



# Mastering Incoterms 2020

## OBJECTIVES:

- To determine at what point the buyer and seller have fulfilled their obligations.
- To define the respective roles, responsibilities and obligations of the seller and buyer.
- To be used in the sales agreement, contract or other method of transacting a sale between buyer and seller.
- To identify the coverage of Institute Cargo Clauses A, B, and C where they cover different amount of risks.

## WHO SHOULD ATTEND

Financial Controllers, Account Executives, Finance Executives, personnel involved in importing, manufacturing, exporting, shipping, freight forwarding, and trading concerns.

## COURSE CONTENT

- What are Incoterms?
- Coverage of Incoterms
- Explanation and examples, and responsibilities and obligations of seller and buyer of each of the 11 Incoterms
- Cargo insurance policy types known as Institute Cargo Clauses A, B, C with different types of coverage of Loss or Damage for Marine Cargo, Land Cargo and Air Cargo.

## ADMINISTRATIVE DETAILS

Date : Jun 22, 2026

Time : 9.00am – 5.00pm

Venue : FMM Institute Selangor & Kuala Lumpur  
No 8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor.

Fees : FMM Members – RM 1026.00 per participant

Non-Members – RM 1,242.00 per participant

(inclusive of 8% service tax)

(Fees include course materials, Meals and Certificate of Attendance)

Get **10% DISCOUNT** if you send 3 or more participants for the same programme!

**10% OFF**

## TRAINER

**Puan Sharifah Mariam** holds a Bachelor of Arts (Economics) from University of Malaya and has completed professional training in Credit & Financial Analysis at Institute of Bank-Bank Malaysia and Bank Negara Malaysia. With more than 20 years of experience in the banking industry, she specialises in Letters of Credit, International Trade Finance, Loan Processing, Credit & Financial Analysis and General Banking Operations, and has conducted training for import-export companies, government-linked companies and private organisations.

In addition, she has undergone extensive English language and corporate communication training with the British Council and Corporate Coach Sdn Bhd, and regularly delivers in-house programmes on effective workplace communication, business and email writing, grammar, report writing, presentation skills and public speaking for organisations such as Malaysia External Trade Development Corporation (MATRADE) and the Malaysian Communications and Multimedia Commission (MCMC).

**For further inquiries please contact:**

Siti Nazihah / Azrini

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IN-HOUSE TRAINING AVAILABLE



# REGISTRATION FORM

## MASTERING INCOTERMS 2020

June 22, 2026 (MONDAY)

FMM INSTITUTE SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No.: W10-1901-32000105 | COID: 475427W\_SELANGOR)

Email: [fmm\\_institute\\_selangorkl@fmm.org.my](mailto:fmm_institute_selangorkl@fmm.org.my)

Tel: 03-55692950/4471/4171

Please register the following participant(s) for the above programme:

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_ IC / Passport No.: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_ IC / Passport No.: \_\_\_\_\_

### 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 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme 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 programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- We will be claiming **from HRD Corp** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No **5-62106-64719-2**

Submitted by:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

FMM Membership No.: \_\_\_\_\_ My Corporate Identity No.: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_