealth of practical and helpful tips to save valuable time and resources.

Course Contents

- ❖ Overview of Trade Cycle
 - How is Trade transacted?
 - Types of Countertrade
 - Trade Transaction Timeline and Structure
 - Various Forms used in Sales Agreement
 - Documents used in International Trade
 - Exporters & Importers' specific concerns
 - Risks associated with Global Trade

- ❖ General Guidelines on Preparation of Documents
 - Signatures
 - Documents not required by L/C
 - Transport Documents
 - Alterations
 - Ambiguity regarding issuer of documents
 - Issuing Date
 - Certificate
 - Documents for Customs Clearance

- ❖ Key Trade Documents
 - Standard Documents

- ❖ Commercial Documents
 - Pro-forma Invoice
 - Consular Invoice
 - Legalized Invoice
 - Certified Invoice
 - Certificate of Origin
 - Certificate of Insurance
 - Certificate of Health
 - Dangerous cargo declaration
 - Carnets



- ❖ Shipping Documents
 - Bills of Exchange vs. Promissory Note
 - Invoices
 - Packing List
 - Certificate of Origin
 - Insurance Certificate
 - Bills of Lading
 - Container Bill of Lading
 - Combined Transport Bill of Lading
 - Multiple Bills of Lading
 - Through Bill of Lading
 - Charter Party Bill of Lading

- ❖ Air Transport Documents
- ❖ Insurance: Marine & Cargo
 - Insurance Documents
 - Types of Marine Insurance Policies

- ❖ Mitigating Risks involving documents

Who Should Attend

All Exporters, Importers, Freight Forwarders, Banks, Lawyers, Insurance Specialists and all those involved in International Trade or Purchasing.

About The Trainer – Mr. Richard Yeo

Richard has over 25 years of working experience in the banking industry, covering the areas of International Trade Finance, Funds Transfers (Remittances), Business Administration, Retail Banking and Risk Management. He has worked in various international banks and is actively involved in conducting in-house training and presentations.

Prior to his present position as a key management staff in a listed company, he was a Senior Manager in an MNC. He was also a Deputy General Manager and Compliance Officer in an offshore bank, in charge of Trade Finance, Settlements, Remittances, Deposits, Loans Administration, Correspondent banking as well as Accounting and Regulatory Compliance.

Richard is a registered Associate Trainer with the Institute of Banking and Finance (IBF), and a part-time Associate Lecturer with the Singapore Institute of Management (SIM) and also a part-time Tutor with Business and Management Education Limited, for the Manchester Business School MBA program conducted in Singapore.

Richard is an Associate Member of the Chartered Institute of Bankers, a graduate member of the Institute of Exports (UK) and holds a Master of Business Administration degree, jointly awarded by the University of Manchester and the University of Wales, UK.