

Attn: SBF Members



**SBF WORKSHOP ON LETTERS OF CREDIT**  
**An in-depth understanding for Importers & Exporters**

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 SBF's latest activities and  
 registration forms

Date: **26 & 27 Oct 2009** Time: **\*9am - 5pm**

Venue: **SBF Seminar Room 2** (21<sup>st</sup> level, Keppel Towers)

Fee per pax (incl of 7% GST): **S\$535** (SBF Member) **S\$642** (Non Member)

**Workshop Curriculum**

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| 1. Overview of Methods of Payment and Trade Facilities in international Trade   | 9. Practical pointers when applying for a Letter of Credit (Importer)                             |
| 2. Trade Documents commonly used in International Trade - Bills of Exchange, Bills of Lading, Invoices, packing List, Insurance, Cert of origin etc | 10. How to prepare and check documents to avoid discrepancies                                     |
| 3. Trade terms commonly used in International Trade - FOB, CFR, CIF, FCA, CIP,CPT, EXW, FAS, DDP, DDU, DAF, DES, DEQ                                | 11. Discussion on Discrepancies - Why; How To Resolve   |
| 4. Step by Step detailed flowcharts and Samples on how various types of Letter of Credit works  | 12. Practical pointers for Exporters when presenting documents under a Letter of Credit           |
| 5. Cost Saving Areas in LC transactions which your bankers will never tell you  | 13. Common LC Discrepancies checklist   |
| 6. Why payments are often delayed in LC transactions and how to overcome this   | 14. Detailed checklists for Exporters and Importers   |
| 7. Date of Issue, Shipment, Presentation; Date and Place of Expiry  | 15. Concept of Confirmed LC and "Silent Confirmation LC"  |
| 8. Role and Liability of Banks and Rights of Recourse   | 16. Advantage & Risks of using "LC - TT/SWIFT Reimbursement Allowed" to both exporter & Importers |
|   | 17. Application of UCP 600 in Letter of Credit.   |
|   | 18. Back to Back LC and Transferable LC   |
|   | 19. Practical exercises/case studies  |

**Target Audience**

This workshop is designed to benefit staff involved in customer service, order processing, finance and accounting, shipping & logistics, credit analysts and credit control, sales & marketing, freight forwarders and shipping. It is also suitable for any company intending to export regionally and globally.

**Instructors**

This workshop will be conducted by **Victor Tan, MBA(Strathclyde), ACIB, MinstAM**, a qualified Life Associate Member of The Chartered Institute of Bankers, London and has 15 years of banking experience covering the areas of International Trade Finance, Remittances, Guarantees, Import and Export departments. He has worked with various International Banks since 1977 starting with Standard Chartered Bank, Amsterdam-Rotterdam Bank, Bangkok Bank, Royal Trust Merchant Bank and lastly Barclays Bank, where he was Deputy Head, Trade Finance, on leaving the Banking industry in 1992.

**As workshop interaction is an important consideration, class size is limited to 30 participants**

**Administrative Details:**

- Please mail this registration form together with a cheque to SBF (10 Hoe Chiang Road, #22-00, Keppel Towers, Singapore 089315). Cheque should be made payable to "Singapore Business Federation". Please indicate the **Ref No.**, **company name** and **participant's name, SBF membership no.** behind cheque.
- Confirmation of your registration (i.e. Confirmation stamp on this flyer from SBF) will be faxed to your company upon receipt of full payment. Please present the confirmation for admission to seminar room.
- We regret that no refund will be made for cancellation or non-attendance but a replacement is allowed. Full fees will be charged for cancellation or non-attendance.

NOTE: As a precautionary measure, our advice is for members who are unwell not to attend the session.

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| <p><b>Ref No: MBER 152/261009/09W</b><br/> <b>REGISTRATION FORM</b> - Attn: MR Dept/ Celest (Closing date: 19 Oct 09)</p>  | <p>For Official Use: (SCC)</p> |
| <p>Name (Mr/Ms): _____ Desgn: _____</p> <p>Tel: _____ Hp: _____ Fax: _____</p> <p>Email: _____</p> <p>Company: _____</p> <p>SBF Mbrship No: _____ Address(Non-Mbr): _____</p> <p>Dietary Preference(Food provided will be Halal): <input type="checkbox"/> Nil <input type="checkbox"/> Vegetarian</p> | <p>Serial No: _____</p>        |

\*Please note that registration will be **15 minutes** before the start of the workshop.