



SHIPPING THE RIGHT WAY – PROCEDURES, DOCUMENTATION AND PRACTICES

📅 **June 8-9, 2026 (Monday-Tuesday)**
🕒 **8.45 am – 5.00 pm** 📍 **FMM Institute, Perak**

This workshop is designed to give participants an overview and an in-depth understanding and knowledge of the functions of the various shipping documents and the import/export procedures.

Various types of documentation are involved in export & import activities. It is therefore important to understand the role of each document and its requirements in international trade. Exporter/Importer are also required to comply the documentary requirement of exporter/importer and his country. Incoterms are authoritative rules for determining how costs and risks are allocated to the parties and can significantly reduce misunderstandings among traders, thereby minimize trade disputes and litigation.

This course will provide a complete and comprehensive insight into import & export procedures. The course will suit both beginners and those who have more than a basic understanding of import regulations.

.... COURSE CONTENTS....

1. Introduction to Shipping Industry
2. Freight Forwarding Terminology
3. Sea Freight Clearing & Forwarding
4. Bill of Lading
5. International Regulations
6. Incoterms” 2020”
7. Freight Rates
8. Documentation
9. Shipping Containers & Leasing
10. Packaging
11. Marking, Labeling & Placarding
12. Dangerous Goods
13. Marine Insurance
14. Customs Clearance
15. Shipping Issues

.... OBJECTIVES....

- Understand the types of shipping documents and the needs of right documents
- Understand the interpretation of shipping terms and explore various types of Incoterms 2020
- Understand and update information on the Import & Export Procedures
- Develop Knowledge on documentation, License, Custom Duties and Facilities
- Understand the Custom Act 1967, CJ2 , CJ5, LMW & Free Trade Zone

.... LEARNING OUTCOMES....

- Understand the International Trade from a practical point and Gain knowledge on International Trade Terms.
- Understand the various documents used in International Trade and Shipping
- Understand the various steps involved in Import and Export Procedures and Documents Flow.
- Understand the responsibilities of the Seller & Buyer under Incoterms
- Understand the latest development in Malaysian Customs Procedures, Regulation and Legal Provisions.

.... WHO SHOULD ATTEND....

- This program would be a great benefit to Buyer, Procurement/ Purchasing & Materials Executives and Supervisors, Purchasing Clerks, Production Planning Executives, Store Executives, Inventory Control Executives
- Logistics, Customer Service, Administration, Finance managers /Executives /officers /Supervisors / Team Leaders Shipping clerks, and Clerical staff
- Junior and managerial staff involved sales and marketing, freight forwarding, banking, shipping, export and import documentation.

.... TRAINING METHODOLOGY....

The course will utilize a mix of the following methodologies:

- Interactive lectures
- Group discussions
- Case studies
- Practical exercises
- Q&A sessions

Enquiries – please contact **Ms Vaani / Pn Eda / Ms Harvindar**

☎ **(05) 548 8660** 📠 **(05) 548 8221**

✉ fmminstitute_perak@fmminstitute.org.my

.... TRAINER....

MR SHRI SHANMUGANATHAN A/L P. PANCHNATHAN, who is a HRDF accredited corporate trainer, commenced his career in Corporate organization to non-Government organization and has since developed over 20 training programmes for the local needs. He has trained a number of prominent companies such as Boustead Heavy Industry, Sarawak Energy, Lafarge, FELCRA, Petronas and much more. He has an undergraduate degree from the Chartered Institute of Logistics Transport, U.K (CILT-UK), and a Masters Degree from International University and is currently pursuing his DBA. Prior to becoming a full-time trainer in 2004, he served as various positions in corporate companies, government subsidies link and International nonprofit organization. He started his carrier from a buyer with the corporate industry when thru the ladder of progress where his last position was a consultant with a trading house.

MR SHRI SHAN has over 20 years of Procurement and Purchasing, Logistics, Warehouse and Inventory, and Supply Chain Management experience, involving domestic and international activities, for a broad range of manufacturing and service businesses. He has extensive experience in training in the area of Purchasing and Supply Management, Logistics Operations, Warehouse Operations, the management of procurement functions, Supply Chain Management, global sourcing of materials and components, reducing cost of purchased materials and services, and negotiation of complex transactions and contracts. He has given presentations on numerous Supply Chain Management topics and other related topics to the International Federation Purchasing and Supply Management (IFPSM), major universities, and numerous in-house seminars for industrial & services clients in the Malaysia. He was selected to present seminars at the AFRO-ASIAN' Entrepreneurs' Program International Conferences and Asian World Summit's Supply Chain & Logistics Excellence and Shan was selected as IFPSM's Senior Consultant.

Closing Date: MAY 29, 2026

.... COURSE DETAILS....

Date **June 8-9, 2026 (Monday-Tuesday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**
Medium of Instruction **English**
CPD **14 hours**
Fees **☐ Members RM1,134.00/pax**
☐ Non-Members RM1,296.00/pax
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost.

Register in Groups & Enjoy More Savings!

- 2-4 participants: 10% discount
- 5-7 participants: 15% discount
- 8-9 participants: 20% discount

~ Registration Form ~

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FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

| | | | |
|----|------|-------------|--|
| 1. | Name | Designation | |
| | NRIC | HP No | |
| 2. | Name | Email | |
| | NRIC | Designation | |
| 3. | Name | HP No | |
| | NRIC | Email | |

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

| | | |
|----------|-------------------|------|
| Name: | Designation: | |
| Company: | Tel: | Fax: |
| Address: | | |
| Email: | FMM Membership No | |