FMM INSTITUTE
(C10626805080/ 199901000527/ 475427-W)
Centre for Professional Development

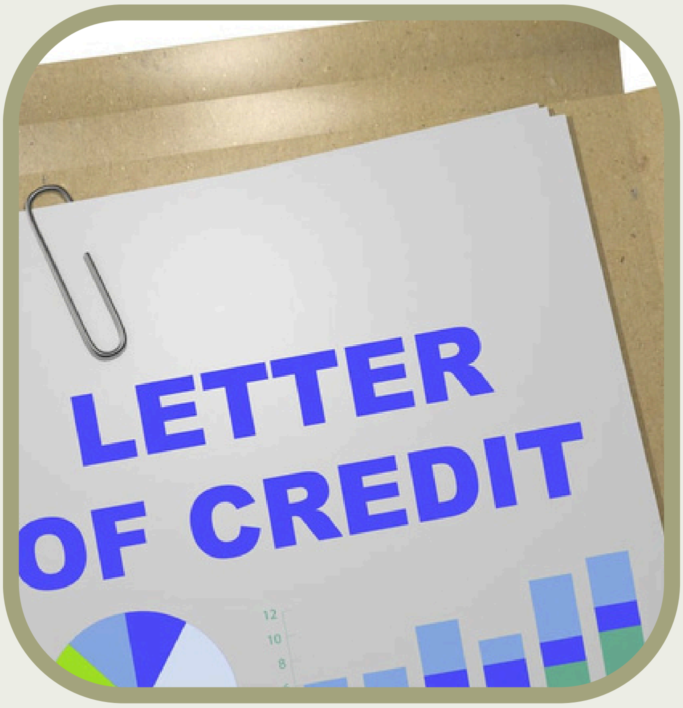
HRDCORP CLAIMABLE

ALL YOU NEED TO KNOW ABOUT LETTER OF CREDIT

WHO SHOULD ATTEND

This programme is specially designed for import/export managers, business development executives, finance managers, executives, entrepreneurs and any staff who wants to know more about the in-depth of Letter of Credit are encourage to attend.

Documentation is an important aspect in export business. Any slip up might lead to serious consequences. In international trade, transactions of sales are normally carried out in the tendering of documents - namely the Letter of Credit and the Bill of Lading. As there is no physical exchange of cash and goods, therefore all information given must be clearly shown in the documentation. This course has been specially designed to cover every aspect of Letter of Credit.



ADMINISTRATIVE DETAILS

Date	:	October 29-30,2025 (Wed-Thu)
Time	:	2 Days (9:00 am - 5:00 pm)
Venue	:	FMM Institute, Johor Branch No. 1 & 3, Jalan Kencana Mas 1/1, Tebrau Business Park III, 81100 Johor Bahru, Johor
Fees	:	RM 1,134.00 (FMM Member) RM 1,242.00 (Non member) The fee inclusive Service Tax at 8% (SST No: W10-1901-32000105)
Closing Date	:	October 15,2025 (Wednesday)
Training Provider	:	FMM Institute Johor MYCOID: 475427W_JOHOR

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COURSE CONTENT

- Definition of Letter of Credit (LC).
- Payment term/methods of settlement in international trade.
- Letter of Credit application checklist.
- Beneficiary checklist.
- Detail Explanation on the Various Type of Letter of Credit (LC) Parties involved in LC T
- Export documents pertaining to LC—Invoice, draft, Bill of Lading, Certificate of Origin etc
- Example of LC (real LC if possible) brought by Participants.
- Highlights on UCP600—relevant articles
- Incoterms.
- International Standard Bank Practice (ISBP)
- Advantages of Letter of Credit

BENEFITS

At the end of this programmed, participants will be able to:

- Upon completion of the programme participants will be able to familiarize themselves with the various types of Letter of Credit available in the banking system.
- Know the operating procedures involved in issuing, advising, confirming and negotiation Letter of Credit.
- Identify the advantages and disadvantages of Letter of Credit, avoid discrepancies in documentation.
- Learn the correct documentation procedures to avoid delays thus increase efficiency in trade transactions.

FACILITATOR

Puan Sharifah Mariam holds a Bachelor of Arts (Economics) degree from University of Malaya, Kuala Lumpur. She has undergone extensive practical training in Credit & Financial Analysis, and International Trade Finance at Institute Bank-Bank Malaysia (IBBM), Bank Nationale De Paris, Singapore and various professional training institutes.

She has more than 20 years' experiences in the banking industry as Bank Manager, specialising in Letters of Credit & Trade Finance, Business Loan Processing, Credit & Financial Analysis, and General Banking Operations. She has conducted various courses in the above fields to manufacturing, exporting and trading companies, government linked companies and various business organisations.

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

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ALL YOU NEED TO KNOW ABOUT LETTER OF CREDIT

OCTOBER 29-30,2025 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)
Puan Sabrina / Pn. Astri / Pn. Ain
Email : sabrina@fmm.org.my /astri@fmm.org.my / nur_ain@fmm.org.my
Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

Fees: ☐ **FMM Member: RM 1,134.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

☐ **Non Member: RM 1,242.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,
Please register the following participant (s) for the above programme:
(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:
2.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:

(if space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ I (self-sponsor) / We will **NOT BE CLAIMING under HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.
Tin No. : C10626805080
BRO No. : 475427-W
SST No. : W10-1901-32000105

Submitted by:

Name:		Email:
Designation:	Tel No:	Moblie No:
Company:		Address:
Tin No. : (Company Tax Number)	Business Registration No. (New/Old)	SST No (If Applicable):
Company Stamp & Signature:		Date: